



Policy Title	BVIS Guidance for Safer Working Practice (Quick Guide)
Policy Lead	Designated Safeguarding Lead
Date approved by SLT	<i>FINAL DRAFT for agreement August 2018</i>
Review Cycle	Policy will be reviewed after 1 year then every 2 years.
Next Review Date	

All adults who come into contact with children and young people have a duty of care to safeguard and promote children's welfare. Below is a summary of some of the expectations relating to the safeguarding of children which must be followed by all BVIS staff and adults visiting the school, whether paid or in a voluntary capacity, at all time.

1. Adults must always act in the child's best interests. If you are unsure what to do in any situation consult your line manager or a member of the BVIS Senior Leadership Team.
2. All adults must report any concerns about a child or young person to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead as soon as possible.
3. All staff must wear a name badge and visitors a visitor's badge at all times.
4. All staff must undertake basic safeguarding training and attend annual update meetings.
5. All information relating to students and staff must be treated confidentially at all times. You must not discuss this information with anyone outside school who is not the students parent or guardian without the express permission of the Head of School or Principal.
6. All adults, including visitors, in a school are in a position of trust. No adult should use this position to gain any advantage for themselves or to promote any inappropriate relationship with a student or other child.
7. All adults in school must adopt high standards of conduct and never behave or dress in a manner that would lead their suitability to come into question.
8. The giving of gifts to any students should only ever be done in line with the primary or secondary behaviour management policy or with the express permission of a member of the Senior Leadership Team.
9. Communication and all contact with children, families, staff and visitors should always be professional and appropriate, whether face to face or using any form of electronic communication. Only school equipment should be used for such communication. Staff should never give their personal contact details including personal mobile telephone numbers, social

media accounts, details of blogs or personal websites to current students.

10. Staff should never take photographs or video of students on their mobile phones/personal devices, school equipment should be used at all times. Staff should not post any picture/video of any student on social media, unless it is a close member of their own family or linking to a social media post on the school official accounts/website. Visitors should not take any sort of images without permission from a member of the BVIS Senior Leadership Team.
11. All students and staff have the right to be treated with dignity. Avoid demeaning or insensitive comments to students or staff.
12. All children have the right to respect and privacy at all times but specifically when it comes to personal or intimate care. Intimate care, including toileting and changing, should only ever be provided by someone authorised to do so and in a way which is age appropriate.
13. BVIS recognised the social, developmental and pedagogical value of touch. However, all touch by staff should be appropriate and limited in scope to that which is required by the immediate need of the child. Staff and visitors must never use touch for their own gratification. Staff must not playfight with, kiss, tickle or offer piggy back rides to students. Physical contact between visitors and students who are not their own children should only ever be in a case of exceptional need.
14. Staff must not have a sexual relationship with any child or young person. This includes having any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative. Staff and visitors should not discuss their own sexual relationships with or in the presence of children or young people.
15. Where any adult has a concern about the appropriateness of any adult's behaviour with children they have a duty to report this to school Designated Safeguarding Lead or Principal as soon as possible.
16. Avoid placing yourself in a one to one situation with a child in a location where you cannot easily be seen by others.
17. Do not seek to have any unsupervised social contact with any student who is not a member of your family.
18. Adults must never use the toilet, shower or changing facilities designated for students with the exception of the Sports Hall facilities before school.