



## Safeguarding Children and Young People: Safe Working Practice Agreement

Grange Academy is committed to safeguarding and promoting the welfare of pupils and students and expects all staff and volunteers to share this commitment. The following is, therefore, a code for all adults working in or on behalf of the school, including those involved in home visits or any out of school activities.

### You should always:

- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils.
- Observe other people's right to confidentiality (unless you need to report something to the Safeguarding LAB member, Head of School, Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead (e.g. concerns about a child protection (safeguarding) issue)
- Treat all children equally; never favour one particular child, or build a 'special relationship' with individual children except where one-to-one working is part of a plan agreed with your manager.

### Report to the Head of School (or in the case of an allegation concerning the Head of School, the Safeguarding LAB member): (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 behaviour of another adult in the school which gives you cause for concern re breach of this code of conduct or other school policies and procedures.

### You should:

- **Never behave in a manner that could cause a reasonable person to question your conduct, intentions or suitability to work with other people's children.**
- Never touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Never discriminate either favourably or unfavourably towards any child.
- Never use social networking sites, apps, etc. to either post/discuss issues relating to Grange Academy or to contact students.
- Ensure that online activity, both in school and outside school, will not bring my professional role or Grange Academy into disrepute and I will not correspond with students past or present on social networking sites.
- Never develop 'personal' or sexual relationships with children.
- Never push, hit, kick, punch, slap, throw missiles at, smack or otherwise intentionally hurt a child or threaten to do so.

- Never be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate\* or offensive nature.
- Never give or receive (other than 'token') gifts unless arranged through your HOD/Head of School for example, outgrown sports kit, football boots or uniform.
- Never take photographs of children on any device not owned by the school.
- Never allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- Never behave in an illegal or unsafe manner, for example, speeding, being under the influence of drugs or alcohol, driving a vehicle which is known to be un-roadworthy or otherwise unsafe, or not have appropriate insurance, use a mobile phone whilst driving, fail to use seatbelts or drive in an unsafe manner whilst transporting children.
- Never undertake any work with children when you are not in a fit and proper physical or emotional state to do so.

**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 the above and agree to abide by the Safe Working Practice guidance contained therein.**

**Signed:**.....

**Date:** .....