

CHILD PROTECTION GUIDELINES FOR STAFF CONDUCT - SUPPLIERS

Underpinning Principles:

- The welfare of the student is paramount.
- Staff should work in an open and transparent way.
- Staff should apply the same professional standards regardless of age, gender or cultural background.
- Staff should report any incident which may give cause for concern and records should be made in line with school policy.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- All staff should know the name of the Designated Child Protection Officer and understand their responsibilities to safeguard and protect children and young people.

Tanglin Trust School's designated officers for Child Protection are:

			
Designated Safeguarding Lead Head of Infant School Paula Craigie	Designated Safeguarding Lead Head of Junior School Clair Harrington-Wilcox	Designated Safeguarding Lead Deputy Headteacher Chris Allen	
			
Deputy Designated Safeguarding Lead Deputy Head of School (Infant School) Jo Osman	Deputy Designated Safeguarding Lead Assistant Headteacher (Junior School) Philippa Hatton	Deputy Designated Safeguarding Lead Assistant Headteacher (Senior School) Clare Anderson-Au	Deputy Designated Safeguarding Lead Assistant Headteacher (Senior School) Robert Randall

Avoiding Allegations of Abuse

All members of staff and volunteers working with children and young people must recognise that they are vulnerable to accusations of abuse. Allegations made could be false, malicious or misplaced, and may be either deliberate or innocent of such intent. **It is necessary for staff and volunteers to be mindful of the need to minimise the opportunities for such allegations.**

Children and young people, as well as their parents, guardians and carers, are becoming increasingly sensitive about adults touching children and this should be respected. Stroking a child's hair, face or touching other parts of the body can be perceived as inappropriate and should be avoided.

Staff and volunteers should be aware that some individuals are particularly sensitive about physical contact. If an individual's reaction shows that he or she is uncomfortable with being touched, staff should refrain from making any physical contact.

To ensure that allegations of abuse are prevented, and to help those who work with children and young people, the following guidelines should be followed:

- Always be publicly open when working with children and young people, avoiding where possible situations where a member of staff or volunteer and an individual child or young person are left alone.
- For situations where staff are speaking one to one with students, this must be conducted in a place with high visibility e.g. a room with windows so both the student and member of staff can be seen. Staff should ensure that another appropriate adult is in the vicinity and aware of the task to be undertaken.
- Staff should not enter toilets allocated for students unless there is a specific need e.g. this may include cleaning staff or staff monitoring behaviour. In this instance the main bathroom door should be fixed open to make it clear that an adult is inside and cleaners should place a yellow cleaning sign outside the door.
- If physical contact is necessary, for the purposes of coaching or instruction, this should be done openly. (see below under 'Appropriate physical contact with children' for more details).
- Staff should never over-criticise children or young people or use language that may cause them to lose self-esteem or confidence.
- A member of staff or volunteer should not establish or seek to establish social contact with students for the purpose of securing a friendship.
- It is not possible to guarantee confidentiality in all conversations with children and young people. Therefore, no member of staff or volunteer should make such a promise.
- All photography and videoing of students is prohibited unless this is for specific educational purposes.

Appropriate physical contact with children

There are occasions when physical contact with children is necessary or appropriate. It is important, however, that members of staff and volunteers are aware that whenever they touch a child their actions may be misconstrued, misunderstood or unwelcomed.

Some examples of when it may be appropriate for staff to touch children or young people are:

- in an emergency, e.g. to prevent a child from falling
- to administer first aid
- when a child is distressed*
- to assist a child with a disability, such as visual or hearing impairment or with mobility difficulties
- to assist a child on and off transport

*There may be occasions when a distressed student needs comfort and reassurance. This may include age appropriate physical contact. However, staff should remain self-aware at all times to ensure that this gesture is not misunderstood.

Guidelines on what to do should abuse be disclosed by a child or young person

Careful handling at an early stage can facilitate the reporting and referral process, and may be crucial in winning the confidence of the child or young person.

The following points are important for those who may be confronted by revelations of alleged abuse:

- Listen to the child or young person, rather than engage in questioning.
- Do not stop or interrupt a child who is recalling freely significant events.
- Make it clear to the child or young person that it may not be possible to maintain confidentiality.
- Make a verbatim note of what the child or young person says, taking care to record the date, time, place and people present. Do not summarise the statements.
- Do not approach any person about whom there is an allegation of child abuse.
- The matter should be reported as soon as is reasonably practicable to the Designated Child Protection Officer or if this not possible the Deputy Designated Child Protection Officer.

Please refer to the following document to be adopted should there be suspected cases of Child Abuse.

Updated January 2017 BR

(Name of SRC/provider) Child Protection Guidance

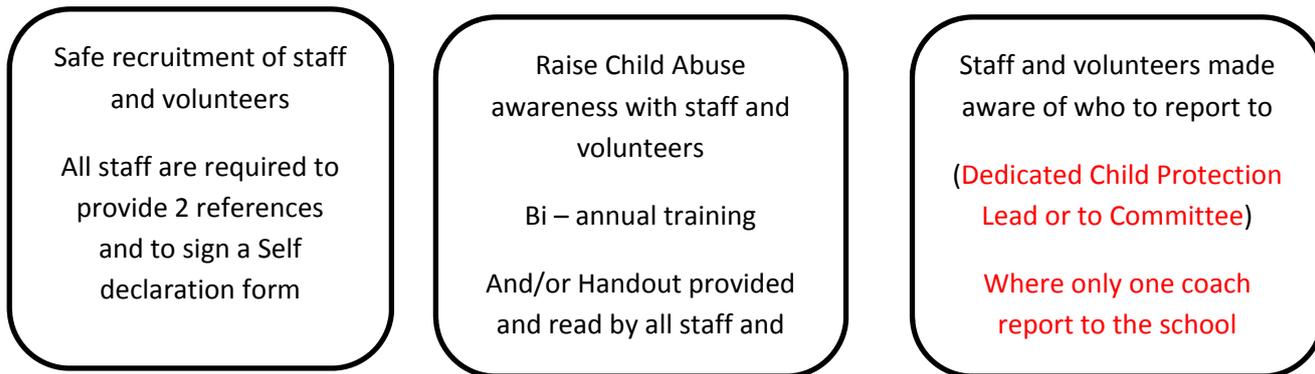
This document outlines a step by step guidance for the onward action should (Name of SRC/provider) suspect Child Abuse.

(Name of SRC/provider) take Child Protection matters very seriously.

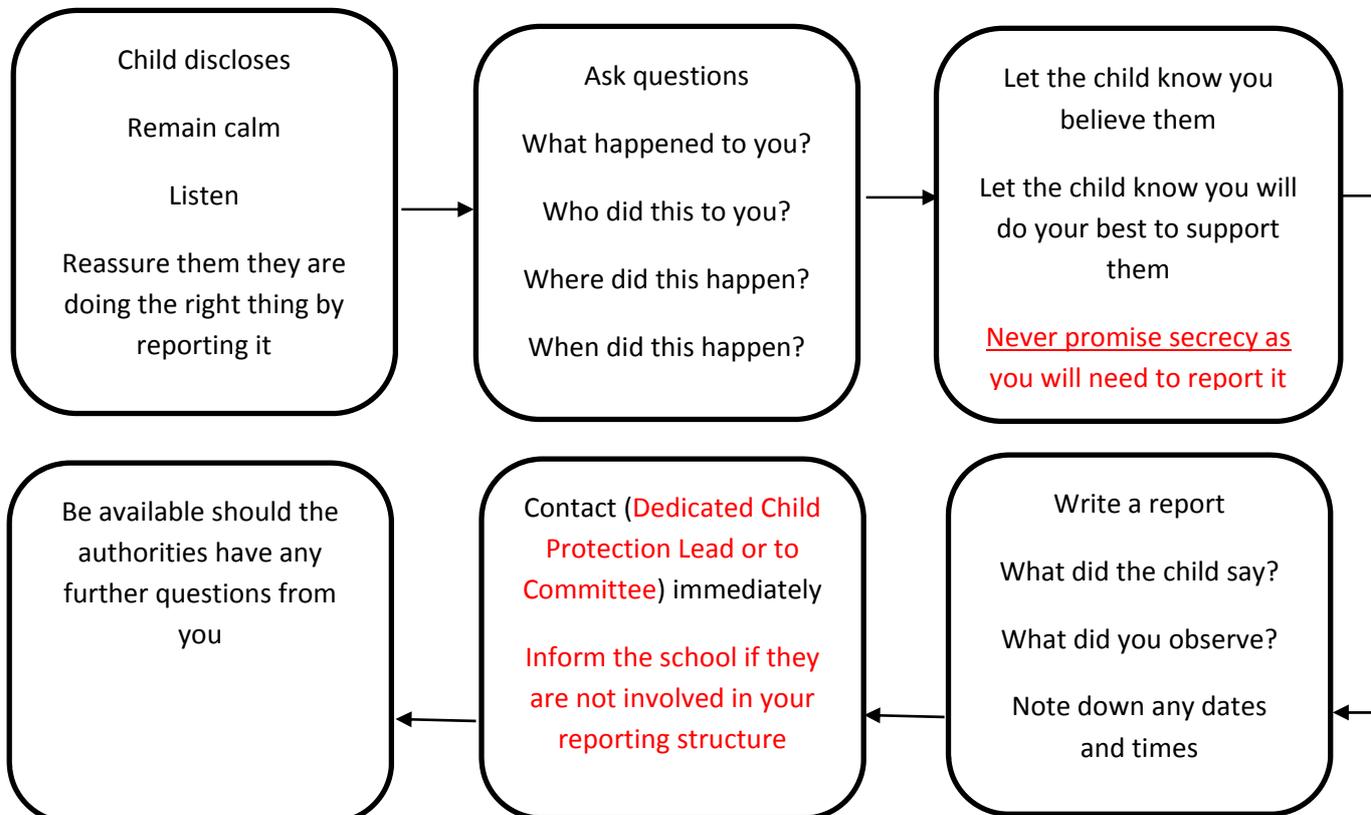
Forms of Child Abuse

Neglect	Physical	Sexual	Psychological/Emotional
---------	----------	--------	-------------------------

(Name of SRC/provider) will enforce the below



What to report and next actions



*The line of responsibility (bracket in red) are to be amended where deemed appropriate according to your internal guidelines or reporting structure.