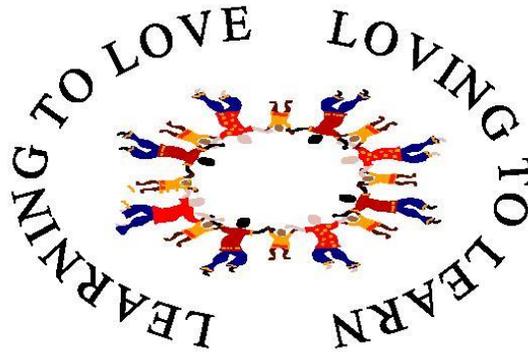


St John the Evangelist Catholic Primary School



Safeguarding for Staff Handbook

St. John's is a place where we meet Jesus. Everyone is enabled to fulfil their unique potential and together we celebrate being part of God's creation in all we think, say and do. In our school everyone is respected and cherished and differences are valued. Each member of our community is supported to truly reflect the person of Jesus

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1. Introduction

St John the Evangelist Catholic Primary School works with children, parents and the community to ensure the safety of children and to give them the very best start in life. The safeguarding culture of the school is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by the adult that demonstrates integrity, maturity and good judgement. When staff accept a role in our school they should understand and acknowledge the responsibilities and trust involved within that role.

This section of the staff handbook has been produced to help staff establish the safest possible learning and working environments, in accordance with the best practice guidance issued by the Safer Recruitment Consortium (2019). Its purpose is to safeguard children and young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct, provide guidance about which behaviours constitute safe practice and which behaviours should be avoided. It seeks to ensure that the responsibilities of senior leaders towards children and staff are discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour.

All staff have a responsibility to keep pupils safe and to protect them from abuse (sexual, physical and emotional), and neglect and contextual safeguarding concerns. Staff should be aware that they are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children. They should be aware of systems within school which support safeguarding, which will be explained to them as part of staff induction and in regular staff training sessions.

It follows that trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as professional misconduct. Whilst every attempt has been made to cover a wide range of situations, it is recognised that any guidance cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by the school. It is expected that in these circumstances staff will always advise their senior colleagues of the justification for any such action already taken or proposed.

Policy principles

- Safeguarding is everyone's responsibility
- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivations and intentions
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extreme
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA)
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand St John the Evangelist Catholic Primary School's safeguarding and child protection policy, arrangements for managing allegations against staff, staff behaviour policy, our whistleblowing procedure and the procedures of Bradford Safeguarding Partners

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Definitions

References made to a 'child' and 'children' refer to children and young people under the age of 18 years. 'Child' should therefore be read to mean any pupil within school.

The term 'allegation' means where it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

References made to adults and staff refer to all those who work with pupils in St John the Evangelist Catholic Primary School, in either a paid or unpaid capacity.

Making professional judgements

This handbook cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour which is illegal, inappropriate or inadvisable. There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interest of a pupil which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. These judgements should always be recorded and shared with a manager.

This means that where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with the executive headteacher or DSL. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- always discuss any misunderstanding, accidents or threats with the executive headteacher or DSL
- always record discussions and actions taken with their justifications
- record any areas of disagreement and, if necessary, refer to another agency

Staff should always consider whether their actions are warranted, proportionate, safe and applied equitably.

2. Safeguarding and Child Protection Procedures

All staff must read at least:

- Part one, Part five and Annex A of Keeping Children Safe in Education September 2019 guidance
- St John the Evangelist Catholic Primary School's safeguarding and child protection policy
- St John the Evangelist Catholic Primary School's policies on behaviour, acceptable use, online safety, children missing education and whistleblowing
- What to do if you are worried a child is being abused

These documents reiterate staff safeguarding responsibilities and provide awareness of statutory duties. Staff will be asked to confirm they have received, read, understood and will abide by the above policies.

Your **Designated Safeguarding Lead (DSL)** is Ben Lavin

Your **Deputy Designated Safeguarding Leads (DDSL)** are Sarah Kenyon, Ruth Westbrook, Rupreet Basra, Faye Friis

Your **Chair of Governors** is Caroline Handley

All staff should be prepared to identify children who may benefit from early help, reporting any concerns to the DSL/DDSL immediately. Early help means providing support as soon as a problem emerges at any point in a child's life.

Safeguarding training and induction

St John the Evangelist Catholic Primary School organises induction sessions for all new employees during their first weeks in their role to assist with the sharing of job-specific information and to give an overview of the organisation, ensure they know its purpose, values, services, structure and general school information.

At the commencement of your employment you may receive training which is specific to your role. This will be

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at the discretion of your line manager. You will also be informed of the names of the safeguarding leads, the child protection reporting procedures are and how you can access the school's suite of safeguarding policies.

All new members of staff will receive safeguarding awareness training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. All staff will be expected to attend regular and relevant safeguarding training to their role at least annually, in order to provide them with relevant skills and knowledge to safeguard children effectively.

The DSL (and deputies) will receive training updated at least every two years. In addition to formal training their knowledge and skills will be updated at regular intervals, but at least annually, to keep up with any developments relevant to their role.

What staff should do if they have concerns about another staff member who may pose a risk of harm to children

It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur.

Staff who are concerned about the conduct of another adult towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise the other adults' career. All staff must remember that the welfare of the child is paramount. St John the Evangelist Catholic Primary School's whistleblowing policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. If staff have safeguarding concerns, or an allegation is made about another adult posing a risk of harm to children, then this should be referred to the executive headteacher. Where there are concerns/allegations about the executive headteacher, this should be referred to the chair of governors.

It must be recognised that some allegations will be genuine as there are people who seek out, create or exploit opportunities to harm children. However, allegations may also be false or misplaced and may arise from differing perceptions of the same event. When they occur, they are inevitably distressing and difficult for all concerned. It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them do so safely. As such, we will follow the guidance as laid out in our managing allegations against adults in school policy and Part 4 of Keeping Children Safe in Education.

Concerns about safeguarding practices within school

All adults working in school should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. Any such concerns should be reported immediately to executive headteacher who will take the concern seriously and commence an investigation.

Where a staff member feels unable to raise an issue with the executive headteacher or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- general guidance on whistleblowing can be found via: [Advice on Whistleblowing](#)
- the NSPCC's [what you can do to report abuse](#) dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school.
 - staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday
 - email: help@nspcc.org.uk

3. Communication with Children (including the use of technology)

In order to make best use of the many educational and social benefits of new and emerging technologies, pupils need opportunities to use and explore the digital world. Online risks are posed more by behaviours and values than the technology itself. Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

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Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

Staff should not request or respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.

Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager. The child should be firmly and politely informed that this is not acceptable.

Staff should, in any communication with children, also follow the guidance in the 'Standards of Behaviour' section on this handbook.

Staff should adhere to the school's policies, including those with regard to communication with parents and carers and the information they share when using the internet.

This means that adults should:

- not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work
- not give out their personal details
- use only equipment and Internet services provided by the school
- turn off 3G/4G data access on school premises
- follow the school's acceptable use policy
- ensure that their use of technologies could not bring their employer into disrepute
- not discuss or share data relating to children/parents/carers in staff social media groups

Social media

Staff are responsible for the content of your social media accounts, for example Facebook, Twitter or blogging. You should exercise good judgment and common sense, and refrain from making comments that can be linked back to the school or that could be deemed as bringing the reputation of the school into disrepute.

We consider it unacceptable for employees to make comments which could be interpreted as slurs, demeaning etc. You must not publish any views which are racist or narrow-minded, nor should you disclose confidential or proprietary information through any social networking account.

Safeguarding and child protection considerations should also be taken into account. Employees of the school should never request or accept requests from children who are pupils at the school and should exercise good judgement in having other children as 'friends' on Facebook. Employees should also refrain from interacting with pupils on social media and other online forums. All interaction should take place within the school environment, using the school learning platform and email.

Social contact outside of the workplace

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse. It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation.

Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful

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or exerting inappropriate influence on children and may bring the school into disrepute (e.g. attending a political protest, circulating propaganda).

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

This means that staff should:

- always approve any planned social contact with pupils or parents with senior colleagues, for example when it is part of a reward scheme
- advise senior management of any regular social contact they have with a pupil which could give rise to concern
- refrain from sending personal communication to pupils or parents unless agreed with senior managers
- inform senior management of any relationship with a parent where this extends beyond the usual parent/professional relationship
- inform senior management of any requests or arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring

Any breach of the above may be considered by the school to be a disciplinary matter and may result in disciplinary action being taken.

4. Behaviour Management

St John the Evangelist Catholic Primary School acknowledges corporal punishment and smacking are unlawful in all schools and education settings. Therefore, staff should not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.

Where pupils display difficult or challenging behaviour, adults should follow the school's behaviour and discipline policy using strategies appropriate to the circumstance and situation.

Where a pupil has specific needs in respect of particularly challenging behaviour, a positive handling plan, including assessment of risk, should be drawn up and agreed by all parties, including, for example, a medical officer where appropriate.

Senior managers will ensure that our behaviour policy includes clear guidance about the use of isolation and seclusion. The legislation on these strategies is complex and staff should 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.

This means that staff should:

- not use force as a form of punishment
- try to defuse situations before they escalate e.g. by distraction
- keep parents informed of any sanctions or behaviour management techniques used
- be mindful of and sensitive to factors both inside and outside of the school which may impact on a pupil's behaviour
- follow the St John the Evangelist Catholic Primary School's behaviour and discipline policy
- behave as a role model
- avoid shouting at children other than as a warning in an emergency/safety situation
- refer to national and local policy and guidance regarding Restrictive Physical Intervention (RPI)
- be aware of the legislation and potential risks associated with the use of isolation and seclusion
- comply with legislation and guidance in relation to human rights and restriction of liberty

Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006, where the person meets certain criteria set out in the Regulations. For example, an individual will be disqualified where they have:

- committed a relevant offence against a child
- been subject to a specified order relating to the care of a child
- committed certain serious sexual or physical offences against an adult
- been included on the DBS children's barred list
- been made subject to a disqualification order by the court
- previously been refused registration as a childcare provider or provider/manager of a children's home or had such registration cancelled

A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

All relevant staff and volunteers are required to read and sign to confirm that they will adhere to the rules under the schools disqualification policy, notifying the executive headteacher or DSL immediately of any changes in their personal life, e.g. any cautions, convictions or relevant orders accrued during their employment and/or if they are charged with a criminal offence, which may affect their ability to work with children. Please speak with your executive headteacher or DSL if you have any questions of the applicability of this policy to you.

5. Confidentiality

The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018. St John the Evangelist Catholic Primary School provide clear advice to staff about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply.

Staff may have access to special category personal data about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a pupil or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

If a child, or their parent/carer, makes a disclosure regarding abuse or neglect, the member of staff should follow the school's child protection reporting procedures and report this to the DSL immediately. The adult should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, they should seek guidance from the DSL who will follow the HM Government guidance, [Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018](#).

Any media or legal enquiries must be passed to senior management.

6. Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. drama.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and staff should take guidance in these circumstances from their DSL.

Care should be taken to comply with St John the Evangelist Catholic Primary School's policy on Virtues to Live By, which promotes fundamental Catholic and British values and is rigorously reviewed to ensure it is lawful and consistently applied. Staff should also comply at all times with the policy for relationships and sex education (RSE). It should be noted that parents have the right to withdraw their children from all or part of any sex education provided but not from the National Curriculum for Science.

This means that staff should:

- have clear written lesson plans
- take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries
- be able to justify all curriculum materials and relate these to clearly identifiable lessons plan

This means that adults should not:

- enter into or encourage inappropriate discussions which may offend or harm others
- undermine fundamental British values
- express any prejudicial views
- attempt to influence or impose their personal values, attitudes or beliefs on pupils

7. Educational Visits

Staff responsible for organising educational visits should be familiar with the Department for Education's advice On Health and Safety available at [https:// and-safety-on-educational-visits](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/and-safety-on-educational-visits.pdf). The duties in the Health and Safety at Work etc. Act 1974 and the supporting regulations apply to activities taking place on or off the school premises (including school visits) in Great Britain. In accordance with this legislation, St John the Evangelist Catholic Primary School has a Health and Safety policy. This includes the policy and procedures for off-site visits, including residential visits and any school-led adventure activities.

The Management of Health and Safety at Work Regulations (1999) impose a duty on employers to produce suitable and sufficient risk assessments. This includes assessment of any risks to employees, children or others during an educational visit, and the measures that should be taken to minimise these risks. For regular activities, such as taking pupils to a local swimming pool, the risks should be considered under the school's general arrangements and a check to make sure that the precautions remain suitable is all that is required. For annual or infrequent activities, a review of an existing assessment may be all that is needed. For new higher-risk activities or trips, a specific assessment of the significant risks should be carried out.

Staff should take particular care when supervising pupils in the less formal atmosphere of an educational visit where a more relaxed discipline or informal dress and language code may be acceptable. However, staff should understand that they remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school or setting activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings should pay careful attention to ensuring there is a safe staff/child ratio and suitable gender mix of staff.

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This means that staff should:

- adhere to St John the Evangelist Catholic Primary School's educational visits guidance
- always have another adult present on visits, unless otherwise agreed with senior staff
- undertake risk assessments
- have the appropriate consents in place (e.g. medical)
- ensure that their behaviour remains professional at all times
- never share beds with a child/pupil
- never share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with executive headteacher, parents and pupils
- refer to local and national guidance for educational visits, including exchange visits (both to the UK and abroad)

8. First Aid and Medication

Any member of school staff may be asked to become a qualified first aider or to provide support to pupils with medical conditions, including the administering of medicines, but they cannot be required to do so unless this forms part of their contract of employment. Staff will receive sufficient and suitable training to ensure they have the necessary level of competency before they take on the responsibility to support pupils with medical conditions.

Staff should:

- have regard to pupils' individual healthcare plans
- explain to the pupil what is happening
- always act and be seen to act in the pupils' best interest
- make other staff aware of the task being undertaken
- make a record of all medications administered
- not work with pupils whilst taking medication unless medical advice confirms that they are able to do so
- ensure personal medication is securely stored and out of reach of children at all times
- adhere to the schools supporting pupils at school with medical conditions policy

If a member of staff is concerned or uncertain about the amount or type of medication being given to a pupil this should be discussed with the DSL.

St John the Evangelist Catholic Primary School will ensure there are enough named individuals who have been trained to undertake first aid responsibilities including paediatric first aid. Training and risk assessments will be regularly monitored and updated in accordance with First Aid guidance and the needs of children.

9. Gifts, Rewards, Favouritism and Exclusion

Staff should be aware of the school's policy regarding arrangements for the declaration of gifts received and given. Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Similarly, it is inadvisable to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any member of staff:

- concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the executive headteacher
- receiving gifts or entertainment valued at more than £50 must disclose this to the executive headteacher
- should ensure that gifts received or given in situations which may be misconstrued are declared and recorded
- should only give gifts to an individual young person as part of an agreed reward system, are of insignificant value and given to all pupils equally
- should not behave in a manner which is favourable or unfavourable to individual pupils

Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid

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perceptions of favouritism or injustice. Similar care should be exercised when pupils are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

10. Home Visits

All work with pupils and parents should usually be undertaken in the school or other recognised workplace. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits.

It is essential that appropriate policies and related risk assessments are in place to safeguard both staff and pupils, who can be more vulnerable in these situations.

A risk assessment should be undertaken prior to any planned home visit taking place. The assessment should include an evaluation of any known factors regarding the pupil, parents/carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought should be given to visits outside of 'office hours' or in remote or secluded locations. Following the assessment, appropriate risk management measures should be put in place, before the visit is undertaken. In the unlikely event that little or no information is available, visits should not be made alone.

This means that staff should:

- agree the purpose for any home visit with their manager
- adhere to agreed risk management strategies
- avoid unannounced visits wherever possible
- ensure there is visual access and/or an open door in one to one situation
- always make detailed records including times of arrival and departure
- other than in an emergency, they should not enter a home if the parent/carer is absent
- ensure the staff have access to a mobile telephone and an emergency contact
- ensure any behaviour or situation which gives rise to concern is discussed with them

Further information can be found in the school's home visit and lone-working policies.

11. Infatuations and Crushes

Staff need to be aware that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the executive headteacher or most senior manager. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

This means that staff should:

- report any indications (verbal, written or physical) that suggests a pupil may be infatuated with a member of staff
- always maintain professional boundaries

The executive headteacher or senior manager will give careful thought to the situation and will speak to the staff member, pupil and their parents/carers, ensuring a plan to manage the situation is put in place. The plan will involve all parties, be robust and regularly monitored and reviewed with an aim to respond sensitively to the child and staff member and maintain the dignity of all.

12. Intimate/Personal Care

St John the Evangelist Catholic Primary School believe all children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled

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clothing).

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

The school has an intimate care policy which has been agreed with parents for all children who require intimate care on a regular basis.

This means that staff should:

- adhere to St John the Evangelist Catholic Primary School's intimate and personal care and nappy changing policies
- make other staff aware of the task being undertaken
- always explain to the pupil what is happening before a care procedure begins
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers
- avoid any visually intrusive behaviour
- where there are changing rooms announce their intention of entering
- always consider the supervision needs of the pupils and only remain in the room where their needs require this

This means that adults should not:

- change or toilet in the presence or sight of pupils
- shower with pupils
- assist with intimate or personal care tasks which the pupil is able to undertake independently

13. Photography, Videos and Other Images/Media

At St John the Evangelist Catholic Primary School our educational activities may involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances are staff expected or allowed to use their personal equipment to take images of pupils at or on behalf of the school.

Our arrangements with regard to the taking and use of images, is linked to our safeguarding and child protection policy. This covers the wide range of devices which can be used for taking/recording images e.g. cameras, mobile-phones, smart phones, tablets, webcams etc. and arrangements for the use of these by both staff, parents and visitors.

Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

Pupils who have been previously abused in a manner that involved images may feel particularly threatened by the use of photography, filming etc. Staff should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation.

Making and using images of pupils require the age appropriate consent of the individual concerned and their parents/carers. Staff should not display images on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access.

For the protection of children, when using images for publicity purposes we will follow the following guidance:

- if the image is used, avoid naming the child, (or, as a minimum, use first names rather than surnames)
- if the child is named, avoid using their image
- establish whether the image will be retained for further use, where and for how long
- images should be securely stored and used only by those authorised to do so

This means that staff should:

- adhere to St John the Evangelist Catholic Primary School's policy
- only publish images of pupils where they and their parent/carer have given explicit written consent to do so
- only take images where the pupil is happy for them to do so
- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place in the school
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
- be able to justify images of pupils in their possession
- avoid making images in one to one situations

This means that adults should not:

- take images of pupils for their personal use
- display or distribute images of pupils unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
- take images of children using personal equipment
- take images of children in a state of undress or semi-undress
- take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care
- make audio recordings of a child's disclosure
- take images of children which could be considered as indecent or sexual

Exposure to inappropriate images

Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

There are no circumstances that will justify adults: making, downloading, possessing or distributing indecent

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images or pseudo-images of children (child abuse images). Accessing these images, whether using the school's or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

If indecent images of children are discovered at the school or on the school equipment an immediate referral will be made to the Designated Officer (DO) and the police contacted if relevant. The images/equipment will be secured and no attempt will be made to view or delete the images as this could jeopardise necessary criminal action. If the images are of children known to the school, a referral will also be made to the Bradford Safeguarding Partners care in line with local arrangements.

Under no circumstances should any adult use school equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into or used in the workplace. This will raise serious concerns about the suitability of the adult to continue working with children and young people.

Staff should keep their passwords confidential and not allow unauthorised access to equipment. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment should not be tampered with in any way. It should be secured and isolated from the network, and the DO will be contacted without delay. Adults should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility that they will be at risk of prosecution themselves.

This means that staff should:

- abide by St John the Evangelist Catholic Primary School's acceptable use and online safety policies
- ensure that children cannot be exposed to indecent or inappropriate images
- ensure that any films or material shown to children are age appropriate

14. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Not all children feel comfortable about certain types of physical contact; this should be recognised and, wherever possible, adults should seek the pupil's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed. Staff should acknowledge that some pupils are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the pupil. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil, in one set of circumstances, may be inappropriate in another, or with a different child.

Any physical contact should be:

- in response to the child's needs at the time
- of limited duration
- appropriate to their age, stage of development, gender, ethnicity and background

Adults should, therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. 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 should be immediately reported to executive headteacher and recorded. Where appropriate, the executive headteacher should consult with the Local Authority Designated Officer (the DO).

Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these pupils may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively and help them to understand the importance of personal boundaries.

A general culture of 'safe touch' should be adopted, where appropriate, to the individual requirements of each

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child. Pupils with special educational needs or disabilities may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the pupil's needs, consistently applied and open to scrutiny. Physical contact, which occurs regularly with an individual pupil, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

This means that staff should:

- be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described
- never touch a pupil in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay or fun fights
- always allow/encourage pupils, where able, to undertake self-care tasks independently
- ensure the way they offer comfort to a distressed pupil is age appropriate
- always tell a colleague when and how they offered comfort to a distressed pupil
- establish the preferences of pupils
- consider alternatives, 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 in line with our child protection procedures
- be aware of cultural or religious views about touching and be sensitive to issues of gender
- adhere to St John the Evangelist Catholic Primary School's intimate care policy

Other activities that require physical contact

In certain curriculum areas, such as PE, drama or music, staff may need to initiate some physical contact with children, for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a child so they can perform an activity safely or prevent injury.

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 and undertaken with the permission of the pupil. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil. Guidance and protocols around safe and appropriate physical contact may be provided, for example, by sports governing bodies and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the DSL who will report to the child's parent or carer.

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

This means that staff should:

- treat pupils with dignity and respect and avoid contact with intimate parts of the body
- always explain to a pupil the reason why contact is necessary and what form that contact will take
- seek consent of parents where a pupil is unable to give this; e.g. because of age or disability
- consider alternatives, where it is anticipated that a pupil might misinterpret any such contact
- be familiar with and follow recommended guidance and protocols
- conduct activities where they can be seen by others
- be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact

Use of control and physical intervention

As an early years' provider, we must take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided. A person will not be taken to have used corporal punishment if the action was taken for reasons that include averting an immediate danger of personal injury to, or an immediate danger of death of, any person including the child.

The law and guidance for schools' states that adults may reasonably intervene to prevent a child from:

- committing a criminal offence
- injuring themselves or others
- causing damage to property
- engaging in behaviour prejudicial to good order and to maintain good order and discipline

Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence. Where the school judges that a child's behaviour presents a serious risk to themselves or others, we will always put in place a robust risk assessment which is reviewed regularly and, where relevant, a physical intervention plan. In all cases where physical intervention has taken place, staff should record the incident and subsequent actions and report these to a manager who will discuss with the child's parents or carer.

Similarly, where it can be anticipated that physical intervention is likely to be required, a plan should be put in place which the pupil and parents/carers are aware of and have agreed to. Parental consent does not permit school to use unlawful physical intervention or deprive a pupil of their liberty.

This means that staff should:

- adhere to the school physical intervention policy
- always seek to defuse situations and avoid the use of physical intervention wherever possible
- where physical intervention is necessary, only use minimum force and for the shortest time needed

15. Power and Positions of Trust and Authority

All adults working with pupils in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Under the 'Position of Trust' offence individuals working in educational institutions are said to be in positions of trust. Under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity - even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

This means that staff should not:

- use their position to gain access to information for their own advantage and/or a pupil's or family's detriment
- use their power to intimidate, threaten, coerce or undermine pupils
- use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so

Sexual conduct

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age and sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

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Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust.

Sexual activity involves physical contact including penetrative and non-penetrative acts, however it also includes non-contact activities, such as causing pupils to engage in or watch sexual activity or the production of pornographic material.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the purpose is to gain the trust of a child and manipulate the relationship so sexual abuse can take place. All staff should undertake appropriate training so they are fully aware of those behaviours that may constitute 'grooming' and of their responsibility to always report to a senior manager any concerns about the behaviour of a colleague which could indicate that a pupil is being groomed.

This means that staff should:

- not have any form of sexual contact with a pupil from the school
- avoid any form of touch or comment which is, or may be considered to be, indecent
- avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact
- not make sexual remarks to or about a pupil
- not discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role

16. Sharing Concerns and Recording Incidents

All staff should be aware of St John the Evangelist Catholic Primary School's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers.

In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the executive headteacher, or DSL as appropriate.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with or behaviour towards pupils, so that appropriate support can be provided and/or action can be taken.

In order to safeguard and protect pupils and colleagues, where staff have any concerns about someone who works with children they should immediately report this to the executive headteacher, in line with St John the Evangelist Catholic Primary School's procedures.

17. Standards of Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, or those with whom they have a relationship or association, or others in their personal lives, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body. All staff should discuss any relationship/association, in or out of school or online, that may have implications for the children in school with their line manager.

This means that staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or act as an appropriate role model
- make or encourage others to make sexual remarks to, or about, a pupil
- use inappropriate language to or in the presence of pupils
- discuss their personal or sexual relationships with or in the presence of pupils
- make, or encourage others to make, unprofessional personal comments which scapegoat, demean, discriminate or humiliate, or might be interpreted as such

18. Transporting Pupils

In certain situations, staff or volunteers may be required or offer to transport pupils as part of their work. As for any other activity undertaken at work, the school as an employer, has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks.

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. A judgement should be made about the likely behaviour and individual needs of the child/ren. If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised.

Staff should not offer lifts to pupils unless the need for this has been agreed by a manager. A designated member of staff will be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats/booster seats for younger children.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s). St John the Evangelist Catholic Primary School's health and safety policy and/or educational visits policy sets out the arrangements under which staff may use private vehicles to transport pupils.

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This means that staff should:

- plan and agree arrangements with all parties in advance
- respond sensitively and flexibly where any concerns arise
- take into account any specific or additional needs of the pupil
- have an appropriate licence/permit for the vehicle
- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive
- ensure that if they need to be alone with a pupil this is for the minimum time
- be aware that the safety and welfare of the pupil is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified
- refer to Local and National guidance for Educational visits

19. Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. St John the Evangelist Catholic Primary School have a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act 1998 and which reflect the principles in Sir Robert Francis' Freedom to Speak Up Review. Staff who use whistle blowing procedures will have their employment rights protected.

Staff should recognise their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies and that to not do so may result in charges of serious neglect on their part where the welfare of children may be at risk.

This means that staff should:

- escalate their concerns if they believe a child or children are not being protected
- report any behaviour by colleagues that raises concern
- report allegations against staff and volunteers to the executive headteacher, or where they have concerns about the executive headteacher's response report these directly to the chair of governors

Further information can be found in the whistleblowing and managing allegations against other adults in school policies.

- general guidance on whistleblowing can be found via: [Advice on Whistleblowing](#)
- the NSPCC's [what you can do to report abuse](#) dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school.
 - staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday
 - email: help@nspcc.org.uk