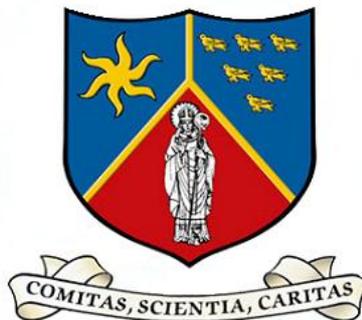


St Richard's Catholic College

Safe Practice Policy



KEEPING CHILDREN SAFE IN EDUCATION SEPT 2016

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centered. This means that they should consider, at all times, what is in the best interests of the child.

School staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. All staff have a responsibility to provide a safe environment in which children can learn.

They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring. This policy has been produced to help staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

This policy provides a guide for adults working in schools (including staff, governors, trainee teachers and visitors) about acceptable and desirable conduct to protect both adults and pupils. It complements other policies in St Richard's including:

- E-Safety Policy and Social Media Policy.
- Behaviour Management Policy.
- Child Protection & Safeguarding Policy.

This policy is based upon the latest DfE document 'Keeping Children Safe in Education.' All staff must ensure they have read and understand KCSE September 2016 Part 1.

All adults working in school should know the name of the Safeguarding lead teachers in the school; be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Safeguarding lead teacher is Mrs D Bligh, Vice Principal. The Deputy Safeguarding lead teacher is Miss D Cronin, Principal. Members of the safeguarding team are Mrs P Hoyle, PSHEe Co-ordinator; Miss K Easton, Pastoral Leader; Mr J Bligh, Pastoral Leader and Mr R Doherty Pastoral Leader.

Basic Principles

- The child's welfare is paramount (Children Act 1989 and 2004).

- Adults working in the college are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults must work and be seen to work in an open and transparent way.
- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern. This would include reporting infatuations by a pupil for that or another member of staff, to ensure that such situations can be handled promptly and sensitively.
- A record should be kept of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender or sexuality.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.

All staff, governors, trainee teachers and visitors to St Richard's must:

- be familiar with and work in accordance with the policies at St Richard's including, in particular:
 - Child Protection and Safeguarding
 - Equalities Policy
 - Behaviour Management
 - Physical Contact
 - E-Safety and Social Media
 - Health and Safety
 - Use of Images
 - Whistleblowing
 - Anti-Bullying and Friendship Policy
 - SRE Policy
 - Preventing Extremism and Radicalisation Policy
 - SEN and Disability Policy
 - CSE Policy
- provide a good example and a positive role model to pupils, for example:
 - they should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general
 - an individual's behaviour, either in or out of the workplace should not compromise his/her position within the work setting
 - staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake

- behave in a mature, respectful, safe, fair and considered manner. For example:
 - not be sarcastic and not make remarks or 'jokes' of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature
 - not embarrassing or humiliating pupils
 - never use confidential information about a child casually in conversation
- not discriminate favourably or unfavourably towards any pupils. For example:
 - treating all pupils equally - never building 'special' relationships or conferring favour on particular pupils
 - not giving or receiving (other than token) gifts unless arranged through the college
- ensure that relationships with pupils remain on a professional footing. For example:
 - only touching pupils for professional reasons when this is necessary and appropriate for the pupil's well-being or safety (more guidance on this is set out in the 'Keeping Children Safe in Education' and the college's Physical Contact Policy)
 - not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children
 - not making arrangements to contact, communicate or meet with pupils outside work (this includes use of email, text, Skype and other messaging systems)
 - not developing 'personal' or sexual relationships with pupils in or out of college. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity).

One to One situations

- Staff should ensure there is visual access and/or an open door in one-to-one situations.
- Inform other staff of any such meetings, assessing the need to have them present or close by.

Whistleblowing

- Adults must report any behaviour by colleagues that raises concern.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and that such concerns will be taken seriously by the Leadership and Management Team.
- Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, are in place for such concerns to be raised with the school Leadership and Management Team.

- Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285. This is available from 8am to 8pm Monday to Friday. Staff can email: help@nspcc.org.uk

In summary

The characteristics of an open and supportive school culture are:

- A code of conduct which sets the parameters of acceptable behaviour.
- Concerns about inappropriate behaviour are investigated systematically.
- High standards and behaviour are encouraged.

Please refer to the DfE document 'Keeping Children Safe in Education (Sept 2016)'. Please also make yourself aware of Appendix B16 to the Safeguarding and Child Protection policy which outlines procedures for dealing with allegations against staff. Additionally, refer to the Whistleblowing policy and Child Protection and Safeguarding Policy. All staff must read these policies (all of which have been shared with you on Google Drive) and sign and return the form confirming this to Jenni Oliver. The policies are also available on the column in the staffroom.