

Safeguarding Children and Young People: Safe Working Practice Procedures

This advice reflects the *'Guidance for safer working practice for those working with children and young people in education settings'* (Safer Recruitment Consortium, February 2022). A full copy of this guidance can be found in the Child Protection folder in the staff shared area. The underpinning principles of this guidance are:

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of students
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way, including self-reporting if their conduct or behaviour falls short of these guiding principles
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded (in line with school's policy)
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA)
- Staff and managers should continually monitor and review practice to ensure the guidance is followed
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and the procedures of the relevant Multi-agency Partnership (MAP).

Overton Grange staff will:

- Work to the best of their ability to ensure all students are safe, happy and successful.
- Be professional in appearance, attitude and behaviour.
- Be considerate and respectful to colleagues, students and parents.
- Assist in the maintenance of an orderly and pleasant school environment.

As a member of staff, volunteer or visitor you should always:

- Adhere to school policies and procedures, many of which are written with safeguarding in mind. These would include: Child Protection, Behaviour, Anti-Bullying, Equal Opportunities, Trips and Visits
- Behave in a mature, safe, fair and considered manner at all times
- Provide a good example and positive role model to students
- Treat all students equally; never confer favour on a particular child, or build 'special relationships' with individual students, except where one-to-one working is part of an agreed plan (counselling, mentoring, etc)
- Pass on any Child Protection concerns to the Designated Safeguarding Lead (David Eccles) or deputies (Pep Nicol and Paddy Bowles).
- Report to the Headteacher (or in the case of an allegation against the Headteacher, to the Chair of Governors): any behaviour which may give rise to a complaint, misunderstanding or misinterpretation; any behaviours of another adult in the school which give you cause for concern

As a member of staff, volunteer or visitor you should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children
- Touch students in a manner which is, or may be considered, sexual, threatening, gratuitous or intimidating by a reasonable person
- Discriminate either favourably or unfavourably towards any student
- Give personal contact details, text, e-mail or telephone except for agreed work purposes using work IT, or make arrangements to contact, communicate or meet students outside work. This includes communicating with students via social networking sites, such as Facebook
- Develop personal or sexual relationships with students
- Push, hit, kick, punch, slap, throw missiles at or smack a student, or threaten to do so
- Be sarcastic, embarrass, humiliate or make remarks to students of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature
- Give or receive (other than 'token') gifts, unless arranged through your line manager or the Headteacher
- Allow or condone students to act in an illegal, improper or unsafe manner, e.g. smoking, drinking alcohol
- Behave in an illegal or unsafe manner whilst transporting students, e.g. exceeding the speed limit, being under the influence of drugs or alcohol, using a mobile phone whilst driving,
- Undertake any work with students when you are not in a fit and proper physical or emotional state to do so, e.g. under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children.

Please note:

It is an offence under section 16 of the Sexual Offences Act 2003 for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child (i.e. any member of staff or volunteer at school), even if the relationship is consensual.

It is standard in terms of equality and diversity that it is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'