

- Staff must not offer lifts to a child outside their normal working duties, unless this has been agreed by the line manager and the parents or carers. There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.
- Communication with children should never be sexually suggestive.

### REPORTING CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF

- You must report to the manager/owner any concern that indicates that a member of staff or a volunteer may have harmed a child (including in their personal lives / outside of the setting) or be a risk to children.
- If the concern is about the manager you must report it to your head office or, in their absence, contact the Duty Local Authority Designated Officer (LADO) 01782 235100
- Record the reasons why you are concerned about the person in a position of trust, including the dates/times of any specific incidents and sign and date it. Include names of any potential witnesses.
- Although you should follow this procedure, you also have a responsibility to pass on concerns if you consider your concerns are either dismissed or ignored, or if you feel that you are not able to raise these matters internally. In this case you should follow your organisation's Whistle Blowing Policy. If your concern is genuine, your position within the organisation will be protected.

**Remember these are sensitive issues. Sometimes they require a multi-agency approach, including a police investigation. So don't discuss your referral with the person concerned, other colleagues, friends or family.**

**Designated Safeguarding Lead Name and contact number:**.....  
 .....

**Deputy Designated Safeguarding Lead Name and contact number**  
 .....

**Safeguarding Referral Team - 01782 235100**  
**LADO—01782 235100**  
**Police—101 non emergency**

**Emergency Duty Team—01782 234234**  
 (out of hours emergencies)

**Stoke-on-Trent Safeguarding Children Board would like to thank Staffordshire Safeguarding Children Board and Leicestershire County Council for sharing their leaflet 'Safer working Practice for Staff' upon which this document is based.**

## Safer working practice for adults who work with children and young people

An introductory leaflet for all staff and volunteers to help establish safe learning and work environments when working with children and young people



SCB Leaflet No 9

**Review date September 2017**

**This leaflet summarises key points from the 'Guidance for Safer Working Practice for Adults who Work with Children and Young People 2016. It is not intended to replace the need for staff to know the relevant policies and procedures.**

## STAFF

- Includes all adults working with children, in whatever capacity or setting regardless of whether they are paid or unpaid.

## CHILDREN

- Includes children and young people under the age of 18.

## UNDERPINNING PRINCIPLES

### Staff should:

- Be aware that the welfare of the child is paramount, (Children Act 1989).
- Understand their responsibilities to safeguard and promote the welfare of children and young people under Working Together 2015.
- Be responsible for their own actions and behaviour, and avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work, and be seen to work, in an open and transparent way.
- Be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## SAFE WORKING PRACTICES

- Apply the same professional standards regardless of age, disability, race, colour, ethnic or national origin, gender, religion and belief, sexual orientation, marital status, or trade union membership.
- Report concerns or take advice immediately from their line manager or another senior member of staff over any incident which may give rise to concern.
- Be familiar with their internal Child Protection policy and procedures, and Stoke-on-Trent Safeguarding Children Board Inter Agency Procedures — [www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)
- Know who the Designated Lead for Child Protection is, and the Deputy Designated Lead for Child Protection Person is, within their own agency / setting, and how to contact them.

- Staff must report concerns about the behaviour of other staff in the interest of both staff and children involved.
- Staff must treat information about children as confidential and share it only when it is in the best interests of the child to do so.
- Staff should not to misuse their power and influence over children.
- Staff should ensure their behaviour remains professional at all times, including in regard to their dress and use of language.
- Staff should not receive gifts.
- Staff should not give gifts, other than as part of an agreed reward system or given to all children equally.

- Physical intervention should never be inappropriately used. Relevant procedures should be followed and incidents should be clearly recorded and reported (staff should be familiar with any internal Physical Intervention Policy and how to record and report incidents).
- Physical contact should be minimal, time limited and age appropriate.
- Intimate care and first aid should only be administered according to relevant procedures.
- Staff working in one to one situations should ensure there is visual access and remote or secluded areas should be avoided.
- Staff should not engage in personal email or telephone contact with pupils, including instant messaging, text messaging and social networking sites etc.
- Any contact outside of the setting should be formally planned and agreed with senior staff and parents or carers.
- Internet use should be according to the organisations internal policy and there should not be any access to inappropriate material.
- There should be no unauthorised photography of children. Photographs of children should be the property of the setting, with information made available as to how these will be kept secure, especially if they are stored on computers, USB sticks, SD cards, CD ROMs etc.
- Staff should guard against any child forming an infatuation with them and report any such concerns to their designated lead.