



Guidance on Safer Working Practice

SOUTH NORMANTON NURSERY SCHOOL

Adopted at the meeting of the Full Governing Body on **8th October, 2024**

Minute Number

Chair of Governors

Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
1	21/09/15	SA	New policy
2	03/10/16	SA	New link added, new guidance adopted and overview and purpose of guidance and underlying principles added.
3	03/10/17	SA	New statements added, highlighted in yellow
	07.10.18	SA	Reviewed - no changes
4	27.09.21	MH	Amendments in yellow; references to Derbyshire Safeguarding Children's Board publication taken out as now out of date.
5	23/09/24	MH	Amendments in yellow

SOUTH NORMANTON NURSERY SCHOOL

GUIDANCE ON SAFER WORKING PRACTICES

Overview and purpose of guidance

At South Normanton Nursery School, the following documents are used as guidance to provide clear advice on appropriate and safe behaviours for all adults working with children in paid or unpaid capacities, in all settings and in all contexts.

- Guidance for safer working practice for those working with children and young people in education settings (Safer Recruitment Consortium Feb 2022)

https://www.saferrecruitmentconsortium.org/_files/ugd/f576a8_0d079cbe69ea458e9e99fe462e447084.pdf

They do not replace or take priority over advice or codes of conduct produced by ourselves or Derbyshire County Council employers or national bodies, but are intended to both supplement and complement any such documents, some of which are mentioned below.

DfE documents: Keeping Children Safe in Education; What to do if you think a child is being abused;

School policies/procedures: Staff Code of Conduct; Behaviour Policy; IT Security & Acceptable Use Policy; Online Safety; Safeguarding and Child Protection Policy: SEND; Child on Child Abuse; Low Level Concerns; Health and Safety; Intimate and Personal Care; Confidentiality; Confidential Reporting Code; First aid Policy, Discipline Policy, Managing Allegations About Staff, Financial Regulations and Use of Mobile Phones.

This guidance will also support the employer in giving a clear message that unacceptable behaviour will not be tolerated and that, where appropriate, legal or disciplinary action is likely to follow. All of the documents mentioned above, form an important part of induction for new staff, visitors, volunteers and students and can be referred to in any disciplinary procedures.

Whilst every attempt has been made to cover a wide range of situations, it is recognised that any guidance cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by these documents, or which directly contravene the guidance given by the employer. It is expected that in these circumstances staff will always advise their senior colleagues of the justification for any such action already taken or proposed.

All staff have a responsibility to be aware of systems within South Normanton Nursery School which support safeguarding and these should be explained to them as part of staff induction and in regular staff training sessions. This includes the school's child protection policy and staff behaviour policy (sometimes called code of conduct) of which this document will become a part. This includes keeping up to date with the information in the key info about children folder; passed on at staff meetings and on the noticeboard in the staffroom.

It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their

care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur. This document aims to reduce the risk of these.

It must be recognised that some allegations will be genuine as there are people who seek out, create or exploit opportunities to harm children. However, allegations may also be false or misplaced and may arise from differing perceptions of the same event. When they occur, they are inevitably distressing and difficult for all concerned. It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them do so safely.

Underpinning principles of safer working practices

- The welfare of the child is paramount
- Staff should consider their online behaviour as their do their 'real' life behaviour in terms of school reputation and safer working practices.
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff must not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching & Leadership (NCTL).
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and their Local Safeguarding Children Board LSCB procedures.