



Safeguarding and Wellbeing

Safer Working Practice Guidance

This document is an attempt to offer guidance that both protects children from harm and protects staff from taking actions which could put them in a difficult situation professionally and possibly lead to allegations being made against them.

Relationships with Teaching Groups

- Good relationships with pupils are at the heart of effective teaching and learning. All members of staff should ensure that their actions demonstrate high expectations and clear professional standards.
- Good relationships will be strengthened by effective teaching and learning.
- Good practice includes punctuality for lessons, well planned lessons and assertiveness in the classroom situation eg. seating plans for students, appropriately planned work and homework. These should be accompanied by clear follow-up if expectations are not fulfilled.
- We have clearly stated expectations regarding pupil dress. Members of staff should reinforce this through ensuring compliance and through their own attire. Staff members should continue to be smartly dressed appropriate to the context in which the school operates.

Electronic communication and social networking sites

The following activities are deemed to be unsuitable:

1. Giving students enrolled at the school personal phone numbers (mobile or otherwise). Obtaining phone numbers from students other than from the school database for the purposes of official communications. In situations such as trips, the school mobile or texting system may be used.
2. Email communications for all work purposes should be through the school email system. Email communication with students using personal email addresses would be deemed 'unsuitable'. In such communications both parties should use the school system.
3. Social networking sites (such as facebook, bebo, twitter and similar). From a safeguarding perspective it would be deemed 'unsuitable' to have students currently enrolled at the school as 'friends'. Caution should be exercised when considering the possible implications of having ex-students especially those who have siblings at the school as 'friends'. Staff should also be aware that these sites are in the public domain when posting comments or photographs. Think before you post.

Moodle is an acceptable method of communication between teachers and students, to give feedback on students' work.



Communications with individual pupils:

Any private communication with an individual pupil concerning issues personal to the pupil should be recorded and copied to the pupil's file.

Personal telephone numbers, including mobile phone numbers should not be shared with pupils other than in exceptional circumstances eg on school trips. If a pupil continues to use these personal contact points for a member of staff, this must be reported immediately to the progress leader.

No text conversation should normally take place between a member of staff and a pupil. In the event of it occurring it should be recorded and passed to the progress leader for filing.

Improper communication between a member of staff and a pupil is likely to result in disciplinary action.

When on school trips, staff should use the school mobile which is available from the School ICT Technician, Mr Taffinder.

Social contact

There should be no planned social contact between staff and students.

One to one meetings

Members of staff should take care not to put themselves at risk of accusations of improper behaviour towards pupils. They should be cautious when seeing a pupil alone in a room and should ensure they are fully visible to anyone passing, through a viewing panel or open door if necessary.

Lone Working

Either on your own or with students (see guidance on 'one to one' meetings above)

Inform either a member of SLT or your Subject Leader of your activity and your expected leaving time in order that your safe exit of the building can be confirmed.

PROFESSIONAL RELATIONSHIPS POLICY

Relationships with individual pupils:

- All members of staff should insist that they are addressed by pupils by their proper name eg Mr, Mrs Pupils should be discouraged from addressing members of staff by their first name or nickname.
- A member of staff who accompanies pupils on residential activities must maintain their professional standing and not be compromised by informal contact with the pupils.
- Members of staff on such activities must remember they remain on duty at all times and must be able to exercise a full responsibility for pupils when required. This may



be at very short notice in an emergency. Members of staff should check the necessary staffing ration with Mr Price.

- Members of staff have responsibility to listen, support and advise pupils but in so doing they should make no promises of confidentiality since they are unable to deliver this. During a conversation, if a student should disclose something that means they may be at risk of potential harm, staff should escort the student to the Child Protection Officer.
- Staff supporting pupils in this way must be cautious of pupils repeatedly seeking advice or support leading to dependency upon the member of staff.
- All disclosures regarding issues of child protection should be reported immediately, without investigation or prejudice, to the Child Protection officer. Other personal disclosures should be recorded and passed to the Head of Year.

Members of staff should be very cautious when comforting a distressed pupil and offering any level of physical contact. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background. Appropriate physical contact in schools may occur most often with younger pupils. **It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should, therefore, use their professional judgement at all times.**

Members of staff should never use private cameras or mobile telephones to take photographs of pupils. Always use a school camera and ensure you only store images of pupils on your laptop with the prior knowledge of the Headteacher. If using the school camera, please check that parents have signed planners agreeing that their child can have a photograph taken.

Members of staff should avoid giving lifts to pupils, unless agreed with parents and the Headteacher. Staff should remember they need the requisite insurance to transport pupils in private vehicles.

Members of staff should avoid disclosing inappropriate private details about their personal lives or own activities; this includes on social networking sites.

All staff should be familiar with the 'Staff acceptable use of school ICT facilities - Policy and Guidance 2012'.

Members of staff may have access to confidential information about pupils in order to undertake their every day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. Pupils should never, under any circumstances, be allowed access to staff laptops. Staff should not allow students to use staff laptops to print off work. Please ensure you change your password regularly.



There are occasions when children or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Similarly, it is inadvisable to give such personal gifts to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return.

Any reward given to a young person should be agreed practice within the establishment, consistent with the school's behaviour policy.