



Protocol for working with children

When working alone with a child:

- When in a corridor, ensure you are near a classroom or office where the door is open and that other adults know you are there
- When in a classroom, group room or office, ensure the door is open and that someone knows you are in there
- Never do so in a confined space

On the issue of physical contact:

- If a child hugs you, it is best not to reciprocate
 - However, if other adults are around and you feel comfortable about it, you can reciprocate for no more than a few seconds
 - If you do reciprocate, only do so when other adults are present
 - If you feel at all uncomfortable about it, do not reciprocate
- If a child is upset you can offer to hold their hand for a few seconds to comfort them – again, ensure that you are not alone when you do this
- Never initiate touch
 - Such as hugs or touch an exposed area such as hands and face
- Be careful when doing crowd control and when children are lining up that you never use undue pressure to move children along
- If you are shaking a child's hand (for example, in assembly) ensure another adult is present

Sharing information about children:

- Always remain **professional** when talking about children
 - Be careful not to make any **derogatory comments** to other adults or other children about any children in our school
- We work on a **need to know** basis
 - **Never share information about children with people outside the school** (unless they are a professional agency who are involved with the child)
 - **Never refer to information about children outside school**, however innocuous you think the information is and no matter how familiar you are with the person you would consider talking to
 - Safeguarding concerns should be shared be shared with the schools' designated safeguarding officers, and nobody else
 - Information regarding SEN and Safeguarding will only be shared with relevant people

If you are unsure on any of these points, seek guidance from any member of SLT