



## **NAE Guidance for Safer Working Practice-Abridged Version for Visitors/Volunteers**

### **Duty of Care**

All adults, whether paid or in a voluntary capacity, have a duty to keep children safe and to protect them from harm. All adults should always act, and be seen to act, in the child's best interests and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. They should not behave in manner which would lead any reasonable person to question their suitability to work with children or act as a role model.

### **Guidance for safer working practice**

Guidance is to ensure that adults working in schools establish safe and responsive environments which safeguard children and reduce the risk of adults being unjustly accused of improper or unprofessional conduct. The guidance is a code that aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
  - assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
- All adults should take responsibility for their own actions and behaviour. Below sets out some key information from the overall NAE policy and aims to identify what behaviours are expected of adults who work with children.

**Making a Professional Judgement:** Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Report any actions which could be misinterpreted to the senior manager.

**Power & Positions of Trust:** Adults should not use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people, and should not use their status to form or promote relationships which are of a sexual nature, or which may become so.

**Infatuations:** Report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with an adult in the workplace.

**Behaviour Management:** All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Where children display difficult or challenging behaviour, adults must follow the behaviour policy outlined by school, and use strategies appropriate to the circumstance and situation.

**Communication with Students:** Communication between students and adults, by whatever method, should take place within clear and explicit professional boundaries. Personal contact details must not be shared with students, including mobile telephone number, WeChat details, etc.

**Social contact:** Adults should have no secret social contact with students or their parents.

**Physical contact:** Be aware that even well intentioned physical contact may be misconstrued by the student or an observer. Never touch a child in a way which may be considered indecent.

**Sexual Contact:** Adults should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust.

**Access to Inappropriate Images and Internet Usage:** There are no circumstances that will justify adults possessing indecent images of children. Everyone should follow the school's guidance on the use of IT equipment.

**Photography and Videos:** It is never acceptable for anybody to take images of students for their personal use. Visitors/Volunteers/External 3<sup>rd</sup> Party Staff should not take photographs or videos of any child without the permission of the

School Principal or relevant Head of Phase, unless during school events where it is okay for parents to take photographs of their child/children.

**One to One Situations:** Avoid meetings with a student in remote, secluded areas and always report any situation where a child becomes distressed/upset to a senior colleague.

**Intimate Care and Personal Care:** All students are entitled to respect and privacy at all times and any such needs should be followed as per our Intimate Care Policy, where no external staff/volunteers should be assisting with these needs unless specifically agreed by the school team and parents/carers via an approved care plan.

## NAE 安全工作实务指南-访客/志愿者简略版

### 勤勉义务

所有的成年人，无论其在本校从事有偿或无偿工作，都有责任保证儿童的安全并避免他们遭受伤害。所有成年人都必须以孩子的最大利益而采取行动，并且采取的行动能够给其他人看见以避免任何正常人质疑他们的动机和意图。他们的行为不应导致任何合理的人质疑他们是否适合与儿童一起工作或充当榜样。

### 安全工作实务指南

本指南的目的是确保在学校工作的成年人通过在学校建立安全和响应迅速的环境来确保儿童安全，并降低成年人被不公正地指控不当或不专业行为的风险。

本指南是一个旨在：

- 确定哪些行为是安全行为，哪些行为应避免，以确保儿童的安全。
  - 协助从事儿童工作的成年人以安全和负责任的方式行事，并监督他们自身的标准和行为。
- 所有成年人都应为自己的行动和行为承担责任。下面陈述了 NAE 总体政策中的一些关键信息，旨在辨别与儿童共事的成年人应该有哪些行为。

**作出专业判断：**每个人都应该对自己的行为作出判断，以确保他们管理的孩子的利益和福祉最大化。向高级经理报告所有可能被误解的行为。

**权力和职位的信任：**成年人不应利用他们的地位来恐吓、欺凌、羞辱、威胁、胁迫或迫害儿童或青少年，也不应利用他们的地位来形成或促成具有性性质的或可能成为性性质的关系。

**迷恋：**报告并记录任何表明某个儿童或未成年人在工作场所对成年人的产生迷恋的任何事件或迹象（口头、书面、或肢体）。

**行为管理：**所有儿童和未成年人都有权得到尊重，即使表现出困难或有挑战性行为的情况下也是如此。当儿童表现出困难或具有挑战性的行为时，成年人必须遵循学校制定的行为政策，并使用适合于具体环境和情况的策略来帮助这些儿童。

**与学生沟通：**学生和成年人之间的交流，无论用什么方法，都应该在清晰明确的专业边界内进行。不得与学生共享个人联系方式，如手机号、微信号等信息。

**社会联系：**成年人不得与学生或其父母有私密社交联系。

**肢体接触：**要注意，即使是善意的肢体接触也可能会被学生或观察者误解。不要采用任何可能被认为不雅的方式触摸孩子。

**性接触：**成年人应清楚了解在与儿童和青少年接触时需要保持适当的界限。儿童/未成年人与和他们共事的成年人之间的亲密或性关系将被视为严重的背信行为。

**访问不雅图片及不当使用互联网：**在任何情况下，成年人持有儿童的不雅照片都不会被视为正当行为。

所有人都应严格遵守学校有关电子设备的指南。

**照片和视频：**任何人拍摄学生照片以供个人使用都是不可接受的。未经校长或相关阶段负责人许可，访客/志愿者/外部第三方工作人员不得拍摄任何孩子的照片或视频，除非在学校活动期间，家长可以为其孩子拍照。

**一对一情境：**避免在偏远、僻静的地方与学生会面，并始终向高级别同事报告孩子感到痛苦或不安的任何情况。

**亲密护理和个人护理：**所有学生始终有权获得尊重，并享有隐私权。任何此类需求都应按照我们的《亲密关怀政策》予以遵守，除非学校团队和家长/看护者通过批准的关怀计划特别同意，否则任何外部员工/志愿者不得协助满足这些需求。