

STC CONSORTIUM LIMITED

FOR A PROFESSIONAL EDUCATIONAL RECRUITMENT SERVICE

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GUIDELINES ON CHILD PROTECTION

All schools should have a child protection policy and child protection officer. All staff must abide by this policy and report incidents to the nominated person using the appropriate forms. However, when teachers arrive at a new school, information relating to child protection may not always be readily available. STC teachers are therefore advised to follow the guidelines listed below in order to protect themselves and the children in their care.

1. **Never** be alone with one child. If this does occur inadvertently, react quickly and appropriately. Ask the child to leave or seek other adults or children to be present.
2. **Never** touch a child inappropriately. Avoid physical contact at all times unless restraining a child from accident or injury, helping a child to safety or demonstrating a particular teaching point which requires closer guidance such as gymnastics, the use of scissors or similar apparatus.
3. **Always** report any unusual behaviour to the child protection officer e.g. crying, distress, aggression, withdrawal etc.
4. **Always** report any unexplained injuries to the child protection officer e.g. bruising, cuts, rashes etc. These may become more obvious during swimming or physical education lessons.
5. **Always** make a written record of points 3 and 4, giving one copy to the child protection officer and retaining one copy for personal use. The latter must be kept secure and may be used as evidence. Ensure this report contains the name of the child, a description of the behaviour or injuries, the date and time of the incident and to whom this evidence was reported. If possible, the child protection officer needs to sign this report to show receipt.
6. **Always** ensure that premises and equipment are safe for children and adults to use at all times. If in doubt, always check with senior staff about the school's policy with regard to high risk equipment such as glue-guns, technology tools, compasses etc. These require special handling.
7. **Always** ensure that children are free from intimidation and bullying by adults and other children. Never let another child's parent question or reprimand a pupil. Prevent if possible but always intervene and stop such actions immediately and appropriately. Report such incidents to the child protection officer.
8. **Always** ensure children are correctly supervised at all times appropriate to their age, gender, task and location.
9. **Always** report to the head teacher or deputy head teacher if the name of the child protection officer is unknown.
10. **Always** ensure general health and safety precautions are taken at all times and adhere to the school's individual policy at all times.

These guidelines are by no means exhaustive and each school will have its own particular set of circumstances and conditions. However, they do apply to all schools and form the essential part of most child protection policies.



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