

St Laurence Church of England Primary School

Safer Working Practices Policy

We have added [Appendix A](#) to the policy which sets out procedures to be followed during the coronavirus (COVID-19) pandemic. Please ensure that you amend the information within the appendix in line with any local arrangements or union advice specific to your school.

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Procedures
4. Confidentiality
5. Curriculum
6. Gifts and favouritism
7. Infatuations
8. Contact and communication with pupils
9. Intimate and personal care
10. Physical contact
11. The use of physical intervention
12. Sexual conduct
13. Home visits
14. Transport
15. Educational visits
16. Overnight supervision
17. First aid and medication
18. Images and videos
19. Behaviour management
20. Whistleblowing
21. Monitoring and review

Appendices

- a. **[New]** Safer working practices during the coronavirus (COVID-19) pandemic

a. Statement of intent

St Laurence Church of England Primary School recognises that the welfare of our pupils is paramount; therefore, we are dedicated to fulfilling our duty of protecting all pupils. To achieve this, this policy will be implemented at all times to ensure that staff understand their responsibilities to safeguard and promote the welfare of pupils.

The school is committed to taking all reasonable steps to ensure the safety and wellbeing of pupils. The safeguarding culture of the school is partly exercised through the development of respectful, caring and professional relationships between adults and pupils, as well as by all staff members demonstrating integrity, maturity and good judgement.

Signed by:

Head of School /
Executive Head Date:

Chair of governors Date:

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

Legislation

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Education (Health Standards) (England) Regulations 2003
- Safeguarding Vulnerable Groups Act 2006
- Education (Pupil Referral Units) (Application of Enactments) (England) (Amendment) Regulations 2012
- School Staffing (England) Regulations 2009 (As amended)
- Equality Act 2010
- Protection of Freedoms Act 2012
- The Education (School Teachers' Appraisal) (England) Regulations 2012
- The Children and Families Act 2014
- The Sexual Offences Act 2003

Guidance

- DfE (2018) 'Working Together to Safeguard Children'
- **[Updated]** DfE (2020) 'Keeping children safe in education'
- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2018) 'Information sharing advice for safeguarding practitioners'
- DfE (2018) 'Disqualification under the Childcare Act 2006'
- DfE (2015) 'The Prevent duty'
- Safer Recruitment Consortium (2019) 'Guidance for safer working practice for those working with children and young people in education settings'

- 1.2. This policy operates in conjunction with the following school policies:

- **[Child Protection and Safeguarding Policy](#)**
- **[Allegations of Abuse Against Staff Policy](#)**
- **[Behavioural Policy](#)**
- **[Gifts and Anti-bribery Policy](#)**
- **[ICT and Electronic Devices Policy](#)**

- [Intimate Care Policy](#)
- [Positive Handling Policy](#)
- [Home Visit and Lone Working Policy](#)
- [Educational Visits and School Trips Policy](#)
- [Photography Policy](#)
- [Spiritual, Moral, Social and Cultural Policy](#)
- [Safe Touch Policy](#)
- [Data Protection Policy](#)

2. Roles and responsibilities

- 2.1. All members of staff will be accountable for the way in which they exercise authority, manage risks and use resources.
- 2.2. The school has a responsibility to keep pupils safe by protecting them from abuse, neglect and other contextual safeguarding concerns.
- 2.3. Staff members will:
 - Always act in a correct and professional manner, treating pupils, colleagues and parents with respect and dignity.
 - Understand the responsibilities that are part of their role and be aware that sanctions will be applied if these provisions are breached.
 - Always act in pupils' best interests by considering whether their actions are warranted, proportionate, safe and applied equitably.
 - Not act inappropriately in the presence of pupils, including the use of inappropriate language or discussing personal relationships.
 - Make carefully considered judgements, drawing on experience and knowledge, to secure the best interests and welfare of pupils.
 - Avoid any conduct which could be misconstrued or lead a reasonable person to question their motivation and intention.
 - Discuss any misunderstandings, accidents or threats with the Head of School / Executive Head, DSL or deputy DSL.
 - Take responsibility for their own actions and behaviour.
 - Not use their position of trust to gain access to information for their own advantage and/or cause detriment to others.
 - Ensure that they do not use their position or power to intimidate, threaten, coerce or undermine pupils and parents.
 - Not use their status or standing to form or promote relationships with pupils that are of an inappropriate or sexual nature, or those which may become so.

- Make sure that pupils' wishes and feelings are taken into account when determining what action to take.
- Provide a safe environment in which pupils can learn.
- Identify pupils who may need extra help or who are suffering, or likely to suffer, significant harm.
- Take appropriate action, working with other services as required.
- Support social workers to take decisions about individual children, in collaboration with the DSL.
- Promote a professional image through dress and appearance which is appropriate for their role, compliant with professional standards and cannot be viewed as offensive, such as revealing or provocative clothing.
- Inform the Head of School / Executive Head of any cautions, convictions or relevant orders accrued during their employment, and/or if they are charged with a criminal offence.

2.4. The Head of School / Executive Head and SLT will:

- Promote a culture of openness and support.
- Ensure that systems are in place for concerns to be raised.
- Ensure that no staff members are placed in situations which make them particularly vulnerable.
- Ensure that the policies and procedures adopted by the governing board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff members.
- Keep records of any significant judgements that staff members have made, ensuring that all appropriate considerations have been made and justifications evidenced.
- Record any areas of disagreement and, if necessary, refer the matter to another agency, e.g. the LA.
- Guarantee that there are systems in place for pupils to express their views and give feedback.
- Appoint a member of the SLT to the role of DSL as an explicit part of the role-holder's job description.
- Appoint a member of staff to the role of deputy DSL.
- Consider how pupils may be taught about safeguarding through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Adhere to statutory responsibilities to check staff that work with children, taking proportionate decisions on whether to ask for any checks beyond what is required.

- **[Updated]** Ensure that all staff who need to share special category personal data are aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share (and withhold) information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a pupil at risk.
- Have a clear expectation that staff will inform them of any relationship or association (including in or out of school or online) that may have implications for safeguarding pupils.
- Safeguard the welfare of staff and contribute to their duty of care towards staff, and identify whether arrangements are needed to support any members of staff.
- Ensure all necessary measures are in place to safeguard pupils.

2.5. The governing board will:

- Ensure that the school complies with its duties under the relevant child protection and safeguarding legislation.
- Guarantee that appropriate safeguarding policies, as well as the staff code of conduct, are distributed, adopted and monitored.
- Ensure that the correct safeguarding and child protection procedures are implemented within every aspect of school life.
- Guarantee that the policies, procedures and training opportunities in the school are effective and comply with the law.
- Ensure that a member of the governing board is nominated to liaise with the LA and/or partner agencies on issues of child protection, and in the event of allegations of abuse being made against the Head of School / Executive Head or other governors.
- **[Updated]** Certify that there are procedures in place to handle allegations against members of staff, volunteers and supply staff.
- Confirm that there are procedures in place to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. The **governing board** will also consider if it is appropriate to refer the individual to the Teaching Regulation Agency (TRA).

3. Procedures

- 3.1. Staff members, volunteers and any other adults working with pupils follow the procedures set out in the school's **Child Protection and Safeguarding Policy** at all times.
- 3.2. During their induction, staff will be made aware of the systems within the school that support safeguarding including, but not limited to, the following:

- Child Protection and Safeguarding Policy
 - Behavioural Policy
 - Staff Code of Conduct
 - The response to pupils who go missing from education
 - The identity and role of the DSL and any deputies
- 3.3. All staff members will undergo child protection training as part of their induction, including training on online safety. This training is updated regularly.
 - 3.4. All staff will receive child protection and safeguarding updates via [email and staff meetings](#) as required, and at least annually.
 - 3.5. All staff will be made aware of their local early help process and understand their role in it.
 - 3.6. The DSL, and any deputies, will undergo training every two years – the training will cover several areas including online safety and the Prevent duty.
 - 3.7. All members of staff will continuously develop their understanding of the signs and indicators of abuse.
 - 3.8. All members of staff know how to respond to a pupil who discloses abuse following the procedure outlined in the [Child Protection and Safeguarding Policy](#).
 - 3.9. All parents are made aware of the responsibilities of staff members with regards to child protection procedures, and the [Child Protection and Safeguarding Policy](#) is made available to them.
 - 3.10. If at any point there is a risk of immediate, serious harm to a child, an immediate referral will be made to children's social care, and the police if appropriate.

4. Confidentiality

- 4.1. The school recognises that all matters relating to safeguarding and child protection are confidential.
- 4.2. All personal information recorded by staff members will be kept confidential and secure.
- 4.3. Information will be disclosed about a pupil to other members of staff on a need-to-know basis only.
- 4.4. Members of staff are expected to treat all information they receive about pupils and families in a discreet and confidential manner.
- 4.5. **[Updated]** All staff members will be made aware of what information can or must be shared (or withheld) and under what circumstances.
- 4.6. Advice will be sought from the DSL, their deputy or the SLT concerning sharing information which the school holds and information which has been requested.

- 4.7. The correct procedures for discussing and responding to sensitive subjects, such as allegations against staff, will always be followed.
- 4.8. Staff have a professional responsibility to share information with other agencies in order to safeguard children.
- 4.9. Staff cannot make promises to pupils that they will keep anything discussed a secret.

5. Curriculum

- 5.1. All lessons will have clear and written plans.
- 5.2. Whilst pupils will be encouraged to use self-expression, staff members will be aware not to overstep personal and professional boundaries.
- 5.3. All curriculum materials will be justifiable and appropriate for the lesson plans.
- 5.4. Care and consideration will be given to ensure that class materials and resources cannot be misinterpreted and that they clearly relate to the learning outcomes identified by the lesson plan.
- 5.5. Staff members will not enter into or encourage discussions which may offend or harm others.
- 5.6. Fundamental British values will not be undermined at any time.
- 5.7. Prejudicial views and personal opinions will not be expressed by staff members.
- 5.8. Staff members will not attempt to impose their personal values, attitudes or beliefs on pupils.
- 5.9. Extra care will be taken in areas of the curriculum where usual boundaries or rules are less rigorously applied, such as drama.
- 5.10. Care will be taken to comply with the school's **Spiritual, Moral, Social and Cultural Policy**, which will be rigorously reviewed to ensure that it is lawfully and consistently applied.

6. Gifts and favouritism

- 6.1. The school will ensure that any gifts received or given which may be misconstrued are declared and recorded.
- 6.2. The school will implement a **Gifts and Anti-Bribery Policy** that staff will act in accordance with at all times.
- 6.3. Gifts will only be given to pupils as part of an agreed reward system or small gifts, such as sweets, that are distributed equally.
- 6.4. All pupil selection processes are undertaken and agreed by more than one member of staff to ensure that the process used is fair and not exclusive.

- 6.5. Staff members will not behave in a manner which is either favourable or unfavourable to individual pupils.
- 6.6. It is unacceptable for staff members to receive or give gifts on a regular basis or of any significant value.
- 6.7. Staff will ensure that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.
- 6.8. Any reward given to a pupil will be in accordance with agreed practice, consistent with the school's **Behavioural Policy**, recorded and not based on favouritism.

7. Infatuations

- 7.1. Staff members will always maintain professional boundaries.
- 7.2. Any indications that suggest a pupil may be infatuated with a member of staff will be reported to the **Head of School / Executive Head** immediately – these indications can include verbal, written and physical signs.
- 7.3. Staff members will ensure that their own behaviour cannot be brought into question and does not appear to encourage the pupil's behaviour.
- 7.4. The school is committed to preventing escalation and avoiding hurt, embarrassment or distress for those concerned in infatuation incidents.
- 7.5. The **Head of School / Executive Head and SLT** will put action plans in place where concerns are brought to their attention.
- 7.6. Action plans will respond sensitively to the pupil and staff members involved, be robust, and be regularly monitored and reviewed.

8. Contact and communication with pupils

- 8.1. Staff members will:
 - Not seek to communicate or respond to contact with pupils, other than contact that is necessary to carry out their role.
 - Ensure that their communications are open and transparent, meaning that they cannot be interpreted as inappropriate behaviour.
 - Not provide their personal details, or the personal details of others, to pupils.
 - Ensure that they establish safe and responsible online behaviours, working to local and national guidelines.
 - Use technologies wisely and in accordance with the school's **Acceptable Use Policy**.
 - Not contact a pupil over social media.

- Ensure that any contact or use of technologies could not bring the school or themselves into disrepute.
 - Turn off 3G/4G/5G data access when they are on the school premises
- 8.2. Where possible, staff will be provided with school-owned devices, such as cameras and mobile phones, rather than them being expected to use their own on, for example, school trips.
- 8.3. Any planned social contact with pupils or parents will receive prior approval from the **Head of School / Executive Head**, e.g. when it is part of a reward scheme.
- 8.4. Staff will not be involved in communication of a personal nature with pupils or parents during school hours.
- 8.5. Staff members will inform the **Head of School / Executive Head** of any regular contact they have with a pupil that could give cause for concern.
- 8.6. Staff members will inform the **Head of School / Executive Head** of any relationship with a parent that extends beyond the usual parent/professional relationship.
- 8.7. The **Head of School / Executive Head or another member of the SLT** will be informed of any requests or arrangements where parents wish to use a member of staff's services outside of the workplace, such as private tutoring. The issue will be discussed and the **Head of School / Executive Head's** approval will be needed prior to the event.
- 8.8. If a pupil or parent seeks to establish social contact in person or using technology, or if this occurs coincidentally, staff members will exercise their professional judgement to decide how to act under those circumstances.

9. Intimate and personal care

- 9.1. Intimate and personal care will be conducted in line with the school's **Intimate Care Policy**.
- 9.2. Pupils who may require intimate care will have a written plan in place.
- 9.3. All pupils will be actively consulted regarding their own care plans.
- 9.4. The supervision needs of pupils will always be considered and staff members will only remain in the room when their support is required.
- 9.5. A signed record will be kept of all intimate and personal care tasks undertaken.
- 9.6. The school recognises the importance of pupils being entitled to respect and privacy at all times, especially when in a state of undress.
- 9.7. Staff members will:
 - Adhere to the school's **Intimate Care Policy** at all times.

- Always explain to the pupil what is happening before a care procedure begins.
- Make colleagues aware of the task being undertaken.
- Consult with a colleague where any variation from the agreed plan is necessary and record/report the justification for any variations, sharing the information with the pupil and their parents.
- Avoid any visually intrusive behaviour and announce themselves before entering changing rooms.
- Not partake in any of their personal care in the presence or sight of pupils.
- Not assist with intimate tasks that the pupil is able to undertake independently.

10. Physical contact

- 10.1. The school's [Safe Touch Policy](#) outlines what is considered as appropriate contact between staff and pupils and includes clear expectations of behaviour and conduct.
- 10.2. Any incidents of physical contact outside of the provisions outlined in the [Safe Touch Policy](#) between pupils and staff are recorded.
- 10.3. Staff members will be informed of relevant information regarding vulnerable children in their care on a need-to-know basis.
- 10.4. Physical contact will never be secretive, be conducted for the gratification of the staff member, or represent a misuse of authority.
- 10.5. If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances will be immediately reported to the [Head of School / Executive Head or DSL](#) and recorded.
- 10.6. Where appropriate, the [DSL](#) will consult with the LA's designated officer.
- 10.7. Staff members will:
 - Always act in accordance with the [Safe Touch Policy](#).
 - Never touch a pupil in a way that may be considered indecent.
 - Always be prepared to explain and justify actions.
 - Always act in a professional manner.
 - Encourage pupils to undertake self-care tasks independently where able.
 - Ensure the way they offer comfort to a distressed pupil is age-appropriate and inform a colleague of when, why and how they offered comfort to a distressed pupil.

- Consider alternative methods where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact.
- Always explain to the pupil the reason why contact is necessary and what form that contact will take.
- Report and record situations which may give rise to concern.
- Be aware of cultural or religious views about touching and be sensitive to issues of gender.
- Treat pupils with dignity and respect.
- Avoid contact with intimate parts of the body.
- Seek parental consent where a pupil is unable to give their own reasonable consent, e.g. because of a disability.
- Conduct activities where they can be seen by others.

11. The use of physical intervention

- 11.1. The school's **Positive Handling Policy** provides a framework for the use of positive handling and reasonable force in the school.
- 11.2. Staff will regularly be given appropriate training on the use of physical intervention.
- 11.3. Any circumstances where physical intervention is used will be recorded in line with the **Positive Handling Policy**.
- 11.4. Physical intervention will be used to prevent a pupil from:
 - Committing a criminal offence.
 - Injuring themselves or others.
 - Causing damage to property.
 - Engaging in behaviour prejudicial to good order.
- 11.5. Staff will:
 - Act in accordance with the school's **Positive Handling Policy**.
 - Always seek to defuse situations and avoid the use of physical intervention where possible.
 - Only use minimum force and for the shortest time needed where physical intervention is necessary.
 - Not use physical intervention as a form of punishment.
- 11.6. Great care and consideration will be always be exercised to ensure physical intervention is not used in a manner which could be considered unlawful.
- 11.7. Where it can be anticipated that physical intervention is likely to be required, a plan will be put in place which the pupil and parents have agreed to.

12. Sexual conduct

- 12.1. All members of staff will be made aware of the relevant laws and legislation regarding sexual activity with a person under 18 years of age.
- 12.2. Any form of sexual behaviour by a member of staff with, or towards, a pupil is unacceptable and will be treated with disciplinary action.
- 12.3. Sexual remarks to or about a pupil will not be tolerated.
- 12.4. Personal sexual matters of staff or visitors will not be discussed with, or in the presence of, pupils, other than within agreed curriculum content.
- 12.5. Any form of communication that could be interpreted as sexually suggestive, provocative or giving rise to speculation will not be used under any circumstances.
- 12.6. A risk assessment will be completed for any one-to-one work undertaken by a staff member with a pupil.
- 12.7. In terms of one-to-one work, arranging to meet with pupils away from the school premises will not be permitted unless the necessity for this is clear and approval is obtained from the **Head of School / Executive Head** as well as the pupil and their parents.
- 12.8. When working in one-to-one situations, staff will:
 - Ensure that there is visual access and/or an open door, wherever possible.
 - Report any incidents where a pupil becomes distressed or angry.
 - Consider the needs and circumstances of the pupil involved.

13. Home visits

- 13.1. All staff members are made aware of the school's **Home Visit and Lone Working Policy**.
- 13.2. All home visits will be justified and recorded in detail.
- 13.3. A risk assessment will be undertaken prior to a planned home visit, which will include an evaluation of any known factors regarding the pupil, parent and any others living in the household.
- 13.4. The **Head of School / Executive Head** will ensure that staff members are not exposed to unacceptable risk.
- 13.5. Staff members will have access to a mobile phone and an emergency contact during any home visit.
- 13.6. If a parent is not in attendance during a home visit, staff members will not enter a pupil's house, unless it is in an emergency.
- 13.7. Unannounced home visits will be avoided wherever possible.

13.8. Staff will:

- Agree the purpose of a home visit with the **Head of School / Executive Head** prior to the visit.
- Adhere to all agreed risk management strategies.
- Ensure that there is visual access and/or an open door in one-to-one situations.
- Make detailed records of the home visit, including times of arrival and departure.
- Discuss any behaviour or situation which raises concern with the **Head of School / Executive Head**.

13.9. Consideration will be given to visits outside of 'office hours' or in remote/secluded locations.

13.10. If little or no information is given during the assessment prior to a home visit, the visit should not be made alone.

14. Transport

14.1. The safety and welfare of pupils is the responsibility of the school until pupils are with their parents.

14.2. The school is committed to taking all possible safety measures to ensure the safety of pupils.

14.3. The Head of School / Executive Head will obtain evidence that any vehicle used by the school is safe, e.g. that it has a valid MOT certificate.

14.4. The **Head of School / Executive Head** will ensure that any staff member driving a school vehicle has the appropriate licence and insurance for the vehicle.

14.5. The **Head of School / Executive Head** will ensure that the driver is fit to drive and that their judgement is in no way impaired.

14.6. The **Head of School / Executive Head** will ensure that there is a valid insurance policy in place that covers the driver and the vehicle for the intended use.

14.7. The **Head of School / Executive Head** will conduct a risk assessment that covers the provisions outlined in points 14.3, 14.4, 14.5 and 14.6 of this policy. The evidence relating to these provisions will be retained with the risk assessment and will be reviewed when necessary, i.e. each time pupils are transported.

14.8. Consideration will be given to the potential distraction of the driver and the supervision of passengers. The **Head of School / Executive Head** will identify the specific needs of pupils travelling and assess if any require close

supervision. If close supervision is necessary, another adult will travel in the vehicle.

- 14.9. All plans for transporting pupils will be agreed upon by the Head of School / Executive Head in advance of the journey.
- 14.10. Staff members will not offer pupils transport outside of their normal working duties, other than in an emergency or if a pupil is at risk. These circumstances will be recorded and reported to the Head of School / Executive Head and the pupil's parents.
- 14.11. Pupils' specific or additional needs will always be taken into account.
- 14.12. Details of all journeys will be recorded, including the nature of the journey, the route and the expected time of arrival.
- 14.13. Any impromptu or emergency arrangements will be recorded and suitably justified.

15. Educational visits

- 15.1. During educational visits, a staff member will always have another adult present, unless otherwise agreed with the [Head of School / Executive Head](#).
- 15.2. A risk assessment will be undertaken prior to the trip, in accordance with the [Educational Visits and School Trips Policy](#).
- 15.3. Parental consent will be obtained prior to school trips.
- 15.4. Staff members will remain professional at all times and will not behave in an inappropriate manner.
- 15.5. Pupils and staff members will not share a bed under any circumstances.
- 15.6. Staff members will not share a bedroom with pupils, unless it involves a dormitory situation in which the arrangements have previously been discussed with the Head of School / Executive Head, parents and pupils.
- 15.7. Sleeping arrangements for residential visits will be confirmed with parents prior to the visit, ensuring that there is a safe staff/child ratio and a suitable gender mix of staff members.

16. Overnight supervision

- 16.1. All overnight supervision arrangements reflect a duty of care towards pupils and staff.
- 16.2. A full risk assessment will be undertaken prior to the supervision taking place.
- 16.3. All arrangements will be made in partnership and agreement with the pupil and parents.

- 16.4. Any adults present at the overnight supervision will have been subject to appropriate vetting, such as DBS and barred list checks.
- 16.5. Arrangements involving one-to-one supervision will be avoided wherever possible.
- 16.6. Any situation which gives rise to complaint, disagreement or misunderstanding will be reported.
- 16.7. Staff will always have regard to any local and national guidance.

17. First aid and medication

- 17.1. First aid and medication will be administered in line with the school's [**Supporting Pupils with Medical Conditions Policy**](#).
- 17.2. The school will ensure that there are designated trained individuals to undertake first aid responsibilities, including paediatric first aid if relevant.
- 17.3. Staff training will be monitored and updated at least [**termly**](#).
- 17.4. All plans and action taken will be conducted in line with pupils' individual health care (IHC) plans.
- 17.5. Staff members will always act in the best interest of the pupil and explain to the individual what is happening.
- 17.6. A record will be kept of any medication administered and by whom.
- 17.7. Parents will be informed when first aid or medication has been administered and the reason for it.
- 17.8. Under no circumstances will staff members work with pupils whilst taking medication, unless medical advice confirms that they are able to do so.
- 17.9. Following discussion with parents, pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 17.10. Concerns regarding the amount or type of medication being administered to a pupil will be discussed immediately with the DSL.
- 17.11. Staff medication on the premises will always be stored securely and out of reach of pupils.

18. Images and videos

- 18.1. All staff will act in accordance with the school's [**Photography Policy**](#).
- 18.2. Images will only be published or distributed if parents have given their explicit written consent.
- 18.3. All images or videos will only be retained if there is a clear and agreed purpose for doing so.

- 18.4. Imagery and videos will be kept in an appropriate and secure place in school.
- 18.5. Staff members will be able to justify images of pupils in their possession and will avoid taking images during one-to-one situations.
- 18.6. Images of pupils will not be taken for personal use.
- 18.7. No pupil will be photographed in a state of undress or semi-undress, or in a situation which could be considered as indecent or sexual.
- 18.8. Staff members will not take images of a pupil's injury, bruising or similar (e.g. following a disclosure of abuse), even if they have been requested to do so by children's social care.
- 18.9. Staff members will not make audio recordings of any disclosure made by a pupil.
- 18.10. A member of the SLT will be made aware whenever photography equipment is being used and for what purpose.
- 18.11. Images of pupils will not be taken using personal equipment, unless previously agreed upon by the SLT.
- 18.12. Staff will act in a sensitive manner towards any pupil who appears uncomfortable and will be able to recognise the potential for misinterpretation.
- 18.13. Staff will ensure that pupils cannot be exposed to indecent or inappropriate images.
- 18.14. All films or video material shown to pupils will be age-appropriate.
- 18.15. If indecent imagery is discovered at the school or on school equipment, then an immediate referral will be made to the LA's designated officer and the police will be contacted where appropriate.
- 18.16. Accessing, making, storing or disseminating indecent images and other material, whether using the school's or personal equipment, on or off the premises, is illegal.
- 18.17. Personal equipment containing pornography or links to it will never be brought into the workplace. If it is discovered in the workplace, the staff member responsible will be subject to disciplinary action.
- 18.18. Staff members are made fully aware of the consequences of breaching school policies in relation to photography, imagery and video.
- 18.19. If a member of staff breaches this policy or the [Photography Policy](#), the [Head of School / Executive Head](#) will conduct a full investigation and the staff member may be subject to the school's [Disciplinary Policy and Procedure](#).

19. Behaviour management

- 19.1. The school's [Behavioural Policy](#) contains clear guidance regarding the use of isolation and seclusion.

- 19.2. The discipline strategy used will always be appropriate to the circumstance and situation.
- 19.3. Degrading or humiliating treatment will not be used to punish a pupil under any circumstances.
- 19.4. Staff members will take extreme care to avoid any practice that could be viewed as unlawful, a breach of the pupil's human rights and/or false imprisonment.
- 19.5. Staff will not use sarcastic, demeaning or insensitive comments towards pupils.
- 19.6. Where a pupil has specific needs in respect of behavioural problems, a positive handling plan will be drawn up and agreed upon by all parties involved, including the pupil's parents.

20. Whistleblowing

- 20.1. The school recognises that pupils cannot be expected to raise concerns in an environment where staff fail to do so.
- 20.2. The school's [Whistleblowing Policy](#) will be made available to all staff members and volunteers.
- 20.3. All staff will be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- 20.4. It will be made clear to staff how they can escalate concerns if they believe the school's safeguarding arrangements are not effective, or pupils are not being protected.
- 20.5. **[Updated]** Clear procedures will be set out for dealing with allegations against staff members, supply staff and volunteers in the school's [Allegations of Abuse Against Staff Policy](#).
- 20.6. Staff members will be made aware of their individual responsibilities to bring matters of concern to the attention of the [Head of School / Executive Head](#).
- 20.7. Staff members will report any behaviour by colleagues which raises concerns to the [Head of School / Executive Head](#).
- 20.8. Where staff have concerns about the response received to a report, they will raise these issues directly with the LA's designated officer.

21. Monitoring and review

- 21.1. This policy will be reviewed and updated on an [annual](#) basis by the [Head of School / Executive Head](#) and the [governing board](#).
- 21.2. The next scheduled review date of this policy is [October 2021](#)
- 21.3. Any changes made to this policy will be communicated to all staff members.

[New] Safer working practices during the coronavirus (COVID-19) pandemic

Please note: We have created this appendix in line with an addendum published by the Safer Recruitment Consortium to its '[Guidance for safer working practice for those working with children and young people in education settings](#)'. You must make sure you amend this appendix to suit your school's specific needs and that it reflects any local advice and guidance from the three safeguarding partners.

This appendix sets out additional measures that will be implemented during the coronavirus (COVID-19) pandemic to ensure all staff implement and adhere to safer working practices.

This policy appendix must be read in conjunction with the wider Safer Working Practices Policy and the school's [Child Protection and Safeguarding Policy](#).

1. Responsibilities

21.4. The SLT will be responsible for:

- Ensuring the [Child Protection and Safeguarding Policy](#) and other relevant safeguarding policies are up-to-date with the DfE's 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' guidance.
- Ensuring that there is always a trained DSL on the school site and if this is not possible, identifying a senior member of staff to lead on safeguarding issues in the absence of the DSL.

21.5. Staff will be responsible for:

- Understanding how to raise a concern and contact designated staff or partner agencies if they have a concern about a pupil if reporting arrangements have been amended due to coronavirus.

22. Remote learning

22.1. While all pupils are expected to attend school from September, the school understands that there may be circumstances where pupils need to remain at home, e.g. because they are following public or clinical health advice.

22.2. Remote learning will be delivered in line with the school's [Pupil Remote Learning Policy](#).

22.3. Staff involved with virtual teaching will be regularly briefed on best practice and any changes to remote learning procedures.

22.4. Staff involved with virtual teaching will:

- Adhere to the relevant school policies at all times.
- Display the same standards of conduct that they would in the real world.

- Be dressed appropriately, safely and decently when teaching virtually.
- Ensure that a senior member of staff is aware that the online lesson is taking place and for what purpose.
- Avoid one-to-one situations with pupils.
- Only record a lesson with pupils where this has been agreed with the [Head of School / Executive Head](#), the pupil and their parents, in line with the [Data Protection Policy](#).

22.5. Staff involved with virtual teaching will not:

- Contact pupils outside of their operating times.
- Take or record images of pupils for their personal use.
- Record virtual lessons using personal equipment, unless agreed and risk assessed by the [Head of School / Executive Head](#).
- Conduct online lessons while pupils are in a state of undress or semi-undress.

23. Intimate care

- 23.1. Intimate care will be delivered in line with the school's [Intimate Care Policy](#) as far as possible.
- 23.2. Any changes that are required to be made to pupils' care plans due to coronavirus will be made in writing without delay, even where changes are temporary, e.g. due to the absence of a staff member who would normally deliver care.
- 23.3. Intimate and personal care will not be carried out by a member of staff that the pupil does not know.
- 23.4. Only members of staff who have an enhanced DBS check with barred list information will undertake intimate and personal care.
- 23.5. Volunteers and visiting staff from other schools will not undertake care procedures without appropriate training.

24. Home visits

- 24.1. The school will take into account advice from the LA when deciding whether home welfare visits are appropriate and necessary.
- 24.2. Staff undertaking welfare visits will always give parents advance warning unless there is a good reason not to, e.g. because the visit has been prompted by safeguarding concerns and/or is at the request of children's social care.
- 24.3. If a welfare visit has been prompted by a safeguarding concern and/or is at the request of children's social care, one of the staff undertaking the visit will be the DSL or deputy DSL.

24.4. When conducting home visits, staff will adhere to social distancing guidelines.

25. First aid

25.1. First aid will be undertaken in line with the school's [First Aid Policy](#), which contains procedures that will be implemented during the coronavirus pandemic.

25.2. If the school has no trained first aider on site due to coronavirus (e.g. all trained first aiders are absent because they are following public or clinical health advice to stay at home), the SLT will identify a senior person on site each day to lead on any crisis or serious incident including the provision of first aid. This decision will be supported by a risk assessment that takes into account the number of staff, pupils and/or other visitors on site, the proximity of the emergency services, and any particular risks presented.

25.3. Staff whose first aid at work training is about to or has expired since 16 March 2020 will be made aware that the HSE has agreed an extension of three months for renewal.

25.4. [\[Early years settings\]](#) There will always be at least one person trained in paediatric first aid when children are on site.

26. Reporting concerns

26.1. All staff will follow the school's [Child Protection and Safeguarding Policy](#) when reporting safeguarding concerns. The policy has been updated to include the procedures to follow during the coronavirus pandemic.

27. Monitoring and review

27.1. This appendix will be reviewed regularly and in line with any new and updated guidance.

27.2. Any changes to the procedures within this appendix will be communicated to all relevant stakeholders.