



Child Protection Tips

Child Protection Do's

- DO** tell another adult if you are going to be in a situation where you are alone with a child.
- DO** leave the door open and situate yourselves where you can be clearly be seen by others passing by.
- DO** make pupils aware of the fact that you are legally required to inform the school's Child Protection Officer if a pupil discloses sensitive information to you.
- DO** inform management immediately if you feel that a pupil (or pupils) are placing you in a compromising position.
- DO** get another member of staff in the room (by sending a child to the departmental or main office) if a difficult situation arises, such as pupils physically fighting. They can deal with the situation more safely as a permanent member of staff and also act as a witness to events.
- DO** inform a member of staff should a child leave your classroom unexpectedly.
- DO** ensure you are aware of any pupils who may have specific health concerns such as diabetes, asthma or epilepsy, and what is the appropriate procedure to be followed in such cases.
- DO** familiarise yourself with the school's 'Behaviour Policy', or ask a senior member of staff the correct procedure when encountering disruptive behaviour.
- DO** Read this [KCSIE document](#), especially the first 13 pages.

Child Protection Don'ts

- DON'T** get yourself into a situation where you're alone with a child.
- DON'T** hit, grab or push a student. If a situation occurs where a pupil is likely to cause harm to either him/herself or to others then you may have to place yourself in a physically preventative position, but do not restrain the pupil.
- DON'T** behave in a way that might lead to complaints of questionable behaviour (e.g. hugging pupils, allowing younger children to sit on your lap, any physical contact that may be misconstrued).
- DON'T** take photographs of pupils on your mobile phone or personal camera.
- DON'T** make contact with pupils outside of the school setting (either physical or verbal).
- DON'T** disclose any of your personal information to the pupils.
- DON'T** ask pupils for any personal information, unless it is absolutely necessary for school purposes and then ensure it is passed to the relevant school contact as soon as possible.
- DON'T** use words towards, or in the presence of children that might be deemed negative, defamatory, or aggressive (e.g. "bad", "stupid", "shut-up", "naughty").
- DON'T** let pupils leave the room without proper permission - written where necessary.
- DON'T** leave a class unattended.
- DON'T** use sweets as rewards as many schools have a policy against this.