

Zouch Academy



Safeguarding and Staying Safe Guidance for Staff September 2014

Safeguarding and Staying Safe -Guidance for Staff

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare.

The Children Act 2004, places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so. The DFE have updated their guidance and it can be found by using the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FINAL.pdf

The vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children and young people in their care. However, it is recognised that in this area of work tensions and misunderstandings can occur. It is here that the behaviour of adults can give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine and there are adults who will deliberately seek out, create or exploit opportunities to abuse children. It is therefore essential that all possible steps are taken to safeguard children and young people and ensure that the adults working with them are safe to do so.

Some concerns have been raised about the potential vulnerability of adults in this area of work. It has been suggested that there is a need for clearer advice about what constitutes illegal behaviour and what might be considered as misconduct. This document has been produced in response to these concerns and provides practical guidance for anyone who works with, or on behalf of children and young people regardless of their role, responsibilities or status. It seeks to ensure that the duty to promote and safeguard the wellbeing of children is in part, achieved by raising awareness of illegal, unsafe and inappropriate behaviours.

Whilst every attempt has been made to cover a wide range of situations, it is recognised that this guidance cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances adults will always advise their senior colleagues of the justification for any such action already taken or proposed.

It is also recognised that not all adults who work with children and young people work as paid or contracted employees. The principles and guidance outlined in this document still apply and should be followed by an adult whose work brings them into contact with children and young people.

The guidance contained in this document has due regard to current legislation and statutory guidance.

Julie Tridgell
September 2014

1. Introduction

All adults who work in schools must act professionally and create an environment that secures the safety and well-being of children and young people and have a crucial role to play in shaping their lives and securing the best outcomes for them. They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring. This guidance has been produced to help adults working in all settings to establish safe and responsive environments which safeguard young people and reduce the risk of adults being unjustly accused of improper or unprofessional conduct. This relies on effective interactions and good relationships between adults and children. People who work with children and young people can be vulnerable and the Zouch Academy Code of Conduct provides advice and guidance to ensure that we are all aware of appropriate, professional behaviour. It also gives clear advice on what could be considered to be unwise behaviour or even misconduct. Our Code of Conduct aims to protect the safety and well-being of both children and all staff who work in our school.

Guiding Principles

The welfare of the child is paramount (Children Act 1989). Staff must be responsible for their own actions and behaviour and should not conduct themselves in a way which could lead others to question their motivation and intentions. Staff should work and be seen to work in an open and transparent way. Any incidents that cause concern must be recorded and records kept of decisions made in accordance with school policy. All staff should know that our child protection officer is Julie Tridgell, be familiar with our academy **Child Protection Policy** and understand their role in safeguarding the well-being of children and young people. The following extract is from the Teaching Standards which came into action in September 2012 and they provide further clarity in terms of our current expectations in terms of professional and personal conduct.

“A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
- having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.”

2. 'Unsuitability'

The guidance contained in this document is an attempt to identify what behaviours are expected of members of staff and volunteer staff at Zouch Academy. Any adults whose practice deviates from this guidance and/or their professional or employment-related code of conduct may bring into question their suitability to work with children and young people.

3. Duty of Care

All adults who work with, and on behalf of children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people.

Whether working in a paid or voluntary capacity, we have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. Children and young people have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as neglect.

The duty of care is in part, exercised through the development of respectful and caring relationships between ourselves and children and young people. It is also exercised through our own behaviour, which at all times should demonstrate integrity, maturity and good judgement.

Everyone expects high standards of behaviour from all those who work at Zouch Academy. When individuals accept such work, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers also have a duty of care towards their employees, both paid and unpaid, under the Health and Safety at Work Act 1974. This requires them to provide a safe working environment for adults and provide guidance about safe working practices. Employers also have a duty of care for the well-being of employees and to ensure that employees are treated fairly and reasonably in all circumstances.

The Human Rights Act 1998 sets out important principles regarding protection of individuals from abuse by state organisations or people working for those institutions. Adults who are subject to an allegation should therefore be supported and the principles of natural justice applied. The DFE has updated policy and procedure relating to the management of allegations against members of staff. The policy document can be found by accessing the link below:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

The Health and Safety Act 1974 also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. An employer's duty of care and the adult's duty of care towards children should not conflict. This 'duty' can be demonstrated through the use and implementation of these guidelines.

4. Confidentiality

Staff at Zouch Academy have access to confidential information about children and young people in order to undertake their responsibilities. These details must be kept confidential at all times and only shared when it is in interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child or young person concerned.

If you have any doubts about whether to share information or keep it confidential you should seek guidance from Julie Tridgell. Any actions should be in line with locally agreed information sharing protocols. The storing and processing of personal information about children and young people is governed by the Data Protection Act 1998.

Whilst adults need to be aware of the need to listen and support children and young people, they must also understand the importance of not promising to keep secrets. Neither should they request this of a child /young person under any circumstances.

Additionally, concerns and allegations about adults should be treated as confidential and passed to Julie Tridgell without delay.

5. Making a Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not appropriate behaviour for adults in all circumstances. There may be occasions and circumstances in which staff have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements, in these circumstances, should always be recorded and shared with Julie Tridgell. All staff at Zouch Academy should always consider whether their actions are warranted, proportionate

and safe and applied equitably.

6. Power and Positions of Trust

As a result of their knowledge, position and/or the authority invested in their role, all adults at Zouch Academy working with children and young people are in positions of trust in relation to the young people in their care. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

A relationship between an adult and a child or young person cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. Any incident with this potential should be reported to Julie Tridgell.

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

7. Propriety and Behaviour

All adults working with children and young people at Zouch Academy have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

There may be times, for example, when a colleague's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in their workplace or indicate an unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

Staff at Zouch Academy should therefore understand and be aware, that safe practice also involves using judgement and integrity about behaviours in places other than the work setting. The behaviour of any member of staff's partner or other family members may raise similar concerns and require careful consideration by an employer as to whether there may be a potential risk to children and young people in the workplace.

8. Dress and Appearance

A person's dress and appearance are matters of personal choice and self-expression. However staff should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work. Staff at Zouch Academy should take care to ensure they are dressed appropriately for the tasks and the work they undertake. Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations. This also applies to wearing safety clothing when appropriate to protect themselves and also to act as role models to pupils.

The Zouch Academy Staff Handbook contains the following expectations with regards to dress and appearance at work.

- Colleagues are expected to wear smart professional dress unless their work programme requires otherwise e.g. sporting events etc.
- Please ensure in your dress: ~ No denim ~ Nothing revealing ~ No short shorts ~ No trainers ~
- At Parents' Consultation Evenings and school functions (e.g. Presentation Evenings) staff dress formally.

Please talk to your Line Manager if there are any areas where you would have difficulty with the following expectations.

9. Personal Living Space

No child or young person should be in or invited into, the home of an adult who works with them, unless the reason

for this has been firmly established and agreed with parents/ carers and Julie Tridgell.

Under no circumstances should children or young people assist with chores or tasks in the home of an adult who works with them. Neither should they be asked to do so by friends or family of that adult.

10. Gifts, Rewards and Favouritism

The giving of gifts or rewards to children or young people should be part of the *Zouch Academy Rewards and Sanctions Policy*. Whilst it is acknowledged that there may be specific occasions when adults may wish to give a child or young person a personal gift. This is only acceptable practice where, in line with the agreed policy, the adult has first discussed the giving of the gift and the reason for it, with the senior manager and/or parent or carer and the action is recorded. Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom a young person.

All colleagues should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny. Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when children, young people or parents wish to pass small tokens of appreciation to adults e.g. on special occasions 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. If this occurs then the gift should be returned with a note from a member of the SLT explaining the reason why in a sensitive manner.

11. Infatuations

Occasionally, a child or young person may develop an infatuation with a member of staff or volunteer who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

Any member of staff at Zouch Academy, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with Julie Tridgell so appropriate action can be taken to avoid any hurt, distress or embarrassment.

12. Communication with Children and Young People (*including the Use of Technology*)

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Staff or volunteers should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Staff should all also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior colleagues and parents/carers. Email or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites for example Facebook, or Twitter. Internal e-mail systems should only be used in accordance with the Zouch Academy policy.

13. Social Contact

All staff at Zouch Academy who work with children and young people should not seek to have social contact them or their families, unless the reason for this contact has been firmly established and agreed with Julie Tridgell and Line managers. If a child or parent seeks to establish social contact, or if this occurs coincidentally, the adult should exercise her/his professional judgement in making a response but should always discuss the situation with their Line manager or with the parent of the child or young person. Adults should be aware that social contact in certain

situations can be misconstrued as grooming. It can also lead to difficulties in terms of impartiality in a class situation from the young person or young person's peers perceptions.

14. Sexual Contact

All staff at Zouch Academy should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and those who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between an adult and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.

Children and young people are protected by specific legal provisions regardless of whether the child or young person consents or not. The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material. 'Working Together to Safeguard Children' defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening".

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. All should be aware that consistently conferring inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.

15. Physical Contact

It is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities. Not all children and young people feel comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication. Permission should be sought from a child or young person before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.

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. 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, nevertheless, should use their professional judgement at all times, observe and take note of the child's reaction or feelings and -so far as is possible - use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary.

Physical contact which occurs regularly with an individual child or young person is likely to raise questions unless there is explicit agreement on the need for, and nature of, that contact. This would then be part of a formally agreed plan or within the parameters of established, agreed and legal professional protocols on physical contact e.g. sport activities or medical procedures. Any such arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If an adult believes that their action could be misinterpreted, or if an action is observed by another as being inappropriate or possibly abusive, the incident and circumstances should be reported to Julie Tridgell as outlined in the procedures for handling allegations and an appropriate record made. Parents/carers should also be informed in such circumstances on the advice of Julie Tridgell.

Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the adult concerned and this must be discussed with Julie Tridgell as a matter of urgency.

It is recognised that some children who have experienced abuse may seek inappropriate physical contact. Adults should be particularly aware of this when it is known that a child has suffered previous abuse or neglect. In the child's

view, physical contact might be associated with such experiences and lead to some actions being misinterpreted. In all circumstances where a child or young person initiates inappropriate physical contact, it is the responsibility of the adult to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with Julie Tridgell and subsequently the parent/carer.

16. Other Activities that require Physical Contact

Those members of staff who work in certain settings, for example sports drama or outdoor activities will have to initiate some physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with existing codes of conduct, regulations and best practice.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear to the parent/carer and once agreed, should be undertaken with the permission of the child/young person. Contact should be relevant to their age or understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Guidance and protocols around safe and appropriate physical contact are provided by national organisations, for example sports governing bodies or major arts organisations, or the employing organisation and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to Julie Tridgell and subsequently the parent or carer.

It is good practice if all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. This should be made explicitly clear to pupils with the reasons behind any necessary physical contact. This includes any physical contact required because of a pupil's medical needs. Keeping parents/carers, children and young people informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.

17. Behaviour Management

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

No member of staff at Zouch Academy should use any form of degrading treatment to punish a child. The use of sarcasm, shouting, the invading of personal space and demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of our Zouch Academy Behaviour Management Policy.

The use of corporal punishment is not acceptable and whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to those adults who work with or on behalf of children and young people.

Where children display difficult or challenging behaviour, staff must follow the Zouch Academy Behaviour Policy, and use strategies appropriate to the circumstance and situation.

The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed. See section 18 below.

Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties. Only in these circumstances should an adult deviate from the behaviour management policy of the organisation.

It is never good practice to telephone parents from the classroom whilst their child is misbehaving. This brings the ability of the staff member to control behaviour and also the systems of the school into disrepute. It is always a good idea to take some reflection time between an incident and contacting parents, advice from a Line manager should also be sought. The Zouch Academy behaviour Management policy should be used.

18. Use of Control and Physical Intervention

There are circumstances in which adults working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions.

The use of physical intervention should, wherever possible, be avoided.

The circumstances in which staff can intervene with a pupil are covered in the 1996 Education Act and the 2006 Education Act and subsequently updated in the DFE guidance on The Use of Reasonable Force. The document can be found using the link below:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

Staff may intervene to prevent a pupil

- from committing a criminal offence,
- injuring themselves or others,
- causing damage to property,

Staff must have regard to the health and safety of themselves and others.

In all situations where physical intervention is used, the incident and actions must be recorded and shared with Julie Tridgell.

When physical intervention is used it:

- (a) Should be undertaken in such a way that maintains the safety and dignity of all concerned.
- (b) The scale and nature of any physical intervention **must be proportionate** to both the behaviour of the individual to be controlled and the nature of the harm they may cause.
- (c) The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice.

Under no circumstances should physical force or intervention be used as a form of punishment. The duty of care which applies to all adults and organisations working with children and young people requires that reasonable measures are taken to prevent children being harmed.

The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is employed the incident and subsequent actions should be documented and reported to a member of the Senior Leadership Team within 2 hours of the incident taking place and must be reported before the end of the school day in which the incident takes place. This should include written and signed accounts of all those involved, including the child or young person. The parents/carers should be informed the same day however this will be done on the advice of the Child Protection Officer Julie Tridgell and usually not by the member of staff directly concerned.

19. Children and Young People in Distress

There will be on occasions, when a distressed child needs comfort and reassurance that may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc. Adults should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries. It would be sensible to ensure another adult is in the room or is dropping in on a regular basis.

20. Personal Care

Children and young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff must be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.

21. First Aid and Administration of Medication

It is expected that adults working with children and young people should be aware of basic first aid techniques. It is not however, a contractual requirement and whilst staff at Zouch Academy may volunteer to undertake such tasks, they should be suitably trained and qualified before administering first aid and/or any agreed medication. Staff leading trips must ensure that any pupil with a Health Care plan is appropriately supported for the duration of the trip. This may involve specific trained personnel being part of the trip. Risk assessments should include this aspect.

When administering first aid, wherever possible, all staff should ensure that another adult is aware of the action being taken. Parents should always be informed when first aid has been administered.

In circumstances where children need medication regularly a health care plan should have been established to ensure the safety and protection of children and the adults who are working with them. Depending upon the age and understanding of the child, they should where appropriate, be encouraged to self administer medication or treatment including, for example any ointment, use of inhalers.

22. One to One Situations

It is not realistic to state that one to one situations should never take place. It is however, appropriate to state that where there is a need, agreed with a senior manager and/or parents/carers, for an adult to be alone with a child or young person, certain procedures and explicit safeguards must be in place.

One to one situations have the potential to make child/young person more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one to one settings with children and young people may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children and young people and the adults who work with them.

There are occasions where colleagues will need to undertake a risk assessment in relation to the specific nature and implications of one to one work. These assessments should take into account the individual needs of the child/young person and the individual worker and any arrangements should be reviewed on a regular basis with the Line manager. Staff should avoid meeting pupils in remote, secluded areas of the school and should ensure that they can be seen when they are seeing a child on their own, for example for extra help after school or in the lunch hour. Staff should keep the door open or sit where you can both be seen through the door pane. Meetings with children and young people outside agreed working arrangements should not take place without the agreement of senior managers and parents or carers.

23. Home Visits

There are workers for whom home visits are an integral part of their work. In these circumstances it is essential that appropriate policies and related risk assessments are in place to safeguard children and young people and the adults who work with them.

A risk assessment should include an evaluation of any known factors regarding the child/young person, parents and others living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make adults more vulnerable to an allegation. Specific consideration should be given to visits outside of 'office hours' or in remote or secluded locations. Following an assessment, appropriate risk management measures should be in place before visits are agreed. Where little or no information is available, visits should not be made alone. There will be occasions where risk assessments are not possible or not available, e.g. when emergency services are used. In these circumstances, a record must always be made of the circumstances and outcome of the home visit. Such records must always be available for scrutiny.

Under no circumstances should an adult visit a child in their home outside agreed work arrangements or invite a child to their own home or that of a family member, colleague or friend. If in an emergency, such a one-off arrangement is required, the adult must have a prior discussion with a senior manager and the parents or carers and a clear justification for such arrangement is agreed and recorded.

24. Transporting Children and Young People

There will be occasions when staff transport children as part of their work. Any member of staff at Zouch Academy who use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured e.g. for business use and that the maximum capacity is not exceeded. Parental agreement/consent must always be sought prior to transporting a child in a car belonging to a member of staff.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of Julie Tridgell and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded in writing and reported to a senior manager and parents/carers.

25. Trips and Outings

Adults should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries including the consumption of alcohol and smoking in front of the pupils. The responsibilities/expectations of colleagues on school visits will be clearly identified by the trip leader prior to departure with regards to issues such as consumption of alcohol and smoking by staff whilst on the visit.

Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff especially on overnight stays.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.

26. Photography and Videos

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of children for their personal use.

The following guidelines must be adhered to at Zouch Academy:

- If photographs are used the child shouldn't be named on websites or in places with regular public access such as a reception area.
- If the photograph is to be stored for further use, permission should be sought from parents and storage must be secure, the persons with access should be named and details held by Julie Tridgell.
- All staff must be particularly careful with material stored on school laptops. Staff should download all photographs taken on school trips and at events that include children to the network and not keep pictures on their own machines.
- Only people authorised by the Headteacher can have access to images stored on the school network.
- Staff must not take photographs of pupils/classes for negative purposes e.g. a child misbehaving.

27. Access to Inappropriate Images and Internet Usage

There are no circumstances that will justify adults possessing indecent images of children. Adults who access and

possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet is illegal. This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.

Adults should not use equipment belonging to Zouch Academy to access pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.

Staff should ensure that children and young people are not exposed to any inappropriate images or web links. This includes using only age suitable video/DVDs for teaching purposes. We need to ensure that internet equipment used by children have the appropriate controls with regards to access. e.g. personal passwords should be kept confidential. Where indecent images of children or other unsuitable material are found this must be reported to the Headteacher at a matter of extreme urgency who will then take appropriate advice from the police and Local Authority Designated Officer (LADO). Adults should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

28. Whistle blowing

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Each employer should have a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. Adults who use whistle blowing procedure should be made aware that their employment rights are protected. Please see Ann O'Reilly if there is any issues you wish to raise.

Adults should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

29. Sharing Concerns and Recording Incidents

Individuals should be aware of their organisation's child protection procedures, including procedures for dealing with allegations against adults. All allegations must be taken seriously and properly investigated in accordance with the Zouch Academy Child Protection procedures and statutory guidance. Adults who are the subject of allegations are advised to contact their professional association.

In line with the Public Interest Disclosure Act 1998, staff must acknowledge their individual responsibilities to bring matters of concern to the attention of senior management or relevant agencies when the welfare of children is at risk. Concerns can be voiced in good faith without fear of repercussions. In broad terms, the school would expect staff to report the following:

- Criminal offences
Any reasonable suspicions or evidence of physical, emotional or sexual abuse of children
- Failure to comply with financial and legal obligations
- Actions which endanger the health or safety of staff and pupils or the public
- Actions which are intended to conceal any of the above.

It will not always be clear that a particular action falls within one of these categories and members of staff will need to use their own judgment. However, Zouch Academy expects any suspicions are reported rather than ignored. If members of staff make a report in good faith, and even if it is not confirmed by investigation, they will not be liable to any disciplinary action or be otherwise disadvantaged in their employment. However, it should be noted that if they make a report maliciously, mischievously or for personal gain they may be liable to disciplinary action.

In the event of any allegation being made, the information should be clearly and promptly recorded and reported to Julie Tridgell without delay. You must not discuss the details of the allegation with any other colleague or attempt to resolve or investigate it yourself. In not following procedures colleagues will jeopardise the investigation that must take place. It is essential that accurate and comprehensive records are maintained wherever concerns are raised about the conduct or actions of adults working with or on behalf of children and young people.

September 2014