



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

SAFEGUARDING AND PROMOTING STUDENT WELFARE POLICY

SEPTEMBER 2011

VISION:

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

GUIDING PRINCIPLES: WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

OBJECTIVES:

1. To ensure that the duty of care towards pupils and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour.
2. To assist staff to monitor their own standards and practice.
3. To give a clear message that unlawful or unsafe behaviour will not be tolerated and that where appropriate, legal or disciplinary action is likely to follow.

MONITORING (via Governors' Scrutiny Committee):

1. Throughout the academic year the committee will ask to see evidence that the Academy promotes the safeguarding and welfare of its pupils.
2. The committee will gain evidence from best practice and that Academy policies are adhered to.
3. The chair of the committee will ask to see evidence that any incidents regarding the safeguarding and welfare of pupils are dealt with in the appropriate manner.
4. The committee will be provided with that evidence and review accordingly.
5. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

REVIEWING

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

NOMINATED MEMBER OF STAFF:

HEAD OF COLLEGE

APPENDIX 1

Operating Statement

Teachers and other education staff are accountable for the way in which they exercise authority, manage risk, use resources and protect pupils from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical and emotional harm. Children have the right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils. Failure to do so may be regarded as professional neglect.

APPENDIX 2

DUTY OF CARE

Adults should:

- Understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- Always act, and be seen to act, in the child's best interests
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Take responsibility for their own actions and behaviour

EXERCISE OF PROFESSIONAL JUDGEMENT

Staff should:

- Discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted

- Always discuss any misunderstanding, accidents or threats with a senior manager
- Always record discussions and actions taken with their justifications

CONFIDENTIALITY

Staff:

- Are expected to treat information they receive about children and young people in a discreet and confidential manner
- Should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them
- Need to be cautious when passing information to others about a child/young person
- Need to know the procedures for handling allegations against staff and to whom any concerns or allegations should be reported
- Need to know the name of those with delegated child protection responsibilities in school and be familiar with local child protection arrangements

PROPRIETY AND BEHAVIOUR

Adults should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- Make sexual remarks to, or about, a pupil
- Discuss their own sexual relationships with or in the presence of pupils
- Discuss a pupil's sexual relationships in inappropriate settings or contexts
- Make (or encourage others or make) unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such

INFATUATIONS

Adults should:

- Report any indications (verbal, written or physical) that suggested a pupil may be infatuated with a member of staff

SOCIAL CONTACT

- Always approve any planned social contact with pupils or parents with senior colleagues, for example when it is part of a reward scheme or pastoral care programme
- Advise senior management of any social contact they have with a pupil which may give rise to concern
- Report and record any situation, which they feel, might compromise the Academy of their own professional standing

- Refrain from sending personal communication to pupils e.g. letters and cards unless agreed with senior managers

COMMUNICATION WITH PUPILS USING TECHNOLOGY

- Only use equipment provided by the Academy to communicate with children
- Only make contact with children for professional reasons and in accordance with any Academy policy
- Recognise that text messaging pupils is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible.
- The Academy ensures that, when it is considered necessary for staff to use equipment to communicate with pupils, this is provided by the Academy

PHYSICAL CONTACT

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- Never touch a child in a way which may be considered indecent
- Always be prepared to explain actions and accept that all physical contact may be open to scrutiny
- Never indulge in horseplay, tickling or fun fights
- Always encourage children, where possible, to undertake self-care tasks independently
- The Academy has a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior management
- The Academy provides staff on a "need to know" basis, with relevant information about vulnerable pupils in their care

PUPILS IN DISTRESS

Adults should:

- Consider the way in which they offer comfort to a distressed pupil
- Always tell a colleague when and how they offered comfort to a distressed child
- Record situations which may give rise to concern

PHYSICAL EDUCATION AND OTHER ACTIVITIES WHICH REQUIRE PHYSICAL CONTACT

Adults should:

- Consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration
- Be familiar with and follow recommended DCSF guidance

- Always explain to a pupil the reason why contact is necessary and what form that contact will take

Showers and Changing

- Avoid any physical contact when children are in a state of undress
- Avoid any visually intrusive behaviour
- Where there are changing rooms announce their intention of entering
- Avoid remaining in the room unless pupil needs require it
- Adults should not change in the same place or shower with children

BEHAVIOUR MANAGEMENT

Adults should:

- Not use force as a form of punishment
- Try to defuse situations before they escalate
- Keep parents informed of any sanctions
- Adhere to the school's behaviour management policy

SEXUAL CONTACT

Adults should:

- Not pursue sexual relationships with children and young people either in or out of the Academy
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts and physical contact

ONE TO ONE MEETINGS

Adults should:

- Avoid meetings with pupils in remote, secluded areas of the Academy
- Ensure there is visual access and/or an open door in one to one situations
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by
- Avoid use of 'engaged' or equivalent signs where possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- Always report any situation where a child becomes distressed or angry to a senior colleague
- Consider the needs and circumstance of the child/children involved

HOME VISITS

Staff should:

- Agree the purpose for any home visit with senior management
- Adhere to agreed risk management strategies

- Avoid unannounced visits wherever possible
- Ensure there is visual access and/or an open door in one to one situations
- Always make detailed records including times of arrival and departure and, work undertaken
- Ensure any behaviour or situation which gives rise to concern is discussed with their manager and where appropriate referred to other agencies

PHOTOGRAPHY, VIDEOS AND OTHER CREATIVE ARTS

Adults should:

- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
- Ensure that all images are available for scrutiny in order to screen for acceptability
- Be able to justify images of children in their possession
- Avoid making images in one to one situations

Adults should not:

- Take, display or distribute images of children unless they have consent to do so
- Take images of children using personal mobile telephones

Inappropriate images

Adults should:

- Follow the Academy policy on the use of IT equipment
- Ensure that pupils are not, through the use of any medium, exposed to indecent or inappropriate images

SHARING CONCERNS AND RECORDING INCIDENTS

Adults should:

- Be familiar with the Academy system for recording concerns
- Take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace