



HOPEBRIGHT

S C H O O L

Safe Working Practice Policy

(Code Of Conduct)

Publication Date: September 2026
Review Date: September 2027



CONTENTS

1. Introduction
2. Making a professional judgement
3. Responsibilities
4. Power and positions of trust and authority
5. Standards of behaviour
6. Dress and appearance
7. Equality and diversity
8. Safeguarding and child protection
9. Management of behaviour
10. Anti-bullying
11. Restrictive Physical Intervention
12. Runaway, Missing from Home, Care and Education
13. Confidentiality and data protection
14. Reporting and recording information and incidents
15. Administration of medication
16. Drugs, alcohol and tobacco
17. Mobile telephones
18. E-Safety
19. Social media
20. Access to inappropriate images
21. Digital/video images and audio files
22. E-mail
23. Entertainment incl. films, games and music
24. Health, safety and security
25. Driving and use of company vehicles
26. Off-site visits
27. Home visits
28. Personal living accommodation including on site provision
29. Social contact outside of the workplace
30. Gifts, favouritism and exclusion
31. Infatuations and 'crushes'
32. One-to-one situations
33. Physical contact
34. Children in distress
35. Personal care



- 36. Sexual conduct
- 37. Whistle blowing

Safe Working Practice Policy (Code Of Conduct)

Hopebright School Bolton is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our children at all times.

1. Introduction

This policy and all associated procedures apply to all staff (including consultants, agency staff, volunteers, students on placement and any other individual working for, or on behalf of Hopebright School Bolton), and should be read in conjunction with other safeguarding and employment policies including (not an exhaustive list):

- Anti-Bullying Policy
- Administration of Medication Policy
- Compliments and Complaints Policy
- Child Protection Policy
- COVID-19 (Coronavirus) Policy
- Curriculum Policy
- Driver and Vehicle Policy
- Drugs, Alcohol and Tobacco Policy
- Equality and Diversity Policy
- E-Safety and Multi-Media Policy
- Exclusion Policy
- Grievance Procedure
- Health and Safety Policy
- Management of Behaviour: Rewards and Sanctions Policy
- Missing from Education Policy
- Off-Site Visits Policy
- Recruitment and Selection Policy
- Restrictive Physical Intervention (RPI) Policy
- Searching, Screening and Confiscation Policy
- Use of Quiet/Reflection Rooms Policy
- Whistle Blowing Policy

Failure to comply with these policies and procedures may result in disciplinary action, which might include summary dismissal (and referral to the Disclosure and Barring Service and the Teacher Regulation Agency (TRA), where appropriate) or termination of agreement or engagement.



2. Making a professional judgement

Safeguarding children is everyone's responsibility and all staff have a duty of care to promote the health, safety and welfare of all members of our school community.

The following is a code of appropriate conduct for all adults working in or on behalf of Hopebright School Bolton. Adherence to this code should ensure that both children and adults are safe from malpractice or unfounded allegations of misconduct.

Whilst every attempt has been made to cover a wide range of situations, this document cannot provide an exhaustive list of what is, or is not, appropriate behaviour for staff in all circumstances.

There may be rare occasions and circumstances, in which staff have to make decisions or take action in the best interest of a child, where no guidance exists.

Where no specific guidance exists, or where you are uncertain of the guidance, you must:

- practice dynamic risk management ensuring the safety and best interests of children and/or others affected by their behaviour, are paramount at all times.
- discuss the circumstances that informed your action, or your proposed action, with senior staff, parents, carers and local authority, as and when appropriate.
- always discuss any misunderstandings, accidents or threats with senior staff.
- report, record and justify significant discussions, decisions and actions, as soon as possible.
- record any areas of disagreement about a significant course of action taken and, if necessary, refer to a higher authority and/or another agency.

3. Responsibilities

As a member of staff, you must:	As a member of staff, you must not:
<p>• make a positive contribution to the culture of safeguarding within the setting. • act, and be seen to act, in the best interests of children. • work and be seen to work, in an open, honest and transparent way. • take reasonable steps to promote the health, safety and welfare of children. • monitor and supervise children in your care, appropriately at all times. • know and understand the duties and responsibilities associated with your role, within the setting. • engage appropriately in all induction, training, supervision and CPD activities; and complete all related tasks, in accordance with deadlines set. • promote and contribute to a learning culture, in which staff reflect openly and honestly on their practice and experience. • arrange, conduct, attend and engage appropriately, in all relevant meetings. • read and follow Hopebright School Bolton’s policies, procedures and guidance. • follow relevant legislation, regulations and statutory guidance. • familiarise yourself with relevant risk assessments, including use of premises, equipment and company vehicles, on-site activities and off-site visits (as appropriate). • co-operate with reasonable requests, instructions and guidance from colleagues and senior staff. • communicate and discuss any uncertainties or confusion with your line manager or supervisor as soon as you can. • report any unplanned absences, including sickness or accidents personally, (calls from family members or text messages are not acceptable other than in exceptional circumstances). • seek permission from your line manager/supervisor before leaving work early. • report and record any behaviour of another person at/or visiting Hopebright School Bolton, which give you cause for concern or which you think may breach this code of conduct or other policies, procedures and guidance. • report and record any action, behaviour or situation which may give rise to concern, complaint, misunderstanding or misinterpretation from a child, parent, carer, visitor, colleague or yourself. • monitor, review and reflect on your practice and take responsibility for your own decisions, actions and behaviour, including how you exercise authority, manage risk, use resources and safeguard children. • report and record any difficulties that you are experiencing, e.g., situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately. • discuss with your supervisor or line manager any difficulties or problems that may affect your relationship with, or behaviour towards, specific children, so that appropriate support can be provided and/or action can be taken. • appreciate that you are responsible and accountable for your conduct at all times and this includes when attending work-related meetings, functions and events. Your behaviour must always conform to the setting’s high expectations, irrespective of the day, time or location of the engagement.</p>	<p>• undertake any work with children when you are not in a fit and proper physical or emotional state to do so e.g., under extreme stress or extreme tiredness, which are likely to impair your judgement. • leave work, whether that be on Hopebright School Bolton premises or elsewhere, without fulfilling your responsibilities, as defined in Hopebright School Bolton’s policies and procedures. • bring your child or any other friend or family member into work, without explicit approval from the Head Teacher and a member of the Senior Management Team. • take part in the recruitment, selection or appointment of a relative, ‘partner’ or friend. • be directly involved in the supervision, appraisal, performance review, promotion or investigation of a relative, ‘partner’ or friend. • participate, with a relative, ‘partner’ or friend, in committees or panels where your combined influence may have a disproportionate/inappropriate effect on any potential outcome; examples include Safeguarding Committee, disciplinary hearings and interview panels. • work in positions where you have direct management authority or supervisory responsibility for a relative, ‘partner’ or friend (without a formal risk assessment and effective monitoring by a more senior member of staff).</p>



4. Power and positions of trust and authority

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• appreciate that staff occupy a position of trust, power and influence over the children in their care.• establish warm, caring and professional relationships with children.• understand that the relationship between a member of staff and a child can never be a relationship between equals.• acknowledge and maintain professional boundaries with children, parents, carers and visitors.• avoid or declare any conflicts of interest between responsibilities within Hopebright School Bolton and activities undertaken outside of work.• report and record any action, behaviour or situation which may give rise to concern, complaint, misunderstanding or misinterpretation by a child, parent, carer, visitor, colleague or yourself.• remember that children, parents, carers, visitors or colleagues may not share the same sense of humour as you. What you find funny, others might find inappropriate, hurtful or offensive.	<ul style="list-style-type: none">• behave in a manner, which would lead a reasonable person to question your conduct, motivation, intentions or suitability, to work with children or act as an appropriate role model.• use your position to gain access to information for your own or others' advantage and/or a child's, parent's, carer's, visitor's or colleague's detriment.• use your status and standing, to form or promote relationships with children, parents, carers, visitors or colleagues which are of a coercive, manipulative, dominating or sexual nature, or which may become so.• intentionally embarrass or humiliate children, parents, carers, visitors or colleagues e.g., by using sarcasm or humour in an inappropriate way.• intimidate, bully, threaten, coerce, undermine or demean children, parents, carers, visitors or colleagues.• knowingly place yourself in vulnerable situations, which put you at greater risk of allegations of abuse or misconduct.



5. Standards of behaviour

As a member of staff, you must:	As a member of staff, you must not:
<p>• provide a good example and ‘positive role model’ to children, parents, carers, visitors and colleagues. • behave in a respectful, safe, fair, caring and professional manner, at all times. • promote children’s privacy, dignity, respect and independence. • demonstrate the highest standards of honesty, integrity, maturity and good judgement. • ensure all contact and communications with children, parents, carers and visitors, by whatever method, take place within clear and explicit professional boundaries, are transparent, open to scrutiny and for professional reasons only. • be aware that your behaviour, both at work and in your personal life, could compromise your position within the setting (e.g., misuse of drugs and alcohol, acts of violence or sexual misconduct and posting or sharing inappropriate social media content). • understand that any such behaviour may also result in a bar from engaging in regulated activity, prohibition from teaching by the Teacher Regulation Agency (TRA), or action by another regulatory body. • understand that the behaviour and actions of your partner, other family members and your friends, may raise questions about your suitability to work with children. • comply with the Bribery Act 2010. A person may be guilty of an offence under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. • refer to Hopebright School Bolton’s Whistle Blowing Policy, if you believe that a person has failed to comply with the Bribery Act 2010.</p>	<p>• behave in a manner, which would lead a reasonable person to question your conduct, motivation, intentions or suitability to work with children or act as an appropriate role model. • behave in a manner (inside or outside of work) that could damage the reputation and standing of yourself, colleagues or the setting. • discuss your personal or sexual relationships with, or in the presence of children, parents, carers or visitors. • use inappropriate or offensive language, in the presence of, or about, a child, their parents, carers, visitors or colleagues. • make, or encourage others to make misogynistic or sexual remarks to, in the presence of, or about, a child, their parents, carers, visitors or colleagues. • make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such. • make inappropriate remarks or jokes of a personal, misogynistic, sexual, racial, discriminatory, intimidating or otherwise offensive nature. • behave in an illegal or unsafe manner, e.g., exceeding the speed limit, being under the influence of drugs or alcohol, using a mobile phone whilst driving, failing to use seatbelts or committing other offences.</p>



6. Dress and appearance

As a member of staff, you must	As a member of staff, you must not
<p>• maintain appropriate personal hygiene and good presentation. Hair should be clean, neat and tidy. • wear comfortable, properly fitted and appropriate footwear at all times - it is not appropriate for a member of staff to walk around in socks or bare feet, under any circumstances. • ensure that your fingers nails are clean and reasonably short. If you are trained and authorised to restrain children, your nails must be short enough to ensure that you cannot see them when you look at your fingers palm up. • remove all items of jewellery that pose a health and safety risk before arriving on duty (if your role could involve physical contact with children) e.g., bulky watches, raised rings, dangly earrings and visible necklaces. • ensure large/prominent tattoos are covered up wherever possible, on school premises and while representing Hopebright School Bolton in meetings with parents, carers, social care, the police and other professionals. • wear any personal protective equipment (PPE) that is required by health and safety legislation and/or risk assessment. • wear clothing which: ▪ is decent, safe and appropriate for your role and responsibilities. ▪ is compliant with professional standards.</p>	<p>• wear footwear, which could pose health and safety, risks e.g., stilettos, open-toe sandals, flip-flops, 'mules' or canvas shoes. Heels – should have a broad base and be no higher than 4 cm. • grow long fingernails or wear nail extensions and overlays (if you are trained and authorised to restrain children). • wear clothing which: ▪ is likely to be viewed as offensive, revealing, excessively tight, sexually provocative or otherwise inappropriate e.g., any clothing which exposes the midriff or underwear, off-the-shoulder and open-back tops, short skirts, transparent/see-through tops or lycra shorts. ▪ is likely to distract, cause embarrassment or give rise to misunderstanding. ▪ contains images of sex, drugs, alcohol, tobacco or any political or otherwise contentious slogans. ▪ is considered demeaning, discriminatory and/or culturally sensitive to protected/vulnerable groups. Hopebright School Bolton accepts no liability for damage to or loss of any type of jewellery or other valuable personal property that is brought into the workplace.</p>



7. Equality and diversity

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• treat children, parents, carers, visitors and colleagues with dignity and respect.• support and participate in any measures introduced to promote equality and diversity.• actively challenge discrimination, victimisation, harassment and disadvantage, both at Hopebright School Bolton and in other work-related circumstances, in accordance with your responsibilities.• report and record all issues associated with equality and diversity, including incidents of discriminatory treatment, bullying and harassment.	<ul style="list-style-type: none">• behave in a manner, which may give rise to claims of discrimination, harassment or victimisation.• attempt to instruct, cause or induce another person to discriminate, harass or victimise a third person.

8. Safeguarding and child protection

As a member of staff, you must:	As a member of staff, you must not:
<p>• know the name of your Designated Safeguarding Lead and follow Hopebright School Bolton’s ‘Child Protection Policy’ and the Local Safeguarding Children’s Partnership/Board child protection procedures and guidance, as appropriate. • inform the Designated Safeguarding Lead (DSL)/Head Teacher or another Designated Person of any child protection concerns about a child or member of staff as a matter of utmost urgency and submit any associated documentation within 2 hours, or by the end of the working day, whichever is sooner. • only share information with others on a ‘need to know’ basis. • be vigilant to signs which may suggest a child is suffering, or is likely to suffer, significant harm, as a consequence of (not an exhaustive list):</p> <ul style="list-style-type: none"> ▪ emotional abuse ▪ physical abuse ▪ sexual abuse ▪ neglect ▪ child criminal exploitation (CCE) ▪ child sexual exploitation (CSE) ▪ domestic violence and abuse ▪ female genital mutilation (FGM) ▪ honour-based abuse (HBA) ▪ violent extremism or radicalisation ▪ peer on peer abuse, including sexual violence and sexual harassment <p>• actively challenge behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts, in accordance with your responsibilities. • make clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up. • record any key points about a child’s disclosure in writing using the child’s own words and phrases, as much as possible. • maintain an attitude of ‘it could happen here’ where safeguarding is concerned; and act in the best interests of the child when concerned about their welfare. • refer any concerns or allegations about a member of staff or another adult to the Head Teacher or Deputy Designated Safeguarding Lead, if the Head Teacher is not available, as a matter of utmost urgency. • refer any safeguarding/child protection concern or allegation regarding the Head Teacher to the Proprietor, Chair of Governors or nominated safeguarding trustee. • know how to contact Children’s Social Care, the police, Designated Officer (DO) and Ofsted, as appropriate. • raise any concerns about poor or unsafe practice and potential failures in the setting’s safeguarding regime, with a member of the Leadership Team. • challenge anyone on the site, if you are unsure of their identity. • ask for proof of identity, before allowing any visitor access to premises, staff or children. • ensure visitors are carefully monitored, in a manner appropriate to the individual circumstances. Under no circumstances, should any visitors (including parents/carers) ever have</p>	<p>• tolerate or dismiss sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”. • ignore or fail to report and record a potential safeguarding and/or child protection issue. • discuss information given in confidence, outside the appropriate professional contexts. • promise a child confidentiality; but explain (in a way that they will understand) that staff have a responsibility to share information with those adults who will be able to help protect them from harm. • challenge a child’s explanation, disclosure or response, ask any leading questions, pressure them to respond to questions, examine a child beneath their clothing, or conduct any further investigations. • act as a messenger or letter carrier between children in relationships. Nor should you write letters or cards on behalf of children in relationships. • promote extremist religious views and partisan political views among children, parents, carers, visitors or colleagues.</p>



As a member of staff, you must:	As a member of staff, you must not:
<p>unsupervised access to any children. • offer a balanced presentation of views and opinion to children, parents, carers, visitors or colleagues.</p>	

9. Management of behaviour

As a member of staff, you must:	As a member of staff, you must not:
<p>• promote continuity and consistency in the management of children’s behaviour, by following agreed practices and challenging those colleagues who do not. • be mindful of and sensitive to factors, both inside and outside of the setting, which may affect a child’s behaviour. • be familiar with the current risk assessment and behaviour management plan, for every child you are likely to have responsibility for educating, engaging, supporting or supervising. • only use rewards and sanctions outlined in Hopebright School Bolton’s ‘Management of Behaviour: Rewards and Sanctions Policy’. • inform the child personally (where possible), of the nature, duration and reason for any sanction/consequence and engage them in a positive and constructive dialogue to help them recognise the impact of their behaviour on themselves, other children, staff and the wider community. • make sure that, where possible, the child has warnings and is helped to make better choices. • use the minimum level of sanction/ consequence needed to have the desired effect. • be fair in applying the sanction/consequence to different children and ensure that the sanction/consequence does not show unfair discrimination against individuals or particular groups. • apply the sanction/consequence, as soon as possible after the wrongdoing. • help the child take positive action to put matters right e.g., through apology or restitution. • look for ways of returning to positive relationships with the child, as soon as possible. • communicate details of the sanction/consequence to relevant staff, parents, carers etc., as appropriate.</p>	<p>• allow children to use discriminatory, derogatory, abusive or aggressive language unchallenged. • tolerate or dismiss sexual violence or sexual harassment including behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts, in accordance with your responsibilities. • give rewards based on favouritism. • withdraw rewards from a child once earned. • penalise a child, due to matters beyond their control. • use, threaten or imply any of the following sanctions may be imposed: ▪ any form of corporal punishment, including the unnecessary use of force. ▪ any punishment involving the consumption or deprivation of food or drink. ▪ any restriction on a child’s contact or communication with parents, relatives, advocates or friends. ▪ any restriction on a child’s access to any internet-based or telephone helpline, providing counselling for children. ▪ the use or withholding of medication, or medical or dental treatment. ▪ the intentional deprivation of rest or sleep (during appropriate times of day). ▪ imposing a financial penalty, other than a requirement for the payment of a reasonable sum by way of reparation. ▪ an intimate physical examination. ▪ withholding any aids or equipment needed by a disabled child. ▪ humiliation (including any requirement that a child wear distinctive or inappropriate clothes). ▪ isolation, seclusion or deprivation of liberty. ▪ any measure which involves: ▪ any child in the imposition of any sanction against any other child; or ▪ the punishment of a group of children for the behaviour of one child. • engage the support of members of the public in the management of children’s behaviour under any circumstances, particularly in the use of restrictive physical intervention.</p>



10. Anti-bullying

As a member of staff, you must:	As a member of staff, you must not:
<p>• lead by example in modelling positive relationships and communication with children, parents, carers, visitors and colleagues. • take all necessary steps to make sure that individual children are not subject to discrimination, marginalisation or bullying from their peers, staff or visitors. • consistently challenge inappropriate interactions, including discriminatory, derogatory and aggressive language, in accordance with your responsibilities. • be vigilant and alert to bullying behaviours in group situations, which otherwise might go unnoticed e.g., when attention is focussed on access to a premium resource e.g., a pool table, games console etc. within a restricted time frame, such as lunch time. • be vigilant to physical, emotional and behavioural signs, which may suggest bullying. • know the name of your setting’s Anti-Bullying Co-ordinator.</p>	<p>• intimidate, bully, threaten, coerce, undermine or demean children, parents, carers, visitors or colleagues. • excuse disparaging and prejudiced-based language, including comments associated with lesbian, gay, bisexual and transgender issues, racism, misogyny, sexism and disability as “just banter”. • tell a potential victim of bullying to: • “Stand up for yourself” • “Don’t be so sensitive” • “Just ignore it” • “Just avoid them” • challenge a bully in front of their peers - this may actually enhance their status and lead to further aggression.</p>



11. Restrictive Physical Intervention

As a member of staff, you must:	As a member of staff, you must not:
<p>• be familiar with the current risk assessment and behaviour management plan for every child you are likely to have responsibility for educating, engaging, supporting or supervising. • use proactive, preventative, non-restrictive approaches in response to behaviour of concern (challenging behaviour), in order to minimise the need for restrictive physical interventions. • ensure the use of any restrictive physical intervention is reasonable, proportionate and necessary, in those particular circumstances. • only use restrictive physical interventions▪ when all de-escalation strategies have been exhausted or in an emergency.▪ in the best interests of the child and/or others affected by their behaviour.▪ when the risks of not employing a restrictive intervention are greater than the risks of using force. • ensure the use of reasonable force/restraint meets the legal thresholds for school settings: To prevent pupils:(a) committing any offence,(b) causing personal injury to, or damage to the property of, any person (including the pupil himself), or(c) prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise. • ensure the use of reasonable force/restraint meets the legal thresholds for children’s homes: To prevent(a) injury to any person (including the child); and/or(b) serious damage to the property of any person (including the child) • always treat children with compassion, dignity and respect before, during and after a restrictive physical intervention incident. • stop a restraint immediately, if the child’s physical or emotional condition, gives rise to any concern. • stop a physical restraint at the earliest opportunity, by using a controlled release or breakaway, as soon as it is safe to do so.</p>	<p>• engage in restrictive physical interventions with children, if you have not been appropriately trained and authorised to use approved positive handling techniques (unless responding to a situation of clear and present danger). • demonstrate, train or coach a parent or carer in how to use personal safety techniques or restrictive physical interventions. • use physical force to prevent a child from committing a trivial misdemeanour, not likely to cause harm or damage, or in a situation that clearly could be resolved without it. • act in a way that could be reasonably expected to affect the child’s airway, breathing or circulation or deliberately inflict pain or cause injury, for example by:▪ slapping, punching, kicking or tripping a child.▪ twisting or forcing limbs against joints.▪ applying pressure to the neck region or abdomen.▪ holding or pulling a child by the hair, ear or neck.▪ covering a child’s mouth and/or nose; or▪ throwing missiles at a child or threatening to do so. • use any form of prone restraint technique. In circumstances where a child takes itself to the ground, during a restraint (RPI), staff must be proactive in instigating a controlled release or breakaway as soon as it is safe to do so. • use seclusion as a behaviour management strategy. This would include holding inward-opening doors or restricting outward-opening doors, in such a way that a person would be unable leave the room or area. • engage the support of members of the public in the management of children’s behaviour under any circumstances, particularly in the use of restrictive physical intervention. This includes parents, carers and any other adult with parental responsibility (e.g., social worker). • assist parents, carers or any other adult with parental responsibility in using a restrictive physical intervention to manage a child’s behaviour. • use restrictive physical interventions to escort children up or down a staircase, containing three or more steps, under any circumstances. • complete the discussion and reflection process with a child for an RPI, in which you have been physically involved. • monitor, evaluate, ‘sign off’ or investigate an RPI incident, you have been physically involved in.</p>

12. Runaway, Missing from Home, Care and Education

As a member of staff, you must:	As a member of staff, you must not:
<p>• be familiar with the current risk assessment and behaviour management plan for every child you are likely to have responsibility for educating, engaging, supporting or supervising. Knowledge of individual children is all-important in terms of the likelihood of running away and their influence on other more vulnerable children. • be aware that children run away for a variety of reasons, but the majority often do so, on impulse; and normally in response to overwhelming emotions such as anxiety, confusion, fear, frustration and anger. • monitor and/or supervise children in your care, appropriately at all times. • warn a child loudly and clearly that they should not walk/run off and ask them to return to the staff/group (if a child attempts to do so). • only use a restrictive physical intervention to prevent a child from running away, if you have cause to believe that they are placing themselves or others at immediate and unacceptable risk. • carry a mobile phone that is switched on and set to ring, when conducting a local search for children who have runaway. • follow at a walking pace, when monitoring a child off site and undertake frequent dynamic risk assessments of the situation, taking into account the child's potential response to being observed and the likelihood of them putting themselves at greater risk e.g., near busy roads, transport hubs, waterways or railways. • contact the police on 101 (or 999 in an emergency) if the welfare of the child continues to be a cause for concern. • immediately refer the matter to the Designated Safeguarding Lead (DSL), if you have any concerns that a child's running away and/or missing episode(s) may be associated with any of the following: ▪ child criminal exploitation (CCE) ▪ child sexual exploitation (CSE) ▪ female genital mutilation (FGM) ▪ forced marriage ▪ involvement in gangs ▪ radicalisation and/or violent extremism ▪ peer on peer abuse, including sexual violence and sexual harassment • continue to offer children warm and consistent care when they return from running away.</p>	<p>• ignore or fail to report and record a potential or actual run away/missing incident. • 'chase' children who have runaway near hazards, such as busy roads, junctions, motorways, transport hubs, waterways or railways. • label a runaway child as 'the problem' - running away must not be viewed as behaviour that needs to be punished but seen as an indicator of underlying problems which require further intervention.</p>



13. Confidentiality and data protection

As a member of staff, you must:	As a member of staff, you must not:
<p>• treat information you receive about children, parents, carers, their families, visitors and colleagues in a discreet and confidential manner. • be clear about when information can/must be shared and in what circumstances e.g., when abuse is alleged or suspected. • seek advice from a senior member of staff (or Designated Safeguarding Lead), if you are in any doubt about sharing information. • always safeguard the confidentiality of information and personal data, minimising the risk of loss, misuse or access by unauthorised/unidentified persons. • report and record, as a matter of urgency, any action, behaviour or situation, which may constitute, or give rise to, a breach of confidentiality. • make sensitive telephone calls behind closed doors, record names, positions, times etc. • challenge and report those colleagues and other professionals, whose behaviour could or does compromise confidentiality. • ensure that where personal information is recorded, using modern technologies, those systems and devices are kept secure. • only use personal data on secure password-protected computers and other devices with approved virus and malware checking software. • keep personal and sensitive information confidential and secure, both on and off-site, when using your own laptops, tablets, USB pen drives etc. for work-related business. • ensure that computers and other devices are properly 'logged-off' at the end of any session. • store and transfer data using encryption and secure password-protected devices. • securely delete data from a device, once it has been transferred, or its use is complete.</p>	<p>• share confidential information casually in conversation or share it with any person other than on a need-to-know basis. This includes the inappropriate sharing of verbal, written and electronic information about or with children, parents, carers, visitors or colleagues. • read, complete or file records in an area accessible to children. • promise to keep secrets on behalf of a child, parent, carer, visitor or colleague. • use information to intimidate, humiliate, or embarrass a child, their parents, carers, visitors or colleagues. • use confidential or personal information about children, parents, carers, visitors or colleagues for your own, or others advantage (including that of partners, friends, relatives or other organisations). • ask a child to keep secrets on behalf of anyone else, including a parent, carer, visitor or colleague. • disclose the child's identity, where information can be used anonymously. • leave a network computer logged on and unattended (unless it is locked, either manually or with a password-protected screensaver).</p>



14. Reporting and recording information and incidents

As a member of staff, you must:	As a member of staff, you must not:
<p>• inform the Designated Safeguarding Lead (DSL)/Head Teacher or another Designated Person of any child protection concerns about a child or colleague as a matter of utmost urgency and submit any associated documentation within 2 hours, or by the end of the working day, whichever is sooner. • ensure all significant incidents (excluding child protection concerns) are reported to senior staff and recorded as soon as possible (and normally within 24 hours of the incident) including:▪ accidents and injuries incl. self-harm▪ bullying▪ e-safety and multi-media incidents▪ health and safety incidents incl. fire▪ incidents of serious misbehaviour▪ medicine-related incidents excl. errors▪ restrictive physical interventions▪ runaway/missing incidents▪ road traffic accidents/incidents▪ room, bag and personal searches▪ Any further action including sanctions▪ Other incidents defined in the 'Reporting path for significant events and incidents' on display in all main setting offices. • ensure entries in all records are accurate, complete, legible, clearly expressed, non-stigmatising and distinguish as far as possible between fact, opinion, first-hand and third-party information. • complete first-hand, all necessary documentation, in accordance with your responsibilities. • seek support from your supervisor/line manager if you have any questions, concerns or difficulties about recording information in accordance with Hopebright School Bolton's policies, procedures, guidance and expectations.</p>	<p>• complete first-hand records on behalf of another colleague, without acknowledging your role within the process, in the document. • alter or amend records following submission, other than in response to constructive feedback from senior staff. • delete or destroy school-related records without the explicit permission of the Head Teacher.</p>



15. Administration of medication

As a member of staff, you must:	As a member of staff, you must not:
<p>• follow the 'procedure for administration' as defined in the 'Administration of Medication Policy', including recording the administration of medication in a clear and accurate manner. • comply with the 'additional requirements for controlled drugs' and follow the 'procedure for the administration of controlled drugs', as defined in the 'Administration of Medication Policy'. • observe the child, to ensure they actually take their medication and do not 'stockpile' it for future use or pass it to others. • seek to retrieve the medication immediately (and seek support, if appropriate), if a child refuses to take their medication, once they have been given it. • ensure that medication has not already been administered by a parent, carer or another colleague, particularly in the case of 'as required' medicines. • seek medical help immediately, if a child experiences an adverse reaction to medication. • keep personal medical information confidential e.g., a child's MAR sheet must not be kept where everyone can see it. • inform the Designated Safeguarding Lead (DSL)/Head Teacher or another Designated Person of any medication error as a matter of utmost urgency and submit any associated documentation within 2 hours, or by the end of the working day, whichever is sooner.</p>	<p>• administer medication if you have not been appropriately trained and deemed suitably competent to do so. • undertake any task, which properly falls within the responsibilities of a health care professional e.g., the administration of injections (unless qualified to do so). • give the prescribed medication of one child to another child, under any circumstances. • leave the child, until satisfied that the medication has been swallowed, where appropriate. • force a child to take medication, under any circumstances. • administer medication to children covertly. 'Covert' is the term used when medicines are administered in a disguised format, without the knowledge or consent of the person receiving them e.g., in food or drink. • engage in 'secondary dispensing' (unless specified in a child's risk assessment to prevent self-harm associated with the seizing of medication). Secondary dispensing occurs when medicines are removed from the original dispensed containers and put into pots, egg cups, envelopes or any other container in advance of the time of administration. • cut/crush tablets or open capsules to make it easier for children to swallow medication, without the prescriber's consent. • administer controlled drugs without a colleague being present.</p>

16. Drugs, alcohol and tobacco

As a member of staff, you must:	As a member of staff, you must not:
<p>• immediately refer the matter to the Designated Safeguarding Lead (DSL), if you have any concerns that a child’s behaviour in relation to drugs, alcohol or tobacco, may be associated with any of the following:▪ child criminal exploitation (CCE)▪ child sexual exploitation (CSE)▪ female genital mutilation (FGM)▪ forced marriage▪ involvement in gangs▪ radicalisation and/or violent extremism▪ peer on peer abuse, including sexual violence and sexual harassment• avoid smoking during contractual working hours, wherever possible and only when authorised directly by your line manager on an individual basis. • take reasonable steps to avoid detection as a smoker by, for example, using mints, toothpaste, body spray, perfume etc. to mask the smell of tobacco. • have regard for the effects that taking medication may have on your ability to perform your assigned role and responsibilities safely and effectively. • notify your supervisor or line manager in writing of all medication you are taking, that may adversely affect your ability to perform your assigned role and responsibilities safely and effectively, whether or not the medicine has actually had any potential effect to date. For example, in the case of starting a new medication (this excludes any contraceptive medicines). • notify your supervisor or line manager in writing of any significant changes in the dose or frequency of such medication and the potential impact on your ability to perform your assigned role and responsibilities. • be aware of the effects that drugs and alcohol consumed outside working hours may have on your ability to fulfil your roles and responsibilities safely and effectively whilst on duty or on call. • report and record any drug-related issues associated with children, parents, carers, visitors or colleagues to senior staff.</p>	<p>• attend Hopebright School Bolton premises, under the influence of alcohol, volatile and illegal substances (including New Psychoactive Substances (NPS) products) consumed outside working hours, irrespective of whether or not you are on duty or on call. • discuss your own recreational use/misuse of alcohol, medication, volatile substances or controlled drugs with children, parents, carers or visitors. • drive a child to hospital with a drug, alcohol other related health condition (on or off-site), without the express permission of a senior member of staff. • smoke on any part of Hopebright School Bolton’s site or in vehicles owned, hired or leased for school business. • smoke or vape whilst working with or supervising children off-site. • encourage or condone children to act in an illegal, improper or unsafe manner e.g., smoking or drinking alcohol. • buy children cigarettes, cigars, tobacco, papers, lighters, matches or vaping-related products; or give them your own or anyone else’s. • consume alcohol, volatile or illegal substances (including NPS products), while on duty or on call (including during paid or unpaid breaks). • produce, posses, consume, store, supply, request or purchase illegal drugs. • produce, posses, consume, store, supply, request or purchase illegal tobacco. • possess, consume, store, supply, request or purchase unauthorised controlled drugs; and/or • possess, consume, store, supply, request or purchase unauthorised alcohol. • ‘cover up’ for, or collude with, a colleague with a possible drug-, or alcohol-related problem.</p>



17. Mobile telephones

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• ensure any personal mobile phone carried on duty, is switched to silent or vibrate.• seek permission from senior staff, on an individual and daily basis, if you need to keep your personal mobile phone ringer switched on, whilst on duty.• only take breaks to check your personal mobile phone, when to do so does not compromise the activities or supervision of children.• follow rules on the use Hopebright School Bolton’s business mobile phones.	<ul style="list-style-type: none">• carry a personal mobile phone on duty, unless absolutely necessary.• answer or check a personal mobile phone, in the presence of children, parents, carers or visitors.• text friends or family during contractual working hours, other than in an emergency.• use mobile phones (or any other personal device) to record or store images or audio files, relating to children, parents, carers, visitors or colleagues.• disclose your personal mobile phone number to a child, parent, carer or local authority representative.• use your personal mobile phone, to contact a child, parent, carer or local authority representative.• allow children access to your personal mobile phone, under any circumstances.• show children, parents or carers communications and/or images stored on a personal mobile phone.



18. E-Safety

As a member of staff, you must:	As a member of staff, you must not:
<p>• keep your school login details secure and change your password on a regular basis. • immediately refer the matter to the Designated Safeguarding Lead (DSL), if you have any concerns that a child's behaviour on multi-media devices may be associated with any of the following: ▪ child criminal exploitation (CCE) ▪ child sexual exploitation (CSE) ▪ female genital mutilation (FGM) ▪ forced marriage ▪ involvement in gangs ▪ radicalisation and/or violent extremism ▪ peer on peer abuse, including sexual violence and sexual harassment • closely monitor children's ICT activity, especially the use of search engines and website content. • help children understand and follow the multi-media contract (where appropriate) and implement current policies and procedures related to children's use of mobile phones, cameras, games consoles and hand-held devices. • report any suspected misuse, problem or security breach to the E-Safety Co-ordinator and/or IT Network Administrator.</p>	<p>• share your username or password with anyone else or allow other users to access the network using your login details. • respond to any contact or communications from children, parents or carers unrelated to Hopebright School Bolton business, including invitations and 'friend requests' on social media. Where possible, the child, parent or carer should be, politely and formally, informed that this is not acceptable.</p>



19. Social media

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• adhere to all guidelines, advice and restrictions issued by Hopebright School Bolton, when using social media or apps.• apply the same standards as you would when communicating in other ways. Be polite and respectful and avoid using language that others might reasonably consider inappropriate or offensive.• be aware that anything said, shown or received via social media could be taken out of context, made available, intentionally or otherwise, to an audience wider than that originally intended. Think before you post.• make sure you understand the privacy settings of each social media channel that you use, stay up to date with any changes and manage your settings accordingly.• report any messages from a child, parent or carer at the earliest opportunity.• make it clear that the views expressed on social media are yours only and do not reflect the views of Hopebright School Bolton.	<ul style="list-style-type: none">• access social media or apps during contractual working hours.• identify your place of work or company of employment on any social networking website, profile, news feed etc.• accept children, parents or carers, associated with Hopebright School Bolton as 'friends' on any social network.• communicate with children, parents or carers through social media.• post, share or otherwise promote offensive, abusive or indecent comments, views or inappropriate photographs on any social network.• post, share or otherwise promote the views of extremist groups or acts of terrorism on any social network.• create, join or promote any unauthorised public website, page or group identifying Hopebright School Bolton.• disclose any information about Hopebright School Bolton that is not yet in the public arena.• post or share information about the personal life, health, circumstances or images of children and young adults attending Hopebright School Bolton, under any circumstances.• make defamatory remarks about the school, children, parents, carers, visitors or colleagues; or post anything that could bring the organisation into disrepute.• disclose confidential or sensitive information relating to your employment.• disclose any information that is confidential to the school (including details of working practices) or disclose personal data or information about any individual, colleague or child, which could be in breach of the General Data Protection Regulation (GDPR) and Data Protection Act 2018.• be friends with ex-pupils under the age of 18.



20. Access to inappropriate images

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• take all practicable steps to ensure that children are not exposed to unsuitable material, while in your care or under your supervision.• report and record the discovery of any indecent images or unsuitable material, as a matter of utmost urgency.	<ul style="list-style-type: none">• make, access, download, store, possess or distribute indecent images or pseudo-images of children (child abuse images) whether using school or personal equipment, on or off Hopebright School Bolton's premises.• use school equipment to access adult pornography (on or off Hopebright School Bolton's premises); or bring personal equipment, containing these images or links, on to school premises.• attempt to investigate the matter, continue to view the image(s) or evaluate the material yourself. This may lead to a contamination of evidence and a possibility you will be at risk of prosecution yourself.

If indecent images of children or unsuitable material is discovered at Hopebright School Bolton, or on Hopebright School Bolton's equipment, an immediate referral must be made to the Designated Safeguarding Lead (DSL), the Designated Officer (DO) and the police, if relevant.

The images/equipment must be secured and isolated from the network. There must be no attempt to view or delete the images, as this could jeopardise necessary criminal action. If the images are of children known to the setting, a referral must also be made to children's social care, in line with local arrangements.



21. Digital/video images and audio files

As a member of staff, you must:	As a member of staff, you must not:
<p>• ensure Hopebright School Bolton has written permission from the child, their parents, carers or other responsible adult (e.g., social worker) before images of children are recorded or distributed in any form. • seek permission from a child to record their image each and every time a photograph or 'video' is to be created. • be aware of the potential for images to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. • be aware that children, who have previously been abused, in a manner that involved images, may feel particularly threatened by the use of photography, filming etc. • remain sensitive to any child who appears uncomfortable and recognise the potential for misinterpretation. • only use school equipment to take or store images of children. Unless the Head Teacher has given written permission for personal equipment to be used for setting-related purposes. • ensure that a senior member of staff is aware that personal equipment is being used each and every time and for what purpose. • ensure, when taking images, that children and staff are appropriately dressed and are not participating in activities that might bring the individuals or Hopebright School Bolton into disrepute. • obtain permission from everyone who is recognisable in a photo or video, prior to use or display of any such image. • be aware of the risks associated with sharing images and posting digital images on the internet - images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.</p>	<p>• take images of children, if they are not happy for you to do so. • take images of children, in one-to-one situations. • take images of children for your personal use or that of a partner, family member, colleague, ex-colleague or friend, under any circumstances. • take images of children, which could be considered indecent or sexual, including any images of children in a state of undress or semi-undress. • use personal equipment to take or store images of children from Hopebright School Bolton without written permission from the Head Teacher. • share, distribute, display or publish images recorded for educational, recreational or any other purposes, without explicit permission from the Head Teacher. • record or store audio files of children, parents, carers, visitors or colleagues on any device without the express written permission of the Head Teacher.</p>



22. E-mail

As a member of staff, you must:	As a member of staff, you must not:
<p>• only use approved email accounts and accept that any use of Hopebright School Bolton’s email system may be monitored and checked. • use your Hopebright School Bolton email account for all Hopebright School Bolton business, especially to communicate with children, parents, carers or local authority representatives and/or exchange any school-related information or documents. • regularly check email accounts for new correspondence and delete redundant messages. • ensure the style, grammar, spelling, overall accuracy, coherence and content of email messages is consistent with the standard of traditional methods of written communication e.g., letter or memoranda. • treat emails containing personal, confidential or financially sensitive data with the same degree of privacy and security as hard copy documents. • ensure that critical information and documents are not stored solely within the email system. • report and record any inappropriate use of the email system, in accordance with Hopebright School Bolton’s procedures. • activate the 'Out of Office Assistant' prior to any planned absence from work (where appropriate), in order to notify colleagues and other interested parties that you are currently unavailable; and provide an alternative contact name and number for emergencies. • ensure professional communications take place within clear and explicit professional boundaries, limit personal information, are transparent, and open to scrutiny.</p>	<p>• use your Hopebright School Bolton email address on external advertisements promoting personal business interests or selling personal property or possessions. • use personal email accounts for Hopebright School Bolton business, especially to communicate with children, parents, carers or local authority representatives and/or exchange any school-related information or documents. • use any colleague’s email account for Hopebright School Bolton business and communication. • use email as a substitute for face-to-face or telephone conversations about sensitive issues or for discussion that involve negotiations. • open emails and attachments from an unknown or untrusted source. • engage in excessive social email communication.</p>

23. Entertainment incl. films, games and music

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none"> • ensure that the classification of any film, e.g., 'U', 'PG', '12', '15' or '18' is correct for the audience involved. • ensure that the classification of any game, e.g., 'PEGI rating' of the game, e.g., '3', '7', '12', '16' or '18' is correct for the age group involved. • ensure the content (as well as classification) of any film or game, is appropriate for the audience. • monitor the music played by children. Those under 12 years of age should not be permitted to listen to music with parental advisory lyrics. 	<ul style="list-style-type: none"> • permit children to watch a film where the classification exceeds their age. • permit children to play or watch a game, where the classification exceeds their age. • produce, download, possess, store or distribute illegal copies of music, video or films on Hopebright School Bolton's premises.



24. Health, safety and security

As a member of staff, you must:	As a member of staff, you must not:
<p>• comply with current health and safety legislation outlined in the Health and Safety at Work etc. Act 1974 and its subordinate regulations. • carry out/follow all risk assessments and safe systems of work. • confirm the identity of legitimate visitors and challenge strangers on site, as appropriate. • manage incidents of challenging behaviour, in accordance with relevant policies, procedures, training and guidance. • respond to fire alarms and drills, in accordance with policies, procedures, training and guidance. • ensure the fabric of buildings is safeguarded and maintained to the highest standards, in accordance with your responsibilities. • ensure equipment is used properly and stored appropriately, when not in use. • ensure specified work equipment is only used after recognised training has been provided e.g., ladder training. • report and record any accidents, damage, defects and faults, you notice, as a matter of urgency. • carry your school keys with you at all times and never leave them unattended. • report the loss, theft or misplacement of school keys immediately. • close and/or lock appropriate doors and windows (including vehicles) to safeguard confidentiality, property and security.</p>	<p>• allow children to carry, collect or in any way use staff keys, under any circumstances. • leave personal or school keys unattended, at any time, unless stored securely out of reach of children. • knowingly interfere with systems and equipment designed to protect employees, children, visitors and members of the public. • disregard risk assessments, site rules and agreed safe systems of working.</p>



25. Driving and use of company vehicles

As a member of staff, you must:	As a member of staff, you must not:
<p>• adhere to site speed limits when driving in personal or school vehicles. • lock personal and school vehicles, when not in use. • park personal and school vehicles in designated areas only. • drive responsibly, in accordance with the Highway Code. • carry out a short safety check on school vehicles before use and record the findings in the vehicle logbook. • undertake risk assessments, in accordance with policies, procedures and guidance. • reverse into any intended parking bay, where possible, whether on or off-site. • keep reversing to a minimum and do so slowly over short distances. • ensure you have valid and appropriate business insurance in place, if using a personal vehicle for school use, including the transport of children in our care. • pay all relevant charges for the use of parking facilities and toll roads. • inform your line manager (in writing) of any road traffic offences that you know you have committed, both during and outside working hours, (if you drive any vehicle on school business). • inform your line manager, if you are being prosecuted, with the possibility of being banned (disqualified) from driving. • report and record details of any road traffic accident or incident you are involved in, while driving on school business, as soon as reasonably possible (and normally within 2 hours of the event).</p>	<p>• use school vehicles for personal use (unless agreed via your contract of employment or, in exceptional circumstances, by the Head Teacher). • use personal vehicles to transport children, unless in exceptional circumstances with approval by a senior member of staff. • smoke in school vehicles at any time. • smoke in personal vehicles when transporting children at any time. • text, make or take any mobile phone calls even via a Bluetooth device, whilst transporting children in any vehicle. • allow a child to sit in the front of a school vehicle, without the express permission of a senior member of staff and a suitable risk assessment being completed. • drive in a way that places the occupants of the vehicle and/or other road users at risk or could bring the setting into disrepute. • drive any vehicle under the influence of alcohol, drugs or specific risk medications or when experiencing extreme stress or feeling overtired.</p>



26. Off-site visits

As a member of staff, you must:	As a member of staff, you must not:
<p>• ensure the appropriate risk assessment has been undertaken and its findings shared with all staff participating in the visit; and children are aware of any identified risks. • ensure the appropriate level of consent has been obtained, before taking a child off site. • ensure all required paperwork has been completed appropriately and signed off by senior staff, before leaving site. • ensure the required level of first aid cover is in place, for the visit before leaving site. • ensure all necessary medication is collected and stored securely, before leaving site. • ensure senior staff are aware of every off-site visit you participate in and the contact number(s) of the staff involved. • ensure children are appropriately supervised, in accordance with risk assessments, at all times.</p>	<p>• smoke or vape whilst working with or supervising children off-site. • arrange to take a child on a prohibited/inappropriate off-site visit. • take any child to your own home, the immediate locality or that of a partner, family member, colleague, ex-colleague or friend, under any circumstances. • take any child on an off-site visit that is not authorised by a senior member of staff. • change the seating plan, destination, route, activity or timescales of an off-site activity, without explicit authorisation from a senior member of staff.</p>



27. Home visits

As a member of staff, you must:	As a member of staff, you must not:
<p>• ensure all work with children, parents, carers and visitors is undertaken on site or at another recognised workplace. • agree the purpose for any home visit with the Head Teacher unless this is an acknowledged and integral part of your role. • undertake a risk assessment prior to all home visits and include an evaluation of any known factors regarding the child, parents, carers and others living in the household, including animals such as dogs. • consider any circumstances which might render you more vulnerable to an allegation e.g., hostility, child protection concerns, complaints or grievances. • give specific consideration, to visits outside of 'office hours' or in remote or secluded locations. • adhere to agreed risk assessment and management strategies. • wherever possible, ensure homes visits are made by appointment only. • carry some evidence of identity e.g., ID card. • make sure someone knows where you are going and what time you expect to return. • have access to a working mobile telephone and an emergency contact. • ensure there is visual access and/or an open door in one-to-one situations. • make detailed records of home visits, including arrival/departure times and work undertaken. • report and record any action, behaviour or situation which may give rise to concern, complaint, misunderstanding or misinterpretation from a child, parent, carer colleague or yourself.</p>	<p>• enter private residences, if there is any form of resistance to the visit. • enter a home if the parent/carer is absent (other than in an emergency). • make unannounced visits, wherever possible. • visit a child, parent or carer, in their own home, outside agreed work arrangements. • make home visits alone, where there is little or no information available regarding the child, parents, carers and others living in the household including animals such as dogs.</p>



28. Personal living accommodation including on site provision

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• be vigilant in maintaining your privacy, including when staying in on-site accommodation.• acknowledge and maintain professional boundaries with children, parents, carers and visitors.• challenge and refuse any request for your accommodation to be used as an additional resource for work with children, parents or carers.	<ul style="list-style-type: none">• ask children to undertake jobs or errands for your personal benefit.• invite or permit children, parents or carers to enter staff accommodation, your own home or that of a partner, family member, colleague, ex-colleague or friend, under any circumstances.• invite or permit any ex-pupils under the age of 18 to visit your own home or that of a partner, family member, colleague, ex-colleague or friend.



29. Social contact outside of the workplace

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• be aware that social contact with children, parents and carers, in certain situations, can be misconstrued, for example, as grooming.• always seek approval for any planned social contact with children, parents or carers from the Head Teacher.• exercise professional judgement in responding to coincidental social contact with children, parents and carers and inform your line manager or supervisor, as appropriate.• acknowledge and maintain professional boundaries with children, parents, carers and visitors.• report and record any situation, which may place a child at risk, or which may compromise the organisation or your own professional standing.• report and record personal communications with children e.g., birthday or faith cards, letters, postcards etc.• inform the Head Teacher of any relationship, requests or arrangements with a parent or carer which extends beyond the usual professional interaction.	<ul style="list-style-type: none">• make or agree arrangements to contact, communicate or meet current pupils, parents or carers outside of Hopebright School Bolton-related business (unless previously discussed with the Head Teacher).• respond to any contact or communications from children, parents or carers outside of Hopebright School Bolton-related business including invitations and 'friend requests' on social media. This does not preclude a courteous response during coincidental social contact.• invite or permit a child, parent or carer to visit your own home or that of a partner, family member, colleague, ex-colleague or friend.• give your personal contact details to children, parents or carers including your landline, home or mobile number, personal email address, details of social networking and/or web-based identities.• invite or permit any ex-pupils under the age of 18 to visit your own home or that of a partner, family member, colleague, ex-colleague or friend.

30. Gifts, favouritism and exclusion

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none"> • treat all children equally; never build ‘special relationships’ with individual children or show favour to particular children. • only give gifts to a child, as part of an agreed reward system, or to celebrate special occasions, such as birthdays, Christmas etc. • ensure that all gifts received or given, are reported and recorded, (including those received from suppliers and associates of the setting). • ensure methods of selection and exclusion are subject to clear, fair, agreed criteria. • exercise care when selecting and/or excluding children for specific activities, jobs or privileges to avoid perceptions of favouritism or unfairness. • wherever practicable, ensure that all selection and exclusion processes are undertaken and agreed by more than one member of staff. 	<ul style="list-style-type: none"> • give children your own money, without explicit approval from the Head Teacher. • give gifts based on favouritism. • accept gifts from children, parents or carers, on a regular basis or of any significant value. • offer or accept any gift that might be construed as a gesture to bride or groom a child; or lead the giver to expect preferential treatment. • discriminate either favourably or unfavourably towards any child.

31. Infatuations and ‘crushes’

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none"> • understand that it is not uncommon for children to be strongly attracted to a member of staff and/or develop a ‘crush’ or infatuation for an adult with whom they spend significant time. • ensure that your own behaviour cannot be brought into question and does not appear to encourage any such attraction. • be aware that such infatuations may carry a risk of your words or actions being misinterpreted. • report and record immediately any indications (verbal, written or physical), however small or seemingly insignificant, that suggest a child has become or may be becoming infatuated with you or any other adult, in all and every circumstance. • treat any child who becomes attracted or infatuated with you, or any other adult, with sensitivity, dignity and respect. 	<ul style="list-style-type: none"> • give a child the impression that any attraction or infatuation they may have for you, is mutual. • tease, mock or belittle the child or their feelings.



32. One-to-one situations

One-to-one situations have the potential to make a child more vulnerable to harm, by those who seek to exploit their position of trust, and staff more vulnerable to allegations or complaints. However, it is not realistic to state that one-to-one situations should never take place.

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• ensure that when lone working is an integral part of your role, full and appropriate risk assessments have been conducted and agreed.• inform other colleagues about one-to-one situations beforehand (where possible), assessing the need to have them present or close by.• ensure that wherever possible there is visual access and/or an open door in one-to-one situations.• always report and record any situation where a child becomes distressed or angry. Where appropriate (and possible), call in a colleague and/or end the session.• carefully consider the needs and circumstances of the child, when in one-to-one situations.	<ul style="list-style-type: none">• lock doors, cover windows or use 'engaged', 'do not disturb' or equivalent signs to deter entry when lone working – this may create an opportunity for secrecy, the interpretation of secrecy or suggest to the child that you are seeking or have a 'special' relationship with them.• meet with a child in remote or secluded areas.• meet with a child, parent or carer, in a one-to-one situation, outside agreed working hours/arrangements, without explicit approval of the Head Teacher.

33. Physical contact

There are occasions when it is entirely appropriate for adults to have physical contact with a child in their care. However, staff must acknowledge that some children are more comfortable with touch than others are; and some may be more comfortable with touch from some adults than other adults may. You must not assume that it is acceptable to use touch as a means of communication.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Wherever possible, staff should seek permission from a child, before initiating any physical contact.

Any physical contact with a child must be:

- conducted in a safe and open environment i.e., one easily observed by others.
- in response to their needs at the time and in accordance with any agreed care plan.
- of limited duration and/or for the minimum time necessary.
- appropriate to their age, stage of development, gender, ethnicity and background; and
- in accordance with any controls or cautions, described in the child's risk assessment/behaviour management plan.

Physical contact must never be secretive, or for the gratification of the adult, or represent a misuse/abuse of your position, power or authority.

Occasionally, a child may initiate inappropriate physical contact. Staff must manage these situations sensitively and appropriately, in a manner that:

- deters the child.
- avoids exploitation.
- helps them understand the importance of personal boundaries; and
- maintains the dignity and safety of all concerned.



As a member of staff, you must:	As a member of staff, you must not:
<p>• only touch children in ways that are appropriate to your professional role; and be sensitive to any signs that they may feel enthused, aroused, moved, uncomfortable or embarrassed. • treat children with dignity and respect and establish their preferences in relation to physical contact. • always explain to a child the reason why contact is necessary and what form that contact will take. • consider alternatives, where it is anticipated that a child might misinterpret or be uncomfortable with physical contact. • be aware that physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. • report and record any contact that may give rise to misinterpretation or concern, including inappropriate contact initiated by a child, colleague or other adult, as soon as possible. • be prepared to explain your actions and accept that all physical contact is open to scrutiny. • be aware of gender, cultural or religious issues that may need to be considered prior to initiating or responding to physical contact. • exercise great caution when using physical contact with a child who is known to have suffered previous abuse or neglect. • adhere to any guidance on physical contact with children involved in activities, such as sport, drama, music, dance etc.</p>	<p>• hug children face-to-face. Staff can achieve this, by turning sideways and hugging the child on their hip. • allow children to sit on your lap or between your legs under any circumstances. • allow or engage in any form of touching of children, which is, or may be considered, sexual, indecent, intimate, threatening, gratuitous or intimidating. • kiss a child or say, “I love you” or similar, under any circumstances. All such interactions breach professional boundaries with children and make the member of staff more vulnerable to complaints and allegations. • engage in any activity that could reasonably be expected to increase the likelihood of inappropriate physical contact being initiated by staff and/or children i.e., any type of rough, physical or sexually provocative games including ‘play-fighting’ (particularly children head-locking and strangling staff), ‘fist-bumping’, piggy-backing or tickling with children, at any time. • engage in any form of physical contact that could reasonably be expected to exacerbate a situation, when other safe and effective strategies were known and available, at the time of the incident.</p>

34. Children in distress

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none"> • be cautious in offering physical reassurance in one-to-one situations. Consideration should always be given to the child’s current risk assessment and behaviour management plan. • ensure the way you offer comfort and reassurance is appropriate to the age, stage of development, gender, ethnicity and background of the child. • follow guidance outlined in the child’s current risk assessment and behaviour management plan, especially in relation to physical contact. • always tell a colleague when and how you intend to offer and do comfort a distressed child. • seek advice and guidance where you have a particular concern about the need to provide care and reassurance to a child. 	<ul style="list-style-type: none"> • assume that all children seek or want physical comfort, if they are distressed. • assume that children have no ‘ulterior motive’ in seeking physical reassurance.

35. Personal care

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none"> • announce your intention to enter any form of toilet or changing room, occupied by children, before doing so. • only unlock doors when there is believed to be an imminent risk of harm. • always consider the supervision needs of the children and be sensitive to the potential for embarrassment. • only remain in the room/area where it is deemed necessary for health and safety or child protection reasons. • encourage children to undertake self-care tasks independently, wherever possible. 	<ul style="list-style-type: none"> • get dressed, changed or toilet in the presence or sight of children. • shower or bathe with, or in the presence of, children. • enter any form of toilet or changing room, being used by children of the opposite sex (unless in an emergency). • engage in any physical contact with children when they are in a state of undress. • engage in any visually intrusive behaviour. • assist with any personal care task, which a child can undertake by themselves.



36. Sexual conduct

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none">• ensure that your interactions with children clearly take place within the boundaries of a respectful professional relationship.• ensure that your attitude, demeanour, conduct, gestures and language do not give rise to comment or speculation.• always report to the Head Teacher or Designated Safeguarding Lead (DSL) any concerns about the behaviour of another adult (or child) which could indicate that a child is being groomed or is grooming another child.	<ul style="list-style-type: none">• have any form of sexual contact, interaction or relationship with children.• engage in any type of rough, physical or sexually provocative games including 'play-fighting', (particularly children head-locking and strangling staff), 'fist-bumping', piggy-backing or tickling with children at any time.• engage in any form of communication with a child, which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g., verbal comments, letters, notes, by email or on social media, phone calls, texts or physical contact.• make, or encourage others to make misogynistic or sexual remarks to, or about, a child.• discuss your own or others sexual relationships or experience with, or in the presence of, children, parents, carers or visitors.• engage in any form of sexual activity with spouses, partners, colleagues or other adults on Hopebright School Bolton premises, in school vehicles or while representing Hopebright School Bolton under any circumstances.

37. Whistle Blowing

As a member of staff, you must:	As a member of staff, you must not:
<ul style="list-style-type: none"> • come forward and voice any concerns you have about the activities of staff, senior leaders, the governing body/proprietor and external organisations and/or professionals in their dealings with the setting. • normally raise whistle blowing concerns with your supervisor or line manager. • approach the Head Teacher if you are unwilling or unable to approach your supervisor or line manager. • refer any safeguarding/child protection concern or allegation regarding the Head Teacher to the Proprietor, Chair of Governors or nominated safeguarding trustee. • refer any other concern or allegation regarding the Head Teacher (i.e., non-safeguarding/child protection matters) to the Proprietor, Chair of Governors or nominated HR lead. 	<ul style="list-style-type: none"> • make false, malicious or vexatious allegations regarding past, present or likely future wrongdoing. • harass or victimise any member of staff who raises concerns in good faith, in accordance with Hopebright School Bolton’s ‘Whistle Blowing Policy’.

If you are not satisfied with our response and feel it is right to take the matter outside the setting, the following are possible contact points:

- Proprietor or Governors of Hopebright School Bolton
- Ofsted Whistle Blowing hotline
- Safe call
- the NSPCC whistleblowing helpline
- Public Concern at Work
- other regulatory organisations e.g. The Health and Safety Executive (HSE)
- relevant professional bodies or trade unions; or
- the police

For further information, including contact details for the organisations identified above, please refer to Hopebright School Bolton’s Whistle Blowing Policy.