

Keeping yourself safe from allegations:

If a child wants to speak to a staff member confidentially, the staff member should not normally be in a room alone with the child. Set up the meeting so that somebody else is either in the room at a discrete distance or is in a position to be able to see you. Let somebody else know what you are doing.

If you are concerned that something that has been said or any action may be misconstrued, then always tell the head or deputy, or alternative designated person, and write down exactly what happened, signed and dated.

Do not use the toilets used by the children at the same time as children.

Meeting with parents: if you are concerned that a parent may become threatening or intimidating when they ask to meet with you, then ensure that a senior member of staff is either with you or on hand.

Touching:

When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Appropriate physical contact in schools will occur most often with younger pupils. This school does not have a no-touch policy. Children may need to be touched for a range of reasons such as teaching a skill, First Aid, or for comforting when upset .

Intimate Care policy. Please refer to this for advice if a young child needs help in the toilet,.

You are allowed to physically prevent a child from hurting himself or others.

Staff should not be hugging children or allowing children to attach themselves to them.

Photographs:

Wicklewood Primary School and Nursery has a general permission letter for the use of photos, video etc for educational purposes. On no account should staff take any photos for personal use.

Mobile phones:

Please read the school policy.

Whistleblowing:

This is the means by which concerns about colleagues can be raised. The Whistleblowing Policy is available in the staffroom together with relevant phone numbers. All staff should familiarise themselves with this.

Wicklewood Primary School/ and Nursery

Be the best you can



Staff Code of Practice

2018-2019

This code of practice aims to summarise safer working practice for adults working at Wicklewood Primary School and Nursery. 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.

At Wicklewood Primary School and Nursery, adults need to work in such a way that they are safe.

This Code of Practice is based on the publication "Guidance for Safer Working Practice" and all staff should read this and familiarise themselves with its contents.

What to do if you are worried a child is being abused.

Concerns that do not constitute a child protection issue in themselves, but which may contribute towards a bigger picture: record in the class Safeguarding book. Sign and date every entry.

Bigger concerns: report to the Senior Designated Person (Julia Brooks) or the Alternative Designated Persons (Sarah Allan or Rachel Smith).

Extended School and Nursery Designated Leads are Rachael Wolstenholme, Sally Oldman, Karen Webb and Tina Patience.

In the unlikely event of none of these being available and you are concerned for the immediate welfare of the child, contact the MASH team 03448008020.

Ensure that you have read and signed the school Safeguarding Policy and related documentation within the last 12 months.

Confidentiality

Staff should not discuss the children outside of school.

Staff should not discuss children within the earshot of people inappropriately, either other adults or children.

Staff should not discuss confidential issues about the children with their parents in inappropriate contexts e.g. on the playground within earshot of others, in social contexts outside of school.

Be aware that we often have visitors to the staffroom.

Propriety and Behaviour

All adults working with pupils have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils.

It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils or students, public in general and all those with whom they work.

Never be "friends" with pupils or ex-pupils on Facebook or other social media sites.

As a general rule, should not be "friends" with parents of children at school on Facebook or other social media.

Never post comments or information about the school, pupils or staff on any personal social media sites.

Never post photos of the school, staff or pupils on any personal social media sites.

Never post photos of themselves that may lead their role in school being open to adverse comments.

Dress

Adults who work with pupils should ensure they are dressed appropriately for the work they do.

At Wicklewood Primary School and Nursery:

T-shirts with suggestive or adult slogans on should not be worn.

Very low-cut tops as well as trousers and tops that expose flesh are not appropriate work wear.