



Smile Education Limited's Policy Guidelines to Teaching Staff

Child protection guidelines

All members of staff in a school, even on supply, have a positive role to perform in the safeguarding of children. Every staff member can play a part in the prevention of abuse and neglect through their awareness of child protection policies and procedures. Always check with the school you are in, what their policy is. If you do have a concern about a child it is important that you report it without delay to the designated Safeguarding Lead, following all school's policies.

If a child chooses to disclose to you that he/she has been or is the subject of some form of abuse, it is vitally important that you listen to the disclosure and not interview the child or ask the child to repeat the account. Avoid asking leading questions as they may invalidate your evidence (and the child's) in any later prosecution. Finally, never examine a child.

Do explain what is going to happen next i.e. that you are going to have to inform the DSL. You should never promise a child confidentiality where an allegation of abuse has been made.

The DSL will make a decision based on what you have said and has a responsibility to feedback to you what action has been taken in respect to the concern you raised.

By following the school's policy document, you minimize the risk of being accused of improper conduct towards children and help to ensure the safety and welfare of children:

Keeping Children Safe in Education: Part 1

You are working in a position of trust and it is a criminal offence to have a relationship with or arrange to meet pupils outside of schools even those over the age of 16.

School Discipline

It's extremely important that you enquire about the school's discipline procedures upon arrival and follow these at all times. Ensure that you explain to the pupils what you expect of them and sanctions that will be applied if they do not abide by you rules. Be firm, fair, confident and consistent.

Smile Education Limited has a no physical contact policy and any form of physical contact with pupils must be avoided.

Although The Education Act 1997, authorises teachers to use physical contact in an emergency, it emphasises that you must avoid doing anything that might reasonably be expected to cause injury e.g. hitting; forcing limbs; excessive holding; pulling or restraining. You must never touch or hold a pupil in a way that might be considered indecent. In such situations, communicate clearly at all times and enlist support from other staff wherever possible.

You should always try to deal with a situation through other strategies than using physical contact and should be aware that your actions must be considered and appropriate; using excessive force in a situation where it is not appropriate can result in DFE disciplinary action or criminal charges.

Social Media, Internet and Mobile Phone Policy

Social media is a 21st century phenomenon and its use and impact is growing daily. Social media is online media that enables and expedites conversation and discussion allowing individuals to participate quickly in the development or creation of content. It includes sites such as Facebook, Twitter and many others. Smile Education Limited acknowledges the value of social media in both professional and private life, however you need to be aware that your use of social media on a personal basis may have an impact on yours and Smile's professional reputation. Posting comments relating to schools would be deemed as unprofessional conduct.

The internet is a valuable tool for learning, however steps must be taken to ensure only appropriate material is used with children. Please adhere to individual school's policies for internet usage and under no circumstances use school equipment to access the internet for private use.

Many schools and other hirers operate an empty-pockets policy regarding mobile phones and digital cameras as part of their Safeguarding policy. In nurseries and SEN settings in particular, having a mobile phone on your person whilst undertaking personal care (such as nappy changing and room based duties) would be deemed highly unprofessional and could be taken as grounds for dismissal. Please ensure you adhere to this policy and only use mobile phones during break times and never in the presence of children, other than for work-related emergencies or where you have been asked to by the Head Teacher (such as for contact on school trips).

- You should not use school equipment for personal access to the Internet or social media.
- You should not use social media during school hours whilst working in a school through Smile
- As workers employed to work with children and/or vulnerable adults you should not interact with them on a personal basis via social media sites. This is to ensure that you are protected from any misunderstandings or allegations of wrongdoing.

Confidentiality

In all your dealings with Smile, schools and other clients where we may place you, we ask that you maintain professional confidentiality. You should not discuss information about the children in your care, schools/hirers for whom you work or any other issue which may be considered inappropriate or unprofessional. Please be aware of this at all times, in both verbal conversation and written communication, particularly communication made via the internet.

Health and Safety Awareness

Smile Education Limited is committed to the welfare of supply teachers and support staff. It is your responsibility, when you arrive, to obtain as much information as possible before you start the assignment and carry out your duties in accordance with the client school's policies and procedures. It is the client school's responsibility to advise you of their health and safety policy and associated procedures.

When you arrive at the school you must find out:

- The health and safety guidelines for that site, including any specific health and safety guidelines on the use and storing of equipment, disruptive pupils, on or off site supervision of pupils
- The procedure for fire, or emergency evacuation the name of the qualified First Aider
- The reporting structure for accidents, incidents or near misses.

Health and Safety is a joint responsibility and it is your responsibility to:

- Ensure that you carry out your duties in a safe and controlled manner.
- Minimise any harm that may be caused to the pupils in your care, or to yourself.
- Report any accident, incident or near miss.

Equal Opportunities

Smile Education Limited is committed to equal opportunities, both as an employer of its own staff and as an agency which recruits and places temporary education staff. We take a pro-active approach to this employment practice. We are opposed to any form of prejudice and make every effort to ensure that it plays no part in our practice.

Smile Education Limited respects and values cultural and religious diversity. We will not discriminate on the basis of gender, sexual orientation, race, age, ethnic origin, religion, culture or disability. Each individual is assessed on merit alone.

We will expect you to support our policy when working in schools. In particular you should promote equality of learning irrespective of ethnicity, class, gender, age, religion or special educational needs and this should be reflected in your planning, teaching resources and links with the school community.

Smile Education Expectations

At Smile we value the commitment, hard work and dedication our Tutors put into every assignment. As an agency, our high standards ensure that you are re-booked by client schools.

In order to maintain our relationships with schools, we need your help. The following list of expectations must be adhered to on every assignment, and schools are encouraged to notify us should our staff fail to meet these standards.

Remember - our success means more work for you!

We expect the following from our Tutors for face to face sessions please also see our "Tutor Policy" regarding online sessions:

1. To arrive on time and be prepared for your session.
2. To carry a DBS and photo ID at all times.
3. To mark work any work and leave feedback on the portal
4. To dress respectfully and appropriately. This is usually a shirt, tie and jacket for men, smart business dress for women.
5. To familiarise themselves with the school's disciplinary policy, following this and Smile's guidelines at all times.
6. To complete the full session booked.
7. To regularly liaise with the class teacher to ensure sessions are in line with the curriculum and set objectives.
8. To log all sessions on the portal to ensure prompt weekly payment, this must be done by 4 pm on a Monday for the previous week and payment will be made that Friday.
9. If you are going to be off sick, please notify Smile by 7:30 am latest. You should also contact the school if you have been asked to do so.
10. Mobile phones must be switched off in lessons.

Smile Education Professional Standards

All staff are to adhere to the following standards within their classroom practice.

Safeguarding Children and Maintaining Welfare

- Ensure all children or young adults in your supervision are safe at all times.
- Always ask for support or help from SMT if you think your own actions could put pupils at risk
- Ensure that you take appropriate action if you observe another member of staff having a negative impact on pupils
- Always follow the school's child protection policies and procedures.
- Ensure that relationships with pupils remain professional at all times
- Ensure that you have read chapter One from "Keeping Children Safe in Education" On the government website: Keeping Children Safe in Education (Part One)

Professional Values and Relationships

- Always be committed to the best interests of the children in their care and be fair and objective
- Respect each individual's specific needs
- Develop positive relationships with every individual in the school community
- Work towards a culture of mutual trust and respect in every assignment

Professional Integrity

- Demonstrate honesty and integrity in all aspects of their work
- Respect the privacy of others and confidentiality of information gained in course of professional practice, unless there is a legitimate concern for well-being of an individual
- Represent themselves, their status and qualifications honestly.

Professional Conduct

- Uphold the reputation and standing of the profession
- Take all reasonable steps in relation to the care of pupils and students in their care, to ensure safety and welfare
- Work within the framework of relevant legislation and regulations
- Comply, respect and uphold all school policies, procedures and guidelines
- Report all incidents which impact student/pupil welfare

Professional Practice

- Maintain high standards of all aspects of their professional practice
- Plan and communicate clear, challenging and achievable expectations for pupils and students
- Act in the best interest of pupils and students at all times

Diversity and Equality

- Be committed to equality and inclusion and accommodate diversity that arises from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status
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Candidate to sign here to confirm he/she understands the above expectations.

REVIEWED: August 2021

NEXT REVIEW DATE: August 2022

REVIEWED BY: Katy Rees