

# **Flemington School Board of Trustees**

## **To be read in conjunction with the VC Policy and associated VC Procedures**

**Our statement of intent for Flemington School clearly demonstrates a commitment to safeguard children from harm and clearly defines for everyone what is required in relation to the protection of children. It helps to create and maintain a safe and positive environment for children and to show that our School is taking its duty and responsibility of care seriously.**

### **Safe Working Practices**

- Having an agreed expectation of the behaviour of staff can be the most effective way of not only ensuring the safety of children within our school, but also reducing any allegations made against a member of staff.
  - By developing a guide which identifies the practices which are considered to be safe ways of working, it ensures that all staff are behaving consistently, and within the parameters that your organisation has identified.
  - This ensures that all staff are working in ways which reduce any risk to children, and minimises the opportunity for harmful behaviour to occur.
  - If a member of staff consistently steps outside of the agreed ways of behaving they are easier to identify and appropriate action can be taken.
  - Working in consistent and safe ways also mitigates the potential for allegations to be made against members of staff.
1. **Conduct: Flemington School require staff to:**
    - 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.
  2. **Position: Flemington School require staff to NOT:**
    - Use their position to intimidate, bully, humiliate, threaten, coerce or undermine a child
    - Use their status and standing to form or promote relationships which are of a sexual nature, or which may become so
  3. **Reporting: Flemington School require staff to:**
    - Report any behaviour by colleagues that raises concern regardless of source knowing that is a protected disclosure.
  4. **Culture and Systems: Flemington School should:**
    - Foster a culture of openness and support
    - Ensure that systems are in place for concerns to be raised
    - Ensure that they have clear procedures for dealing with allegations against staff
    - Ensure that there is in place effective recording systems which confirm discussions, decisions and the outcomes of any actions taken.
    - Ensure that staff are not placed in situations which render them particularly vulnerable
    - Ensure that all staff are aware of expectations, policies and procedures

**5. Clothing: Flemington School require staff to wear clothing that:**

- Is 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 contentious slogans.

**6. Communication: Flemington School require staff to:**

- Ensure that their communication with children takes place within the boundaries of a professional relationship and are open to scrutiny from other adults.
- Have no secret social contact with children or their parents.
- Take care that their language or conduct does not give rise to comment or speculation.
- Be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations.
- Consider the appropriateness of the social contact according to their role and nature of their work and always have any contact approved by senior colleagues.
- Report and record any situation, which may place a child at risk or which may compromise the service, or their own professional standing.
- Be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with the Principal.
- Understand that some communications may be called into question and need to be justified.
- Ensure that personal **Social Networking** sites are set at private and children are never listed as approved contacts.
- Never use or access **Social Networking** sites of children.
- Do not give their personal contact details to children, including their mobile telephone number.
- Not use internet or web-based communication channels to send personal messages to a child/ young person.

**7. Images: Flemington School require staff to NOT:**

- Display or distribute images of children unless they have consent to do so from parents/ carers.
- Use images which may cause distress.
- Use mobile telephones or any other similar devices to take images of children.
- Take images 'in secret', or take images in situations that may be construed as being secretive

**8. Viewing: Flemington School require staff to:**

- Ensure that children are not exposed to unsuitable material on the internet.
- Ensure that any films or material shown to children are age appropriate.

**9. E-Safety: Flemington School need to:**

- Have clear e-safety policies in place about access to and use of the internet.
- Make guidance available to both adults and children about appropriate usage.

**10. Work Space: Flemington School require staff to:**

- To avoid working alone with children.
- Ensure that if they have to work alone with a child is an integral part of their role, full and appropriate risk assessments have been conducted and agreed.
- Avoid meetings with a child or young person in remote, secluded areas.
- Always inform other colleagues or parents about the contact(s) beforehand, assessing the need to have them present or close by.
- Always report any situation where a child becomes distressed or angry to a senior colleague.
- Carefully consider the needs and circumstances of the child/children when in one to one situations.

**11. Relationships: Flemington School require staff to:**

- 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, particularly when members of staff are dealing with adolescent boys and girls.

**12. Gifts and Selection: Flemington School require staff to:**

- Only give gifts to an individual young person as part of an agreed reward system.
- Ensure that gifts are of insignificant value.
- 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.

**13. Physical Contact: Flemington School require staff who:**

- Are 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.
- Are always be prepared to report and explain actions and accept that all physical contact be open to scrutiny.
- Do not indulge in horseplay.
- Always encourage children, where possible, to undertake self-care tasks independently.
- Work within Health and Safety regulations.
- Are aware of cultural or religious views about touching and always be sensitive to issues of gender.

**14. Comforting: Flemington School require staff to:**

- 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 record such actions in these circumstances.
- Follow professional guidance or code of practice.
- 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.

**15. Restraining or Physical Intervention: Flemington School require staff to:**

- Adhere to the Flemington Schools physical intervention practice.
- 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.
- Are mindful of factors which may impact upon a child or young person's behaviour e.g. bullying, abuse and where necessary take appropriate action Flemington School should:
- Have in place appropriate behaviour management policies.
- Where appropriate, develop positive handling plans in respect of an individual child or young person.
- Ensure that an effective recording system is in place which allows for incidents to be tracked and monitored.
- Ensure adults are familiar with the above.
- Ensure that staff are appropriately trained.

**16. Disabilities: Flemington School require staff to:**

- Adhere to the organisation's intimate care guidelines for children with disabilities or code of practice.
- Make other staff aware of the task being undertaken.
- Explain to the child what is happening.
- Consult with senior managers and parents and carers where any variation from agreed procedure and care plan is necessary.
- Record the justification for any variations to the agreed procedure or care plan and share this information with parents.
- Ensure that any changes to the agreed care plan are discussed, agreed and recorded.

**17. Changing Areas: Flemington School require staff who:**

- Avoid any physical contact when children are in a state of undress.
- Avoid any visually intrusive behaviour.
- Where there are changing rooms announce their intention of entering
  - Flemington School require staff to NOT:
    - Change in the same place as children.
    - Shower or bathe with children.
    - Assist with any personal care task which a child or young person can undertake by themselves.

**18. First Aid and Care: Flemington School require staff to:**

- Adhere to the organisation's policy for administering first aid or medication.
- Comply with the necessary reporting requirements.
- Make other adults aware of the task being undertaken.
- 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 Flemington School should:
  - Ensure staff understand the extent and limitations of their role in applying basic care and hygiene tasks for minor abrasions and understand where an injury requires more experienced intervention.
  - Ensure there are trained and named individuals to undertake first aid responsibilities.
  - Ensure training is regularly monitored and updated.
  - Always ensure that arrangements are in place to obtain parental consent for the administration of first aid or medication.

**19. Professional Boundaries: Flemington School require staff who:**

- Are vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations.
- Challenge any request for their accommodation to be used as an additional resource for the organisation.
- Are mindful of the need to maintain professional boundaries.
- Refrain from asking children to undertake personal jobs or errands.

## DAY TRIPS, AFTER HOURS ACTIVITIES AND OVERNIGHT CAMP

- Adults should take particular care when supervising children on trips and outings, where the setting is less formal than the usual workplace.
- Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.
- Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements.
- Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff especially on overnight stays.

### **Flemington School require staff to:**

- Always have another adult present in out of workplace activities, unless otherwise agreed with a senior manager.
- Undertake risk assessments in line with their organisation's policy where applicable.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.
- Never share beds with a child or young person.
- Do not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with the Principal, parents and children.
  
- In certain situations staff or volunteers may agree to transport children.
- The Principal should provide oversight of all transporting arrangements and respond to any difficulties that may arise.
- There will be occasions when Staff are expected or asked to transport children as part of their duties.
- Staff and Adults who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.
- It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the Principal and has been agreed with the parents/carers.
- There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk.
  - Such circumstances must always be recorded and reported to the Principal and parents/carers.

### **Flemington School require staff who:**

- Are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement or ability to drive.
- Are aware that the safety and wellbeing of the child is their responsibility until they are safely passed over to a parent/carer.
- Record details of the journey in accordance with agreed procedures (RAMS).
- Ensure that their behaviour is appropriate at all times.
- Ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety.
- Ensure that any impromptu or emergency arrangements of lifts are justified.