

Key points

- All staff and volunteers are responsible for observing the safe working practices outlined in this policy.
- All staff have responsibilities to ensure the safeguarding of children and to ensure that they:
 - Work and behave safely and responsibly at all times to fulfil their duty of care and not abuse in any way their position of trust.
 - Respond to any concerns about a child's wellbeing that they may have or are brought to their attention in line with the Academy and Local Safeguarding Children's Board (LSCB) Child Protection Policy.
 - Respond in the same way to concerns that involve the behaviour of other adults in the Academy by following the Academy procedures for 'Whistle Blowing' as outlined in the Academy Child Protection Policy and LSCB guidelines.
 - Review their own practice and follow Academy policies and procedures and seek advice when unsure.
 - Understand that it is professionally and morally unacceptable for staff not to carry out these responsibilities.
- The following principles apply to all aspects of this policy:
 - If no specific advice, policies or guidelines for a specific situation exist or if you are unsure, consult a senior manager (e.g. member of the Academy Senior Leadership Team) to discuss the issue.
 - If you need to take a particular course of action in an unplanned circumstance, which may vary from policies or does not allow time for advice to be sought, record these actions with a senior manager.
 - If at any time you are concerned that an action or comment by yourself may be misinterpreted or that a child behaves or makes a comment in a way that causes you concern in this respect, log your concerns immediately with the appropriate senior member of staff.
- The policy provides guidance for all staff in the following areas:
 - Reporting incidents
 - Propriety and behaviour
 - Confidentiality
 - Making professional judgements
 - Personal / living space
 - Gifts, rewards and favouritism
 - Infatuations
 - Communications
 - Social contact
 - Sexual contact
 - Physical contact
 - Behaviour management
 - Personal/ intimate care
 - First aid and administering medicines
 - One to one situations and home visits
 - Transport
 - Educational visits
 - Photography and videos
 - Access to inappropriate images and internet usage.