

Educator Behaviour Policy

Safeguarding the Children and Young People in your Care

Teaching Personnel is committed to safeguarding and promoting the welfare of children and vulnerable adults. We require all educators (agency workers) to share this commitment and to be fully aware of the expected behaviours. Educators should always act professionally and aim to provide a safe and supportive environment which secures the well-being and the very best outcomes for children and/or vulnerable adults in their care.

Educators working through Teaching Personnel are expected to:

- Understand their responsibilities to safeguard and promote the welfare of children and/or vulnerable adults.
- Be aware of and understand their hiring organisation's child protection/safeguarding policy, arrangements for managing allegations against staff, staff behaviour policy, student behaviour policy, whistleblowing procedure and the procedures of the relevant Multi-Agency Partnership and any other relevant policies.
- Protect children and/or vulnerable adults from any form of harm or maltreatment.
- Ensure the classroom/learning environment is consistent with the provision of safe and effective care.
- Be observant of signs of abuse, neglect, radicalisation and extremism, and to report suspected or alleged abuse to the designated persons within the hiring organisation.
- Identify children and young people who are suffering or likely to suffer significant harm, taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
- Act in a professional way towards students, parents, vulnerable adults and any of the employer's staff. The Educator's behaviour should not unlawfully discriminate (direct or indirect) or be seen as harassing, bullying, or victimising. Educators should promote dignity and respect for all.
- Complete Safeguarding Training annually. The 'Safeguarding Children Certificate' is a level 2 course and available for free to all our educators. Educators can register their interest here: <https://www.teachingpersonnel.com/child-protection-training>
- Complete Prevent Duty Training: Radicalisation and Extremism - The Home office has produced key resources, workshops and training programmes to help you understand Prevent and how to keep students safe from extremism and radicalisation; this can be found on the following link: [Prevent Duty \(2015\)](#). All Educators are expected to complete the free Gov. Prevent Duty Training course: <https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/prevent-duty-training-learn-how-support-people-vulnerable-radicalisation>
Educators can upload their complete Prevent Duty course certificate onto the Supporting Education Group system [here](#)

- Read and understand part one of the latest version of Keeping Children Safe in Education, which can be found on this link: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Children and vulnerable adults need to feel supported and valued by a network of reliable professionals. Teaching Personnel's policies and procedures adhere to the current legislation as defined in 'Keeping Children Safe in Education', and recommendations outlined in '[Guidance for safer working practice for those working with children and young people in Education settings](#)'

Our expected professional behaviours of our educators are summarised below. Educators have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and vulnerable adults. Educators should adopt high standards of personal conduct in order to maintain confidence and respect of the general public; those with whom they work, and The Teaching Personnel.

This document aims to provide our educators with guidance which covers a broad range of situations; in circumstances not covered in this document, it is expected that educators will discuss these with senior staff in the setting in which they are working, or with The Teaching Personnel. These guidelines are fully referenced and explained in the documents listed above.

General Standards of Conduct:

We know that safe staffing is something that will be high on a hiring organisations agenda.

- All educators should adopt high standards of personal conduct, and not behave in a manner which would lead any reasonable person to question their suitability to work with children.
- Educators must observe the education setting's specific guidelines for safeguarding and child protection, behaviour management (including physical intervention), online safety and acceptable use policies, health and safety policies, and other relevant policies applicable to the setting.
- Educators must respect any standards of dress and appearance which the setting may require. At all times, manner of dress and appearance must be appropriate to the professional role and must promote a positive and professional image. This also applies to online or virtual teaching or when working with small groups, on or off the hirers site.
- Educators must be aware at all times of their online presence and ensure that any views they share or support are not detrimental to working in an education setting or to the reputation of Supporting Education Group or the school or organisation they are working for.

Please note that any allegation made against an Educator of inappropriate, illegal or other behaviours in or outside of the education setting (online or offline) that would lead any reasonable person to question their suitability to work with children; will result in suspension under investigation and/or immediate dismissal

Contact and Communication:

- Educators should always consider the appropriateness of social contact with children and their parents.
- Educators should have no secret contact with pupils or parents and should report any situation which may place a child or vulnerable adult at risk
- No educator should enter into extra private tuition or childcare arrangements with pupils or parents.
- Educators should not invite any child or vulnerable adult into their living accommodation unless the reason to do so has been firmly established and agreed with their manager and the pupil's parents / carers.
- Educators must not arrange to meet a child or vulnerable adult from the school or setting, away from the work premises, unless the necessity for this is clear and has been approved by all parties.
- Educators should not give their personal contact details to a child or vulnerable adult whilst also ensuring that social networking sites are set to private and a child or vulnerable adult is never added as a friend.
- Educators should never access the social network sites of pupils or engage in web-based communication to children or vulnerable adults.
- All settings in which educators are placed should have arrangements with regards to taking photos/ videos and use of images of children for display, publicity, and celebratory circumstances, and educators should act on these requirements. It is inappropriate to take photographs/videos of children for personal use or for publishing online. Under no circumstances should an educator use his or her own personal equipment to take images of pupils at or on behalf of the school setting.
- Educators must take extreme care to ensure that children and vulnerable adults are not exposed, through any medium, to inappropriate or indecent images.
- Educators should not enter into or encourage inappropriate discussions about sexual activity or any behaviour which may offend or cause harm. Whilst areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature; care must be taken to ensure that any resource material educators use cannot be misinterpreted.
- Educators should ensure that their own behaviour does not encourage any form of attraction, 'crush' or infatuation by pupils, and should report any evidence of this, no matter how small, to the headteacher or most senior manager or safeguarding lead.
- Educators should not use any form of degrading treatment to punish a child or vulnerable adult, nor should they direct sarcastic, demeaning or insensitive comments at a pupil or vulnerable adult in any situation.

Physical Contact:

In general, physical contact between adults and children in the workplace must be avoided:

- Physical contact with a child in the form of corporal punishment is unacceptable and unlawful.

- All physical contact with pupils is open to scrutiny and will require explanation.
- Even well-intentioned physical contact is open to misinterpretation and should be avoided.
- Educators should never touch a child or vulnerable adult in a way which may be considered indecent and should be sensitive to cultural or religious views and gender issues.
- In certain settings, e.g. sport, drama, music etc. it may be necessary to initiate physical contact. This activity should be carried out in accordance with the setting's existing code of conduct, regulations and best practice. Always explain why the contact is necessary and the form it will take to the child or vulnerable adult.
- Any sexual behaviour by an educator with or towards a pupil or vulnerable adult is unacceptable. It is an offence for a person in a position of trust to engage in sexual activity with a pupil under 18 years of age and sexual activity with a child would be a matter of criminal and disciplinary procedures.

Intimate / Personal Care / Medical Care:

- In situations where personal care is to be provided to pupils or vulnerable adults, the educator's line manager at the hiring organisation should be fully aware before. The educator is expected to adhere to the setting's intimate and personal care and nappy changing policies, and a signed record is to be kept of all intimate and personal care tasks undertaken. Intimate / personal care is to be provided by staff known to the child or vulnerable adult, and by personnel who have been trained in intimate and personal care procedures.
- All settings will have trained and named individuals to undertake first aid responsibilities and to administer medication; any requests for educators to do so, should be discussed in the first instance with the setting's designated safeguarding lead.

Working online:

Whilst working online, educators must:

- Follow Teaching Personnel's [Online Tutoring Policy and Guidance](#) and/or that of the education setting.
- Ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies.
- Ensure that they have been briefed on best practice and temporary changes which may have been made to standard online safety and acceptable use policies.
- Ensure that communication with children and vulnerable adults both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook, Instagram and Twitter, chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams and other hand held devices. (Given the ever changing world of technology it should be noted that this list gives examples only and is not exhaustive).
- Refrain from requesting or responding to any personal information from children and vulnerable adults other than which may be necessary in their professional role. They should ensure that their

communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.

- Not give their personal contact details to children and vulnerable adults, for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children and vulnerable adults locate these by any other means and attempt to contact or correspond with the educator, they should not respond and must report the matter to their line manager. The child or vulnerable adult should be firmly and politely informed that this is not acceptable.

Lone Working:

In situations where lone working may be required, educators should follow the Teaching Personnel [Lone Working Policy](#).

The Lone working policy statement is designed to address concerns regarding this type of work and attempts to provide a common-sense framework to deal with most situations. The policy cannot be entirely prescriptive and is not designed to provide solutions to all scenarios.

Confidentiality and Data Protection:

- Educators should follow the Teaching Personnel Data Protection Policy
- From time-to-time educators may have access to special category personal information about children or vulnerable adults and their families; this information must always be kept confidential.
- Educators should seek advice from a senior member of staff / designated safeguarding lead if they are in any doubt about sharing any information they hold, or which has been requested of them.
- Educators are expected to treat information they receive about pupils and families in a discreet and highly confidential manner.

What to do if you have a low-level concern or are worried a child or vulnerable adult is being abused?

All educators have individual responsibilities to bring matters of concern to the attention of senior management and / or relevant external agencies, and those who do not do so may result in charges of serious neglect on their part where the welfare of children or vulnerable adults may be at risk.

In view of their daily contact with children and vulnerable adults, educators working through Teaching Personnel are well placed to observe abuse or neglect. It is the educator's responsibility to report suspected or alleged abuse.

- If an educator is working within an education setting it is their duty to take note not only of major incidents, but also of signals which give cause for suspicion or low-level concern. When this occurs, the educator must report any concerns to the school's/hiring organisation's designated safeguarding lead, senior manager or headteacher as appropriate. It is also the educators responsibility to adhere to the specific guidelines set out in each school/hirers Child Protection Policy in relation to reporting and recording concerns and allegations.

- If an educator is working outside of the school or nursery environment it is their duty to report any concerns to the Children's Social Services Department of your local authority, or to the police.

Allegations made against an educator:

Teaching Personnel will follow the [policy and procedures for managing allegations against agency workers](#).

- If there is an allegation of abuse made against an educator working through Teaching Personnel it should be reported to the branch manager through which the educator is working.
- Educators should prepare a written statement which provides an accurate account of the situation regarding the allegation.
- During the investigation the educator will not be placed in a school/booking by Teaching Personnel and will be suspended without pay. Teaching Personnel will work closely with the educator and the relevant authorities to resolve the issue quickly and professionally.

Whistleblowing:

Whistleblowing is the term used when a worker passes on information concerning wrongdoing. The wrongdoing will typically (although not necessarily) be something witnessed at work.

If you have any concerns, please refer to our [Whistleblowing Policy](#) or that of the organisation in which you are working.

Educators preparing for their role:

Educators are required to read and be familiar with the Department for Education's '[Keeping Children Safe in Education](#)' and must confirm that they have read it as a part of their registration with Teaching Personnel. Educators should read this document in conjunction with the guidelines and recommendations provided in '[Guidance for safer working practice for those working with children and young people in Education settings](#)' and should always keep up to date and read the latest versions.

As a supply worker, educators share the same responsibilities and expectations as the permanent colleagues in the setting in which they are working. We wish all our educators every success in their roles and will support them to ensure the best outcomes for children or vulnerable adults in their care. Educators should not hesitate to relay and discuss any concerns they might have to their relevant contacts at Teaching Personnel or the hiring organisation.

Policy review

The Compliance Manager will keep Teaching Personnel's Educator Behaviour Policy under annual review.