

STAFF

If a member of staff has any concerns or queries about any of the below guidance they should seek advice from a senior leader immediately.

Staff Conduct

All staff are required to work in a professional way with children. All staff should be aware of the dangers in:

- Working alone with a child (eg. a door should always be open or a clear view into the room maintained)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Contacting children through private telephones (including texting and), emailing, using MSN, or social net-working sites
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. Pupil and staff records are all kept securely.

Safe Recruitment

When recruiting new staff at least one member the interview panel must hold the NCSL Safer Recruitment certificate. Mitzi Nichol and Anne Neal hold this certificate.

Designated Members of Staff

The designated members of staff keep child protection securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with social workers. The designated members of staff at Stillness Junior School are
Mitzi Nichol and Anne Neal.

Allegations against a member of staff

Any concerns about a member of staff's conduct should be passed on to the Headteacher immediately. The Chair of Governors will be informed and an investigation will be carried out.

Single Central Record

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The bursar is responsible for the upkeep of the SCR and will monitor it regularly in line with OFSTED requirements.

PUPILS

Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

Photographing Children

We understand that parents/carers like to take photos of their children or video them in the school play, at sports day or school presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.
- Children are not named in our publications

Children with SEN

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for the signs of abuse

E-Safety

The school has a separate policy on internet use and e safety.

Transporting Pupils

In certain situations e.g. out of school activities, swimming staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort.

Before and After School Activities and Educational Visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on educational visits which forms part of this policy. All parents who accompany a school visit must be List 99 checked before the trip.