



Randwick Primary School: Resilience, Passion, Success

Randwick C of E Primary School

Resilience

Passion

Success



'Aim High Like the Skylark'

Safeguarding Safer Working Practices

January 2020



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All safeguarding policies to be used in partnership with our Child Protection Policy

These guidelines are taken from an updated document (2013) from an original document produced by a DCSF network of Advisors and documents from GCSB www.gscb.org.uk/

They apply to all adults in the school whatever their position, role, or responsibilities, or volunteering to help at school events outside the school or outside the school day. This Policy clarifies the conduct, roles and responsibilities of those adults working in and visiting the school.

All adults should:

- have a clear understanding about the nature and content of this document
- discuss any uncertainties or confusion with Head
- understand what behaviours may call into question their suitability to continue to work or volunteer with children

Duty of Care

Adults should:

- understand their responsibilities of their role and be aware that sanctions will be applied if these provisions are breached
- always act, and be seen to act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour

Confidentiality

Adults should:

- be clear about when information can be shared and in what circumstances it is appropriate to do so
- are expected to treat information they receive about children in a discreet and confidential manner
- should seek advice from a member of staff if they are in any doubt about sharing information they hold or which has been requested of them
- report any concerns or allegations to the Headteacher

Making a Professional Judgement



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Where no specific guidance exists adults should:

- discuss the circumstances that informed their action, or their proposed action, with the Headteacher.
- report any actions which could be mis-interpreted to the Headteacher/Deputy.
- always discuss any misunderstanding, accidents or threats with the Headteacher/Deputy.
- always record discussions and reasons why actions were taken.
- record any areas of disagreement about course of action taken and if necessary referred to a higher authority

Positions of Power and Trust

Adults should not:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine children
- use their status and standing to form or promote relationships which are of a sexual nature, or which may become so

Propriety and Behaviour

Adults should not:

- behave in a manner which would lead any reasonable person to question their suitability to help with children or act as a role model.
- make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such

Adults should:

- be aware that behaviour in their personal lives may impact upon their role with children
- follow any codes of conduct deemed appropriate by the school
- understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to help with children and young people

Dress and Appearance

Adults should wear clothing which:

- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory and is not culturally sensitive

Gifts, rewards and Favouritism

Adults should:

- be aware of the school's policy on the giving and receiving of gifts
- ensure that gifts received or given in situations which may be misconstrued are declared
- only give gifts to an individual young person as part of an agreed reward system and cleared with staff
- ensure that all selection processes which concern children are fair and that wherever practicable these are undertaken and agreed by more than one member of staff



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Infatuations

Adults should:

- report and record any incidents or indications (verbal, written or physical) that suggest a child may have developed an infatuation with an adult in the workplace to the Head teacher/Deputy.
- always acknowledge and maintain professional boundaries

Communications

Adults should:

- not give their personal contact details to children and parents, including their mobile telephone number and details of any blogs or personal websites
- only make contact with parents (and never children) for professional reasons through the the school email systems and always copy in the Headteacher
- not make any personal contact with children through any electronic devise (eg internet or web-based communication channels to send personal messages)
- ensure that if a social networking site is used, details are not shared with children and parents and privacy settings are set at maximum

Social contact

Adults should:

- have no social contact with children or their parents without informing the school
- consider the appropriateness of social contact with any school families
- never have any planned social contact with children without the parent's permission (eg invitation to a child's party)
- advise senior management of any social contact they have with a child or a parent with whom they work, which may give rise to concern
- report and record any situation, which may place a child at risk or which may compromise the organisation or their own professional standing
- be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with the Headteacher
- understand that some communications may be called into question and need to be justified.

Sexual contact

Adults should not:

- have sexual relationships with children
- have any form of communication with a child 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
- discuss their own sexual relationships with or in the presence of children

Adults should:

- ensure that their relationships with children clearly take place within the boundaries of a respectful professional relationship
- take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought.



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Physical contact

Adults should:

- 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 be open to scrutiny
- not indulge in 'horseplay' – physical rough and tumble
- always encourage children, where possible, to undertake self-care tasks independently
- work within Health and Safety regulations
- be aware of cultural or religious views about touching and always be sensitive to issues of gender
- understand that physical contact in some circumstances can be easily misinterpreted

Other activities that require physical contact

Adults should:

- treat children with dignity and respect and avoid contact with intimate parts of the body
- always explain to a child the reason why contact is necessary and what form that contact will take
- seek consent of parents/staff where a child or young person is unable to do so because of a disability.
- consider alternatives, where it is anticipated that a child might misinterpret any such contact
- be familiar with and follow recommended guidance and protocols
- conduct activities where they can be seen by others
- be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact

Behaviour management

Adults should:

- seek advice from staff if sanctions are deemed necessary or if a member of staff adhere to the school behavioural policy
- not use force as a form of punishment
- try to defuse situations before they escalate
- inform senior staff of any behaviour management strategies used, after clearing with staff first
- be mindful of factors which may impact upon a child's behaviour e.g. bullying, abuse and where necessary take appropriate action

Use of control and physical intervention

adults should:

- adhere to school's physical intervention policy – no physical intervention except in an emergency to prevent harm to a child
- always seek to defuse situations
- always use minimum force for the shortest period necessary
- record and report as soon as possible after the event any incident where physical



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intervention has been used.

Children in distress

Adults should:

- consider the way in which they offer comfort and reassurance to a distressed child and do it in an age-appropriate way
- be circumspect in offering reassurance in one to one situations, but always report & record such actions in these circumstances
- follow professional guidance or code of practice where available
- never touch a child in a way which may be considered indecent
- record and report situations which may give rise to concern from either party
- not assume that all children seek physical comfort if they are distressed

Intimate care

Adults should:

- not undertake any intimate care of a child unless specified and agreed by the school through the school intimate care policy

Personal Care

Adults should:

- avoid any physical contact when children are in a state of undress
- avoid any visually intrusive behaviour
- where there are changing rooms announce their intention of entering
- not change in the same place as children
- not shower or bathe with children
- not assist with any personal care task which a child or young person can undertake by themselves

First Aid and administration of medication

Adults should:

- not administer any first aid or medication to a child or a member of staff. In exceptional circumstances this may be agreed through the Headteacher if the child has additional medical needs

In these exceptional circumstances when an adult has received appropriate training and agreed to administer medication in an emergency situation, then:

- explain to the child what is happening.
- always act and be seen to act in the child's best interests
- report and record any administration of first aid or medication
- have regard to any health plan which is in place
- always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities

One to one situations

Adults should:

- not enter into a one-to-one situation with a child
- always report any situation where a child becomes distressed or angry to another member



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of staff and follow up as appropriate

Home visits

Adults should

- not undertake home visits to children or families, unless agreed beforehand with the Headteacher.

Transporting children

Adults should not transport children in their own cars, unless agreed in advance with the Headteacher. Parents may arrange to transport other children to/from other school events, but this is purely a private arrangement and the school has no responsibility in this matter.

Trips and Outings

Adults should:

- always have another adult present in out of school activities
- ensure that their behaviour remains professional at all times
- on a residential visit never share beds with a child/children.
- not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with the Headteacher

Photography and videos

Adults should:

- only take photos of children with school equipment or using EARWIG
- be clear about the purpose of the activity and about what will happen to the images when the activity is concluded
- be able to justify images of children in their possession
- avoid making images in one to one situations or which show a single child with no surrounding context
- ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.
- report any concerns about any inappropriate or intrusive photographs found
- always ensure they have checked if the school has parental permission to take and/or display photographs

Adults should not:

- display or distribute images of children unless they have consent to do so from the Headteacher
- use images which may cause distress
- use mobile telephones to take images of children UNLESS using EARWIG
- take images 'in secret', or taking images in situations that may be construed as being secretive.

Internet usage

Adults should:

- follow the school's guidance on the use of IT equipment
- ensure that children are not exposed to unsuitable material on the internet



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- ensure that any films or material shown to children and young people are age appropriate ie., U rated films. PG rated films may only be shown with the Headteacher's permission as parental permission is required

Whistleblowing

Adults should:

- report any behaviour by colleagues that raises concern regardless of source to the Headteacher

Sharing concerns and reporting Incidents

Adults should:

- report concerns to the Headteacher
- if the concerns are about the Headteacher report them to the Chair of Governors
- should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school.

This policy is monitored by the school & its governing body and will be reviewed as part of this established cycle of school review or following changes to statutory legislation.

Policy Leader:	Headteacher
Dated:	Autumn Term 2018
Approval Date & Signed by Governors:	Autumn Term 2018
Policy Update Required: Review by Staff	Spring 2020

Related Documents for Reference

- Safer Working Practices
- Allegations Management
- Physical Intervention
- Behavior and Anti-Bullying
- Child Protection
- Whistleblowing



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- Intimate Care
- E-Safety
- Child Protection Referrals
- Lone Worker Procedure
- Safety Education
- ICT Code of Conduct



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Randwick C of E Primary School Safeguarding Children – Safer Working Practices Policy

The Safer Working Practices Policies apply to all adults in the school whatever their position, role or responsibilities. This Policy clarifies the conduct, roles and responsibilities of those adults working in and visiting the school.

The Areas defined include:

- Duty of Care
- Confidentiality
- Position of Trust
- Propriety & Behaviour
- Dress & appearance
- Gifts & rewards
- Infatuations, communications, social contact & sexual contact
- Physical contact & intervention
- Behavioural management
- Child in distress
- Intimate & personal care
- First aid
- Transporting children
- Educational visits, clubs etc.
- Photography & videos
- Internet usage
- Whistle blowing
- Allegation management

Statement of Agreement for All adults:

- I have read and have a clear understanding about the nature and content of this document
- I have discussed any uncertainties or confusion with Headteacher/Deputy
- I understand further clarity is available through individual policies located in the office
- I understand what behaviours may call into question my suitability to begin to or continue to work or volunteer with children

I understand that any behaviour or actions deemed unsuitable or raise issues of safeguarding, will be acted upon by the school following appropriate procedures (and if deemed serious through the LA).

Signed:

Date



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Randwick C of E Primary School Induction Check List

Subject Area	Y/N/NA	Supervisor
Guided Tour of Workplace		
The employee/student was given a tour of the workplace and was shown where he/she will be working and workplace facilities		
Introduction to Staff		
The employee/student was introduced to the workplace and to members of staff and their roles.		
Administration		
The employee/student was shown the signing in procedure, the location of the staff protocol and procedure guidance file.		
Facilities		
The employee/student was shown where the staff room, photocopier, stock and toilets facilities are. No Smoking policy was explained.		
Use of Telephone		
The employee/student was shown how to use the telephone and how to access an outside line and emergency services.		
Safe Systems of Work		
Hazards associated with specific work tasks and more general ones within the workplace were explained, including the need to adhere to safe working practices.		
Fire Alarm and Emergency Evacuation		
An explanation was given on what the employee/student should do if they discover a fire and what actions they should take. Emergency evacuation, including the route to be taken, use of emergency exits, assembly points and reporting procedures were shown.		
First Aid		
The employee/student was made aware of first aid facilities, location of the first aid box and identification of first-aiders.		
Accident Procedures		
It was explained to the employee/student that all accidents, incidents and near misses, however small, must be reported and entered into the School's Accident Book.		
Absence Procedures		
An explanation was given to the employee/student on the procedure to follow should the student be ill or unable to attend and who should be contacted and when.		
Health and Safety Notices		
The employee/student was made aware of Health & Safety posters, signs, and warnings and was made aware of persons with H & S		



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responsibilities.		
Manual Handling		
The employee/student was shown the correct way to lift and carry objects and in particular, emphasis on why it is important.		
Key Responsibilities		
The employee/student was asked if he/she understood the importance of following the H & S rules.		

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Induction Check List

Name of employee

Signed.....

Date.....