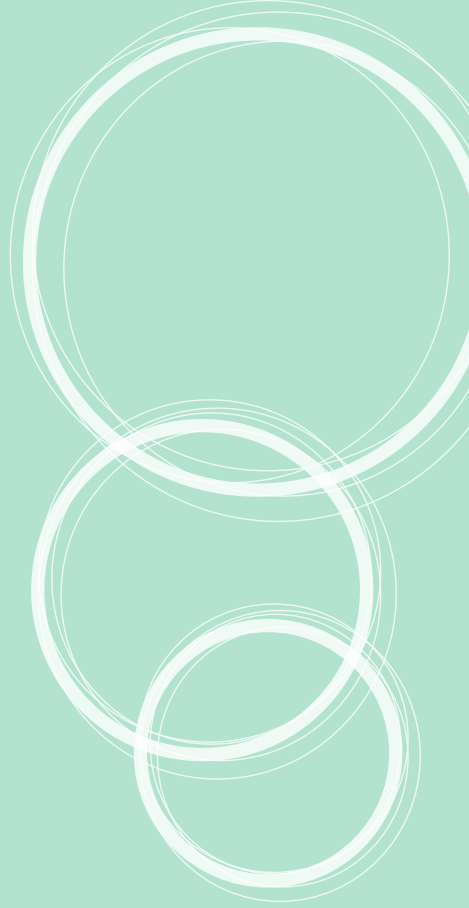




RUTLAND AND DISTRICT  
SCHOOLS' FEDERATION



SAFEGUARDING IN EDUCATION

# CHILD PROTECTION INFORMATION - SAFER WORKING PRACTICE

## CHILD PROTECTION

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This section provides an overview of child protection and your broad responsibilities while on the Federation site.

All schools have a Designated Safeguarding Lead (DSL) and it is to this person or the Safeguarding Officers that you must promptly report in writing any concern about a child's safety or welfare.

Name of Designated Safeguarding Lead: **Kelly Jackson/Rebecca Hall/Rachael Coyne/Sam Leitch.**

Catmose College Link: **Jude Macdonald/Alice Beckwith.**

### Signs of abuse may be obvious and sudden such as:

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- Evidence of non-accidental injury, bruising, scalding, finger marks.
- A child tells you they have been ill treated.
- A child tells you they are worried about another child or an adult shares their worry about a child.
- You learn a child is in a home where there is domestic violence.

### Some signs emerge over a longer period:

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- A child who is regularly dirty, hungry or unsuitably clothed.
- A child shows age inappropriate behaviour eg sexual activity, language.
- Deterioration in work, distancing from friends and family.
- Use of drugs, alcohol, self-harm.

### What you should do:

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- Report any concern in writing, dated and signed to your DSL within 15 minutes.
- Keep what has happened confidential and to as few people who need to know.
- Do not investigate, question or interrogate the child or talk to the parents.

### If a child tells you about abuse:

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- Treat it seriously, reassure the child.
- Do not promise confidentiality, as you will have to pass the information on.
- Write the child's own words as far as possible in the account you give to the DSL.

### What happens next?:

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- The DSL will take a view as to whether a referral to social services is necessary.
- If you feel you cannot report the concerns to the DSL or you are still worried about the safety of the child you must still take action – report to the head teacher if they are not the DSL or to Children's Duty on 01572 758 407.

### Statutory duty:

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- Federation Staff have a duty to report cases of female genital mutilation to the Police.

## SAFER WORKING PRACTICE

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This section summarises some key points from the Government endorsed document 'Guidance for Safer Working Practice for those who work with Children and Young People in Education Settings' (October 2015) You should read the whole document. This is your code of conduct or staff behaviour policy.

Breaches of the guidance could result in criminal or disciplinary action being taken.

### Definitions

Staff includes all adults working with children in whatever capacity or setting, paid or unpaid.

Children includes children and young people in education settings under 18 and safeguarding guidance also applies to students who have reached the age of 18 in these settings.

### Underpinning principles – Staff should:

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- Be aware that the welfare of the child is paramount.
- Understand their responsibilities to safeguard and protect children.
- 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.

### Safe working practices:

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- Staff must treat information about children and their families discretely and not disclose confidential matters.
- Staff should be careful not to misuse their power and influence over children.
- Staff should ensure their behaviour remains professional at all times, including their dress, use of language and online communication which is or could become publicly seen.
- Physical intervention should never be inappropriately used, should follow relevant guidelines and be clearly recorded and reported.
- Physical contact should be minimal, time limited, age appropriate and able to be justified.
- Intimate care and first aid should only be administered according to relevant procedures.
- Staff should not offer lifts to children outside agreed requirements eg transport to a sports event. Any impromptu or emergency arrangement of lifts should be recorded and should be able to be justified.
- Staff should not receive gifts other than small tokens of appreciation.
- Staff should not give gifts other than as part of an agreed reward system or given to all children equally.
- Staff should not engage in personal email or telephone communication with children. This includes texting, messaging, video chat, social networking sites etc.

- Staff should ensure that the site is appropriate and safe at all times. Any concerns must be reported immediately.
- Any out of school contact should be planned and agreed with senior staff and parents. Appropriate social contact (eg when a teacher and parent are part of the same social circle) will be easily recognised and openly acknowledged.
- 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.
- Internet use should be according to school policy and inappropriate content must not be accessed.
- There should be no unauthorised photography of children. Photographs of children should be the property of the school and not retained on personal equipment.
- Staff should guard against young people developing an infatuation with them and report any such concerns to senior staff.
- 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.
- Staff are in a position of trust and should never engage in any sexual relationship with pupils in or out of school. Communication must never be sexually suggestive.

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

- Any concern that indicates that a member of staff or volunteer may be a risk to children must be reported to the Executive Principal immediately. Reports of what has been said or noticed have to be put in writing, dated and signed.
- If you become aware that a colleague has breached the guidance for Safer Working Practice, you must report this immediately to the head teacher.
- If the concern is about the Executive Principal you must report it to the Chair of Directors, or in their absence contact the Allegations Manager as soon as possible on 0116 305 7597.
- Keep the matter confidential.
- Do not alert the person you are concerned about as this could compromise any future investigation.
- Follow procedures but you have a duty to ensure matters are taken forward and can contact the Allegation Managers yourself.

#### Contacts

Rutland (for those children living in Rutland)  
Allegations Manager (Leicestershire)

01572 722577 ext 8407  
0116 305 7597