



Cranham Church of England (VA) Primary School

Guidance of Safe Working Practice

September 2014

Handwritten signature of Anne Nolan in blue ink.

Anne Nolan (Headteacher)

September 2014

Handwritten signature of Nick Ryan in blue ink.

Nick Ryan (Chair of Governors)

September 2014

Version	Notes	Date
1	Policy re-write	September 2014

Cranham C of E Primary School Guidance for Safe Working Practice

The following guidelines are to safeguard the interests of both children and staff.

All adults who work with children have a crucial role to play in shaping their lives. As a member of staff at Cranham Primary you have a unique opportunity to interact with children in ways that are both affirming and inspiring.

Any concerns you have, in any areas of your work, should be taken straight to the Head teacher (HT) or Chair of Governors (Nick Ryan) if you consider the issue to be potentially very serious.

Confidentiality

You must treat any information you receive about children or adults in a discreet and confidential manner. If you are not sure about sharing information, ask your line manager (see Confidentiality Policy attached).

Professional Judgement

When there is no specific guidance and decisions have to be made, you must always record any discussions and reasons why actions were taken and share this information with your line manager.

Positions of Trust

You should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others; either adults or children.

Propriety and Behaviour

You must always behave in a reasonable manner so that your suitability to work with children cannot be questioned. You should not make, or encourage others to make, unprofessional comments about the behaviours of others. Any concerns about the behaviour of others, should be taken to your line manager and not discussed publicly.

Dress and Appearance

You should wear clothing which:

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 culturally sensitive

Personal Living Space

During school hours:

You should not invite any child to your home unless the reason has been established and agreed with the parent/carer and the school leadership team (SLT). You should refrain from asking children to undertake personal jobs or errands.

Outside of school hours:

You may have contact with pupils and parents outside of school, including inviting a pupil to your own child's sleep overs for example. You must take extra care in these situations regarding confidentiality and ensure that the express permission of the parent/carer is always obtained.

Gifts, Rewards and Favouritism

You should only give gifts to an individual pupil as part of an agreed reward system and these should be recorded. You must be aware that the giving of gifts can be misinterpreted by others as bribing or grooming. You must exercise care when selecting children for specific activities to avoid any perception of favouritism or unfairness. It is acceptable to give gifts to pupils at Christmas and as a Thank You as long as it is to the whole class. It is acceptable to receive small gifts at these times from the pupils and their parents.

Social Contact and Communication

You must ensure contact and communication with pupils and adults during school hours is professional and respectful at all times. You should consider the appropriateness of social contact outside school with pupils and adults according to your role and the nature of your work. Always approve any planned social contact with parents and ensure that your line manager is aware of any general social contact outside school.

You should not give your personal contact details, including your mobile phone number, to a child and should consider the appropriateness of giving contact details to adults. You should refrain from direct communication (e.g. phone calls, texts, emails, messaging, chat rooms, social networks, letters and cards) with children and consider the appropriateness of direct communication with adults. A short thank you note for Christmas / end of year gifts is acceptable.

Personal Support

In your professional capacity you may be supporting a parent in a particular difficulty. You must take care that the parent does not become dependent on you outside of your professional role. If this situation arises you must discuss it with the SLT and where necessary ensure referrals are made to the appropriate support agency.

Sexual Contact You must ensure that your relationships with children are within the boundaries of a respectful professional relationship.

Physical Contact

You must only touch a child in a way which would not be considered indecent. When physical contact is made with a child, this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Physical contact should never be secretive, any comforting should be viewable by others.

Staff only: If changing a wet child, treat the child with dignity and respect and avoid contact with intimate parts of the body. You should use your professional judgement to comfort or reassure a child in an age appropriate way whilst monitoring clear professional boundaries.

You should never change in the same place as children.

Behaviour Management

All children have the right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour (see school behaviour policy).

You must not use sarcastic, demeaning or insensitive language in any situation.

Physical Intervention

When a child has specific needs in respect of particularly challenging behaviour a positive handling plan should be drawn up and agreed with parents. In emergency situations always use the minimum force for the shortest period necessary and record and report this straight after the incident.

First Aid

You can provide basic care e.g. minor abrasions, but excess blood, head bumps, possible fractures/breaks must be dealt with by a qualified First Aider. You should report any administrations of first aid to the pupil's parents.

Home Visits

Under no circumstances should you visit children in their home outside agreed work arrangements or invite a child into your home without prior discussion with the Head Teacher.

Transporting Children

If transporting children you should be fit to drive and your vehicle should be roadworthy and appropriately insured. Any impromptu or emergency lifts should be recorded and justifiable if questioned.

Photographs and Videos

You must only take photographs on a school camera and these should be saved and printed on school equipment, unless prior arrangements have been made with the head teacher, and pictures are copied onto school equipment and then deleted before the device is removed from the premises. Mobile phones must not be used to take photographs of children at any time. Do not take photos of children while they are changing or sleeping.

Internet

All staff must sign the E-Safety code of conduct on appointment. You should follow the separate guidance on the use of IT equipment and report any inappropriate use.

Whistle Blowing

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. You should report any behaviour by colleagues that raises concern regardless of source.

(September 14)