



*“Loving and Learning for Life, as Jesus taught us.”*

## **Leonard Stanley C of E Primary School**

### **Safer Working Practices Policy**

**Title: Safer Working Practices Policy**

**Person(s) who created policy: Head teacher**

**Date reviewed: March/May 2021**

**Review Frequency: Biennial**

**Date for next review: March 2023**



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### **Guidance for Safe Working Practice**

The following guidelines in this policy are to safeguard the interests of both children and staff. This policy should be implemented in accordance to the guidance given on our Safeguarding Children and Child Protection Policy.

All adults who work with children have a crucial role to play in shaping their lives. As a member of staff at Leonard Stanley Church of England Primary School 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 to your line-manager, Headteacher or Chair of Governors 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. Please refer to our Child Protection Policy for further details.

### **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 appropriate to your role: is not likely to be:-

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- 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 Head teacher. 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 pupils 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.

The Head teacher and school governors would expect staff to follow current government guidance re: Covid-19 in their social interactions outside of school hours.

### **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 also 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 and is in-line with current Government guidance re: Covid-19 and social distancing. 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, Leonard Stanley Safer Working Practices Policy  
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emails, messaging, chat rooms, social networks, letters and cards) with children and consider the appropriateness of direct communication with adults.

### **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 Head teacher and where necessary ensure referrals are made to the appropriate support agency.

### **Sexual Contact**

You must ensure that your relationships with children remain at all times within the boundaries of a respectful professional relationship.

### **Physical Contact**

You must only touch a child in a way which would not be considered inappropriate. 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.

You should use your professional judgement to comfort or reassure a child in an age appropriate way whilst maintaining clear professional boundaries. Children who have soiled themselves will require parents to be contacted. Staff are not expected or advised to assist with this.

You should never change in the same place as children.

In light of the current Coronavirus pandemic, staff are expected to follow appropriate social distancing protocols in school with physical contact further limited as part of Covid-security.

### **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 (Please refer to our 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.



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In emergency situations, always use the minimum force for the shortest period necessary and record and report this straight after the incident.

**NB** Unless it is unavoidable, the Head-teacher will implement the positive handling of the pupil due to the added Covid19 risks that this contact will entail.

### **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 in our First Aid Book. When administering first aid, wherever possible, adults 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 an administering medicines form should have been completed and a health care plan 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 or use of inhalers etc.

### **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**

During the coronavirus emergency, transporting children should be avoided. If the situation absolutely necessitates transporting children, you should be fit to drive and your vehicle should be roadworthy and appropriately insured. Furthermore, you should be transporting a child from your own learning bubble and masks should be worn whilst in the vehicle. The Transporting Children form should be signed as a confirmation of this, and stored within our Single Central Record for Safeguarding Children. Permission of the parent/guardian should be received before any journey takes place. Any impromptu or emergency lifts should be recorded and justifiable if questioned. Children should sit in the back seats whenever possible.

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



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license/insurance e.g. PCV or LGV19 - staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

### **Photographs and Videos**

You must only take photographs on a school camera and these should be saved and printed on school equipment. 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 adhere to our E-Safety Policy and Acceptable use of ICT Policy. You should follow guidance from the school and the South West Grid for Learning 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.

### **Health and Safety**

In addition to the systems and procedures laid out in the school's Health and Safety policy, it is everyone's responsibility to ensure safe working practices are maintained during day-to-day working activities. Any concerns relating to Health and Safety at work should be taken directly to the Head Teacher. The school expects all staff to follow social distancing and Covid-security protocols, as recommended by the government. and promotes Staff undertaking relevant tests and reporting the outcome to the appropriate bodies.