



## **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 via an approved care plan.