

## Safer Working Practices means that:

- Any out of school contact with children should be planned and agreed by senior staff and parents. Appropriate social contact should be openly acknowledged and reported (i.e. if a member of staff and a child's family are part of the same social circle).
- Sexual material or other potentially sensitive issues should only be addressed through planned curriculum activities. Any changes to this should be reported to senior staff and recorded.
- On line activity should be in line with policy and inappropriate context not accessed.
- There should be NO unauthorized photography of children. Any authorized images are the property of the child and should not be retained on personal equipment once a project/activity is completed.
- Any concerns about child infatuation should be reported to senior staff.
- If a parent of child becomes dependent of adult support outside the remit of the professional role, this should be reported to senior staff.
- All adults are in a position of trust and should never engage in any sexual relationships with pupils in or out of school. Communication must never be sexually suggestive.

## Concerns About the Conduct of Other Staff Members

- Familiarize yourself with the 'Whistle Blowing' Policy.
- If you consider someone to be a risk to children, you must report it to the Head Teacher immediately. Any concern needs to be in writing, dated and signed.
- If you are concerned about the Conduct of a Head Teacher, report it to Chair of Governors of the school.

## School Policies

**It is helpful if you familiarize yourself with a School's policy of the following:**

- ✓ Safeguarding and Child Protection
- ✓ Behaviour Statement/Management
- ✓ Special Needs
- ✓ Equality Information
- ✓ Health and Safety Information
- ✓ Supporting Pupils with Medical Needs
- ✓ Staff Handbook

## Questions to Consider

- Have you provided information for an enhanced DBS check?
- Have you completed a Disqualification by Association declaration?
- Is your training in Child Protection up to date?
- Are you aware of who the School's Designated Safeguarding Lead is?
- Do you know what procedures to follow if you have a safeguarding concern?
- Do you know where to seek further advice?

# ASK Education Safer Working Practices

Information for Staff, Associates, ITT  
Students and Volunteers



For further information  
visit:

[www.askeducation.org.uk](http://www.askeducation.org.uk)





Child protection and safeguarding is everyone's business. Please be mindful of others, particularly the most vulnerable. We have a duty to safeguard all persons under 18, or students aged 18 who are still in an educational setting. Be AWARE!

## Child Protection

The following are your broad responsibilities. Please ensure that you have read our Safeguarding Policies and 'Keeping Children Safe in Education' guidance.

### What should I do If I am concerned?

- Ask for 'Visitor Information' on entry to any school.
- Report any concern to the school's Designated Safeguarding Lead (DSL).
- Keep any incidents confidential.
- Do not interrogate a child or talk to their parents about any concerns.
- Report any concerns raised to Inspire.

### If a child discloses abuse?

- Take it seriously.
- Do not promise confidentiality.

- Write down the child's own words factually to give to the DSL.
- The DSL will determine the response required.
- If you are still concerned about the safety of the child, call MASH on: 0300 126 1000 (option 1).

## Safer Working Practices

Staff, Associates, ITT students or Volunteers should:

- Ensure they show their DBS clearance to work with children.
- Be aware that child welfare is paramount.
- Understand safeguarding and protection of children responsibilities.

- Be responsible for own actions and avoid conduct which could, reasonably, be questioned.
- Apply the same professional standards regardless of age, disability, ethnicity, colour, sexual orientation, marital status, religion or trade union membership.

### Safer Working Practices means that:

- Information about children and their families is treated confidentially.
- Care is taken not to misuse power and influence over children.
- Behaviour remains professional at all times; including dress, use of language and online communication.
- Physical intervention is always appropriately used and guidelines for reporting and recording are used.
- Physical contact is minimal, time limited, age appropriate and justifiable.
- Intimate care is only administered in line with procedures.
- Transport lifts are not offered to children outside agreed and recorded arrangements.
- No gifts are received other than small tokens of appreciation.
- No gifts are given to children other than as part of an open, inclusive and agreed reward system.
- There is no engagement in private telephone or email communication of any kind with children.