

## NAE Guidance for Safer Working Practice-Abridged Version for Visitors/Volunteers

### **Duty of Care**

All adults, whether paid or in a voluntary capacity, have a duty to keep children safe and to protect them from harm. All adults should always act, and be seen to act, in the child's best interests and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. They should not behave in manner which would lead any reasonable person to question their suitability to work with children or act as a role model.

### **Guidance for safer working practice**

Guidance is to ensure that adults working in schools establish safe and responsive environments which safeguard children and reduce the risk of adults being unjustly accused of improper or unprofessional conduct. The guidance is a code that aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- assist adults working with children to work safely and responsibly and to monitor their own standards and practice. All adults should take responsibility for their own actions and behaviour. Below sets out some key information from the overall NAE policy and aims to identify what behaviours are expected of adults who work with children.

**Making a Professional Judgement:** Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Report any actions which could be misinterpreted to the senior manager.

**Power & Positions of Trust:** Adults should not use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people, and should not use their status to form or promote relationships which are of a sexual nature, or which may become so.

**Infatuations:** Report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with an adult in the workplace.

**Behaviour Management:** All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Where children display difficult or challenging behaviour, adults must follow the behaviour policy outlined by school, and use strategies appropriate to the circumstance and situation.

**Communication with Students:** Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. Personal contact details must not be shared with students, including mobile telephone number, WeChat details, etc.

**Social contact:** Adults should have no secret social contact with students or their parents.

**Physical contact:** Be aware that even well intentioned physical contact may be misconstrued by the student or an observer. Never touch a child in a way which may be considered indecent.

**Sexual Contact:** Adults should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust.

**Access to Inappropriate Images and Internet Usage:** There are no circumstances that will justify adults possessing indecent images of children. Everyone should follow the school's guidance on the use of IT equipment.

**Photography and Videos:** It is never acceptable for anybody to take images of students for their personal use. For legitimate professional use, only school devices should be used (no personal devices) and images must be uploaded to the appropriate location and deleted then also from the school device.

**One to One Situations:** Avoid meetings with a student in remote, secluded areas and always report any situation where a child becomes distressed/upset to a senior colleague.

**Intimate Care and Personal Care:** All students are entitled to respect and privacy at all times and any such needs should be followed as per our Intimate Care Policy, where no external staff/volunteers should be assisting with these needs unless specifically agreed by the school team and parents/carers

## 诺德安达教育安全工作规范指南——针对访客/志愿者的简编版

### 照顾的责任

所有成年人，无论是有偿的还是自愿的，都有责任确保儿童的安全，保护他们免受伤害。所有成年人的行为都应始终符合儿童的最大利益，并应避免任何可能导致任何理性的人质疑其动机和意图的行为。他们的行为不应导致任何理性的人质疑他们是否适合与儿童一起工作或作为儿童的榜样。

### 更安全的工作实践指南

该指南是确保在学校工作的成年人建立安全和反应迅速的环境，保护儿童，减少成年人被不公正地指控为不当或不专业行为的风险。该指南旨在：

- 通过澄清哪些行为构成安全实践以及哪些行为应该避免来保护儿童的安全。
- 帮助与儿童一起工作的成年人安全、负责任地工作，并监督他们自己的标准和行为。所有成年人都应该为自己的行为负责。下面列出了整个诺德安达教育的政策中的一些关键信息，旨在确定对从事儿童工作的成年人的期望行为。

**做出专业判断：**个人应该对自己的行为做出判断，以确保他们所负责的儿童的最大利益和福利。向高级经理报告任何可能被误解的行为。

**信任的权力和地位：**成年人不应该利用他们的地位来恐吓、欺凌、羞辱、威胁、强迫或破坏儿童或年轻人，也不应该利用他们的地位来建立或促进具有性关系性质的或可能成为性关系的的关系。

**迷恋：**报告并记录任何事件或迹象(口头、书面或身体上的)，这些事件或迹象表明孩子或年轻人可能在工作场所对成年人产生了迷恋。

**行为管理：**所有儿童和年轻人都有权受到尊重和尊严的对待，即使在他们表现出困难或具有挑战性的行为的情况下也是如此。当儿童表现出困难或具有挑战性的行为时，成年人必须遵守学校概述的行为政策，并根据情况使用适当的策略。

**与学生沟通：**学生与成人之间的沟通，无论采用何种方式，都应该在明确的职业界限内进行。个人联系方式不得与学生分享，包括手机号码、微信详细信息等。

**社会接触：**成年人应该与学生或他们的父母没有秘密的社会接触。

**身体接触：**请注意，即使是善意的身体接触也可能被学生或观察者误解。永远不要以可能被认为是不雅的方式触摸孩子。

**性接触：**成年人应该清楚地认识到，在与儿童和年轻人的接触中保持适当的界限的必要性。儿童/青少年与他们共事的成年人之间的亲密关系或性关系将被视为严重违反信任。

**接触不适当的图片和互联网使用：**没有任何情况会证明成年人拥有儿童的不雅图片是正当的。每个人都应该遵守学校关于使用IT设备的指导。

**摄影和视频：**任何人拍摄学生的照片供个人使用是永远不能接受的。对于合法的专业用途，只能使用学校设备拍摄(不能使用个人设备)，拍摄的图像必须上传到适当的位置，然后从学校的设备上删除。

**一对一的情况：**避免在偏远、隐蔽的地方与学生会面，并始终向上级同事报告孩子感到苦恼/不安的任何情况。

**亲密关怀和个人护理：**所有学生都有权随时享有尊重和隐私，任何此类需求都应遵循我们的亲密关怀政策，除非学校团队和家长/护理人员特别同意，否则外部工作人员/志愿者不应协助满足这些需求。