



Felpham Community College Safeguarding Guidance

The Governing Body of Felpham Community College adopted the Safeguarding Guidance on 19 July 2017.

Article 19: *children have the right to be protected from all forms of violence, abuse, neglect and mistreatment.*

Article 2: *every child whatever their ethnicity, gender, religion, abilities, whatever they think or say, no matter what type of family they come from is entitled to rights.*

Introduction

The aims of this guidance is:

- To keep students safe
- To reduce the risk of allegations against staff
 - Staff should always report to a member of the Leadership Team anything of concern about a student's safety or their own.
 - All staff must be aware of the school's Child Protection Policy and the appropriate procedures (staff diary and school intranet).
 - If child abuse is suspected, staff have a duty to report this information without delay to the named designated members of staff (Jamie Harrocks / Sally Covill).
 - Staff also have a responsibility and duty to take care of themselves (Health and Safety at work Act 1974).
 - Where no specific guidance exists, staff are expected to make professional judgments about their behaviour in order to secure the best interests and welfare of students and, in so doing, will be deemed to be acting *reasonably*.

Positions of power and trust

- Don't use your position to gain access to information for your own advantage or to a student's or family's detriment.
- Don't use your power to intimidate, threaten, coerce or undermine students.
- Don't engage in sexual activity with any student or cause or invite a student to engage in or watch any kind of sexual activity. Their consent is irrelevant.
- Don't use your status and standing to form or promote relationships with students which are of a sexual nature or which may become so.
- Be aware how your actions may be viewed by others. Do not be seen to be paying special attention to a particular student. Always ask yourself, "Are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equitably?"

Confidentiality

- Don't share confidential information about a student with any other person, other than on a professional need-to-know basis.
- Never promise complete confidentiality to a student prior to, during or after a disclosure.
- Never pass on confidential information to an 'outsider', press, police, social services, etc. without first seeking guidance from a senior member of staff.
- All data covered by the Data Protection Act (basically everything personal, be it academic, home background, etc.) should be treated in accordance with the Act (i.e. with real care!) If you are unsure of whether or not the data is covered, please ask the Headteacher or Deputy Headteacher.
- Since the 2004 Children's Act, child protection needs have priority over data protection, but consult a member of SLT in such circumstances.

Propriety

- Don't behave in such a manner that would lead any reasonable person to question your suitability to work with children or to act as a role model.
- Don't make sexual remarks to a student (including email, text messages, phone and letter) or behave in any way which could be interpreted as sexually suggestive or provocative.
- Don't discuss your own sexual preferences or sexual relationship with or in the presence of students.
- Don't discuss a student's individual sexual relationship in open class or in other inappropriate contexts or settings.
- Don't make unprofessional personal comments which scapegoat, demean or humiliate students.
- Don't use inappropriate, demeaning or intimidating language. Swearing is not acceptable at any point.

Infatuations

Report immediately to a senior member of staff any indications (verbal, written or physical) that may suggest a student may be infatuated with you or with a colleague.

Dress

Dress decently, safely and appropriately to your professional role.

'This means adults should wear clothing which:

- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is not likely to be viewed as offensive, revealing or sexually provocative'.

(Guidance for safe working practice for the protection of children and staff in Education settings 2009. IRSC) <http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

Ensure that your comments to students about their dress are confined to school uniform rules and are not personal.

Gifts

- Don't accept any gift which might be construed by others as a bribe, or lead the giver to expect preferential treatment.
- Many 'thankyous' are okay but don't receive gifts on a regular basis or of any significant value.
- Generally, only give gifts to students as part of the school's agreed reward procedures and systems. In any other context, ensure that any gifts given are of insignificant value and given to all students equally.

Contact

- Don't try to establish social contact with students for friendship or for a relationship.
- Don't give personal details to a student, e.g. home / mobile phone number, home or email address, unless checked with and agreed with senior staff.
- Don't give your school mobile phone number to students or parents without senior staff agreement.
- Any contact with parents or students by email must be by school email.
- Any unwelcome communications, be they written or verbal, from parents or students should be reported immediately.

Guidance on physical contact with students

As a general rule do not touch students.

Physical contact should never be:

- Secretive or for personal gratification
- Of a type which may be considered indecent.
- There are occasions when it is appropriate for staff to have physical contact with students, but you should only touch when it is appropriate and proper to do so in your professional judgment. Physical contact should be in response to a student's needs at the time, of limited duration, and appropriate given their age, stage of development, gender, ethnicity and background. It must never be unnecessarily aggressive or forceful.
- Some staff (e.g. PE, music, SEN staff) may need to initiate physical contact (e.g. in order to support a student) so they can perform a task safely, to demonstrate a piece of equipment / instrument or assist them with an exercise. This should be done with the student's understanding of the reason and their consent, and in an 'open' environment.
- Do not engage in horseplay, tickling or fun fighting. Avoid unnecessary contact e.g. high fives etc., as this can cause boundaries to become blurred.
- Use extra caution when it is known that a student has suffered previous abuse or neglect.

Report immediately any physical contact which concerns you or which you believe may have been or may be misconstrued.

Students in distress

- There may be rare occasions when a very distressed student needs comfort and reassurance, including limited age-appropriate physical contact, particularly with the youngest students.
- Be self-aware, avoid any contact which may be intrusive or open to misinterpretation.
- Tell a colleague if you have offered comfort to a distressed student.

Control and physical intervention

- Always try to defuse situations without physical intervention (send a child to reception to call for help where necessary).
- Avoid forming a human barrier, whether stepping in front of a student or barring their exit with a hand on the doorframe. It is better to let a child go and then call for assistance.
- We do not expect staff to put themselves at physical risk, but you may intervene to prevent a student from injuring themselves or others. You may only use reasonable force. There is no legal definition of reasonable force, but you must be sure that your intervention is warranted by the circumstances of the particular incident (i.e. not in response to a trivial incident), and that the degree of force is proportionate to the seriousness of the behaviour, of the consequence it is intended to prevent. Any force used should be the minimum to achieve the desired result (for example, cup shoulders or elbows etc. rather than putting your arms around the chest).
- If you do need to intervene, always announce your intentions “Stop fighting, if you don’t stop fighting, I am going to separate you. I am going to separate you now...”
- Try to be measured and calm in your actions and speech.
- Such events should be recorded and signed by a witness. The statement should include the names of those involved; time and place; why the member of staff judged physical restraint to be necessary; the student’s reaction and the outcome of the incident.
- Physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

What to do if a student touches a teacher

- Students should avoid physical contact with a teacher. If an incident occurs, the student should be sent to isolation to write a statement whilst the matter is investigated.

It is important to set clear boundaries with students. Overly familiar behaviour and conversation should be avoided as boundaries can become blurred.

In exceptional circumstances we may have in college a student who has difficulties controlling their physical outbursts. In this situation, staff will be briefed as to how to manage the students, what support can be made available, and any medical aspects. Parents will be informed of the advice given.

Showers and changing

Students are, of course, entitled to privacy and therefore:

- Announce your intention of entering the changing rooms
- Avoid visually intrusive behaviour
- Don’t touch a student in a state of undress
- Don’t remain there unless student needs require it
- Be particularly careful about gender issues

Behaviour management

- Don’t use physical intimidation or invade a student’s space.
- Don’t use force as a form of punishment.
- Don’t use sarcastic, demeaning or insensitive comments.
- Always try to remain calm and to defuse situations before they escalate.
- Never try to bar a student’s ‘way’ or to physically prevent a student from leaving a room or a situation, unless they may constitute a threat to themselves or others. Calmly advise them that they are leaving against your instructions and that constitutes defiance. In this situation a report should be made immediately to

duty staff.

- Ensure that you use any system of reward or sanction fairly so as to minimise the risk of students perceiving injustice or victimisation.

One-to-one situations

- Avoid meeting in remote, secluded areas of the school.
- Ensure that there is visual access and / or an open door wherever possible.
- Try to ensure that there are other members of staff around or at least are aware of the meeting.
- Don't use 'engaged' or 'do not disturb' signs.
- If you have reason to be concerned about a one-to-one meeting in advance, because of a student's (or parent's) previous behaviour or vulnerability, arrange for a colleague to be present, especially when there is a gender difference.
- Don't pre-arrange meetings with students away from the school premises, except (exceptionally) with the approval of the parent and the Headteacher.

Home visits

All work with students and parents should, wherever possible, be undertaken in school. There are occasions when home visits are necessary by staff and the following precautions should be taken:

- Agree the purpose of the home visit with a member of the Senior Leadership Team.
- Follow agreed risk management strategies.
- Where no information about risk is available visits should not be made alone.
- Ensure you have access to a mobile phone and emergency contact person.
- Record accurately date / duration / outcome of all visits.

Transporting students

- You should not transport students in your own vehicle, especially one-to-one, without the consent of the student, parent and senior staff.
- You must have valid business insurance for this purpose.
- Never transport a student to hospital in your own car following an accident. Always call an ambulance.

Educational visits and after school activities

- Observe all aspects of the school policy on educational visits. If in any doubt, refer to the Education Visits Coordinator.
- Always have another adult present in out-of-school activities, unless otherwise agreed by senior staff.
- Ensure that there is parental consent for the out-of-hours' activity participation.
- Remember that in these less formal contexts you are still in a legal position of trust and need to ensure that your behaviour is professional at all times and cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

First aid and administration of medicines

- No medicine should be given by the school without parental consent. This includes Aspirin or Ibuprofen etc.
- Staff are not expected to administer or to supervise the taking of medicines unless specifically authorised to do so.
- Students needing medication regularly should be included in a health care plan drawn up by the registered school nurse (not the first aider).
- See the special notices about student medical issues as published on the staff notice boards at the beginning of the year.

- Wherever possible, emergency aid should only be given by our trained volunteer staff and by staff of the same gender, if possible. Try to ensure that there is another adult present, or at least aware, when first aid is administered. In exceptional emergency circumstances it may be necessary for an untrained member of staff to intervene. If so, do the minimum required whilst awaiting specialist support. All staff are invited to ask for access to first aid training.
- Always report any accident (use the accident recording procedures, available from the Welfare Assistant) or first aid administration also to the Welfare Assistant as parents must be informed.

Curriculum

- Care should always be taken that resource materials are appropriate and relate to the planned learning objectives.
- Sensitive issues e.g. relating to sex, race, religion, gender, disability or bereavement should be handled with care, especially when unplanned discussion arises.
- Do not enter into or encourage inappropriate or offensive discussion.
- Remember that parents have a legal right to withdraw children from all or any part of sex education (but not from the biological aspects of human growth and reproduction integral to the science curriculum).
- Don't use visual material which is inappropriate for the age of students concerned. Take special care over the use of video material, DVDs or internet downloads.
- At appropriate times and to support learning, students can view material in school which has an Age Classification beyond their age. Written parental consent may be required in certain circumstances (e.g. students attending 'Film Club').

Photographic and video images

It is very good practice at times to record photographic and video images of students, or to allow students to record such images of each other, e.g. to assist teaching and learning, to celebrate achievement, for publicity. Because of the potential for images of children to be misused for pornographic or grooming purposes, staff should follow this code:

- Only record images when there is a justifiable need.
- Be clear to the students about why the images are being recorded and what will happen to them.
- Ensure that a more senior colleague is aware that you are recording images.
- Ensure that all images recorded are available for scrutiny, in order to screen for acceptability.
- Avoid making images in one-to-one situations.
- Images of students should not be displayed on websites, in publications or in a public place without the consent of the student and parent/carer. Existing parents are consulted on entry to allow them to indicate that they do not wish their child to be photographed. Unless they so indicate, we will deem that it is acceptable to record images for legitimate purposes.
- If a photo is used, do not use the student's name, unless you have direct parental consent.
- If a student is named, do not use the photo, unless you have direct parental consent.
- Where the school decides that images should be retained for further use, they must be securely stored and used only by those authorised to do so.

If staff are aware that an image of themselves has been recorded by a student without permission, they should report this immediately to a member of the Senior Leadership Team.

Internet use

- Staff must follow the school policy and guidance on the use of IT equipment and the internet.
- Staff, by default, consent to the monitoring and surveillance of e-mail, internet and work stations.
- Staff must support and promote e-safe behaviour in the classroom.
- Staff must exercise care if they use social networking sites. Staff must ensure that their 'Facebook', 'Twitter' or other social network accounts do not compromise their professional position, and ensure that their privacy settings are set correctly.
- Staff should not, under any circumstances, accept 'friend', 'follower' or similar requests from a person believed to be either a parent or a student at school. Staff should also not accept friend requests from a person believed to be an ex-student of the school, if they are under 18 years of age.
- Staff should not use school IT equipment to access adult pornography, on or off site.
- Accessing child pornography or making, storing or disseminating such material is illegal and, if proven, will lead to a bar from teaching / working with children.
- In the case of reported misuse by staff the incident will be investigated in accordance with normal staff disciplinary procedures.

Responsibilities

- Staff should report to a senior member of staff any behaviour by colleagues which gives cause for concern in relation to safeguarding the wellbeing of students.
- If any incident occurs which may result in an action being misinterpreted and / or an allegation being made against a member of staff, then the relevant information should be recorded promptly and reported to senior staff.
- Staff who are the subject of allegations are advised to contact their professional associations.

This policy has been written to support staff and students by being as clear as possible about safe conduct. Inevitably, situations will arise that the policy does not cover and staff should seek advice from members of the Senior Leadership Team. There will be occasions and circumstances in which staff have to make decisions and take actions in the best interests of a young person, for which no guidance exists. In such cases staff must be seen to act reasonably, and record their actions and justifications which must be passed to a member of a Senior Leadership Team.

Staff are strongly advised to become a full member of one of the professional associations.

All school staff must read this policy in full

Please complete this slip and return to KBa.

Staff name
(capitals) Initials

I confirm that I have read the FCC Safeguarding policy

Signed Date