



## Durrington Multi Academy Trust Safeguarding Policy for Adults 2020-21

This policy is written as a trust policy and applies to all schools who are part of the DMAT.

### Introduction

**Safeguarding** is a broad term that describes both the policies and practices that schools and governing bodies employ to keep principally children, but also adults who work in school, safe and therefore promote their wellbeing.

The aims of this adult safeguarding policy are:

- to keep all children/students safe
- to reduce the risk of allegations being made against employees and adult visitors
- to safeguard all adults who come onto the school site.

Adults covered by this policy are considered in two separate groups;

**Employees:** these are all adults who have a contract (casual, fixed term or permanent) of employment with DMAT.

**Adult visitors to the school:** this term refers to a broader group of individuals, some of whom may have no direct contract of employment but may have reason to visit a trust site and/or have contact with children/students. "Adult visitors" include groups such as

- Trustees
- Governors
- Volunteers
- Trainee teachers
- Casual supply employees
- Consultants
- Adults make one off or periodic visits to a trust school(s) for training and/or monitoring purposes
- Contractors and third party employed cleaning and catering employees.

## Overarching guidance/expectations

- Employees must be aware of, and have signed to say they have read and understood, the relevant parts of the school's
  - Child Protection Policy (including part 1 and Annex A of KCSIE) and know about the appropriate referral procedures, and
  - ICT and Social Media Policy (full policy)
- Employees should always report, to a member of the Leadership Team, anything of concern about a child's/student's safety, another adult's behaviour or a worry about a situation they have been/are involved in that is of a safeguarding nature.
- If any form of child abuse is suspected, employees have a duty to report this information without delay (as per individual school's CP policies and the wider KCSIE) to the named in school Designated Safeguarding Lead (DSL). Lindsay Tunbridge-Adams is the DMAT lead for safeguarding.
- Employees (as per training) should keep in mind "it could happen here" at all times.
- Employees should be aware that contextual factors can make safeguarding risks higher in relation to specific groups of children/students. Examples of groups that are known to be at more risk include children with complex needs/special needs, children looked after and children who have experienced attachment difficulties.
- Where no specific guidance exists, employees are expected to make professional judgments about their behaviour in order to secure the best interests and welfare of children/students and, in so doing, will be deemed to be acting *reasonably*.
- Employees also have a responsibility and duty to take care of themselves (Health and Safety at work Act 1974).
- We would encourage all employees to be a full member of one of the professional associations.

## Reporting concerns

- Employees and/or adult visitors should report immediately to a senior member of staff any behaviour by a colleague/visitor to a school site which gives cause for concern in relation to safeguarding the wellbeing of children/students.
- If any incident occurs which may result in an action being misinterpreted and / or an allegation being made against a member of staff, then the relevant information should be recorded promptly and reported to senior employees.
- Employees who are the subject of allegations are advised to contact their professional associations for support and advice.

- Employees should be aware of the NSPCC Whistleblowing line which can be used if they feel either the school, trust or another organisation is putting a child at risk: 0800 028 0285.

## **Summary**

This policy has been written to support employees and children/students by being as clear as possible about safe conduct.

Inevitably, situations will arise that the policy does not cover. In this situation (or when there are any questions in relation to the interpretation of this policy), employees should seek advice from the DSL in your school, the headteacher or a member of the DMAT Senior Team.

There will be occasions and circumstances in which employees have to make decisions and take actions in the best interests of a young person for which no guidance exists. In such cases, employees must be seen to act reasonably and record their actions and justifications. These must be passed to a member of a Senior Leadership Team.

Further guidance is broken down into a series of specific appendices which will be updated as/when updated practice/policy guidance is released

It is expected that employees read this policy in conjunction with the linked ICT Acceptable Use and Social Media Policy, the trust/school Child Protection Policy and KCSIE. All of these policies are located on the teacher drive under HR and Finance for employees.

## **Appendices that provide further specific guidance:**

<b><i>Appendix A:</i></b>	Guidance on physical contact
<b><i>Appendix B:</i></b>	Contact and communication with parents/carers and children/students
<b><i>Appendix C:</i></b>	Position of power, trust and confidentiality
<b><i>Appendix D:</i></b>	Expectations of employees and adult visitors dress
<b><i>Appendix E:</i></b>	Visits off site and transporting children/students
<b><i>Appendix F:</i></b>	Changing rooms, toilet areas and showers
<b><i>Appendix G:</i></b>	First aid and administration of medication
<b><i>Appendix H:</i></b>	Safeguarding in the curriculum
<b><i>Appendix I:</i></b>	Photos, videos and internet use
<b><i>Appendix J:</i></b>	Extremism and Radicalisation – The Prevent Duty
<b><i>Appendix K:</i></b>	Key safeguarding contacts

**Reviewed and updated September 2019.  
Next review September 2020 or before if legislation changes.**

## **Appendix A: Guidance on physical contact**

As a general rule, employees should not touch children/students.

If physical contact does occur, it should never be:

- secretive or for personal gratification
- of a type which may be considered indecent.

There are occasions when it is appropriate for employees to have physical contact with children/students, but you should only touch when it is appropriate and proper to do so in your professional judgment.

Physical contact should be in response to a child's/student's needs at the time, of limited duration, and appropriate given their age, stage of development, gender, ethnicity and background. It must never be unnecessarily aggressive or forceful.

Some employees (e.g. PE, music, SEN employees or those in younger years) may need to initiate physical contact (e.g. in order to support a student) so they can perform a task safely, to demonstrate a piece of equipment / instrument or assist them with an exercise. If this is done it should be with the child's/student's understanding of the reason and their consent, and in an 'open' environment.

Employees and adult visitors must never engage in horseplay, tickling or play fighting.

Use extra caution when it is known that a student has suffered previous abuse or neglect and/or the student is a different gender to the member of employees.

All adults must report immediately any physical contact which concerns you or which you believe may be or have been misconstrued. Employees in all schools are expected to be self-aware in these situations, avoid any contact which may be intrusive or open to misinterpretation and where possible have a third-party present/the door open.

## **Phase specific advice relating to physical contact when a child is in distress**

### **Secondary**

- In secondary schools there may be rare occasions when a very distressed student needs comfort and reassurance, including limited age-appropriate physical contact, particularly with the youngest children/students.
- Employees should tell a colleague if you have offered comfort to a distressed student.

### **Primary**

For children within Foundation Stage, appropriate relationships are still being established, and there is a greater need for a more nurturing environment where it may be more appropriate for closer physical contact during some activities.

- if a young child needs comfort in the form of a hug, it should be short and side to side.
- a child should only sit on an adult's knee for a short time and for a specific reason such as following an injury, and not too close to the body. If a child may need to sit on a member of staff's knee for longer-term support, this must be written into the child's care plan.

## **Control and physical intervention in response to behaviour incidents/incidents where children/students are at risk of harm to themselves or others.**

In relation to any behavioural incident employees are expected to

- always try to defuse situations without the need for any physical intervention.
- if it is judged that physical intervention is necessary, to use the minimum level of force/contact needed for the shortest possible time to manage the situation; this is termed reasonable force. There is no legal definition of reasonable force, but you must be sure that your intervention is warranted by the circumstances of the particular incident; for example, not in response to a trivial incident, and that the degree of force is proportionate to the seriousness of the behaviour, of the consequence it is intended to prevent.

- there is no expectation that employees should put themselves at physical risk, but you may intervene to prevent a student(s) from injuring themselves or others.

**Behaviour management:**

Employees are expected to

- avoid using physical intimidation or invading a child's/student's space.
- avoid using sarcastic, demeaning or insensitive comments.
- always try and to remain calm and defuse situations before they escalate.
- avoid barring a child's/student's 'way' or to physically prevent a student from leaving a room or a situation, unless of course they may constitute a threat to themselves or others. Calmly advise them that they are leaving against your instructions and that constitutes defiance. In this situation a report should be made immediately to a senior member of staff/member of staff on duty.

## **Appendix B: Contact and communication with parents/carers & children/students**

Employees should refer to the ICT and social media usage agreement for a comprehensive guide on what is/isn't acceptable in terms of communication with children/students.

As a general set of rules, neither employees or adult visitors should:

- try to establish social contact with child/student for friendship or for a relationship. This includes for secondary school's ex-students until they reach the age of 21 or older.
- give out personal details to a student, e.g. home / mobile phone number, home or email address.
- give out your school mobile phone number (if you have one) to a child/student/student's or parents/carers without senior employee's agreement.
- not have contact with parents/carers over the internet unless this is via school email or school branded social media. The exception is the use of a school phone to contact parents on/during a school activity/trip.
- Employees who are friends with parents outside of school should not discuss school/trust related business in informal/out of school settings. Any conversations relating to school should happen by appointment in school or through formal school communication channels.
- Report immediately to a member of senior staff any unwelcome /inappropriate communications be they written or verbal, from parents/carers or children/a student (s).
- Set their personal social media account settings to the maximum possible level of security; this avoids children/students/parents/carers potentially using personal information about you in a negative way.

### **One-to-one situations with children/students**

- Employees and adult visitors, where possible, should avoid meeting or working with children/students in remote or secluded areas of the school.
- Employees and adult visitors should ensure that there is visual access and / or an open door wherever possible.
- Employees should ensure that there are other members of employees around or at least are aware that a meeting is taking place if the meeting is one-to-one with a student.
- Employees should not use 'engaged' or 'do not disturb' signs.



- As employees, if you have any reason to be concerned about a one-to-one meeting because of a child's/student's (or parent's/carer's) previous behaviour or vulnerability, you should arrange for a colleague to be present, especially when there is a gender difference between the employee and the student.
- Employees and visitors should never arrange to meet children/students away from the school premises, except (exceptionally) with the approval of the parent and the Headteacher/Deputy Headteacher. Home visits by employees in relation to school concerns/student student/child should follow set protocols which are set out in Annex E – Home visits.

## **Propriety**

Employees and adult visitors should never:

- behave in such a manner that would lead any reasonable person to question your suitability to work with children or to act as a role model.
- make any direct or inferred sexual remarks to a student (including email, social networking sites, text messages, phone and letter) or behave in any way which could be interpreted as sexually suggestive or provocative.
- discuss their own sexual preferences or sexual relationship with, or in the presence, of children/students.
- discuss a child's/student's individual sexual relationship in open class or in other inappropriate contexts or settings.
- make unprofessional personal comments which scapegoat, demean or humiliate a child/student/another employee(s), visitors and/or parents/carers.
- use inappropriate, demeaning or intimidating language. Swearing is not acceptable at any point.

## **Infatuations**

- Employees and adult visitors are required to report immediately (to a senior member staff) any indications (verbal, written or physical) that may suggest a student may be infatuated with you or with another adult. This includes adults where there is a suspected age difference between them and the student outside of school.

## Appendix C: Position of power, trust and confidentiality

Employees and adult visitors should never:

- access or attempt to access information about a student(s) that does not directly relate to your role in school/work.
- use your position to gain access to information for your own advantage or to a child's/student's or family's detriment.
- use your power to intimidate, threaten, coerce or undermine children/students.
- engage in sexual activity with any student/ex-student or cause or invite a student to engage in or watch any kind of sexual activity. Their consent is irrelevant.
- use your status and standing to form or promote relationships with children/students which are of a sexual nature or which may become so.
- use any ICT (whether your own or the school's/trust's) to search for information about a specific child/student (unless this specifically relates to your work)

All employees and visitors should be aware how your actions may be viewed by others. Do not be seen to be paying special attention to a particular student. Always ask yourself, "Are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equitably?"

### DBS pre-employment checks

The school is fully committed to the safety and well-being of our children/students. All employees are DBS checked and any visitors are accompanied by a member of school employees. Contractors are either DBS checked (e.g. WSCC engaged contractors such as SSE) or accompanied by a member of the premises team or encouraged to visit the school outside of school hours and term time where possible.

### Volunteers, visitors and parent helpers

Individual schools are required to ensure that individuals (in regulated activity) are not barred from working with children by carrying out a barred list check through the DBS. A **supervised** volunteer who regularly teaches or looks after children is not in regulated activity.

KCISIE further states that when a school decides to engage a volunteer who will not be in 'regulated activity', they must, therefore, be supervised by someone engaged in 'regulated activity'.

- Permission must be sought from the headteacher before a volunteer comes into school or helps on a school trip. A risk assessment will be carried out by the headteacher.

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a designated employee lanyard or the school's own visitor lanyard should be immediately challenged to enquire who they are and their business on the school site. They should then (if they have proper business) be escorted to reception to sign in and be issued with a school lanyard and identity badge.

In the event that the visitor refuses to comply, a senior member of staff should be informed immediately, and the visitor will then be asked to leave the site immediately. The senior member of staff will decide what (if any) further action is needed. This could include calling or logging the intrusion onto site with the police.

All employees are expected to be proactive (both when they are entering and leaving trust sites) in ensuring doors close properly behind them/access by unauthorised persons is prevented. This includes closing entrances/doors if they see they are open during the day.

### **Confidentiality**

Employees and visitors should never:

- share confidential information about a student with any other person, other than on a professional need-to-know basis (e.g. safeguarding information or that requested by the police for the purpose of investigating a potential crime)
- promise complete confidentiality to a student prior to, during or after a disclosure.
- pass on confidential information to an 'outsider', press, police, social services, etc without first seeking guidance from a senior member of employees. Since the 2004 Children's Act, child protection needs have priority over data protection, but consult a senior leader in such circumstances.

All data covered by GPDR (basically everything personal, be it academic, home background, etc.) should be treated in accordance with the regulations. If you are unsure of whether or not the data is covered, please ask the GDPR lead in your school.

## **Gifts**

Employees and visitors should not:

- accept any gift which might be construed by others as a bribe or lead the giver to expect preferential treatment.
- accept or receive gifts on a regular basis.
- generally, only give gifts to children/students as part of the school's agreed reward procedures and systems. In any other context, ensure that any gifts given are of insignificant value and given to all children/students equally.

The Headteacher's EAs/PAs keeps a gift acknowledgement list which is reviewed regularly. See the gift guidelines for more details or speak to Justine Kentfield/Marica Walker. Declare any gift received with a monetary value of over £10 to the above-named member of staff in your school.

## **Appendix D: Employees dress and personal presentation**

Employees and visitors should dress decently, safely and appropriately to your professional role. All employees are expected to dress in accordance with the school dress code for employees, as published in the staff handbook.

Employees and adult visitors should (at all times) wear clothing which:

- does not distract, cause embarrassment, is not viewed as revealing, sexually provocative or reveal their underwear.
- should not be able to be seen up, down or through.
- any tattoo that could reasonably be adjudged to cause offence should be covered.

Employees and visitors should ensure that any comment(s) to children/students about their dress are confined to school uniform rules and are never personal.

## **Appendix E: Visits off site & transporting children/students**

### **Home visits**

All work with children/students and parents should, wherever possible, be undertaken within school. There are occasions when home visits are necessary by employees and the following precautions should be taken:

- agree the purpose of the home visit with a member of the Leadership Team.
- follow any agreed risk management strategies.
- make visits in pairs. No visit should be conducted alone.
- ensure you have access to a mobile phone and emergency contact person/number.
- record accurately date / duration / outcome of all visits.
- sign in/out at reception when you leave/return.

### **Transporting children/students**

- you should not transport children/students in your own vehicle, especially one-to-one, without the consent of their parent/carer **and** a member of senior staff from your school.
- you must have valid business insurance for this purpose.
- never transport a student to hospital in your own car following an accident. Always call an ambulance.

### **Educational visits and after school activities**

- observe all aspects of school policy/policies on educational visits. If in any doubt, refer to your school's trip lead. (Durrington: John Fuller/ The Laurels: Beth Collins.
- always have another adult present in out-of-school activities, unless otherwise agreed by senior employees.
- ensure that there is parental consent for the out-of-hours' activity participation, that is outside of general clubs, matches, revision sessions etc.
- remember that in these less-formal contexts you are still in a legal position of trust and need to ensure that your behaviour is professional at all times. Employees and all other adults on related to the activity must behave in an appropriate way i.e. their behaviour should not be interpreted by others as seeking to establish an inappropriate relationship or friendship.
- employees, when designated as being the named responsible adult on a trip/visit, must not drink alcohol or smoke/vape in front of the children.

## **Appendix F: Changing rooms, toilets and showers**

Children/students are, of course, entitled to privacy and therefore if there is a need for you to enter a toilet area, changing room or shower area employees are expected to:

- announce your intention of entering the area
- avoid visually intrusive behaviour
- never touch a student in a state of undress (the exception being for the youngest children/those with defined additional needs who require help/support in changing).
- avoid remaining there unless student needs require it
- be particularly careful and aware of gender issues. Only in what can be justified as exceptional circumstances should an employee enter one of the identified areas of the opposite sex to them e.g. female into male changing room.
- adult visitors should never enter changing rooms, toilets or shower areas when children/students are present.

## **Appendix G: First aid and administration of medicines**

- no medicine should be given by the school without parental consent. This includes paracetamol and/or ibuprofen
- employees are not expected to administer or to supervise the taking of medicines unless specifically authorised to do so.
- children/students needing medication regularly should be included in a health care plan drawn up by the registered school nurse (not the first aider).
- employees (and in particular staff leading visits/trips) should prepare carefully and ensure that children/students with specific medical conditions are known, planned for and their medication accessible.
- employees should read any updated medical information circulated by school medical staff.
- wherever possible, emergency aid should only be given by our trained volunteer employees and by employees of the same gender, if possible. Try to ensure that there is another adult present, or at least aware, when first aid is administered. In exceptional emergency circumstances it may be necessary for an untrained employee(s) to intervene. If so, do the minimum required whilst awaiting specialist support. All employees are invited to ask for access to first aid training.

Always report any accident to both the senior first aider in your school and Matt Angell – Director of Facilities & Estates using the school specific accident reporting procedure. When a student/child has been involved in an accident their parent/carer must be informed.



## **Appendix H: Safeguarding in the curriculum**

The following is guidance for both employees and adult visitors who interact with children/students, visitors to lessons, careers days/events and assemblies.

Where an adult visitor is presenting to children/students it is the responsibility of the employee who organises/supervises the visit to ensure that:

- the resource materials are appropriate (age/content) and relate to the planned learning objectives.
- when sensitive issues are being discussed e.g. relating to sex, race, religion, gender, disability or bereavement these are handled with care, consideration of age-appropriacy; this is especially the case when any unplanned discussion arises.
- there is no inappropriate or offensive discussion.
- no visual material is used that is inappropriate to the age of the children/students it is being presented to; this particularly applies to DVDs, video material and internet sites.

If any of the above occur the employee is expected to report this immediately to a member of their school SLT.

Employees should be aware that parents have a legal right to withdraw children from all or any part of sex education (but not from the biological aspects of human growth and reproduction integral to the science curriculum).

## **Appendix I: Photos, videos and internet use**

Expectations in relation to this are clearly set out in the trust's ICT and Social Media policy. Employees are expected to have read this, signed to say they have read this, and to follow the policy.

Schools do, at times, record photographic and video images of children/students, or to allow children/students to record such images of each other, e.g. to assist teaching and learning, to celebrate achievement, for publicity. However, this recording should always be organised and managed directly by an employee.

If there are any questions/concerns about what is/isn't appropriate to record advice should be taken from one of the school-based senior leadership team.

Guidance in relation to photos, videos and adult visitors includes

- visitors should never take images or video of children/students without the express permission and supervision of an employee.
- if permission is given, adult visitors should use only their company/organisation's devices to record images (i.e. no personal phones or cameras)
- images/video/recording should never take place in a private one-one setting.

If any employee or adult visitors becomes aware that an image of themselves has been recorded by a student without permission, they should report this immediately to a member of the Senior Leadership Team.

## **Appendix J: Extremism and Radicalisation – The Prevent Duty**

- All employees have a statutory duty under The Counter Terrorism and Security Act 2015 and the statutory Prevent Guidance 2015 to have due regard to the need to prevent people from being drawn into terrorism.
- Employees are expected to be vigilant in protecting pupils from the threat of radicalisation and refer any concerns to the school lead for prevent on trust DSL immediately.
- Employees will receive appropriate training to ensure they have the knowledge and confidence to identify pupils at risk, challenge extremist ideas and know where and how to refer concerns.

## **Appendix K: List of key safeguarding contacts**

The following staff are willing/able to give specific advice regarding safeguarding in their own specific areas.

**Trust DSL:** Lindsey Tunbridge-Adams

**Trust Health and Safety:** Matt Angell

**Trust Director of ICT:** Alex Robbins

**Trust CEO:** Sue Marooney

### **All safeguarding matters - key senior staff in trust schools**

**The Laurels:** Charlotte Bull (Head teacher/ DSL)  
Helen Pinney (AHT for Inclusion/Deputy DSL)  
Beth Collins (AHT (Curriculum)/ Deputy DSL)

**Durrington High School:** Chris Woodcock (Head of School)  
John Fuller (DHT & Leader for Prevent)  
Lindsey Tunbridge-Adams (Director of Safeguarding and Well-Being)  
Claire Hatchard (DSL / CP lead)