No single practitioner can have a full picture of a child's needs and circumstances so effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe
(para 28 Working Together to Safeguard Children, HM Government 2023)

Adults visiting or working on the School site play an important part in the life of the establishment and the wider community.

We can all play a part in keeping children safe whilst working in or visiting our school. This leaflet applies to all adults in whatever capacity who come into Bridekirk School.

This leaflet promotes safe working practice for everyone on our site and our expectation of all adults.

If you are a visitor, volunteer or work in our School you agree to follow this code of conduct in order to keep our children and yourself safe.

WHEN WORKING WITHIN Bridekirk School

Please follow our Staff Code of Conduct:

All those who come into contact with children through their everyday work are responsible for their own actions and behaviour.

Any contact that would lead any reasonable person to question your motivation and intention should be avoided.

At Bridekirk Dovenby we all have a duty to safeguard and promote the welfare of our children.

We will therefore:

- Provide a good example by being respectful, fair and considerate to all.
- Treat all children equally, never build a 'special relationship' or favour a particular child above others
- Always act, and be seen to act, in the child's best interests.
- Treat information received about pupils in a discreet and confidential manner.
- If you are worried about a member of staff's actions speak to Mrs J Fish; if you are worried about the actions of Mrs Fish speak to Mrs Taylor or the Chair of Governors, Mrs Rose Rowlands.
- Ensure that when working alone with individual children, that you are visible to others.
- **Keep your mobile phone in your bag when working with children.**
- **Never photograph children on personal mobile devices unless you have spoken to Mrs Fish to establish that it is an exceptional circumstance and you have permission.**
- Never accept children as friends on personal networking sites, exchange e-mails, text messages or phone numbers.
- Be a positive role-model by ensuring all communication/images on personal networking sites are appropriate and would not cause offence.
- Only touch children for professional reasons and when it is necessary and appropriate for the child's well being and safety.
- Wear sensible 'professional' clothing.
- Decline receipt of gifts unless arranged through the School.

Safeguarding Children – the action we take to promote the welfare of children and protect them from harm, is everyone's responsibility.

Should a child tell you something that you are concerned about or someone is harming them...

Then do the following:

- **Listen to what is said**
- **Write it down so you don't forget**
- **Don't suggest anything to the child**
- **Don't interrogate them**
- **Don't promise to keep it a secret**
- **Report your concerns to the class teacher and or our Designated Teacher; Mrs Fish or in her absence Mrs Taylor or Mrs Smith**

Doing nothing is not an option, it is your duty to act!

For further information please see the Safer Working Practice guidance for those working in education settings (2022) which Bridekirk Dovenby adopts.

For further information regarding this leaflet or to see our Child Protection Policy or Staff Code of Conduct, please contact:

Mrs. J. Fish – Headteacher

Please follow the advice in this leaflet and keep yourself and our children safe. Further Safer Working Practice Guidance is available from:

https://cumbriasafeguardingchildren.co.uk



Thank you for your co-operation.

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Staff, Volunteers & Parents Code of Conduct / Safeguarding Leaflet



Mrs Fish
Headteacher / DSL



Mrs Taylor
Assistant
Headteacher DDSL

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