



PROTECTIVE BEHAVIOUR GUIDELINES

Revised: Spring 2020

Next revision: Spring 2023

To lessen the possibility of adults putting themselves into risk situations, we have developed a set of guidelines for our school.

1. If you are with children in a situation outside the normal classroom situation, make sure another adult knows where you are and what you're doing.
2. If you are taking a club or activity outside the normal working day, make sure another adult is around so that they can be called upon to assist in whatever circumstances.
3. If you are supervising a group of children who are not members of your class, make sure their teacher knows where they are and what they are doing.
4. When speaking to a child one on one, always leave the door open.
5. When speaking with a child, avoid using a threatening voice, threatening language and body language. Always consider how it would appear to an onlooker who may not have the full facts.
6. Never remove a child's clothing- you may assist them in the presence of another adult if an injury is suspected or a child needs to change his/her clothes.
7. Never accept or give kisses.
8. Physical contact should not be avoided when a child is hurt or in distress, but avoid hugs and cuddles out of sight of other adults, and discourage such behaviour as becoming the norm.
9. Do not label the child. Even an affectionate nickname may cause anxieties when repeated back.
10. In the case of a child wishing to disclose information in private, try to be in full view of others. If this is not possible, report the conversation immediately to the Designated Safeguarding Lead (Mrs Ward), or her Deputy (Mrs McCarthy) so that a written record can be made. Never promise to keep a secret.