Safeguarding and Safer Working Practice and Protocol

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GUIDELINES TO COVER SITUATIONS POSING POTENTIAL RISK

In line with Safeguarding guidance from the DFE, The Balcarras Trust aims to provide advice on appropriate and safe behaviours for all adults working with children in paid or unpaid capacities, in all settings and in all contexts. It aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which should be avoided
- assist adults working with children to do so safely and responsibly, and to monitor their own standards and practice
- support managers and employers in setting clear expectations of behaviour and codes of practice
- support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken
- ensure safer recruitment principles are applied to any interview process, including DBS checking, checking gaps in employment, consistent safeguarding questions
- minimise the risk of misplaced or malicious allegations made against adults who work with children
- reduce the incidence of positions of trust being abused or misused.
- ensure safeguarding practices are included in staff induction procedures

This document gives specific guidance on situations that it is felt staff should be given clear guidance on.

Situation	Guidance for Safer Working Practice for Adults who work with Children and Young People (DFE)		**The Balcarras Trust policy and practice**
Giving gifts to children	***Gifts, rewards and favouritism:*** The giving of gifts or rewards to children or young people should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan, recorded and discussed with senior	This means that adults should: ➢ Be aware of their organisations policy on the giving and receiving of gifts ➢ Ensure that gifts received or given in situations which may be misconstrued are declared ➢ Generally, only give gifts to an individual young person as part of an agreed reward system ➢ Where giving gifts other than as above, ensure that these are of insignificant value ➢ Ensure that all selection processes which concern children and young people are fair and that	**Follow the guidance outlined by the DFE alongside the following school guidance:** **Giving of gifts or rewards:** Colleagues should use merits, stamps, postcards and certificates as appropriate. Prizes in class, for example for quizzes at Christmas, should only be of an insignificant value (e.g. a bar of chocolate), and should be given out in front of the other students, with clear

	manager and the parent or carer. It is acknowledged that there are specific occasions when adults may wish to give a child or young person a personal gift. This is only acceptable practice where, in line with the agreed policy, the adult has first discussed the giving of the gift and the reason for it, with a senior school leader and/or parent or carer and the action is recorded. Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom a young person. Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny. Care should also be taken to ensure that adults do	wherever practicable these are undertaken and agreed by more than one member of staff	explanation of the reason for the prize. No other gifts or prizes should be given. If any member of staff is unsure of whether the reward they are planning is appropriate, they should first seek the advice of a Senior School Leader. **Receipt of gifts:** As employees of The Balcarras Trust, all staff should follow The Balcarras Trust Code of Conduct, which has guidance relating to gifts. The Trust's Anti Fraud and Corruption Policy also contains guidance on this area. The main objectives of this section are as below: 34. The general rule is that gifts offered by persons who are providing, or seeking to provide, goods or services to a school or the Council, or who are seeking decisions from a school or the Council, should be refused and returned. So should gifts (other than those of a trivial nature e.g. calendars,

	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 children, young people or parents wish to pass small tokens of appreciation to adults e.g. on special occasions 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.		diaries, desk sets) offered by those receiving services from a school or the Council. Gifts, provided they are not of significant monetary value, given for example by pupils or parents to their teachers, may be accepted within this Code. Also, similar gifts given to teachers during, for example, school exchange visits may be acceptable.

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Messaging/texting a child	***Communication with Children and Young People (including the use of technology)*** Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional roles. Adults should ensure that all communications are transparent and open to scrutiny. Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal	This means that adults should: ➢ Not give their personal contact details to children or young people, including their mobile telephone number ➢ Only use equipment e.g. mobile phones, provided by the organisation to communicate with children, making sure that parents have given permission for this form of communication to be used ➢ Only make contact with children for professional reasons and in accordance with any organisation policy ➢ Recognise that text messaging is rarely an appropriate response to a child in crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible ➢ Not use internet or web-based communication channels to send personal messages to a child/young person	**Follow the guidance outlined by the DFE alongside the following school guidance:** Staff should not communicate with individual students through social networking sites. Staff should only communicate with parents and/or students using staff work email addresses. Staff should not use their Christian names when communicating with students during the school day. It is acknowledged that some staff, as they live close to the school, may from time to time meet with students and their families socially. Staff should always be mindful that they need to act in a way that does not compromise the professional relationship they need to maintain when in school. Any internet based home to school communication

	contact details to children and young people, including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child/young person outside of agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites. Internal e-mail systems should be used only in accordance with the organisation's policy.		system adopted by the school in the future should be operated strictly to the guidelines that will be provided.

Situation	Guidance for Safer Working Practice for Adults who work with Children and Young People (DFE)		**The Balcarras Trust policy and practice**
Use of the Internet	***Access to inappropriate images and internet usage*** There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet are illegal. This will lead to criminal investigation and if proven the individual being barred from working with children and young people. Adults must not use equipment belonging to their organisation to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children. Adults should ensure that children and young	This means that organisations should ➢ Have clear e-safety policies in place about access to and use of the internet ➢ Make guidance available to both adults and children and young people about appropriate usage This means that adults should: ➢ Follow their organisation's guidance on the use of IT equipment ➢ Ensure that children are not exposed to unsuitable material on the internet ➢ Ensure that any films or material shown to children and young people are age appropriate	**Follow the guidance outlined by the DFE alongside the following school guidance:** All students and staff must abide by the conditions set out in The Balcarras Trust Acceptable Use Policy (AUP). Caution should be applied before showing any TV/video/DVD/internet material to students. The following should be considered: 1. What are the learning objectives and how will these be met? 2. Is the content age appropriate? 3. Could the content cause offence on religious/moral/ethical grounds? 4. When students discuss what they have seen with their parents, will it in any way damage the good reputation of the school?

	people are not exposed to any inappropriate images or web links. Organisations and adults need to ensure that internet equipment used by children has the appropriate controls with regards to access, e.g. personal passwords should be kept confidential. Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Adults should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.		

Situation	Guidance for Safer Working Practice for Adults who work with Children and Young People (DFE)		**The Balcarras Trust policy and practice**
Arranging a one to one activity with a child	***One to one situations*** All organisations working with or on behalf of children and young people should consider one to one situations when drawing up their policies It is not realistic to state that one to one situations should never take place. It is however, appropriate to state that where there is a need, agreed with a senior manager and/or parents/carers, for an adult to be alone with a child or young person, certain procedures and explicit safeguards must be in place. This also applies to those adults who do not work as part of an agency or organisation but owe a duty of care to the child or young person because of the nature of their work. Adults should be offered training and guidance for the use of any areas of the workplace which may place themselves or children in vulnerable situations. This would include those situations where adults work directly with children and young people in unsupervised settings and/or isolated	This means that adults should: ➢ Ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed ➢ Avoid meetings with a child or young person in remote, secluded areas ➢ Always inform other colleagues and/or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by ➢ Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy ➢ Always report any situation where a child becomes distressed or angry to a senior colleague ➢ Carefully consider the needs and circumstances of the child/children when in one to one situations	**Follow the guidance outlined by the DFE alongside the following school guidance:** In general one-to-one activity with a child is not recommended. Where there is no alternative, staff need to assess the risk before starting any lone working with students Staff should not meet students in remote areas; this could include an area of the school that is not a through route for other staff, particularly outside of the normal school day. In any circumstance where staff feel this is necessary they must always inform other colleagues and the parents/carers of the student where and when a meeting is to take place.

	areas within community settings or street-based projects for example. One to one situations have the potential to make a child/young person more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one to one settings with children and young people may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children and young people and the adults who work with them. There are occasions where managers will need to undertake a risk assessment in relation to the specific nature and implications of one to one work. These assessments should take into account the individual needs of the child/young person and the individual worker and any arrangements should be reviewed on a regular basis.		

	Meetings with children and young people outside agreed working arrangements should not take place without the agreement of senior managers and parents or carers.		

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Physically restraining a child or young person	***Use of control and physical intervention*** There are circumstances in which adults working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions. This is a complex area, adults and organisations must have regard to government guidance and legislation in the development and implementation of their own policies and practice. The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person's behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it should be undertaken in such a way that it maintains the safety and dignity of all concerned.	This means that adults should: ➢ Adhere to the organisation's physical intervention policy ➢ Always seek to defuse situations ➢ Always use minimum force for the shortest period necessary ➢ Record and report as soon as possible after the event any incident where physical intervention has been used This means that organisations should: ➢ Have a policy on the use of physical intervention in place that complies with government guidance and legislation and describes the context in which it is appropriate to use physical intervention ➢ Ensure that an effective recording system is in place which allows for incidents to be tracked and monitored ➢ Ensure adults are familiar with the above ➢ Ensure that staff are appropriately trained	**Follow the guidance outlined by the DFE alongside the following school guidance:** Staff must not use physical intervention with a child unless there is imminent danger that someone is about to get hurt. Physical intervention should always be a last resort after de-escalation techniques have been considered. If physical intervention is necessary, staff should always send for help from another member of staff. Immediately after the incident, the parents/guardians should be informed and a report written and given to a Senior School Leader.

	The scale and nature of ay physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice. Under no circumstances should physical force or intervention be used as a form of punishment. The duty of care which applies to all adults and organisations working with children and young people requires that reasonable measures are taken to prevent children being harmed. The use of unwarranted physical force is likely to constitute a criminal offence. In settings where restrictive physical interventions may need to be employed regularly, i.e. where adults are working with children with extreme behaviours associated with learning disability or autistic spectrum disorders, the employer should have a policy on the use of such intervention, as part of a wider behaviour management policy.		

	Individual care plans, drawn up in consultation with parents/carers and where appropriate, the child, should set out the strategies and techniques to be used and those which should be avoided. Risk assessments should be carried out where it is foreseeable that restrictive physical intervention may be required. In all cases where physical intervention is employed the incident and subsequent actions should be documented and reported. This should include written and signed accounts of all those involved, including the child or young person. The parents/carers should be informed the same day.		

Situation	Guidance for Safer Working Practice for Adults who work with Children and Young People (DFE)		**The Balcarras Trust policy and practice**
Taking a child in a car	***Transporting children and young people*** 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	This means that all organisations: ➢ Should have appropriate policies for transporting children and young people This means that adults should: ➢ 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 ➢ Be aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer ➢ Record details of the journey in accordance with agreed procedures ➢ Ensure that their behaviour is appropriate at all times	**Follow the guidance outlined by the DFE alongside the following school guidance:** A member of staff should only transport a single student in their own car in an emergency situation. Other journeys should be agreed in advance with the student's parents/carers. Staff should follow the LA's policy and guidance if they need to transport students in cars for a trip or visit. See: www.gloucestershire.gov.uk/index.cfm?articleid=14033

	transport children in a vehicle which requires a specialist licence/insurance e.g. PCV or LGV 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 line manager 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 a senior manager	➢ Ensure that there are proper arrangements in place to 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 if questioned	

	and parents/carers.		

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Taking photographs of children	***Photography and videos*** Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of the children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose. 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 if 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. Adults need to remain sensitive to any children	This means that adults should: ➢ Be clear about the purpose of the activity and about what will happen to the images when the activity is concluded ➢ Be able to justify images of children in their possession ➢ Avoid making images in one to one situations or which show a single child with no surrounding context ➢ Ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed ➢ Only use equipment provided or authorised by the organisation ➢ Report any concerns about any inappropriate or intrusive photographs found ➢ Always ensure they have parental permission to take and/or display photographs This means that adults should not: ➢ Display or distribute images of children unless they have consent to do so from parents/carers ➢ Use images which may cause distress	**Follow the guidance outlined by the DFE alongside the following school guidance:** Parents are asked to give written permission on the Data Collection Form for photographs to be taken for all pupils in the school. Images should be taken only if there is a justifiable purpose, for example a parents' information evening or post-trip event, evidence for course assessments. Any photographs or videos of students should be stored using departmental equipment. Images should not be taken on personal equipment unless prior agreement has been sought from a Senior School Leader. No images should be stored on personal equipment under any circumstance. Images should only be stored within the official school website for internet access.

	who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings. It is not appropriate for adults to take photographs of children for their personal use.	➢ Use mobile telephones to take images of children ➢ Take images 'in secret' or take images in situations that may be construed as being secretive	If written permission has been received, photographs of pupils can be used by the school and the school utilises pupil photographs on social media, Facebook, Twitter and the school VLE.

Situation	Guidance for Safer Working Practice for Adults who work with Children and Young People (DFE)		**The Balcarras Trust policy and practice**
Inviting a child to your home	***Personal Living Space*** No child or young person should be in or invited into the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/carers and senior managers or the home has been designated by the organisation or regulatory body as a work place, e.g. childminders, foster carers. It is not appropriate for any other organisation to expect or request that private living space be used for work with children and young people. Under no circumstances should children or young people assist with chores or tasks in the home of an adult who works with them. Neither should they be asked to do so by friends or family of that adult.	This means that adults should: ➢ Be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations ➢ Challenge any request for their accommodation to be used as an additional resource for the organisation ➢ Be mindful of the need to maintain professional boundaries ➢ Refrain from asking children and young people to undertake personal jobs or errands	**Follow the guidance outlined by the DFE alongside the following school guidance:** No students should be invited to the home of an adult who works with them unless this has been sanctioned in advance by a Senior School Leader. It is acknowledged that some staff, as they live close to the school, may from time to time meet with students and their families socially. Staff should always be mindful that they need to act in a way that does not compromise the professional relationship they need to maintain when in school.

Situation	Guidance for Safer Working Practice for Adults who work with Children and Young People (DFE)		**The Balcarras Trust policy and practice**
Sharing information about a child's background or history with other adults	***Confidentiality*** Adults may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in the interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child or young person concerned. If an adult who works with children is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff or nominated child protection person. Any actions should be in line with locally agreed information sharing protocols. The storing and processing of personal information about children and young people is governed by the Data Protection Act 1998. Employers should provide clear advice to adults	This means that adults: ➢ Be clear about when information can be shared and in what circumstances it is appropriate to do so ➢ Are expected to treat information they receive about children and young people in a discreet and confidential manner ➢ Should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them ➢ Need to know to whom any concerns or allegations should be reported	**Follow the guidance outlined by the DFE alongside the following school guidance:** Any member of staff who is unclear, or needs guidance in a particular situation should seek guidance from a Senior School Leader.

	about their responsibilities under this legislation. Whilst adults need to be aware of the need to listen and support children and young people, they must also understand the importance of not promising to keep secrets. Neither should they request this in a child/young person under any circumstances. Additionally, concerns and allegations about adults should be treated as confidential and passed to a senior manager without delay.		

Situation	Guidance for Safer Working Practice for Adults who work with Children and Young People (DFE)		**The Balcarras Trust policy and practice**
"Whistleblowing" protocol			Separate policy available on the Trust Website
Safer recruitment practice			• any job advert will have a clear statement of the school's rigorous safeguarding procedures / DBS checks etc • the school will use a standard application form and all applications will be checked for gaps in the employment record and for

			compliance with DBS disclosures • the interview has at least one question relating to potential safeguarding issues • verification documentation is checked as valid and recorded and stored appropriately. • staff induction, no matter how experienced the new member of staff is, includes safeguarding expectation and whistle blowing procedures. • interviews will have at least one person on the interviewing panel who has safer recruitment accreditation in line with statutory requirements

When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010. Should you have any comments regarding this policy, please contact the school.