

## Safeguarding Our Children

Bay Resourcing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and candidates on its register to share this commitment and to be fully aware of the importance of child protection. All staff have a duty to keep young children safe and to protect them from discrimination and from sexual, physical and emotional harm.

Our policies and procedures adhere to current legislation as defined in the Children Act (1989 and 2004), and in the clear and specific guidance provided by a number of Department for Education documents: "Safeguarding Children and Safer Recruitment in Education" (2007), "Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings" (2009), and "What to do if you are worried a child is being abused" (2009).

*The following basic principles will be familiar; this document serves as a reminder of your duty of care to safeguard and protect your pupils' welfare.*

### Physical Contact

- ▶ The Education Act (1996) states that any form of physical contact with a child in the form of corporal punishment is unacceptable and unlawful in schools; failure to comply with the spirit of the relevant legislation will result in removal from our register.
- ▶ Adults should accept that all physical contact is open to scrutiny, and should always be prepared to report and explain all actions.
- ▶ Adults should be aware that even well intentioned physical contact may be very easily misconstrued or misinterpreted by the child or observer.
- ▶ Adults should never touch a child in a way which may be considered indecent, and should be sensitive to cultural or religious views and issues of gender.
- ▶ Adults who work in certain settings, e.g., sports, drama or outdoor activities, or who teach specific subjects such as PE or Music, may have to initiate some physical contact with children (e.g., demonstrating a piece of equipment or supporting a child so that the activity can be carried out safely); these activities should be carried out in accordance with the setting's existing code of conduct, regulations and best practice. Always explain to the child why contact is necessary and the form that contact will take.

### Social Contact

- ▶ Adults should always consider the appropriateness of social contact with pupils or their parents.
- ▶ Adults should have no secret social contact with pupils or their parents, and ensure that any planned new social contact is approved by Senior Management of the setting in which they are working.
- ▶ Adults should report and record any situation which may place a child at risk or which may compromise the school or their own professional standing.
- ▶ No member of staff should enter into extra or private tuition or childcare arrangements with parents without the permission of the Senior Management of the school.

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## Communication with Pupils

- Adults should not give their personal contact details (including mobile telephone numbers and email addresses) to pupils.
- Adults should ensure that personal social networking sites (e.g. Facebook) are set at private and that pupils are never listed as friends or contacts.
- Adults should never use or access social networking sites of pupils, nor use internet or web-based communication channels to send personal messages to children or young persons.
- Adults should only make contact with children for professional reasons and in accordance with any school policy.
- It is not appropriate for adults to take photographs of children for their personal use, nor should they publish any photograph / image of children in their care on any website or personal social networking site.
- Many areas of the curriculum can include or raise subject matter which is sexually explicit or of an otherwise sensitive nature. Adults should not enter into or encourage inappropriate discussions about sexual activity or any behaviours which may offend or harm others.
- Adults should take care when encouraging pupils to use self-expression, and not to overstep personal and professional boundaries.
- Adults should be able to justify all curriculum materials and relate these to clearly identifiable lesson plans.

## Behaviour Management

- Adults should adhere to the school's behaviour management policy. The use of physical intervention can only be justified in extremely exceptional circumstances.
- Adults should try to diffuse situations before they escalate.
- Adults should not use force as a form of punishment.
- Adults should not use any form of degrading treatment to punish a child, and acknowledge that the use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation.

## What do I do if I'm worried a child is being abused?

- If you are working within a school or nursery, it is your duty to take note not only of major incidents, but also of signals which give cause for suspicion or concern. You must report any concerns to the school's designated Child Protection Officer. You must also adhere to the specific guidelines set out in each school's Child Protection Policy.
- If you are working outside of the education setting environment, you should report any concerns to the Children's Social Services or to the police.

## What should I do if there is a child protection allegation made against me whilst working through Bay Resourcing?

- You should report the allegation to the Manager of the branch of Bay Resourcing through which you are working.
- You should immediately arrange to meet with the Branch Manager to discuss the allegation, and to prepare a written statement which provides your accurate account of the situation in which the allegation was made.
- Please note that during the investigation of a serious allegation, you will not be placed into a school or educational setting. Your consultant will keep you informed of the processes and decisions, and we will work closely with you to resolve these issues quickly and professionally.