

### **TRANSPORTING PUPILS**

#### **All adults in school must:**

- Ensure the reasons for offering transport are justified
- Plan and agree transport arrangements in advance
- Have an appropriate licence and current documentation including appropriate insurance for the vehicle
- Ensure they are fit to drive and free from any drugs, alcohol or medication which may impair their judgement or ability to drive
- Report and record any impromptu or emergency arrangements for transport

### **ONE TO ONE SITUATIONS**

#### **All adults in school must:**

- Ensure that, wherever possible, there is visual access and/or an open door in one to one situations with pupils

### **INFATUATIONS, PHYSICAL AND SEXUAL CONTACT**

#### **All adults in school must at all times:**

- Maintain professional boundaries
- Ensure the way they offer comfort to a distressed pupil is age appropriate and always tell a member of staff when and how they offered comfort to a distressed pupil
- Advise members of the senior leadership team of any regular social contact they have with a pupil which could give rise to concern
- Avoid any form of sexual contact with pupils
- Report any indications (verbal, written or physical) that suggest a pupil may be infatuated with an adult in school

### **All adults in school must never:**

- Change or toilet in the presence or sight of pupils
- Use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so
- Touch a pupil in a way which may be considered indecent
- Make, or encourage others to make sexual remarks to, or about, a pupil
- Discuss their personal or sexual relationships with, or in the presence of, pupils

### **Cumbria Safeguarding Hub:**

**0333 240 1727**

### **The School Safeguarding Team:**

Mr M Foxwell Headteacher  
Designated Safeguarding Lead

Miss L Strange, Deputy Head  
Deputy Safeguarding Lead

Mrs S Clough, Governor  
(Child Protection & Safeguarding  
Governor)

**Staveley C E Primary School, Brow Lane,  
Staveley LA8 9PH – 01539 821218**

[www.staveley.cumbria.sch.uk](http://www.staveley.cumbria.sch.uk)

# **SAFEGUARDING**



## **Expectations of all Adults in School**

The term **adults** refers to all adults who work in school with pupils in either a paid or unpaid capacity, eg, individuals from outside agencies, volunteers, sports coaches, supply and agency staff, etc.

*Unacceptable behaviour by any adult in this school will not be tolerated and appropriate legal or disciplinary action will be taken.*

## **PERSONAL RESPONSIBILITY AND PROFESSIONAL JUDGEMENTS**

### **All adults are expected at all times to:**

Act, and be seen to act, in the best interest of pupils

Act as an appropriate role model

Ensure, as far as is reasonable, the health, safety and welfare of pupils

Take into account any specific or additional needs of the pupil

Always report any situation where a pupil becomes distressed or angry

Avoid any conduct which would lead any reasonable person to question their suitability to work with children or their motivation and intentions

Understand their role in school and take full responsibility for their own actions and behaviour

Not discuss their role or issues related to school in any capacity when using social media, such as Facebook

Never post on-line any text, image sound or video that could upset or offend any member of the whole school community or bring the school or any professional role into disrepute

***Adults should be aware that sanctions will be applied if these provisions are breached***

### **Adults in school must never:**

Undermine fundamental British values  
Express any prejudicial views

Attempt to influence or impose their personal values, attitudes or beliefs on pupils

## **POSITIONS OF POWER OR TRUST**

Not use their position to gain access to information for their own advantage/pupil's or family's detriment

Treat information they receive about pupils and families in a discreet and confidential manner

Not use their power to intimidate, threaten, coerce or undermine pupils

## **SAFEGUARDING PROCEDURES**

### **All adults are expected to:**

Read and understand their role as outlined in the Child Protection Policy and other safeguarding related policies, eg, Health and Safety and Online Safety policies

Be familiar with the school's arrangements for reporting and recording concerns and allegations

Take responsibility for recording and passing on information when it concerns the welfare of an individual in the school setting

Report any concerns about a pupil or adult to the school's Designated Safeguarding Lead (Mr M Foxwell) or the Deputy Designated Safeguarding Leads at the earliest opportunity

## **PHOTOGRAPHY, VIDEOS AND OTHER IMAGES**

### **All adults are expected to:**

Follow the school's Online Safety protocols and agreed Acceptable Use Agreement  
Avoid making images in one-to-one situations

Be able to justify images of pupils in their possession

Only store images where there is a clear purpose to do so

Store all images in a secure place within school

### **All adults must never:**

Take images of pupils for their personal use

Take images of pupils using personal equipment unless agreed by a member of the Senior Leadership Team (SLT)

Take images of pupils in a state of undress or semi-undress

Take images of children which could be considered as indecent or sexual

## **VERBAL RESPONSES**

### **All adults must never:**

Use inappropriate language to, or in the presence of, pupils

Make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such

Enter into, or encourage, inappropriate discussions which may offend or harm other people

## **DRESS AND APPEARANCE**

### **All adults in school are expected to only wear items which:**

Are compliant with professional standards and promote a positive professional image  
Do not create a risk to either the wearer or others in school

Are not likely to be viewed as offensive, revealing or sexually provocative

Are absent of any political or otherwise contentious symbols or slogans

## **COMMUNICATION WITH PUPILS (INCLUDING THE USE OF TECHNOLOGY)**

### **All adults in school must:**

Not seek to communicate, make contact with or respond to contact with pupils outside the purpose of their work

### **All adults must never:**

Give out their personal details