

Safeguarding & Child Protection Staff Conduct Policy

Safe Working Practice for Staff in Education Settings & Education In Child Protection

An introduction for all staff and volunteers to help establish safe learning and working environments in schools, colleges and a settings where children receive formal education

This document summarises key points from the school's Guidance of Safe Working Practice for the Protection of Children and Staff in education Settings & Working Together to Safeguard Children 2016 & Keeping Children Safe in Education Statutory Guidance for Schools and Colleges 2016. It is not intended to replace the need for staff to know the relevant policies and procedures.

Definitions

Staff - Includes all adults working with children, in whatever capacity setting paid or unpaid.

Children - Includes children and young people under the age18.

School - Includes any setting in which children/young people receive formal education.

Staff in schools are well placed to notice possible signs abuse because of the daily contact with children.

All staff are responsible for reporting concerns about a child, Failure to do so could result in disciplinary action.

All schools have a DSP (designated senior person) to whom concerns should be reported. In their absence, there will an appointed deputy for child protection to whom you should report.

Child Abuse Means:

- Physical abuse
- Emotional abuse

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- Sexual abuse
- Neglect

of a child and young person under 18

Signs Of Abuse May Be:

Obvious and sudden, such as:

- A child states an injury they have been ill-treated.
- A child is showing concern about the way an adult is behaving towards them.
- A child tells you about another child who is being mistreated, an adult tells you they are concerned about the abuse of a child.

Part of a picture over a longer period, such as:

- A child who is regularly dirty, unsuitably clothed or hungry.
- A child who is showing unusual behaviour for their age.
- Deterioration in work or lack of interest.
- A child who is isolated, distressed or angry.

What You Should Do:

- You must immediately report any concern about a child to the DSP.
- Record what has been noticed or said and sign and date it. Give this to the DSP.
- Keep what has happened confidential to as few people as possible who need to know.

It is not your job to investigate concerns about a child or talk to the parents.

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If A Child Tells You About Abuse:

- Treat what the child tells you seriously.
- Reassure the child they have done the right thing by telling you.
- Do not question the child or put words in their mouth.
- Do not promise to keep what they said a secret.
- Tell the child you will have to pass on what they have said.
- Do not speak to the child's parents.
- Immediately report the information to the DSP.
- Record what the child has said, in their own words as far as possible sign, date it and give it to the DSP.

What Happens Next:

The DSP will gather information and decide whether to refer to Social Care and Safeguarding.

The social work team will decide on further action.

The DSP should let you have some feedback.

If you feel you cannot report the concerns to the DSP or their appointed deputy you **MUST** still take action, and report the concerns to the Head Teacher, if the Head Teacher is not the DSP

or

contact the **Duty and Assessment Service (DAS)**, Social Care and Safeguarding for advice.

Concerns About The Conduct Of A Member Of Staff:

- You must report to the Head Teacher any concern that indicates that a member of staff or a volunteer may be a risk to children

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- If the concern is about the Head Teacher you must report it to the Trustee or, in their absence, direct to DAS.
- If you feel unable to report the matter within school, you must seek advice from DAS.
- record what you have noticed or what has been said and sign and date it.
- you should follow the procedures but you have a responsibility to whistle blow if all else fails.
- KEEP THE MATTER CONFIDENTIAL.

Underpinning Principles

Staff should:

- Be aware that the welfare of the child is paramount, (Children Act 1989).
- Understand their responsibilities to safeguard and protect children and young people.
- Be responsible for their own actions and behaviour, and avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work, and be seen to work, in an open and transparent way.
- Be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- Apply the same professional standards regardless age, disability, race, colour, ethnic or national origin, gender, religion and belief, sexual orientation, marital status, or trade union membership.
- Discuss and report concerns or take advice immediately from their line manager or another senior member of staff over any incident which may give rise to concern.
- Keep a record of any concerns, decisions made and further actions.

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- Be familiar with local child protection arrangements.
- Know the name of the designated senior person and he appointed deputy(s) for child protection.

Safe Working Practices

- Staff must report concerns about other staff behaviour in the interest of both staff and children involved.
- Staff must keep to confidentiality protocols and discuss any information sharing issues with senior staff if in any doubt.
- Staff should be careful not to misuse their power and influence over children.
- Staff should ensure their behaviour remains professional at all times, including their dress and use of language.
- Staff should 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.
- Physical intervention should never be inappropriately used, should follow relevant procedures and be clearly recorded and reported.
- Physical contact should be minimal, time limited and age appropriate.
- Intimate care and first aid should only be administered according to relevant procedures.
- Staff working in one to one situations should ensure there is visual access and remote or secluded areas should be avoided.
- Staff should not engage in personal email or telephone contact with pupils, including instant messaging, text messaging, and social networking sites etc.
- Any out of school contact should be planned and agreed with senior staff and parents.

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- Only authorised areas of the curriculum should include any sexual or other sensitive material, staff should take advice from senior staff if there is any chance of misinterpretation.
- Internet use should be according to school policy and there should not be any access to inappropriate material.
- There should be no unauthorized images of children.
- Staff should guard against any pupil forming an infatuation with them and report any such concerns to senior staff.
- Communication with pupils should never be sexually suggestive. Staff are in a position of trust and should never engage in any sexual relationship with pupils in or out school.

Concerns About The Conduct Of A Member Of Staff:

- You must report to the head teacher any concern that indicates that a member of staff or a volunteer may be a risk to children.
- If the concern is about the head teacher you must report it to the Trustee or, in their absence, direct to DAS.
- If you feel unable to report the matter within school you must seek advice from DAS.
- Record what you have noticed or what has been said and sign and date it.
- You should follow the procedures but you have a responsibility to whistle blow if all else fails.
- **KEEP THE MATTER CONFIDENTIAL.**

Advice can also be sought from the Safeguarding Unit, Social Care and Safeguarding.

There are procedures for dealing with concerns, allegations and disclosures which take account of the seriousness and sensitivity of these situations.

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Contacts

Trustee – Mr A.A. Dadipatel (0116) 274 1626

Head Teachers – Mr I Tai & Ms S Pathan (0116) 274 1627

Duty and Advice Service (0116) 454 1004

Lesley Booth (0116) 454 2418

Safeguarding Unit (0116) 454 6520

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