



Codnor Community Primary School

Safer Working Practice Policy

Codnor Community Primary School

Church of England Controlled

POSITION STATEMENT

All adults who come into contact with pupils in their work have a duty of care to safeguard and promote their welfare.

The welfare of the child is paramount.

- It is the responsibility of all adults to safeguard and promote the welfare of pupils. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with pupils.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in an open and transparent way.

This policy should be read in conjunction with the whole document available

Duty of Care

Teachers and other education staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical and emotional harm. Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils. Failure to do so may be regarded as professional neglect. The duty of care is, in part, exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement. The public, local authorities, employers and parents have legitimate expectations about the nature of professional involvement in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Activities that require Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. In certain settings, for example sports, drama or outdoor activities or teach specific subjects such as PE or music, staff will have to initiate some physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with existing codes of conduct, regulations and best practice. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear to the parent/carer and once agreed, should be undertaken with the permission of the child/young person. Contact should be relevant to their age or understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child. It is good practice if all parties clearly

understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers, pupils informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.

Intimate Care

Some job responsibilities necessitate intimate physical contact with children on a regular basis, for example assisting young children with toileting, providing intimate care for children with disabilities or in the provision of medical care. The nature, circumstances and context of such contact should comply with professional codes of practice or guidance and/or be part of a formally agreed plan, which is regularly reviewed. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed care plan.

The emotional responses of any child to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to Headteacher and parents/carers. For any children that require intimate care in our school this would form part of a statement of educational needs and further advice from health professionals would be sought in liaison with the child's parents.

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible. At our school if a child does soil themselves, the child is given a spare change of clothes and underwear and asked to change themselves in the toilet in privacy. If more personal attention is required then there should always be two members of staff present or parents are phoned and asked to collect their child.

Personal Care

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils with whom they work.

First Aid and Administration of Medication

Health and safety legislation places duties on all employers to ensure appropriate health and safety policies and equipment are in place and an appropriate person is appointed to take charge of first-aid arrangements. **All of our teaching assistants and midday supervisors are first aid trained and two members of staff have their Paediatric First Aid Certificate. Our P.E teacher is also trained in first aid due to his coaching of football clubs etc.**

Some pupils may need medication during school hours. In circumstances where children need medication regularly a health care plan is drawn up to ensure the safety and protection of pupils and staff. With the permission of parents, children should be encouraged to self-administer medication such as any ointment, sun cream or inhalers. All medication is presented to the school office and the necessary forms are completed and signed by parents. These forms give consent to the administration staff to administer the appropriate medication and dosage as instructed by the parent. The form is retained in the school office along with the medicine, which is collected at home time if required. All children with any medical needs/issues are recorded in school and information given to every class teacher. Children who require medication due to severe allergies, i.e. piriton or epipen have an individual health care plan and their medication is kept in a secure place of which all staff are aware. Seven members of staff have also attended epipen training in house at school with a specialist nurse from Sherwood Hospitals NHS Trust.

Home Visits

All work with pupils and parents should, wherever possible, be undertaken in the school or other recognised workplace, there are however occasions, in response to urgent or specific situations where it is necessary to make one-off or regular home visits. In these circumstances it is essential that appropriate policies and related risk assessments are in place to safeguard pupils and the adults who work with them. If any staff were to conduct a home visit this would be first discussed with the Headteacher.

Transporting Pupils

In certain situations e.g. out of school activities, staff or volunteers may agree to transport children. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. There will be occasions when adults are expected or asked to transport children as part of their duties. Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV30- staff should ensure that they have an appropriate licence and insurance to drive such a vehicle. It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the Headteacher and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to the Headteacher and parents/carers.

Educational Visits and After-School Activities

Adults should take particular care when supervising pupils on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries. Where out of school activities include overnight stays, careful consideration is given to sleeping arrangements. Children, adults and parents are informed of these prior to the start of the trip. In all circumstances, those organising trips and outings pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff especially on overnight stays. Our school use the Derbyshire EVOLVE system for authorisation of all school trips and risk assessments.

Photography and Videos

All parents are asked to complete a written parental permission document upon entry to school (see enclosed). This is carefully checked with records held in the school office and any parental requests adhered to in particular to outside agencies/newspapers/use on school websites etc. If we are in any doubt we ring parents to confirm.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.