



THE HESSLE FEDERATION OF SCHOOLS

Safe & Appropriate Working Policy

Expectations and Code of Conduct for Staff



Science

Guidance for Safe Working Practice

Effective Date: November 2011

Date of minuted approval by the governing body: 20 July 2011

Review Committee: Personnel and Pay

Review Date: November 2012

The aims of this guidance are to:

- Help all staff establish safe and responsive learning environments which safeguard children
- Reduce the risk of adults being unjustly accused of unprofessional or abusive conduct
- Ensure that all staff are aware of appropriate and inappropriate conduct and practice

More detailed guidance on safe working is contained in:

- *'Guidance for Safer Working Practice for adults who Work with Children & Young People in Education Settings'* DCSF 2009 www.erscb.org.uk

This guidance should be read in conjunction with:

- *Working Together to Safeguard Children 2006 (DCSF)*
- *Safeguarding Children & Safer Recruitment in Education (DCSF) 2007*
www.eriding.net/childprotection

Copies of these are available in all staff rooms.

For advice and support on this guidance or related Safeguarding & Child Protection in education matters including allegations against staff contact:

Tony Marsh Child Protection Officer (ER Schools)
01482 392139 tony.marsh@eastriding.gov.uk

Basic Principles

- If no specific advice, policies or guidelines for a specific situation exist, or if you are unsure consult a senior manager
- If you need to take a particular course of action in an unplanned circumstance, which may vary from policies or does not allow time for advice to be sought, record these actions with a Senior Manager as soon as possible.
- If at any time you are concerned that an action or comment by yourself may be misinterpreted or that a child behaves or makes a comment in a way that causes you concern in this respect, log your concerns immediately with the Executive Headteacher or a member of the Federation Senior Leadership Team.

Staff Responsibilities

All staff have responsibilities to ensure the Safeguarding of children;

- Work and behave safely and responsibly at all times to fulfil your duty of care and not abuse in any way your position of trust
- Respond to any concerns about a child's wellbeing that you may have or are brought to your attention in line with the schools and ERSCB Child Protection policy
- Respond in the same way to concerns that involve the behaviour of other adults in the Federation of Schools by following the procedures for 'Whistle Blowing'
- Review your own practice and follow school policies and procedures and seek and advice when unsure
- **Understand that it is professionally and morally unacceptable for staff not to carry out these responsibilities.**

School Responsibilities

In order for staff to carry out these responsibilities Hessle High School and Penshurst Primary School will ensure that:

- all new and existing staff receive adequate Child Protection training as laid down in the school Child Protection and other related policies
- all staff are made aware and reminded of the schools' procedures for reporting concerns and related Safe School policies
- staff concerns and opinions will be sought and taken into account in the regular review of related policies and procedures
- that all staff are aware of the schools' and LA 'whistle blowing' procedures by which adults can voice their concerns, made in good faith, without fear of repercussion.
- provide a safe working environment for staff and provide guidance about safe working practices
- ensure that employees are treated fairly and reasonably in all circumstances

Sharing Concerns and Recording Incidents

Do

- be familiar with the schools system for recording Child Protection and other concerns about children and young people
- take responsibility for recording any incident, and passing on information where you have concerns or concerns are disclosed to you by, or about a child
- report any behaviour by colleagues that raises concern

Confidentiality

Do

- treat information you receive about children and young people in a discreet and confidential manner - however do not keep information to yourself!

Power and Positions of Trust

Do not use your position

- to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- to form or promote relationships which are of a sexual nature, or which may become so

Property and Behaviour

Do

- be aware that behaviour in your personal life may impact upon your work with children and young people
- follow professional codes of conduct at all times

Do not

- behave in a manner, which would lead any reasonable person to question your suitability to work with children or act as a role model
- openly discuss in any media, the internal and personal matters of either school in a way which can compromise your position and the reputation of the schools within the community
- enter into discussions with students/pupils about your private and personal affairs beyond a reasonable professional level

Dress and Appearance

Do not

- wear clothes that are likely to be viewed as offensive, revealing, or sexually provocative, distract or cause embarrassment
- wear clothes or shoes that may be unsafe in the school environment
- have a hair style or colour that would be at odds with the schools expectations for students
- have any visible facial piercings

Gifts, Rewards and Favouritism

Do

- only give gifts to an individual young person as part of the schools' agreed reward systems
- ensure that gifts received or given in situations which may be misconstrued are declared (information given to the Executive Headteacher or member of the Senior Leadership Team)

Infatuations

Do

- report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with you or another adult
- always maintain professional boundaries

Communication with Children and Young People (including the Use of Information Technology)

Do

- ensure that you understand and follow the Federation 'E-Safety policy'

- ensure that personal social networking sites are set at private and students are never listed as approved contacts
- be aware that text messaging should only be used as part of an agreed protocol (parents made aware of) and when other forms of communication are not possible
- only use equipment e.g. mobile phones, provided by school to communicate with children, making sure that parents have given permission for this form of communication to be used in line with school policy
- only make contact with children for professional reasons and in accordance with the above and school policies
- report any personal and inappropriate communication by a child or young person to you as soon as possible to the Executive Headteacher or member of the Senior Leadership Team.

Do not

- give personal contact details to children or young people, including mobile telephone numbers, email addresses or website/social networking sites
- use the internet or web based communication channels including social networking sites, mobile phones, web cams or written communication of any kind to send personal messages to a child/young person
- use or access social networking sites of students
- provide any information about the school, or any member of the school community, on a social networking site or other area of the internet

Social Contact

Do

- always approve any planned school related social contact with children or parents with senior colleagues. For example when it is part of a reward scheme or pastoral care programme
- ensure that social contact with children or their families in the community in your private life does not undermine appropriate working relationships in your school role
- report any concerns you may have arising from contact with children or their families in the community or in your private life
- consider the appropriateness of the social contact according to your role
- be aware that social contact can be misconstrued as grooming

Do not

- have secret social contact with children and young people or their parents
- establish or seek to establish social contact with students or their families to pursue or strengthen a relationship with the students

Sexual Contact

Do

- ensure that your relationships with children and young people clearly take place within the boundaries of a respectful professional relationship
- be aware that sexual relationship with a student under 18 is a criminal offence, regardless of consent

Do not

- have sexual relationships with any student/pupil

- have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact
- make sexual remarks to, or about, a child/young person
- discuss your own sexual relationships with or in the presence of children or young people

Physical Contact

Do

- be aware there are occasions when it is entirely appropriate for staff to have some physical contact with a child
- be aware it is crucial that in all circumstances, staff should only touch children in ways which are appropriate to their professional or agreed role and responsibilities
- be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- never touch a child in a way which may be considered indecent
- always be prepared to report and explain actions and accept that all physical contact will be open to scrutiny

Do not

- indulge in horseplay

Activities that require Physical Contact

Do

- always explain to a child the reason why contact is necessary and what form that contact will take
- conduct activities where they can be seen by others

Behaviour Management and Physical Intervention

Do

- adhere to the organisation's behaviour management and physical intervention policies
- avoid physical intervention whenever possible
- record and report as soon as possible after the event any incident where physical intervention has been used (Deputy Headteacher, Behaviour for Learning and CPC at Hessle High School or Deputy Head, Head of School at Penshurst Primary School)

Do not

- use force as a form of punishment
- use sarcasm, demeaning or insensitive comments or degrading treatment

Children and Young People in Distress

Do

- consider the way in which you offer comfort and reassurance to a distressed child and do it in an age-appropriate way
- record and report situations which may give rise to concern from either party

Respect and Privacy

Do

- avoid any physical contact when children are in a state of undress
- avoid any visually intrusive behaviour
- follow the school procedures in ensuring privacy and safety in changing areas

First Aid

Do

- adhere to the schools' policy for administering first aid or medication (refer to the Federation Health & Safety Policy)
- make other adults aware of the task being undertaken
- explain to the child what is happening
- report and record any administration of first aid or medication
- have regard to any health plan which is in place

One to One Situations

Do

- avoid meeting in remote or secluded parts of the school
- inform other adults about meetings beforehand, assessing the need to have them present or close by
- ensure there is an open door or visual access
- consider the needs and circumstances of the child/children involved (be aware of identified students who require another adult to be close by)
- use your professional judgement in such meetings and report any situation or comment that gives cause for concern

Do not

- arrange meetings with children or young people off the school site unless in exceptional circumstances and with the approval of a senior member of staff

Home Visits

Do

- agree the purpose for any home visit with senior management
- adhere to agreed risk management strategies (See Education Visit Co-ordinator for risk assessment guidance)
- always make detailed records including times of arrival and departure and work undertaken
- ensure any behaviour or situation of concern is reported

Transporting Children and Young People

Do

- be aware that the safety and welfare of the child is your responsibility until they are safely passed over to a parent/carer
- seek consent from a member of the LT and record details of the journey in accordance with agreed procedures including parental consent
- ensure that all arrangements ensure vehicle, passenger and driver safety, including having proper and appropriate insurance for the type of vehicle being drive

- ensure that any impromptu or emergency arrangements of lifts are logged and can be justified if questioned

Trips and Visits

Do

- always have another adult present in out of school activities, unless otherwise agreed with a senior manager
- undertake risk assessments in line with the school's policy where applicable
- have parental consent to the activity
- ensure that your behaviour remains professional at all times

Do not

- use equipment not provided or authorised by the school
- take or display photographs without parental permission

Access to Inappropriate Images and Internet Usage

Do

- ensure that school equipment is not used to view or download pornography or other inappropriate material
- ensure that children and young people are not exposed to or have access to inappropriate material
- ensure that the Federation E-Safety policy is followed at all times

Do not

- use personal IT equipment in school without arrangement with Senior staff

School procedures for reporting concerns about conduct of other staff

If at any time you are concerned that an action or comment made by a colleague may be unlawful, unprofessional or involve malpractice you should come forward and voice those concerns.

The 'Whistle Blowing' Policy for schools with delegated budgets explains how to do this and the school policy for dealing with such allegations.

Remember

- If no specific advice, policies or guidelines for a specific situation exist, or if you are unsure consult a senior manager
- If you need to take a particular course of action in an unplanned circumstance, which may vary from policies or does not allow time for advice to be sought, record these actions with a Senior Manager as soon as is practicable
- If at any time you are concerned that an action or comment by yourself may be misinterpreted or that a child behaves or makes a comment in a way that causes you concern in this respect, log your concerns immediately with the appropriate senior member of staff.

It is important that all staff familiarise themselves with the policies on

- Attendance
- Behaviour

- Child Protection
- Anti-Bullying
- Health & Safety (First Aid Policy)
- Physical Intervention
- E-Safety
- Whistle blowing for schools with delegated budgets

All policies can be accessed by www.thehesslefederation.co.uk at Policies on the Home page
or paper copies can be obtained by request from the HR Manager

Reply Slip
Hessle Federation Safe and Appropriate Working Policy

I hereby confirm that I have read and understood the above information regarding the Hessle Federation Safe and Appropriate Working Policy. I accept the expectations and code of conduct for a member of staff of The Hessle Federation.

Signed _____

Print Name _____

Date _____

NB Please return this slip to Lynne Parkin, Federation Human Resources Manager within one week of your date of commencement or within the specified time frame published