

Safer Working Practices Statement



This policy is prescribed by The Good Shepherd Trust and is non-statutory. All references to 'the Trust', includes all Trust schools and subsidiary organisations.

Date adopted:	01/09/2019	Last reviewed:	29/04/2022
Review cycle:	Annual	Is this policy statutory?	Yes
Approval:	CEO	Author:	Amanda Johnston
Local approval*:	n/a	Local author*:	n/a
Next review Date	August 2022		

* only for policy/procedures that are templates and require local adaptation.

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	01/09/2020	A Johnston	n/a	Updated to align with KCSIE 2020 throughout.
2	01/09/2021	A Johnston	n/a	Updated to align with KCSIE 2021 throughout.
3	29/04/2022	A Johnston		Minor revisions to take account of the updated guidance from the Safer Recruitment Consortium (February 2022) including encouraging self-reporting, modelling safe practice online, reporting offences, and name changes, detail regarding intimate care plans and home visits.

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment. Safeguarding is everyone's responsibility.

The Trust has a statutory duty to safeguard and promote the welfare of children as described in section 157 of the Education Act 2002. Our approach has been developed in accordance with the principles of the [Children Act 1989](#) and [2004](#) and has due regard to the government guidance: '[Working Together to Safeguard Children](#)' 2018, '[What to do if you're worried a child is being abused](#)' 2015, '[Keeping Children Safe in Education](#)' (KCSIE) DfE 2021 as the safety and protection of children is of paramount importance to everyone in this school.

We have also consulted guidance from the Safer Recruitment Consortium, including as amended in February 2022.

In addition, each school has a child protection (and safeguarding) policy derived from that published by the Local Safeguarding Children Partnership and as further localised by the Trust and themselves, where permitted. This policy is published on their respective websites and the master on the [Trust website](#)

Keeping Children Safe in Education (2021) defines safeguarding as:

- protecting children from maltreatment;
- preventing the impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

We believe that all children have the right to be safe in our society. Therefore, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive atmosphere in our schools and through our teaching and learning, pastoral support and care for both pupils and employees, training for employees and in working with parents.

Our work contributes to ensuring that all our children to achieve their full potential by;

- being as physically and mentally healthy as possible;
- experiencing good quality education opportunities;
- living in a safe environment;
- learning and working in a safe environment;
- experiencing emotional well-being;
- feeling loved and valued;
- receiving support from a network of reliable and affectionate relationships;
- learning to look after themselves;
- coping with everyday living and for life in Britain today;
- having a sense of identity and a positive image of themselves;
- developing their confidence and their interpersonal skills

We recognise that the safety and protection of pupils is the responsibility of all employees and volunteers as they are in a unique position to be alert to signs that might indicate a child has been abused. Any and all concerns must be reported without delay, for the safety and protection of the children in our care.

Underpinning Principles:

- The welfare of the child is paramount
- Staff should understand and consistently act upon their responsibilities to safeguard and promote the welfare of pupils.

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open, transparent and defensible way.
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern. Self-reporting is strongly encouraged.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief, and sexual orientation.
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including reporting for potential barring by the Disclosure & Barring Service (DBS) to be able to work in regulated activity, or for acts of serious misconduct, prohibition from teaching by the Teaching Regulation Agency (TRA).
- Staff and managers should continually monitor and review practice to ensure this guidance is followed.
- Staff should be aware of and understand their establishment's child protection policy, Trust policy and arrangements for managing allegations against adults (including low level concerns), staff code of conduct, whistle blowing procedure and the procedures of the relevant Local Safeguarding Children's Partnership. We encourage self-reporting if the conduct or behaviour of an employee may fall short of our culture, values, and policies (inside, outside of work or online), as an open and transparent way of working.

Establishing Good Practice: Minimising Vulnerability to Allegations

Always

- Take any concerns raised by a child or their parents seriously
- Ensure the student's welfare comes first, recording and reporting any and all concerns without delay.
- Work in an open and observable environment. Avoid private or out of sight locations wherever possible and encourage open communication.
- Wear clothing in online engagement that is similar to the clothing they would wear on a normal school day.
- Speak clearly, without whispering, so that students do not need to come close to hear.
- Avoid spending time alone with individual students away from others. Only work 1:1 with a child when absolutely necessary, (both in person or online), and with the knowledge and consent of the parents and senior leaders. Follow all associated policies and risk assessments to ensure everyone's safety.
- Treat all students with respect, dignity and in accordance with the Equalities Act 2010.
- Be aware of the impact of proximities; maintain safe and appropriate distances; know where and how to place your body.
- Avoid touching students, but where **educationally necessary** staff should follow these guidelines:
 - Try to demonstrate without touching first
 - Ask permission; say what you intend to do first and explain why
 - If a pupil seems uncomfortable: stop
 - Only touch hands, arms, or shoulder nearest you (don't reach across the body)
 - Be aware of overall proximity; maintain physical space; don't stand behind
 - Inappropriate areas for touch include: chest, diaphragm, waist, thighs
 - Move away as soon as possible
 - Have another adult present
 - Record the touch/physical restraint
- Maintain professional boundaries, including using a specific mobile number or email address for work purposes. Caller withheld should be used when contacting a parent or student from a mobile telephone and

the parent or student's number should not be stored in the phone. Personal details should never be shared, and data protection policies consistently followed.

- Present as an exemplary role model by not smoking or drinking alcohol, swearing, allowing suggestive conversations or jokes or wearing less than professional clothing when in the company of a student.
- Seek to be enthusiastic and constructive when giving feedback rather than making negative or critical remarks.
- Record any injury that occurs and seek attention from a qualified First Aider or parent.
- Ensure that intimate/personal care plans are delivered by individuals who are known to pupils, have received appropriate training, and have had all required statutory checks, including to be working in regulated activity. Any updates to intimate/personal care plans must be made in writing (even if only temporary) and without delay.
- Inform the Headteacher of any cautions, convictions, reprimands, or charges of a criminal offence, immediately.
- Follow policy and guidance on home visits, including never entering a home without the parent or carers consent, or when the parents is absent, except in an emergency.
- Inform the Headteacher of any name changes – previous or current.

Never

- Allow low-level concerns or allegations that are made by a child or colleague, to go unchallenged, unrecorded or not acted upon (this applies to any form of abuse or bullying, including between peers).
- Lock doors, cover windows or use 'Do Not Disturb' signs.
- Use power to intimidate, threaten, coerce or undermine pupils.
- Engage in rough, physical or sexually provocative games, including horseplay.
- Seek physical contact. Try to gently discourage contact, rather than reject students. Model appropriate contact, e.g. shaking hands. Never allow physical contact when you are alone. Allow or engage in any form of inappropriate touching, physical or online contact
- Share a bedroom with a student.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person, even in fun.
- Use your status and standing to form or promote relationships with pupils, nor engage in any form of relationship, sexual or otherwise, with a young person you work with even if they are over the age of consent, but under 18 (under 25 with vulnerable adults).
- Use your position to gain access to information for your own advantage and/or a pupil's or family's detriment.
- Do things of a personal or intimate nature for children or disabled young people that they can do for themselves.
- Invite or allow children to visit or stay with you at your home.
- 'Friend' a child on their social media or yours; social media can blur boundaries. Staff engaging with pupils and/or parents online, have a responsibility to always model safe practice.
- Take photographs or videos of children unless written/signed consent has been obtained from a parent/carer or instructed to do so by Children's Services or the police; this includes the use of phones and tablets. Personal devices should not be used to store photographs or videos of students. See Mobile Devices policy for further detail.
- Take a child in your car, unless this is an emergency situation: In an emergency situation you should:
 - Prepare a dynamic risk assessment
 - Ensure your insurance covers business passengers, along with your MOT (if applicable) and insurance
 - Obtain parental permission, preferably in writing
 - Sit child in the back

- Use a child car or booster seat in line with the latest [government requirements](#)
- Travel directly to the destination
- Keep conversation professional
- Have another adult and mobile communications with you at all times