

Stonehouse Park Infant School



Stonehouse Park
Infant School

The BEST start for every child so every child can be the BEST they can be.

Safe Working Policy

(This policy should be read in conjunction with Safeguarding , Whistle Blowing, Intimate Care, Physical Intervention, Staff Code of Conduct & Staff Grievance policies)

Ratified by Governors: March 2020

Review Date: March 2021

Our Vision Statement

For every child to set out confidently on the adventure of learning: curious about the world, excited about their future, positive of their ability and caring towards other people.

Our Aims:

Curious about the world

- To promote awareness and understanding of other cultures.
- To develop the children's motivation, discovering their special interests and talents.
- To introduce children to a wide range of new experiences, ideas and activities.
- To encourage the children to ask questions about the world, talk about their ideas and express their opinions.

Excited about their future

- To make children excited about learning and eager to move on to the next stage of their learning.
- To help children to look beyond their immediate surroundings and their own personal circumstances.
- To shape a curriculum which will develop the knowledge and skills that children will need to meet the challenges of their future lives.
- To involve children in problem solving and develop their capacity to be active citizens

Positive of their ability

- To help children to reach the highest levels of achievement in all they do.
- To demonstrate to all children that they are able to learn and that they can succeed.
- To provide the highest quality of teaching for all children and to meet every child's individual needs.
- To develop children's awareness of their own learning and the value of resilience, perseverance and dedication.

Caring of other people

- To develop sensitivity to the feelings and concerns of other people.
- To demonstrate compassion, respect for others and develop a moral understanding.
- To learn how to co-operate and work with other people.

These guidelines apply to all adults working, volunteering, visiting or on a student placement at Stonehouse Park Infant School in the school and nursery 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 and ensure it is appropriate to do so (refer to the school policy for further clarification and systems to adhere to)
- are expected to treat information they receive about children in a discreet and confidential manner
- if a volunteer or visitor, 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

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 and nursery
- 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 smart and 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 culturally sensitive

Gifts, Rewards and Favouritism

Adults should:

- be aware and adhere to the school and nursery's statement on the giving and receiving of gifts*
- ensure that gifts received or given in situations which may be misconstrued are declared
- only give rewards to an individual young person as part of an agreed School reward system
- 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

**The School is aware and accepts that staff may receive small gifts of thanks from children, parents & other adults at certain times of the school year.*

Staff are advised not to give individual gifts to pupils, however in special circumstances (such as when a child is unwell or in hospital) a class gift/card may be given. In these circumstances this should be approved by the Headteacher.

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
- 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 school administrative systems
- not make any personal contact with children through any electronic device (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 secret social contact with children or their parents
- consider the appropriateness of social contact with any school families
- never have any planned social contact with children without the parents' permission (eg invitations 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 personal communications such as birthday, get well or faith cards should always be sent on behalf of the school, nursery or class, and not from an individual. It has been agreed that it is appropriate for staff and adults to send a Christmas class card to each class by a member of staff.

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.

Physical contact

Adults should:

- be aware and adhere to the school policy on physical contact
- 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'
- 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 and other parts of the body. When helping children change their clothing or changing nappies the Intimate Crae policy should be followed
- always explain to a child the reason why contact is necessary and what form that contact will take
- adhere to the school or nursery care plan where a child or young person is unable to do so because of a disability and.
- consider alternatives, where it is anticipated that a child might misinterpret any such contact,
- be familiar with and follow recommended school and nursery 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:

- be aware and adhere to the school and nursery policy on behavioural management
- if a volunteer or visitor, seek advice from staff regarding any behaviour management strategies and if sanctions are deemed necessary, not use force as a form of punishment
- try to defuse situations before they escalate
- 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 the organisation'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 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:

- be aware and adhere to the procedures in the school and Nursery Intimate Care Policy
- 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
- 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 unless a medication consent form has been completed and signed by the parent. Usually medication will only be administered by a member of staff who has received appropriate training.
- 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:

- always work with a child on a one to one basis in sight of other members of staff
- always report any situation where a child becomes distressed or angry to the class teacher/ Headteacher

Home visits

Adults should not undertake home visits to children or families alone unless a risk assessment has been completed.

All home visits should be planned and office staff and the headteacher informed of the time of the visit and the address.

Adults should report back to the main office/ headteacher once the visit has been completed.

Adults will behave in a professional manner in accordance with the staff code of conduct during the home visit.

Transporting children

- with parental consent children may be transported short distances in staff cars – with correct insurance.
- Parents may arrange to transport other children to/from other school events, but this is purely a private arrangement and the school/ nursery has no responsibility in this matter.

Educational Visits

Adults should:

- always complete a risk assessment prior to any educational visit and discuss this with the

Headteacher

- always have another adult present in out of school activity and comply with set ratios of children to adults
- ensure that their behaviour remains professional at all times

Photography and videos

Adults should:

- only take photos with the permission of the Headteacher and in agreement with school and nursery procedures
- If a member of staff, only use the school/nursery cameras for these purposes
- be clear about the purpose of the activity and about what will happen to the images when the activity is concluded, and this must be discussed with the Headteacher
- be able to justify images of children in their possession. These must only be stored on the secure school system and not remain on general access.
- 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.
- only use equipment provided or authorised by the school and not home computers or videos.
- 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 in school/ nursery unless with the consent to do so from the Headteacher. This is in accordance with school policy
- use images which may cause distress
- use mobile telephones to take images of children
- 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 ICT equipment and adhere to the ICT Conduct Policy
- ensure that children are not exposed to unsuitable material on the internet
- 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 Head's permission as parental permission is required

Whistleblowing

Adults should:

- report any behaviour by colleagues that raises concern regardless of source to the Headteacher in Accordance with the school nad nursery whistle blowing and managed allegation policy
- make themselves aware & know the contents of the above policies

Sharing concerns and reporting Incidents- Allegation Management

Adults should:

- report concerns to the Headteacher who is the DSL
- if the concerns are about the Headteacher report them to the Chair of Governors
- 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 or nursery
- make themselves aware & know the contents of the above school policy

