



NOTTINGHAM ACADEMY
PRIMARY

Safer Working in Education Settings Booklet

A guide for all staff, volunteers and agency workers to help establish safe learning and working environments in schools, colleges and all settings where children receive formal education.

This leaflet summarises some key points from the Government document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (March 2009).

Staff will also need to be aware of relevant policies and procedures this organisation implements.

Breaches of the guidance could result in criminal or disciplinary action being taken

Definitions

'Staff' includes all adults working with children, in whatever capacity or setting, paid or unpaid.

'Children' includes children and young people under the age of 18.

Underpinning Principles

Staff should;

- Be aware that the welfare of the child is paramount
- Understand their responsibilities to safeguard and protect children
- Be responsible for their own actions and behaviour, and avoid any conduct which could lead any reasonable person to question their motives and intentions
- Apply the same professional standards regardless of age, disability, race, colour, ethnic or national origin, gender, religion or belief, sexual orientation, marital status or trade union membership
- Know the name of the school's Designated Safeguarding Lead and their deputies and report any concerns about the safety or welfare of a child to them

Safe Working Practices

- Staff must treat information about children and their families discretely and not disclose confidential matters
- Staff should be careful not to misuse their power and influence over children
- Staff should ensure their behaviour remains professional at all times; including their dress, use of language & online communication which is or could become publicly seen
- Physical intervention should never be inappropriately used, should follow relevant guidelines and be clearly recorded and reported
- Physical contact should be minimal, time limited, age appropriate and able to be justified
- Intimate care and first aid should only be administered according to relevant procedures
- Staff should not offer lifts to children outside agreed requirements e.g. transport to a sports event. Any emergency arrangement of lifts should be recorded and should be able to be justified

- Staff should not receive gifts other than small tokens of appreciation
- Staff should not give gifts other than as part of an agreed reward system or given to all children equally
- Staff should not engage in personal email or telephone communication with children. This includes texting, messaging, skyping, chat rooms, social networking sites etc
- Any out of school contact should be planned and agreed with senior staff and parents. Appropriate social contact (e.g. when a teacher and parent are part of the same social circle) will be easily recognised and openly acknowledged
- Only authorised areas of the curriculum should contain any sexual or other sensitive material. Senior staff should be consulted if there is any chance of misinterpretation
- Internet use should be according to school policy and inappropriate content must not be accessed
- There should be no unauthorised photography of children. Photographs of children should be the property of the school and not retained on personal equipment
- Staff should guard against young people developing an infatuation with them and report any such concerns to senior staff
- Staff should be mindful of situations where a pupil or parent comes to depend on them for support outside their role and discuss this promptly with a senior member of staff
- Staff are in a position of trust and should never engage in any sexual relationship with pupils in or out of school. Communication must never be sexually suggestive

Concerns about the conduct of a member of staff

- Any concern about the conduct of a member of staff or volunteer that could pose a risk to children has to be reported to the Headteacher or DSL
- If the concern is about the Headteacher or DSL, the Executive Principal or Central Team (Senior Director of HR) should be notified
- If you feel unable to report the matter in school, advice should be sought from the Children’s Duty Team on **0115 876 5600**
- Record what you have noticed or what has been said and sign and date it
- You have a responsibility to pass on any concerns you may have and to follow correct procedures

**KEEP THE MATTER
CONFIDENTIAL**

- Would you like support for a child?
- Do you need advice for a family?
- Are you concerned about a child?
- Don't know who to call?

Call us...

Children & Families Direct
0115 876 4800

candf.direct@nottinghamcity.gcsx.gov.uk

Children & Families Direct is the easy way to access family support and safeguarding services within Nottingham City. Advisors will connect your call directly to the service you need.

Opening hours are 8:30am – 5:00pm

Outside of these hours only emergency safeguarding calls will be taken.

Designated Safeguarding Lead & Deputies



Jo French
Primary Principal
 07753311396



Penny Theodosiou
Deputy Principal
 07736194780



Flo Kelly
Safeguarding Lead
 07889644656



Nicola Atherley
Senior LM
 07795812770



Samina Mahmood
 Senior LM



Sam Bashir
 Learning Mentor



Simone Lineker
 Art Teacher



Sarah-Jayne Brooks
 Learning Mentor



Heather Davison
 School Counsellor



Andrew Staszkiwicz
 Interim Assistant
 Principal



Debbie Holmes
 Class Teacher



Sophia Sadiq
 Learning Mentor



Amy Birkhead
 Admin Manager
 / PA to Principal



Rosemary Hayes
 Attendance Officer