

# Safe Working Practice Agreement Safeguarding Students and Young People 21/22

## Statement of intent

The Jubilee Academy is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. It is everyone's responsibility to ensure that students are cared for appropriately and safeguarded from any harm, and their duty of care to promote the health, safety and welfare of all members of the school community at all times.

The staff code of conduct gives clarity to the measures needed to ensure that all employees and students can work within and enjoy being part of a safe and caring environment. It is acknowledged that the vast majority of employees behave appropriately whilst working with our students. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults working in a school are in a position of trust and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the Head of School and Governing Body.

The following is, therefore, a code of appropriate conduct for all adults working in or on behalf of the school, including those involved in home visits or any out of school activities. Adherence to this code should ensure that both students and adults are safe from misconduct or unfounded allegations of misconduct.

## You should always:

- Adhere to all school policies, many of which are specifically written with safeguarding in mind, for example but are not limited to:
  - Safeguarding including Child Protection Training.
  - Health and Safety
  - School Visits and Journeys.
  - Behaviour.
  - Attendance.
  - Home visits.
  - Physical Intervention.
  - Disability inc. of Access plan.
  - First Aid.
  - Supporting pupils with Medical Conditions inc. Administration of Medicines
  - Fire.
  - Emergency Evacuation and Procedures
  - Emergency School Closure
  - Preventing Bullying
  - Equal opportunities.
  - Esafety and Acceptable Use of ICT incl. of remote and mobile technology
  - Single central record.
  - Visitor policy.

All policies can be found R:\School Safety\TJA Policies

- Complete the Level 2 Safeguarding training delivered by a Designated Safeguarding Lead.
- Read Part 1 of 'Keeping Children Safe in Education' published in September 2021
- Report any safeguarding concerns via CPOMs including and not limited to reporting: harmful sexual behaviours, peer on peer abuse, child criminal exploitation and child sexual exploitation
- Aware of the unique risks associated with online safety and follow the Staff ICT User Agreement
- Be aware of how to make an allegation against another member of staff
- Attend all subsequent twilight safeguarding CPD sessions throughout the year.
- Be fully aware of my responsibilities as an employee as listed in the Health and Safety Policy.

The Head of School and Governors of The Jubilee Academy thank you for your support of the arrangements made for the safety and care of young people and adults in our school community.

- Read, understood and accept the conditions of the Health and safety policies and supporting policies and procedures
- Inform the school if there are any changes that will impact your individual risk assessment for staff during COVID-19
- Adhere and support all school systems and protocols to keep myself and the school community safe.
- Read and understand the responsibilities in terms of safe use and cyber security outlined in the Online safety policy and sign staff ICT acceptable user agreement
- Received a copy of the Employee Handbook which lists where all the policies and procedures can be found on the staff shared drive/website.
- Follow the Schools' Code of Conduct and Whistleblowing Policy.
- Follow the Data Protection Policy in line with GDPR
- Follow guidance on Personal Safety and lone working and the risk assessments.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the students.
- Dress in a manner appropriate to your role. This may need to be different to the way you would normally dress. Staff must not dress in a manner that is likely to be viewed as offensive, revealing or sexually provocative.
- Observe other people's right to confidentiality (Unless you need to report something to the Head of School or designated safeguarding leads e.g., concerns about a child protection issue);
- Treat all students equally; never confer favour on particular students, or build 'special relationships' with individual students, except where one to one working is part of a plan agreed with your manager (e.g. for counselling, tuition, mentoring or other purpose).

**Report to the Head of School (or in the case of an allegation concerning the Head of School, the Chair of Governors):** (As soon as possible)

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures.

**You should never:**

- Behave in a manner that could lead a reasonable person to question your conduct, intentions, or suitability to care for students appropriately.
- Touch students in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any student.
- Give personal contact details, engage in communications via social media, text, email, or telephone except for agreed work purposes using work IT, or to contact, communicate, or meet students outside of work.
- Develop 'personal' or sexual relationships with students.
- Push, hit, kick, punch, slap, throw missiles at or smack a child or threaten to do so.
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to students of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature.
- Give or receive (other than 'token') gifts unless arranged through your line manager / Head of School, for example, outgrown sports kit, football boots or uniform.
- Allow, encourage, or condone students to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- Behave in an illegal or unsafe manner, for example, exceeding the speed limit, being under the influence of drugs or alcohol, driving a vehicle which is known to be un-roadworthy or otherwise unsafe or not having appropriate insurance, using a mobile phone whilst driving, fail to use seatbelts and drive in a safe manner at all-time whilst transporting students;
- Undertake any work with students when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for students; under extreme stress which is likely to impair your judgement.

**Please note:** It is the perception of the person subject to a remark or action rather than your stated intention that defines 'appropriate' or 'inappropriate'.

I ..... have read, understood, and accept the conditions of the school's suite of policies/guidance which cover arrangements for safeguarding and promoting the welfare, health and safety of students.

Signed ..... Date .....

The Head of School and Governors of The Jubilee Academy thank you for your support of the arrangements made for the safety and care of young people and adults in our school community.