



Shrewsbury Academy

Safer Working Practice Policy

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Statement of intent

Shrewsbury Academy recognises that the welfare of our pupils is paramount; therefore, we are dedicated to fulfilling our duty of protecting all pupils. To achieve this, this policy will be implemented at all times to ensure that staff understand their responsibilities to safeguard and promote the welfare of pupils.

The school is committed to taking all reasonable steps to ensure the safety and wellbeing of pupils. The safeguarding culture of the school is partly exercised through the development of respectful, caring and professional relationships between adults and pupils, as well as by all staff members demonstrating integrity, maturity and good judgement.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Legal framework

This policy has been created with due regard to all relevant legislation and guidance, including, but not limited to, the following:

Legislation

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Education (Health Standards) (England) Regulations 2003
- Safeguarding Vulnerable Groups Act 2006
- Education (Pupil Referral Units) (Application of Enactments) (England) (Amendment) Regulations 2012
- School Staffing (England) Regulations 2009 (As amended)
- Equality Act 2010
- Protection of Freedoms Act 2012
- The Education (School Teachers' Appraisal) (England) Regulations 2012
- The Children and Families Act 2014
- The Sexual Offences Act 2003

Guidance

- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Keeping children safe in education'
- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2018) 'Information sharing advice for safeguarding practitioners'
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- DfE (2015) 'The Prevent duty'
- Safer Recruitment Consortium (2015) 'Guidance for safer working practice for those working with children and young people in education settings'

This policy has due regard to the school's policies and procedures including, but not limited to, the following:

- Safeguarding and Child Protection Policy
- Behavioural Policy
- Medical and Intimate Care Policy
- Acceptable internet use Policy/Staff

- ESafety
- Safer Recruitment

2. Roles and responsibilities

All members of staff will be accountable for the way in which they exercise authority, manage risks and use resources.

The school has a responsibility to keep pupils safe by protecting them from abuse, neglect and other safeguarding concerns.

Staff members will:

- Always act in a correct and professional manner, treating pupils, colleagues and parents with respect and dignity.
- Understand the responsibilities that are part of their role and be aware that sanctions will be applied if these provisions are breached.
- Always act in pupils' best interests by considering whether their actions are warranted, proportionate, safe and applied equitably.
- Not act inappropriately in the presence of pupils, including the use of inappropriate language or discussing personal relationships.
- Make carefully considered judgements, drawing on experience and knowledge, to secure the best interests and welfare of pupils.
- Avoid any conduct which could be misconstrued or lead a reasonable person to question their motivation and intention.
- Discuss any misunderstandings, accidents or threats with the headteacher, DSL or deputy DSL.
- Take responsibility for their own actions and behaviour.
- Not use their position of trust to gain access to information for their own advantage and/or cause detriment to others.
- Ensure that they do not use their position, or power, to intimidate, threaten, coerce or undermine pupils and parents.
- Not use their status or standing to form or promote relationships with pupils that are of an inappropriate or sexual nature, or those which may become so.
- Make sure that pupils' wishes or feelings are taken into account when determining what action to take.
- Provide a safe environment in which pupils can learn.
- Identify pupils who may need extra help or who are suffering, or likely to suffer, significant harm.
- Take appropriate action, working with other services as required.

- Support social workers to take decisions about individual children, in collaboration with the DSL.
- Promote a professional image through appropriate dress and appearance, which is appropriate for their role, compliant with professional standards and cannot be viewed as offensive, such as revealing or provocative clothing.

The headteacher and SLT will:

- Promote a culture of openness and support.
- Ensure that systems are in place for concerns to be raised.
- Ensure that no staff members are placed in situations which make them particularly vulnerable.
- Ensure that the policies and procedures adopted by the governing board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff members.
- Keep records of any significant judgement that staff members have made, ensuring that all appropriate considerations have been made and justifications evidenced.
- Record any areas of disagreement and, if necessary, refer the matter to another agency, e.g. the LA.
- Guarantee that there are systems in place for pupils to express their views and give feedback.
- Appoint a member of the SLT to the role of DSL as an explicit part of the role-holder's job description.
- Appoint a member of staff to the role of deputy DSL.
- Consider how pupils may be taught about safeguarding through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Adhere to statutory responsibilities to check staff that work with children, taking proportionate decisions on whether to ask for any checks beyond what is required.

The governing board will:

- Ensure that the school complies with its duties under the relevant child protection and safeguarding legislation.
- Guarantee that appropriate safeguarding policies, as well as the staff code of conduct, are distributed, adopted and monitored.
- Ensure that the correct safeguarding and child protection procedures are implemented within every aspect of school life.
- Guarantee that the policies, procedures and training opportunities in the school are effective and comply with the law.

- Ensure that a member of the governing board is nominated to liaise with the LA and/or partner agencies on issues of child protection, and in the event of allegations of abuse made against the headteacher or other governors.
- Certify that there are procedures in place to handle allegations against members of staff or volunteers.
- Confirm that there are procedures in place to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned. The governing board will also consider if it is appropriate to refer the individual to the Teaching Regulation Agency (TRA).

3. Procedures

During their induction, staff will be made aware of the systems within the school that support safeguarding, including, but not limited to, the following:

- Child Protection and Safeguarding Policy
- Behavioural Policy
- Staff Code of Conduct
- The response to pupils who go missing from education
- The identity and role of the DSL and any deputies

All staff members will undergo child protection training as part of their induction, including training on online safety. This training is updated regularly in line with requirements set by the local safeguarding partners.

All staff will receive child protection and safeguarding updates via email and staff meetings as required, and at least annually.

The DSL, and any deputies, will undergo training every two years – the training will cover areas including online safety and the Prevent duty.

All members of staff will continuously develop their understanding of the signs and indicators of abuse.

All members of staff know how to respond to a pupil who discloses abuse following the procedure outlined in the Safeguarding and Child Protection Policy. All parents are made aware of the responsibilities of staff members with regards to child protection procedures, and the Safeguarding and Child Protection Policy is made available to them.

If, at any point, there is a risk of immediate, serious harm to a child, a referral will be made to children's social care, and the police if appropriate, immediately.

4. Confidentiality

The school recognises that all matters relating to safeguarding and child protection are confidential.

All personal information recorded by will be kept confidential and secure.

Information will be disclosed about a pupil to other members of staff on a need-to-know basis only.

Members of staff are expected to treat all information they receive about pupils and families in a discreet and confidential manner.

All staff members will be made aware of what information can or must be shared and under what circumstances.

Advice will be sought from the DSL, or their deputy, or SLT concerning sharing information which the school holds and information which has been requested.

The correct procedures for discussing and responding to sensitive subjects, such as allegations against staff, will always be followed.

Staff have a professional responsibility to share information with other agencies in order to safeguard children.

Staff cannot make promises to pupils that they will keep anything discussed a secret.

5. Curriculum

All lessons will have clear and written plans.

Whilst pupils will be encouraged to use self-expression, staff members will be aware not to overstep personal and professional boundaries.

All curriculum materials will be justifiable and appropriate for the lesson plans.

Care and consideration will be given to ensure that class materials and resources cannot be misinterpreted and that they clearly relate to the learning outcomes identified by the lesson plan.

Staff members will not enter into or encourage discussions which may offend or harm others.

Fundamental British values will not be undermined at any time.

Prejudicial views and personal opinions will not be expressed by staff members.

Staff members will not attempt to influence or impose their personal values, attitudes or beliefs on pupils.

Extra care will be taken in areas of the curriculum where usual boundaries or rules are less rigorously applied, such as drama.

Care will be taken to comply with the school's Spiritual, Moral, Social and Cultural Policy, which will be rigorously reviewed to ensure that it is lawfully and consistently applied.

6. Gifts and favouritism

The school will ensure that any gifts received, or given, which may be misconstrued are declared and recorded.

The school will implement a Gifts and Anti-Bribery Policy that staff will act in accordance with at all times.

Gifts will only be given to pupils as part of an agreed reward system or small gifts, such as sweets, that are distributed equally.

All selection processes of pupils are undertaken and agreed by more than one member of staff to ensure that the process used is fair and not exclusive.

Staff members will not behave in a manner which is either favourable or unfavourable to individual pupils.

It is unacceptable for staff members to receive, or give, gifts on a regular basis or of any significant value.

Staff will ensure that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

Any reward given to a pupil will be in accordance with agreed practice, consistent with the school's Behavioural Policy, recorded and not based on favouritism.

7. Infatuations

Staff members will always maintain professional boundaries.

Any indications that suggest a pupil may be infatuated with a member of staff will be reported to the headteacher immediately – these indications can include verbal, written and physical signs.

Staff members will ensure that their own behaviour cannot be brought into question and does not appear to encourage the pupil's behaviour.

The school is committed to preventing escalation and avoiding hurt, embarrassment or distress for those concerned in infatuation incidents.

The headteacher and SLT will put action plans in place where concerns are brought to their attention.

Action plans will respond sensitively to the pupil and staff members involved, be robust, and be regularly monitored and reviewed.

8. Contact and communication with pupils

Staff members will:

- Not seek to communicate or respond to contact with pupils, other than contact that is necessary to carry out their professional role.
- Ensure that their communications are open and transparent, meaning that they cannot be interpreted as inappropriate behaviour.
- Not provide their personal details, or that of others, to pupils.
- Ensure that they establish safe and responsible online behaviours, working to local and national guidelines.
- Use technologies wisely and in accordance with the school's Acceptable internet use for staff Policy
- Not contact a pupil over social media sites.
- Ensure that any contact or use of technologies could not bring the school or themselves into disrepute.

Any planned social contact with pupils or parents will receive prior approval from the headteacher, e.g. when it is part of a reward scheme.

Staff will not be involved in communication of a personal nature with pupils or parents during school hours.

Staff members will inform the headteacher of any regular contact they have with a pupil that could give cause for concern.

Staff members will inform the headteacher of any relationship with a parent that extends beyond the usual parent/professional relationship.

The headteacher or another member of the SLT will be informed of any requests or arrangements where parents wish to use a member of staff's services outside of the workplace, such as private tutoring. The issue will be discussed and the headteacher's approval will be needed prior to the event.

If a pupil or parent seeks to establish social contact in person or through the use of technologies, or if this occurs coincidentally, staff members will exercise their professional judgement to decide how to act under those circumstances.

9. Intimate and personal care

Intimate and personal care will be conducted in line with the school's Medical and Intimate Care Policy.

Pupils who may require intimate care will have a written plan in place.

All pupils will be actively consulted regarding their own care plans.

The supervision needs of pupils will always be considered and staff members will only remain in the room where their support is required.

A signed record will be kept of all intimate and personal care tasks undertaken.

The school recognises the importance of pupils being entitled to respect and privacy at all times, especially when in a state of undress.

Staff members will:

- Adhere to the school's Medical and Intimate Care Policy at all times.
- Always explain to the pupil what is happening before a care procedure begins.
- Make colleagues aware of the task being undertaken.
- Consult with a colleague where any variation from the agreed plan is necessary and record/report the justification for any variations, sharing the information with the pupil and their parents.
- Avoid any visually intrusive behaviour and announce themselves before entering changing rooms.
- Not partake in any of their personal care in the presence or sight of pupils.
- Not assist with intimate tasks that the pupil is able to undertake independently.

10. Physical contact

The school's outlines what is considered as appropriate contact between staff and pupils, and includes clear expectations of behaviour and conduct.

Any incidents of physical contact outside of the provisions outlined in the Medical and Intimate care Policy and reasonable Policy between pupils and staff are recorded.

Staff members will be informed of relevant information regarding vulnerable children in their care on a need-to-know basis.

Physical contact will never be secretive, be conducted for the gratification of the staff member, or represent a misuse of authority.

If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances will be immediately reported to the headteacher or DSL and recorded.

Where appropriate, the DSL will consult with the LA's designated officer.

Staff members will:

- Never touch a pupil in a way that may be considered indecent.
- Always be prepared to explain and justify actions.
- Always act in a professional manner.
- Encourage pupils, where able, to undertake self-care tasks independently.
- Ensure the way they offer comfort to a distressed pupil is age-appropriate and inform a colleague of when, why and how they offered comfort to a distressed pupil.
- Consider alternative methods, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact.
- Always explain to the pupil the reason why contact is necessary and what form that contact will take.
- Report and record situations which may give rise to concern.
- Be aware of cultural or religious views about touching and be sensitive to issues of gender.
- Treat pupils with dignity and respect.
- Avoid contact with intimate parts of the body.
- Seek parental consent where a pupil is unable to give their own reasonable consent, e.g. because of a disability.
- Conduct activities where they can be seen by others.

11. The use of physical intervention

The school's Reasonable Force Policy provides a framework for the use of positive handling and reasonable force in the school.

Staff will regularly be given appropriate training on the use of physical intervention.

Any circumstances where physical intervention is used will be recorded .

Physical intervention will be used to prevent a pupil from:

- Committing a criminal offence.
- Injuring themselves or others.
- Causing damage to property.

- Engaging in behaviour prejudicial to good order.

Staff will:

- Act in accordance with the school's
- Always seek to defuse situations and avoid the use of physical intervention where possible.
- Only use minimum force and for the shortest time needed where physical intervention is necessary.
- Not use physical intervention as a form of punishment.

Great care and consideration will be always be exercised to ensure physical intervention is not used in a manner which could be considered unlawful.

Where it can be anticipated that physical intervention is likely to be required, a plan will be put in place which the pupil and parents have agreed to.

12. Sexual conduct

All members of staff will be made aware of the relevant laws and legislation regarding sexual activity with a person under 18 years of age.

Any form of sexual behaviour by a member of staff with, or towards, a pupil is unacceptable and will be treated with disciplinary action.

Sexual remarks to or about a pupil will not be tolerated.

Personal sexual matters of staff or visitors will not be discussed with, or in the presence of, pupils, other than within agreed curriculum content.

Any form of communication that could be interpreted as sexually suggestive, provocative or giving rise to speculation will not be used under any circumstance.

A risk assessment will be completed for any one-to-one work undertaken by a staff member with a pupil.

In terms of one-to-one work, arranging to meet with pupils away from the school premises will not be permitted unless the necessity for this is clear and approval is obtained from the headteacher as well as the pupil and their parents.

When working in one-to-one situations, staff will:

- Ensure that there is visual access and/or an open door, wherever possible.
- Report any incidents where a pupil becomes distressed or angry.
- Consider the needs and circumstances of the pupil involved.

13. Home visits

All staff members are made aware of the school's **Home Visit and Lone Working Policy**.

All home visits will be justified and recorded.

Any risks will be assessed prior to a planned home visit which will include an evaluation of any known factors regarding the pupil, parent and any others living in the household.

The headteacher will ensure that staff members are not exposed to unacceptable risk.

Staff members will have access to a mobile phone and an emergency contact during any home visit.

If a parent is not in attendance during the home visit, staff members will not enter a pupil's house, unless it is in an emergency.

Unannounced home visits will be avoided wherever possible.

Staff will:

- Agree the purpose of a home visit with the headteacher prior to the visit.
- Adhere to all agreed risk management strategies.
- Ensure that there is visual access and/or an open door in one-to-one situations.
- Make record of the home visit, including times of arrival and departure.
- Discuss any behaviour or situation which raises concern with the DSL

Consideration will be given to visits outside of 'office hours' or in remote/secluded locations.

If little or no information is given during the assessment prior to a home visit, then the visit should not be made alone.

14. Transport

The safety and welfare of pupils is the responsibility of the school until pupils are with their parents.

The school is committed to taking all possible safety measures to ensure the safety of pupils.

The headteacher will ensure that any staff member driving a school vehicle has the appropriate licence and insurance for the vehicle.

The headteacher will ensure that the driver is fit to drive and that their judgement is in no way impaired.

All plans for transporting pupils will be agreed upon by the headteacher in advance of the journey.

Staff members will not offer pupils transport outside of their normal working duties, other than in an emergency or if a pupil is at risk. These circumstances will be recorded and reported to the headteacher and the pupil's parents.

Specific or additional needs of pupils will always be taken into account.

Details of all journeys will be recorded, including the nature of the journey, the route and the expected time of arrival.

Any impromptu or emergency arrangements will be recorded and suitably justified.

15. Educational visits

During educational visits, a staff member will always have another adult present, unless otherwise agreed with the headteacher.

A risk assessment will be undertaken prior to the trip.

Parental consent will be obtained prior to school trips.

Staff members will remain professional at all times and will not behave in an inappropriate manner.

Pupils and staff members will not share a bed under any circumstances.

Staff members will not share a bedroom with pupils, unless it involves a dormitory situation in which the arrangements have previously been discussed with the headteacher, parents and pupils.

Sleeping arrangements for residential visits will be confirmed with parents prior to the visit, ensuring that there is a safe staff/child ratio and suitable gender mix of staff members.

16. Overnight supervision

All overnight supervision arrangements reflect a duty of care towards pupils and staff.

A full risk assessment will be undertaken prior to the supervision taking place.

All arrangements will be made in partnership and agreement with the pupil and parents.

Any adults present at the overnight supervision will have had appropriate vetting, such as DBS and barred list checks.

Arrangements involving one-to-one supervision will be avoided wherever possible.

Any situation which gives rise to complaint, disagreement or misunderstanding will be reported.

Staff will have regard to any local and national guidance at all times.

17. First aid and medication

First aid and medication will be administered in line with the school's Medical and Intimate care Policy

The school will ensure that there are designated trained individuals to undertake first aid responsibilities, including paediatric first aid if relevant.

Staff training will be monitored and updated at least termly.

All plans and action taken will be conducted in line with pupils' individual health care plans.

Staff members will always act in the best interest of the pupil and explain to the individual what is happening.

A record will be kept of any medication administered and by whom.

Parents will be informed when first aid or medication has been administered and the reason for it.

Under no circumstances will staff members work with pupils whilst taking medication, unless medical advice confirms that they are able to do so.

Following discussion with parents, pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Concerns regarding the amount or type of medication being administered to a pupil will be discussed immediately with the DSL.

Staff medication on the premises will be securely stored and out of reach of pupils at all times.

18. Images and videos

Images will only be published or distributed if parents have given their explicit written consent to do so.

All images or videos will only be retained if there is a clear and agreed purpose for doing so.

Imagery and videos will be kept in an appropriate and secure place in school.

Staff members will be able to justify images of pupils in their possession and will avoid taking images during one-to-one situations.

Images of pupils will not be taken for personal use.

No pupil will be photographed in a state of undress or in a situation which could be considered as indecent or sexual.

A member of the SLT will be made aware whenever photography equipment is being used and for what purpose.

Images of pupils will not be taken using personal equipment, unless previously agreed upon by the SLT.

Staff will act in a sensitive manner to any pupil who appears uncomfortable and will be able to recognise the potential for misinterpretation.

Members of staff will ensure that pupils cannot be exposed to indecent or inappropriate images.

All films or video material shown to pupils will be age-appropriate.

If indecent imagery is discovered at the school or on school equipment then an immediate referral will be made to the LA's designated officer and the police will be contacted where appropriate.

Accessing or making, storing or disseminating indecent images and other material, whether using the school's or personal equipment, on or off the premises, is illegal.

Personal equipment containing pornography or links to it will never be brought into the workplace. If it is discovered in the workplace, the staff member responsible will be subject to disciplinary action.

Staff members are made fully aware of the consequences of breaching school policies in relation to photography, imagery and video.

19. Behaviour management

The school's Behavioural Policy contains clear guidance regarding the use of isolation and exclusion.

The discipline strategy used will always be appropriate to the circumstance and situation.

Degrading or humiliating treatment will not be used to punish a pupil under any circumstances.

Staff members will take extreme care to avoid any practice that could be viewed as unlawful, a breach of the pupil's human rights, and/or false imprisonment.

Staff will not use sarcastic, demeaning or insensitive comments towards pupils.

Where a pupil has specific needs in respect of behavioural problems, a positive handling plan will be drawn up and agreed upon by all parties involved, including the pupil's parents.

20. Whistleblowing

The school recognises that pupils cannot be expected to raise concerns in an environment where staff fail to do so.

The school's Whistleblowing Policy will be made available to all staff members.

All staff will be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

Clear procedures for dealing with allegations against people working on behalf of the school will be set out.

Staff members will be made aware of their individual responsibilities to bring matters of concern to the attention of the headteacher.

Staff members will report any behaviour by colleagues which raises concerns to the headteacher.

Where staff have concerns about the response received to a report, they will raise these issues directly with the LADO

21. Monitoring and review

This policy will be reviewed and updated on an annual basis by the headteacher and the governing board.

Any changes made to this policy will be communicated to all staff members.