

Marton Manor Primary School

Policy for Safeguarding and pupil care

This policy was formulated in Spring 2013 in consultation with staff and Governors at Marton Manor Primary School. It was last reviewed by Governors in Summer 2019 and will be reviewed in Summer 2020 or earlier if necessary.

Rationale

Our school has an obligation to provide staff with guidance about safe working practices in order to safeguard vulnerable young people and, reduce the risk of staff being inappropriately accused of improper conduct towards them. This policy contains detailed guidance but, however comprehensive, it cannot provide a complete checklist of what is or is not appropriate behaviour for staff. It highlights behaviour that is illegal, unacceptable and ill advised, but staff will encounter situations not covered in these guidelines when they have to make decisions in the best interests of the child/young person. In these circumstances staff are expected to make reasonable judgments to ensure the best interests and welfare of the child/young person concerned.

Aim

This policy aims to assist staff to understand their responsibilities in a position of trust with children and discharge their duty of care to keep children or young people safe and protected from physical and emotional harm. All staff need to know that inappropriate behaviour with or towards children or young people is unacceptable and that their

behaviour should demonstrate integrity, maturity and good judgement.

Objectives

The objectives of this policy are to ensure that:

- the school discharges its duty to safeguard and promote the welfare of children
- the welfare of the child/young person is paramount
- staff take responsibility for their own actions and behaviour and avoid any conduct or behaviour that might cause their motivation and intentions to be questioned
- staff know to whom they should report concerns
- staff apply the same professional standards regardless of sex, race or sexuality
- staff understand that misconduct with children/young people will lead to disciplinary action and could also be a breach of the law leading to criminal charges

Responsibilities

The head teacher has overall responsibility for the implementation, operation and review of this policy. This responsibility is also shared with Mrs Blades and Mrs Docherty who are members of the school leadership team. Our Safeguarding Governor is Mrs Jean Sharrocks.

Procedures and practice

Staff are expected to understand their responsibilities in a position of trust with children/young people and discharge their duty of care to keep children/young people safe and protected from physical and emotional harm. They do this by maintaining professional standards of conduct and competence and by seeking the very best outcomes for the children/young people in their care. All staff need to know that inappropriate behaviour with or towards children/young people is unacceptable. Staff behaviour should demonstrate integrity, maturity and good judgement. Staff must all follow the school's information sharing policy and be aware that any breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Training Staff receive update training regularly and at least every three years for Child Protection. All staff including supply teachers are aware of their responsibility for child protection and safeguarding

The position of trust

The relationship between staff and children/young people is a professional one. Members of staff should respond to children/young people in a manner appropriate to the child/young person's age, gender, ethnicity and which takes into account any special needs, either physical or psychological. The basis of the relationship is professional not personal. In some cases a personal relationship may arise where, for example a member of staff's child is friends with a child in their care. This must be with the parents' or guardians' full knowledge and agreement.

Staff should not use their position of trust inappropriately for their own benefit. A relationship of trust must not be distorted by fear or favour and those in positions of trust must exercise

responsibility as a consequence of the power they have over those in their care. It is a criminal offence for a member of staff to engage in sexual activity with a child/young person under the age of 18 who attends the school/provider.

Any member of staff concerned that a child/young person is becoming attracted to him or her or that there is a developing attachment or dependency must record and report the situation.

Physical contact

While it is not realistic to say that staff should never touch children/young people, unnecessary physical contact with a child/young person should be avoided. Any response to a situation which involves physical contact should be solely to meet the needs of the child/young person and should only continue for as long as is necessary. Physical contact is necessary and beneficial where, for example, a young child has fallen over and needs to be picked up or a child/young person is being instructed in sport. This has to be measured physical support depending on the child/young person's age and sex and the particular circumstances. The member of staff should always explain to the child/young person why physical contact is necessary and what form it will take. When children/young people are changing for sport they have the right to privacy and respect. Staff should avoid any unnecessary physical contact when children/young people are in a state of undress or any other visually intrusive behavior.

Sensible measures should be taken by staff to avoid the risk of misunderstanding. Staff should be aware that even well-intentioned physical contact may be misconstrued by the child/young person, by an onlooker or by anyone to whom the situation is described. Gratuitous physical contact may encourage an over-familiar relationship. Never touch a child/young person in a way which may be considered indecent.

Some staff have job responsibilities which necessitate intimate physical contact with child/young person on a regular basis. This includes assisting young children with toileting, providing care for children/young people with disabilities or the provision of medical care or first aid treatment. The nature, circumstances and context of this contact should conform with the school/provider's policies and/or be part of a formally agreed care plan that is reviewed regularly. Any variation from the normal practice or agreed care plan should be recorded with the reason for the variation and this information should be shared with the child/young person's parents/carers. All children have the right to safety, privacy and dignity when physical or intimate contact is required and, subject to their age, maturity and abilities, they should be encouraged to act as independently as possible. In the case of medication this includes self-administering any creams or ointments and using inhalers.

Staff who have to administer first aid or medication should ensure that wherever possible another adult or child/young person is present if the treatment involves physical contact that could be misconstrued. Whenever it is possible to do so and appropriate a member of staff helping a child/young person with toileting difficulties should have another adult present.

Reasonable restraint is permitted where a child/young person is committing a criminal offence, behaving in a way that endangers the child/young person or others, is damaging property, or compromising good order and discipline. No more than the minimum force necessary should be used and the restraint should be for the shortest time possible. Restraint should never be applied in anger or as retribution for a child/young person's misbehaviour.

Corporal punishment is unlawful in all schools. In no circumstances should staff use threatening words, raised voices or any other aggressive words or actions.

Dignity and respect

All children/young people have the right to be treated with dignity and respect. Appropriate and professional language should be used in all situations. It should not be used to put children/young people down. There is certainly a place for humour in communication with children/young people but sarcasm or derogatory comments about a child/young person are completely unacceptable. Rude or offensive words or derision should never be part of any member of staff's communication style. It is totally unacceptable for any member of staff to scapegoat a child/young person or to encourage other children/young people to do so.

A professional relationship

Over-familiar words and actions should be avoided. A friendly and caring relationship with children/young people is to be encouraged, but displays of affection, words or actions that could suggest an emotional attachment to a child/young person, or discussion about personal matters, are normally inappropriate and sexual comments and sexual innuendo are entirely wrong. All staff should avoid the use of sexual comments or references unless it is in the context of a lesson and appropriate, or unless the topic is raised by a child/young person and judged best addressed rather than ignored. No member of staff should promise to keep a secret for a child/young person or act in any other way that could build up a relationship with a child/young person around a situation of need as this can interlink personal with professional.

Staff may be approached by children/young people for advice and staff with pastoral responsibilities are likely to have conversations with children or young people of a sensitive nature. Professional judgment will ensure the right balance between listening and demonstrating care but without being seen to make an unjustified intrusion. Pastoral matters should not be dealt with outside the school. It is not appropriate for a child or young person to visit a member of staff's house unless it is an emergency and this should only happen with the parents'/carers' knowledge and consent and more than one adult should be present.

Staff should not exchange personal email addresses or private phone numbers with children or young people, or with parents. Communications with children or young people using technology should only be with school equipment. They should not exchange text messages and all staff should have their social media accounts set at the very highest privacy setting..

It is not normally appropriate for a member of staff to meet a child or young person outside of work without the knowledge and consent of the parents/carers and the school. Any such contact should be recorded on the child's file with the reason for the contact. On educational visits, extra curricular activities or extended school activities the staff work with children/young people in a more informal manner but it should be clear that the same standards of behaviour are expected of both staff and children or young people as the behaviour expected in school.

Any reward given to a child or young person should be part of a regular and open practice for the school/provider and consistent with the behaviour policy. Staff should take care in receiving gifts from children/young people that could be misconstrued and inappropriate gifts

from children/young people should be reported.

One-to-one teaching

There are many situations where it is appropriate for staff to attend one-to-one meetings with children or young people but staff should recognise that this could give rise to concern and the possibility of allegations being made. There are a number of points of good practice that should be observed. The door should be left open whenever possible and the lesson or meeting should be in a room with clear vision into it and where there are plenty of people around who know the lesson/meeting is taking place. In some situations it may be judged necessary to have an adult present or close by. Meetings in remote, secluded areas of the building should be avoided unless there is no alternative at all. 'Engaged' or equivalent signs should not be used because they may create an opportunity for secrecy or the interpretation of secrecy. If on any occasion a child or young person becomes distressed or a cause for concern for any other reason the incident should be recorded and reported.

Photographs

Any photographs or videos of children/young people should be with the school's knowledge and approval. Parental consent should be obtained when this is necessary. Pictures or video footage of children/young people must not be displayed or distributed without parental consent.

The purpose of the activity should be made clear and the images should be available for scrutiny and justification. Staff should not take pictures of children/young people using personal mobile phones or cameras. Staff should not take photographs 'in secret' or in situations that could be construed as secret. Always ensure that children/young people are appropriately dressed and never use images which could cause distress.

Working with parents and partnership with other agencies

We are committed to working with parents honestly and openly. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so (only Level 4 of Child Protection) to protect a child. We also have positive and effective working relationships with Middlesbrough Safeguarding Children board, the local authority, police, health, Channel process (to prevent children being led into extremism and radicalization) and Social Care.

Pupil Information

We will use our best endeavours to keep pupil information up to date including:

- names and contact details of those with parental responsibility for a child
- emergency contact details
- details of any persons authorized to collect the child from school and of any who should not
- any relevant court orders including those which affect any persons access to the child (e.g. residence orders, Contact Orders, Care Orders and Injunctions etc...)
- if the child has been on a Child Protection order or subject to a care plan

- name and contact details of GP
- ANY OTHER FACTORS WHICH MAY IMPACT ON THE CHILD'S WELFARE AND SAFETY

Roles and responsibilities

Governors will ensure that:

The school has a Child Protection policy and procedures in place in accordance with LA guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request

The school operates safer recruitment procedures and that all checks are carried out on staff and volunteers who work with children, and any recruitment panel always has a member who has completed Safer Recruitment training

The school has procedures for dealing with allegations against staff and volunteers that comply with LA and locally agreed procedures

A senior member of the school's leadership team is designated to take the lead responsibility for child protection issues, providing advice and support for staff, liaising with the LA and with other agencies

Staff undertake appropriate child protection training and PREVENT training which is updated in accordance with LA recommendations

They remedy quickly any deficiencies or weaknesses regarding child protection arrangements

A governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher

Where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate

They review their policies and procedures annually and provide information to the LA about them and how the duties have been discharged through minutes of governing body meetings

The Head Teacher will ensure that:

Governing Body policies and procedures are fully implemented and followed by staff

Enough time and resources are allocated to enable staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children

All staff and volunteers feel able to raise concerns about poor or unsafe practices in regard to children, and such concerns are addressed sensitively and effectively in a timely way in accordance with agreed whistle blowing policies.

Senior staff with designated responsibility for Child Protection will:

Refer cases of suspected abuse or allegations to the relevant investigating agencies and liaise with other agencies

Act as a source of support, advice and expertise within the educational establishment

Liaise with the Head Teacher to inform her of any issues and ongoing investigations and ensure there is always cover for this role

Work with the governing body to ensure the child protection policy is updated and reviewed annually

Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later

Ensure child protection files are transferred to the new establishment when a child leaves. If a child goes missing or leaves to be educated at home then a check should be made to Social Care to see who the file should be forwarded to as a third party

All staff and volunteers will:

Fully comply with the school's policies and procedures

Attend appropriate training

Inform the designated persons of any concerns