

Safeguarding ~ further guidance for Staff

Underlying Principles

Staff should:

- Be aware that the welfare of the child is paramount (Children Act 1989).
- Be responsible for their own actions and behaviour
- Should avoid any contact which would lead any reasonable person to question their motivation and intentions
- Work, and be seen to work, in an open and transparent way
- Discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern
- Make records or any such incident and of decisions made/further actions agreed, in accordance with school policy for keeping and maintaining records
- Apply the same professional standards regardless of gender or sexuality
- Know the name of their designated person for child protection, be familiar with the School's safeguarding arrangements and understand their safeguarding responsibilities
- Be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Safe Practice Guidelines

Staff should:

- Ensure their behaviour remains professional at all times, including their dress and their use of language
- Never use their power and influence over children to their own advantage
- Not engage in personal e-mail or telephone contact with pupils including text messaging and social networking sites
- Never engage in any sexual relationship with pupils in or out of school ~ *the Sexual Offences Act 2003 makes it an offence for adults working in a position of trust to have a sexual relationship with a young person up to the age of 18.*
- Never communicate with pupils in a sexually suggestive manner
- Ensure that any out of school contact should be planned and agreed with senior staff and parents
- Ensure that physical contact with pupils should be minimal, time limited and age appropriate

- Ensure that intimate care and first aid should only be administered according to school policy
- Ensure that physical intervention should never be used as punishment and should follow school policy ~ recorded and reported
- When working in 1:1 situations ensure there is visual access and remote or secluded areas should be avoided
- Be aware that areas of the curriculum should not include any sexually explicit or other sensitive material. Staff should take advice from senior staff if there is any chance of misinterpretation
- Be aware that there should be no unauthorised use of images of children
- Ensure that Internet use should be according to school policy and there should not be any access to inappropriate material
- Guard against any pupil forming an infatuation with them and report any such concerns to senior staff
- Not receive gifts other than small tokens of appreciation – staff should not give gifts other than as part of an agreed reward system or given to all children equally
- Adhere to confidentiality protocols and discuss any information sharing issue with senior staff if in any doubt
- Not hesitate to report concerns about other staff behaviour in the interest of both staff and children involved

Above all else, particularly in relation to any concerns you may have, don't think what if I'm wrong – think what if I'm right?

This guidance is next due for review: Sept 2010