



## Child Protection – Summary Guidance for Parents, Helpers and Supply Teachers

It is essential that all staff and volunteers working in schools are conscious of how they should conduct themselves to minimize the risk of finding themselves as the subject of any child protection processes. All staff should be aware of the following summary of things to do and not to do when working with children.

The senior designated person: Mrs Abbott

The member of staff who deals with allegations or staff conduct is **Mr Prentice**.

**Always refer immediately – even if you are unsure.**

### DO:

- Read and follow the school's child protection procedures
- Report to the Child Protection Lead any concerns about child welfare/safety
- Report to the Head-teacher any concerns about the conduct of other school staff/volunteers/contractors
- Record in writing all relevant incidents
- Work in an open and transparent way
- Discuss and report any incidents of concern or that might lead to concerns being raised about your conduct towards a child.
- Report to the Head-teacher any incidents that suggest a pupil may be infatuated with you or taking an above normal interest in you.
- Dress appropriately for your role
- Only use e-mail contact with pupils via the school's system
- Avoid unnecessary physical contact with children
- Ensure you understand the rules concerning physical restraint
- Where physical contact is essential for educational or safety reasons, gain pupil's permission for that contact wherever possible.
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Use humour to defuse difficult situations
- Avoid working in one-to-one situations with children
- Avoid volunteering to house children overnight
- Ensure that areas of the curriculum that may involve sexually explicit information are taught in accordance with school policies
- Be careful about recording images of children and do this only when it is an approved educational activity.
- Contact your professional association or trade union if you are the subject of concerns or allegations of a child protection nature.
- Fully co-operate with any investigation into child protection issues in the school. Listen to pupils when they express concern (rumours) about staff which might appear to be just, and check facts v fiction.

## DON'T:

- Take any action that would lead a reasonable person to question your motivation and/or intentions
- Misuse in any way your position of power and influence over children
- Use any confidential information about a child to intimidate, humiliate or embarrass a child
- Engage in activities out of school that might compromise your position within school
- Establish or seek to establish social contact with pupils outside of school
- Accept regular gifts from children
- Give personal gifts to children
- Communicate with pupils in inappropriate ways, including personal e-mails and mobile telephones.
- Pass your home address, phone number, e-mail address or other personal details to pupils/children
- Make physical contact secretive
- Arrange to meet with pupils in closed rooms without senior staff being made aware of this in advance.
- Use physical punishment of any kind
- Confer special attention on one child unless this is part of an agreed school plan or policy
- Transport pupils in your own vehicle without prior management approval
- Take, publish or share images of pupils or other children without their parents' permission.
- Access abuse images (sometimes referred to as child pornography) or other inappropriate material
- Abuse your position of trust with pupil
- Allow boundaries to be unsafe in more informal settings such as trips out, out of school activities etc