



## Safer Working Practice Leaflet for staff at Eastfield Primary School

**An introduction leaflet for all staff and volunteers to help establish a safe learning and working environment. This leaflet should be read alongside the school's Safeguarding policy and also the 'Education Induction Pack' and the DfE Keeping children safe in education: information for all school and college staff 2023. It is an expectation that ALL staff should have read and understood the DfE Keeping Children Safe in Education document.**

*This leaflet summarises the key points from the 'Guidance for Safer Working Practice for adults who work with Children and Young People.' It is not intended to replace the need for staff to know the relevant policies and procedures. There is a school safeguarding folder on the learning platform and staff are expected to read the folder and sign to say that they will follow the advice and guidance.*

The leaflet refers to:

- STAFF and includes ALL adults working with children, in whatever capacity, paid or unpaid
- CHILDREN / PUPILS and includes ALL children and young people under the age of 18



### UNDERPINNING PRINCIPLES

*Every child should be kept safe.*

Staff should:

- be aware that the welfare of the child is paramount, Children Act 1989
- understand your responsibilities to safeguard and protect children and young people and to promote the welfare of children and young people under Working Together to Safeguard Children 2023
- be responsible for your own actions and behaviour, and avoid any conduct which would lead any reasonable person to question your motivation and intentions
- work, and be seen to work in an open and transparent way
- be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against you
- apply the same professional standards regardless of age, disability, race, colour, ethnic or national origin, gender, religion and belief, sexual orientation, marital status, or trade membership
- discuss and report concerns or take advice immediately from your line manager or another senior member of staff over any incident which may give rise to concern (see whistleblowing policy)
- keep an accurate record of any concerns, decisions made and further actions
- be familiar with Eastfield Primary School's Safeguarding and Child Protection Policy and procedures and also Wolverhampton Safeguarding Together multi-agency arrangements ([www.wolverhamptonsafeguarding.org.uk](http://www.wolverhamptonsafeguarding.org.uk))
- know the name of the designated safeguarding lead within school and also the deputy DSLs

### SAFER WORKING PRACTICES

- staff must report concerns about other staff behaviour in the interest of both staff and children involved
- staff must keep to confidentiality protocols and discuss any information sharing issues with senior staff if in any doubt
- staff should be careful not to misuse their power and influence over children
- staff should ensure their behaviour remains professional at all times, including their dress and use of language
- staff should not receive gifts, other than small tokens of appreciation
- staff should not give gifts, other than as part of an agreed reward system or given to all children equally
- staff should not look at or use their mobile phones during working hours (except at lunchtimes, in the staffroom). Whilst there are children on the premises mobile phones are only to be used in the staffroom.
- physical intervention should never be inappropriately used, should follow relevant procedures and be clearly recorded and reported (see physical intervention policy)
- physical contact should be minimal, time limited and age appropriate
- intimate care and first aid should be administered according to relevant school procedures



- staff working in one to one situations should ensure there is visual access and remote or secluded areas should be avoided
- staff should not engage in personal email or telephone contact with pupils, including instant messaging, text messaging and social networking sites etc
- any out of school contact should be planned and agreed with senior staff and parents
- any authorised areas of the curriculum should include any sexual or other sensitive material, staff should take advice from senior staff if there is any chance of misinterpretation (see PSHE / RSE / Science policy)
- internet use should be according to school policy and there should not be any access to inappropriate material (see Esafety / Elearning policy and acceptable use agreements)
- there should be no unauthorised photography of children
- staff should guard against any pupils forming infatuations with you and report any such concerns to senior staff
- staff must not offer lifts to a pupil outside their normal working duties unless agreed by the Head Teacher
- communication with pupils should never be sexually suggestive. Staff are in a position of trust and should never engage in any sexual relationships with children in and out of school



### **CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF**

- you must report to the Head Teacher any concern that indicates that a member of staff or a volunteer may be a risk to children
- if the concern is about the Head Teacher you must report it to the Chair of Governors (Tom Warren)
- if you feel unable to report the matter within school then seek advice from the LADO (Local Authority Designated Officer) Kenny Edgar [Kenny.Edgar@wolverhampton.gov.uk](mailto:Kenny.Edgar@wolverhampton.gov.uk) 01902 550661 / 07971 837250
- record what you have noticed, why you are concerned, what has been said and sign and date it. Include details of any witnesses
- you should follow the school's procedures but you have a responsibility to whistle blow if all else fails
- KEEP THE MATTER CONFIDENTIAL

Safeguarding Advice can be sought from the Safeguarding Service, MASH (Multi-agency Safeguarding Hub), Strengthening Families Hub and Locality Social Work Units.

There are procedures for dealing with concerns, allegations and disclosures which take account of the seriousness and sensitivity of these situations

### **CONTACTS:**

Designated Safeguarding Lead within school: Sarah Hay

Operational Safeguarding Lead and DDSL within school: Vicky Rownes

Deputy Designated Safeguarding Leads within school: Helen Bird / Vicky Rownes / Kate Heaton

Designated Teacher for Children and Young People in Care within school: Tim Thelwell

Safeguarding Governor: Elaine Johnson

Wolverhampton Safeguarding Service: **Tel:** 01902 550477 **Fax:** 01902 553048

Email: [wscb@wolverhampton.gov.uk](mailto:wscb@wolverhampton.gov.uk)

Multi-agency Safeguarding Hub - 01902 555392



*This leaflet has been based on one written by 'Stoke on Trent Safeguarding Children's Board and Leicester City Council'*

