

Anti-Harassment and Bullying Policy	Grievance Procedure
Capability Procedure	Health and Safety Policy
Blended and Remote Learning Policy	Leave of Absence Policy
Child Protection and Safeguarding Policy (Academy specific policy)	Lone Working Policy Online Safety Policy (Academy specific policy)

GDPR Policies and Regulations	Whistleblowing Policy

Version:1.1	Status:LIVE
Date:August2024	Next Review: August2025

Version	Date	Author	Changes
V1.0	July2022	JoHe AbEv/ KiKe	Policy adopted from Guidance for safer working practice for those working with children and young people in education settings February 2022 and Keeping Children Safe in Education 2021 (2022 from September 2021) Tabled at JCNC meeting 28 November 2022.
V1.1	Aug2024	AbEv/ KiKe	Policy review in reference to Keeping Children Safe in Education 2024; links updated List of associated policies updated. Policy statement on front sheet updated to reference Trust central staff. This policy has been implemented following consultation with recognised trade unions. References to "child", "children", "student" or "pupil" updated to "learner(s)". Paragraph 8. Confidentiality and data protection:

Contents

1. Aims of this Policy.....	4.....
2. Scope.....	4.....
3. Purpose.....	4.....
4. Legislation and Statutory Guidance.....	4.....
5. Who is Responsible for Carrying out this Policy?.....	5.....
6. Making Professional Judgments.....	6.....
7. Power and Positions of Trust and Authority.....	6.....
8. Confidentiality and Data Protection.....	6.....
9. Standards of Behaviour.....	7.....
10. Safeguarding and Promoting the Welfare of Children and Recognising Low Level Concerns.....	8.....
11. Duty of Care.....	8.....
12. Health and Safety.....	9.....
13. Honesty and Personal Integrity.....	9.....
14. Keeping Within the Law.....	10.....
15.	

38. Sharing Concerns and Reporting Incidents.....24...

39. Agency Workers.....24.....

40. LwLAT Wellbeing Statement.....25.....

41. Review of this policy.....25..6..

so and in the interest of the child. Records must only be shared with those who have a legitimate professional need to see them.

- 8.3. Staff must never use confidential or personal information about a learner or their family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information must never be used casually in conversation or shared with any person other than on a need-know basis. In circumstances where the learner's identity does not need to be disclosed the information must be used anonymously.
- 8.4. There are some circumstances in which a member of staff may be expected to share information about a learner, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.
- 8.5. If a child, or their parent/carer, makes a disclosure regarding abuse or neglect, the member of staff must always take any such concerns seriously and follow the Academy procedures. The adult must not promise confidentiality to a child or parent/carer but must give reassurance that the information will be treated sensitively.
- 8.6. If a member of staff is in any doubt about whether to share information or keep it confidential, they must seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries must be passed to senior management.
- 8.7. Employees must read and understand the Trust Data Protection Policy and other relevant policies including in relation to criminal records information, recruitment and safer recruitment, internet, email and communications and information security, copies of which are available on the Trust [website](#).

9. Standards of Behaviour

- 9.1. All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They must adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.
- 9.2. There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff must be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.
- 9.3. The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act

home or had such registration cancelled. A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Academies are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

10. Safeguarding and Promoting the Welfare of Children and Recognising Low Level Concerns

- 10.1. All staff are responsible for safeguarding children and promoting their welfare. This means that staff are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.
- 10.2. All staff must be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.
- 10.3. All staff must be aware of the signs of abuse and neglect and exploitation and know what action to take if these are identified.
- 10.4. All staff must be aware of low level concerns, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' that an adult working in or on behalf of the Academy/Trust may have acted in a way that:
 - is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
 - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).
- 10.5. Examples of such behaviour could include, but is not limited to:
 - being over friendly with children
 - having favourites
 - humiliating children
 - taking photographs of children on their mobile phone
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door
 - using inappropriate sexualised, intimidating or offensive language.
- 10.6. To do this, staff

- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions
- Take responsibility for their own actions and behaviour

12. Health and Safety

12.1. All staff

14. Keeping Within the Law

- 14.1. Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged ~~will not~~ automatically mean that an employee's employment is at risk.

Employees must ensure that they:

- 14.2. Uphold the law at work
- 14.3. Never commit a crime away from work which could damage public confidence in them or the Trust

expected of them. Refer to the Trust's Gifts and Hospitality Policy and Discretionary Spend Policy on the Trust [website](#) for more details.

17.2. Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. Therefore any gift, promotional offer or hospitality, intended either for the employee or for the Alamy Trust that exceeds a nominal value of £25.00 must be declared to the Principal/Trust CFO and their permission must be obtained before accepting. If an employee is ever unsure, then the best course of action is to politely decline the offer. Refer to the Trust Gifts and Hospitality Policy on the Trust [website](#) for more information.

17.3. There are occasions when carers or parents/carers wish to pass small tokens of appreciation to staff Christmas or as a thank you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Staff may accept gifts of a nominal value (ac)-t (t)3 (g)5.6 (/1 (i(h)2.2 (aG(an)2.2 (JTJ -0.0 re fn8416.1 (es)-3 (aff)10.(aff)10)-1.9 2

20.9. Staff must adhere to the Trust and their Academy policies, including those with regard to communication with parents and carers and the information they share when using the internet.

21. Physical Contact

21.1. There are occasions when it is entirely appropriate and proper for staff to have physical contact with learners however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the learner's individual needs and any agreed care plan.

21.2. Not all children feel comfortable about certain types of physical contact, this must be recognised and, wherever possible, adults must seek the learner's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed. Staff must acknowledge that some learners are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff must listen, observe and take note of the learner's reaction or feelings and, as far as is possible, use a level of contact and/or form of communication which is acceptable to the learner.

21.3. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one learner, in one set of circumstances, may be inappropriate in another, or with a different learner.

21.4. Any physical contact must be in response to the learner's needs at the time, of limited duration and appropriate to their age, stage of development, special educational needs or disabilities, gender, ethnicity and background. Adults must therefore, use their professional judgement at all times.

21.5. Physical contact must never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident circumstances must be immediately reported

bi o

bf n aim0ns6iw 2.05p6w 27059 810o 0 T601p6w 27..9 -yt

5T (u))411(m)7u Tw -34 Tc 0-1.dTc 0.00e2s0..9 -y i (o)-66w 2.05.6 .65 ((s)-1.5 -h)13.l(t)10.9l(t)10.91c3 (i (oo 0 T601 Tc 0-

22. Other Activities that Require Physical Contact

- 22.1. In certain curriculum areas, such as PE, drama or music, staff may need to initiate some physical contact with learners for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a learner so they can perform an activity safely or prevent injury.
- 22.2. Physical contact must take place only when it is necessary in relation to a particular activity. It must take place in a safe and open environment i.e., one easily observed by others and last for the minimum time necessary. The extent of the contact must be made clear and undertaken with the permission of the learner. Contact must be relevant to their age / understanding and adults must remain sensitive to any discomfort expressed verbally or non-verbally by the learner. Guidance and protocols around safe and appropriate physical contact may be provided, for example, by sports governing bodies and must be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance must be reported to the senior manager and parent or carer.
- 22.3. It is good practice that all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers and learners informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.

23. Intimate/ Personal Care

- 23.1. Academies have clear nappy or pad changing and intimate/personal care procedures which ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care must be

once; this includes volunteers. Volunteers and visiting staff from other schools/agencies must not undertake care procedures without appropriate training.

- 23.6. Learners are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard learners' health and safety considerations and ensure that bullying or teasing does not occur. This supervision must be appropriate to the needs and age of the learners concerned and sensitive to the potential for embarrassment.

24. Behaviour Management

- 24.1. Corporal punishment and smacking are unlawful in all schools and education settings. Staff must not use any form of degrading or humiliating treatment to punish a learner. The use of sarcasm, demeaning or insensitive comments towards learners is completely unacceptable.
- 24.2. Staff must understand the importance of challenging inappropriate behaviours between peers, including children

27. One to One Situations

- 27.1. Staff working in one to one situations with learners, including visiting staff from external organisations can be more vulnerable to allegations or complaints. Therefore, it is important that employees:
- Avoid meeting on a one to one basis in secluded areas of the Academy/Trust
 - Ensure that the door to the room is open or that there is visual access into the room
 - Inform a colleague or line manager of the meeting, preferably beforehand
 - Report to their line manager if the learner becomes distressed or angry
- 27.2. To safeguard both children and adults, a risk assessment in relation to the specific nature and implications of one to one work must always be undertaken. Each assessment must take into account the individual needs of each learner and must be reviewed regularly.
- 27.3.

29.2. Consideration must be given to the potential distraction of the driver and the supervision of the passengers. A judgement must be made about the likely behaviour and individual needs of the learner(s). If any of them may require close supervision, then another adult must travel in the vehicle so that the driver is not distracted or compromised.

29.3. Staff must not offer lifts to learners unless the need for this has been agreed by the Principal. A designated member of staff must be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.

29.4. Wherever possible and practicable it is advised that transport is arranged for learners to travel to and from school.

W herS4.3 (h4 Tw [(m)-9.1Td [(W)-11TT0 1 109c (st)]TJ 016]TJ 0

- 32.7. Staff must not use personal electronic communication devices such as mobile phones or iPads as cameras in the Academy. Any photographs/video footage must be taken using Academy/Trust equipment. Staff must only save images on Academy/Trust hardware/computers.
- 32.8. Staff who are in contact with learners should not use personal mobile phones in school during their directed/paid hours of employment unless there are exceptional circumstances and they have requested and been given explicit permission to do so by the principal. Outside of these times, mobile phones should only be used in areas of the Academy/Trust where learners are not present.

33. Use of Technology

- 33.1. All staff must read and understand the Trust's Online Safety Policy. All staff will be asked annually at the start of each academic year to sign an Acceptable Use of IT Agreement.
- 33.2. All staff must only use Trust email and telephone communication systems for professional use. All systems are monitored and recorded for safeguarding purposes, retained in line with the Trust's Data Retention Policy.

34. Use of Technology for Online/Virtual Teaching

- 34.1. All staff involved in virtual teaching are briefed on best practice and any temporary changes to policy/procedures. More information is available in each Academy's Blended and Remote Learning Education Policy available on the Academy website and the Trust Online Safety Policy available on the Trust [website](#).
- 34.2. The Trust will only provide a platform for online/virtual teaching where the provider has an appropriate level of security. Wherever possible, staff must use Academy devices and contact learners only via the learner's Academy email address/log in. This ensures that the setting's filtering and monitoring software is enabled.
- 34.3. Staff engaging in online learning must display the same standards of dress and conduct that they would in the real world.

35. Exposure to inappropriate Images

- 35.1. Staff must take extreme care to ensure that children are not exposed, through any medium, to inappropriate or indecent images.
- 35.2. There are no circumstances that will justify adults making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the setting's personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.
- 35.3. If indecent images of children are discovered at the establishment or on the Academy/Trust's equipment an immediate referral must be made to the Local Authority Designated Officer (LADO) by the Principal and the police contacted if relevant. The images/equipment must be secured and there must be no attempt to view or delete the images as this could jeopardise necessary criminal action. If the images are of children known to the Academy a referral must also be made to children's social care in line with local arrangements.

- 35.4. Under no circumstances must any adult use Academy or setting equipment to access pornography. Personal equipment containing pornography or links to it must never be brought into or used in the workplace. This will raise serious concerns about the suitability of the adult to continue working with children.
- 35.5. Staff must keep their passwords confidential and not allow unauthorised access to equipment. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment must not be tampered with in any way. It must be secured and isolated from the network, and the LADO contacted without delay. Adults must not attempt to investigate the matter or evaluate the material themselves as this may lead

37. Duty to Report Concerns about an individual's Suitability to Work with Children

- 37.1. There is a duty to report (including self-reporting) any incident in which an adult has or may have behaved in a way that is inconsistent with Trust Staff Behaviour (Code of Conduct) Policy including inappropriate behaviours inside, outside of work or online.
- 37.2. Staff must recognise their individual responsibility to raise any concerns regarding behaviour or conduct (including low level concerns) that falls short of the principles outlined in this document and each Academy's Behaviour Policy and procedures. It is crucial that any such concerns, including those which do not meet the harm threshold (see EKS 6.6), are shared responsibly and with the right person, and recorded and def.7 (e)-6 (r)6 (g)2-8.7 (r)TJ 0 Tc (e)-.8 (c)
- 37.3. Failure to report or respond to such concerns would constitute a failure in professional responsibilities to safeguard children and promote welfare.
- 37.4. Whistleblowing is a mechanism(r)TJ by without fear of

and agencies are expected to cooperate with investigations and with external agencies where applicable.

39.2.