

# Bealings School

## Child Protection

## Code of Conduct and procedures



Last updated Autumn 2020

To be reviewed by Governors Spring 2021

Please see our Child Protection and Safeguarding Children Policy:

<http://www.bealings.org.uk/wp-content/uploads/2021/01/Child-Protection-and-Safeguarding-Policy-Autumn-2020.pdf>

Any concern however small should be reported to ~ the Designated Safeguarding Lead, Kelly McLoughlin, immediately, and in her absence, Joy Lowe.

### **Child Protection Code of Conduct**

- It is key to our professionalism to do all that we can to protect pupils from harm.
- Please ensure that you do not put yourself or a child at risk.
- Ensure physical contact cannot be misconstrued
- Do not be over familiar with pupils, maintain a professional to pupil relationship at all times.
- Talk respectfully to pupils and expect them to talk respectfully towards you.
- Never bully.
- Do not be on your own with a pupil especially behind closed doors
- Be professional in your touching of pupils. This can be difficult to judge – a hand on the shoulder can be a comfort, but for too long, to the wrong child or in a certain way it could be misinterpreted.
- Be mindful of where and how you touch.
- Take account of a pupil's age.
- If you are concerned that a pupil is over familiar discuss this with the co-headteachers.
- Discourage over affection from pupils e.g. kissing, hugging.
- If a child is hurt and needs to remove clothes, always have another member of staff with you

### **Use of restraint**

- In any situation, your responsibility is for your safety and that of the pupils.

- Do not handle pupils forcefully – almost all situations can be resolved without force.
- Often you can remove yourself or other children rather than using force
- Even if pupils are damaging property do not use force.
- No member of staff should attempt to restrain a pupil unless they have had school safe training.
- Any incident that results in a child having to be restrained should be reported to the co-headteachers.
- Teachers are the only members of staff who are authorised by the co-headteachers to use constraint. If an incident occurs which you feel is going to escalate get help from a senior member of staff immediately.
- Except in the most dangerous situation, where a child might harm others or themselves always call for one of the co-headteachers if you feel force is needed.
- Office staff, TAs, MDSAs, and cleaners should never have to use force except in dangerous situations. These members of staff do not have authorisation to use force.

---

## **Disclosures**

A full copy of the child protection policy is held in the office and on the school website (see link above), below is detailed the procedure to take following a disclosure.

- Not all comments a child makes are innocent and not all comments are proof of an issue. If you are in any doubt report what you have heard or seen to Kelly McLoughin, and in her absence, Joy Lowe.
- Concerns may not always be about a child, if you have concerns about an adult's behaviour towards children then this should also be reported to Kelly or Joy.
- When talking to a child please remember not to ask leading questions.
- Listen to the child
- Do not promise to keep a secret.

- Record information on the Safeguarding Forms found in the Yellow Folder in the Staff Room. Copies are also available in the office. Notify DSL as soon as possible and place completed forms in the red folder in the safe.
- If Kelly or Joy are not available, please report to the most senior member of staff, usually the other co-headteacher, Duncan Bathgate.
- You should be aware of the possibility that the records might have to be used as evidence in court, and you must therefore be aware of the need to distinguish fact from opinion.
- The Designated Safeguarding Lead will decide what to do with the information they have been given.
- Do not allow yourself to be in a compromising situation. If a child is distressed and needs comfort make sure you are not alone. Ensure physical contact cannot be misconstrued.

All matters are strictly confidential and must remain so.