

Code of Safe Practice

The aims of this code are:

- to reduce the risk of allegations against staff
- staff should always report to a senior member of staff anything of concern about a participant's safety or their own
- All members of staff have a duty to keep participant's safe and to protect them from physical and emotional harm.
- All staff must be aware of the company's Child Protection Policy and Procedures.
- If child abuse is suspected, members of staff have a duty to pass information without delay to the named persons. **(Designated Safeguarding Lead : Kai Leighton)**
- Members of staff also have a duty to take care of themselves. (Health & Safety At Work Act 1974).
- Where no specific guidance exists, members of staff are expected to make professional judgements about their behaviour in order to secure the best interests and welfare of participants and, in so doing will be deemed to be acting *reasonably*.

Positions of power and trust

- Don't use your position to gain access to information for your own advantage or to a participants' or family's detriment.
- Don't use your power to intimidate, threaten, coerce or undermine participant.
- Don't engage in sexual activity with any participant. Their consent is irrelevant.
- Be aware of how your actions may be viewed by others. Do not be seen to be paying special attention to a particular pupil. Always ask yourself, 'Are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equitably?'

Confidentiality & Data

- Don't share confidential information about a participant with any person, other than on a professional need-to-know basis.
- Never promise complete confidentiality to a participant prior to, during or after a disclosure.
- Never pass on confidential information to 'outsiders', press, police, social services etc without first seeking guidance from a senior member of staff including KLeighton - DSL.
- All data covered by the Data Protection Act (basically anything personal, be it academic, home background etc) should be treated in accordance with the Act, (ie with real care!). If you are unsure of whether the data is covered, please see DSL: Kai Leighton
- Since the 2004 Children's Act, children's child protection needs have priority over data protection, but consult Kai Leighton in such circumstances.

Data Protection

Staff have access to a range of personal, medical and social information on participant that is used to help them to ensure the personal well-being and progress of the children they work with. It is vital that we respect the confidentiality of this information, whether it is stored in paper or electronic forms.

Do not:

- Leave papers that contain personal information open on desks or other communal areas.
- Leave computers open that display or contain personal information on participant.
- Discuss sensitive information on participant in open areas where it could be overheard.

Electronic Data Security

- Keep sensitive or personal data on secure systems.
- Only take-home data that you require and ensure it is stored on the encrypted data stick only.

Personal or sensitive data is:

1. (i) Anything that could identify a living individual (other than yourself)
2. (ii) Company information that is not in the public domain

Propriety

Don't behave in such a manner that would lead any reasonable person to question your suitability to work with children or act as a role model.

- Don't make sexual remarks to a participant (including email, text messages, phone and letter) or behave in any way which could be interpreted as sexually suggestive or provocative.
- Don't discuss your own sexual preferences or sexual relationships with or in the presence of participant.
- Don't discuss a participant's individual sexual relationships.
- Don't make unprofessional personal comments which scapegoat, demean or humiliate participants.

Infatuations

- Report immediately to K Leighton any indications (verbal, written or physical) that suggest a participant may be infatuated with you, or with a colleague.

Contact

- Don't try to establish social contact with participants or friendships or a relationship.
- Don't give personal details to participants, eg home/mobile phone numbers, home or email address, unless checked with and agreed by senior staff.

Physical Contact

- Generally, do not touch participant, unless the situation allows for it.
- Physical contact should never be secretive or for personal gratification, or of a type which may be considered indecent.
- There are occasions when it is appropriate and proper for staff to have physical contact with participants, but you should only touch when it is appropriate and proper to do so in your professional judgement. Physical contact should be in response to a

child's needs at the time, of limited duration, and appropriate given their age, stage of development, gender, ethnicity and background.

- Don't indulge in horseplay, tickling or fun fights.
- Use extra caution when it is known that a participant has suffered previous abuse or neglect.

Pupils in distress

- There may be rare occasions when a very distressed participant needs comfort and reassurance, including limited age-appropriate physical contact.
- Be self-aware, avoid any contact which may be intrusive or open to misinterpretation.
- Tell a colleague if you have offered comfort to a distressed pupil.

Control and physical intervention

- Always try to diffuse situations without physical intervention.
- Members of staff are not expected to put themselves at physical risk, but you may intervene to prevent a participant from injuring themselves or others. You may use only *reasonable* force. There is no legal definition of reasonable force, but you must be sure that any physical intervention is warranted by the circumstances of the particular incident (ie not in response to a trivial action), and that the degree of force used is in proportion to the seriousness of the behaviour, or the consequences it is intended to prevent. Any force used should be the minimum to achieve the desired result.

Behaviour Management

- Don't use physical intimidation or invade a pupil's space.
- Don't use force as a form of punishment.
- Don't use sarcasm, demeaning or insensitive comments.
- Always try to remain calm and diffuse situations before they escalate.
- Never try to bar a pupil's 'way' or to physically prevent a pupil from leaving a room or a situation, unless of course they may constitute a threat to themselves or others. Calmly advise them that leaving against your instructions constitutes defiance.

First aid and administration of medicines

- No medicine should be given by the company without written parental consent. This includes aspirin, ibuprofen, paracetamol etc.
- Staff are not expected to administer or to supervise the taking of medicines unless specifically authorised and trained to do so.
- Wherever possible, first aid should only be given by our trained staff and by staff of the same gender if possible. Try to ensure that another adult is present, or at least aware, when first aid is administered. In exceptional emergency circumstances it may be necessary for an untrained member of staff to intervene. If so, do the minimum required whilst awaiting specialist support.

This policy has been written to support staff and participants by being as clear as possible about safe conduct. Inevitably, situations will arise that the policy doesn't cover, and staff should seek advice from members of the Leadership Team.

Policy Review

Last reviewed	By who	Next review
Feb 2023	K Leighton	Feb 2024