



Staff will also need to be aware of relevant policies and procedures. Breaches of the guidance could result in criminal or disciplinary action being taken.

**Definition:** 'Staff' includes all adults working with children, in whatever capacity or setting, paid or unpaid. 'Child' includes children and young people under the age of 18.



### Underpinning principles

Staff have a crucial role to play in the lives of children. They are in a position of trust and as such have a duty of care to children. Staff should conduct themselves in a professional manner at all times. They should seek guidance and support when they are unsure.

### Staff should;

- Believe that the welfare of the child is paramount
- Understand their responsibilities to safeguard and protect children
- Follow the school's Welcome Back Plan (September 2020) and any future amendments, particularly when it comes to hygiene and social distancing.
- 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
- Uphold the aims and values of the school and its policies
- Actively carry out their role as a Duty Bearer as they promote the United Nations Convention on the Rights of the Child and facilitate children's access to it
- Know the name of the senior designated person for safeguarding and their deputy and report any concerns about the safety or welfare of a child to them.

### Safer working practices

1. Staff must treat information about children and their families discretely and not disclose confidential matters.
2. Staff should be careful not to misuse their power and influence over children.
3. Staff should ensure their behaviour remains professional at all times, including their dress, use of language and online communication (especially on social media) which is - or could become - publicly seen. Staff should consider very carefully how their actions reflect on the reputation of the school and on their profession.
4. Physical intervention should never be inappropriately used, should follow relevant guidelines and be clearly recorded and reported.
5. Physical contact should be minimal, time limited, age appropriate and able to be justified.
6. Intimate care and first aid should only be administered according to relevant procedures.

7. Staff should not offer lifts to children outside agreed requirements, for example, transport to a sports event. Any impromptu or emergency arrangement of lifts should be recorded and should be able to be justified.
8. Staff should not receive gifts other than small tokens of appreciation.
9. Staff should not give gifts other than as part of an agreed reward system or given to all children equally.
10. Staff should not engage in personal email or telephone communication with children. This includes texting, messaging, skyping, chat rooms, social networking sites etc.
11. Any out of school contact should be planned and agreed with senior staff and parents. Appropriate social contact (for example, when a teacher and parent are part of the same social circle) will be easily recognised and openly acknowledged.
12. 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.
13. Internet use should be according to school policy and inappropriate content must not be accessed. Staff should use school-owned devices for professional use only. Personal documents and images must not be stored on a school-owned device.
14. There should be no unauthorised photography of children. Photographs of children should be the property of the school and not retained on personal equipment.
15. Staff should guard against young people developing an infatuation with them and report any such concerns to senior staff.
16. 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.
17. Keep matters confidential.

### **Concerns about the conduct of a member of staff**

1. Any concern that the conduct of a member of staff or volunteer could pose a risk to children has to be reported to the Designated Safeguarding Leads, Mr McCullough (Headteacher) or Mr Dolby (Deputy Headteacher). This can be in person (preferred), via email ([james.mccullough@langtoft.lincs.sch.uk](mailto:james.mccullough@langtoft.lincs.sch.uk) or [stuart.dolby@langtoft.lincs.sch.uk](mailto:stuart.dolby@langtoft.lincs.sch.uk)) or on 01778 343419.
2. If the concern is about the Headteacher, it must be reported to the Chair of Governors, Mr Russ Seaton via [ChairofGovernors@langtoft.lincs.sch.uk](mailto:ChairofGovernors@langtoft.lincs.sch.uk).
3. If you feel unable to report the matter to any of the above named persons, advice should be sought from the Local Authority's Designated Officer (LADO) on 01522 554674.
  - Record what you have noticed or what has been said and sign and date it.
  - Follow procedures but you still have a responsibility to pass on a concern if all else fails.