

Contacts

Multi Agency Safeguarding Hub (MASH) (for all referrals and advice)

Tel: 0300 126 1000 (Option 1)

Email: mash@northamptonshire.gcsx.gov.uk

Emergency Duty Team (out of hours emergencies)

01604 626 938

Local Authority Designated Officer

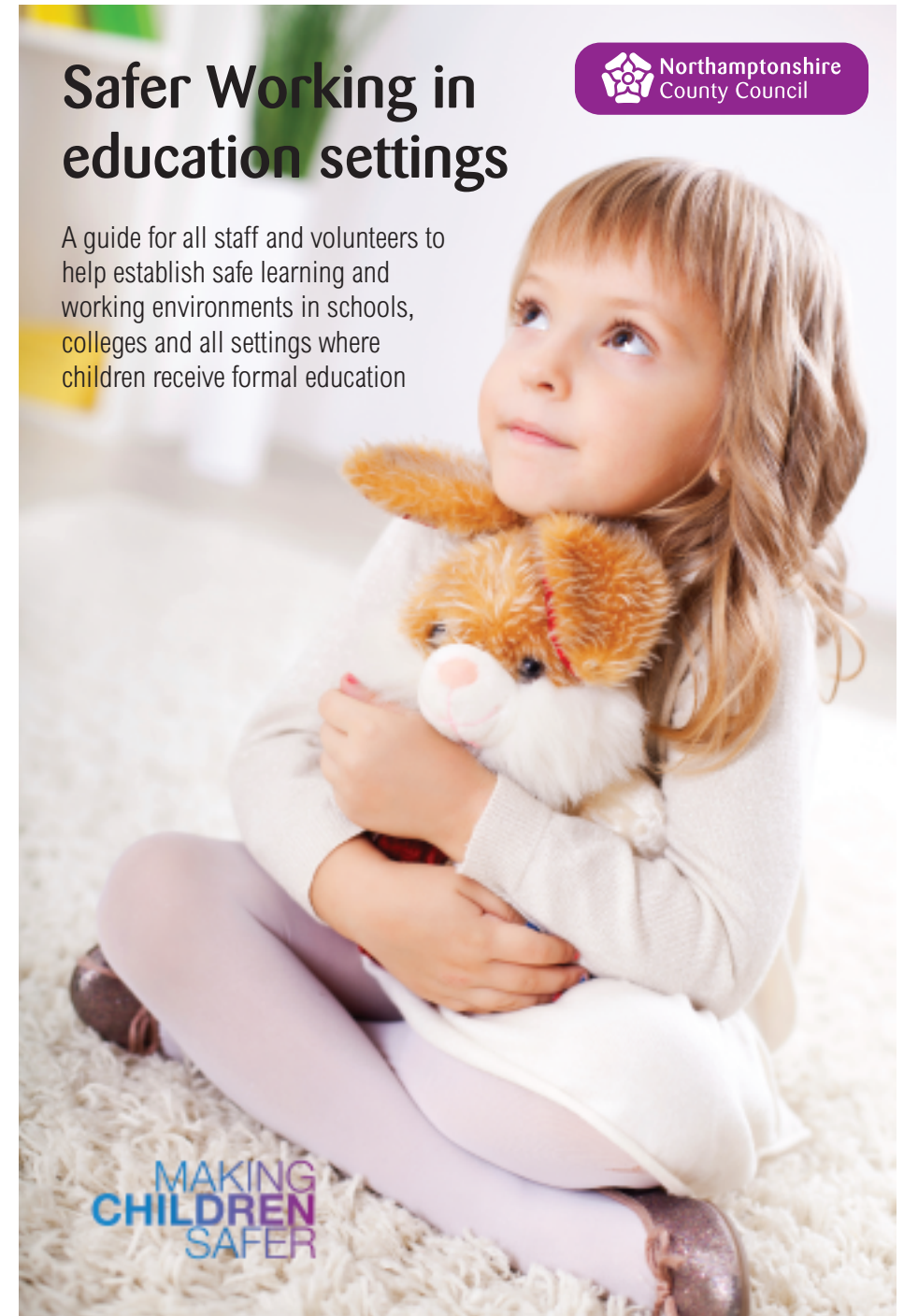
Tel: 01604 367 268

Email: ladoreferral@northamptonshire.gcsx.gov.uk

Thanks are extended to Leicestershire County Council Safeguarding Team for allowing Northamptonshire to adapt their materials for our county use.

Safer Working in education settings

A guide for all staff and volunteers to help establish safe learning and working environments in schools, colleges and all settings where children receive formal education



This leaflet summarises some key points from the Government document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (March 2009).

Staff will also need to be aware of school policies and procedures and the staff code of conduct.

Breaches of the guidance could result in criminal or disciplinary action being taken.

Definitions

Staff includes all adults working with children, in whatever capacity or setting, paid or unpaid.

Children includes children and young people under the age of 18.

Underpinning principles

Staff should;

- be aware that the welfare of the child is paramount
- understand their responsibilities to safeguard and protect children
- be responsible for their own actions and behaviour, and avoid any conduct which could lead any reasonable person to question their motives and intentions
- apply the same professional standards regardless of age, disability, race, colour, ethnic or national origin, gender, religion or belief, sexual orientation, marital status or trade union membership
- know the name of the DSL and their deputies and report any concerns about the safety or welfare of a child to them.

Safe working practices

- Staff must treat information about children and their families discretely and not disclose confidential matters
- 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, use of language and online communication which is, or could become, publicly seen
- Physical intervention should never be inappropriately used, should follow relevant guidelines and be clearly recorded and reported
- Physical contact should be minimal, time limited, age appropriate and able to be justified
- Intimate care and first aid should only be administered according to relevant procedures
- Staff should not offer lifts to children outside agreed requirements e.g. transport to a sports event. Any impromptu or emergency arrangement of lifts should be recorded and should be able to be justified

- 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 engage in personal email or telephone communication with children. This includes texting, messaging, skypeing, chat rooms, social networking sites etc
- Any out of school contact should be planned and agreed with senior staff and parents. Appropriate social contact (e.g. when a teacher and parent are part of the same social circle) will be easily recognised and openly acknowledged
- Only authorised areas of the curriculum should contain any sexual or other sensitive material. Senior staff should be consulted if there is any chance of misinterpretation
- Internet use should be according to school policy and inappropriate content must not be accessed
- There should be no unauthorised photography of children. Photographs of children should be the property of the school and not retained on personal equipment
- Staff should guard against young people developing an infatuation with them and report any such concerns to senior staff
- Staff should be mindful of situations where a pupil or parent comes to depend on them for support outside their role and discuss this promptly with a senior member of staff

- Staff are in a position of trust and should never engage in any sexual relationship with pupils in or out of school. Communication must never be sexually suggestive.

Concerns about the conduct of a member of staff

- Any concern that the conduct of a member of staff or volunteer could pose a risk to children has to be reported to the Headteacher
- If the concern is about the Headteacher, it must be reported to the Chair of Governors or, in their absence, to the LADO
- If you feel unable to report the matter in school advice should be sought from the MASH
- Record what you have noticed or what has been said and sign and date it
- Follow procedures but you still have a responsibility to pass on a concern if all else fails.

Keep the matter confidential

For advice contact the MASH on 0300 126 1000

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