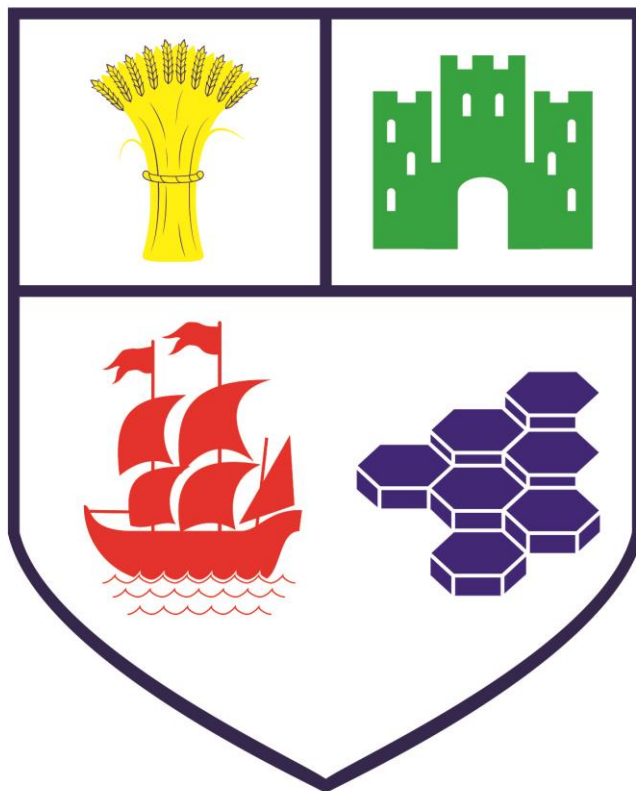


Dunseverick Primary School



Code of Conduct - Staff

This policy was reviewed & adopted by the BOG

November 2022

Signed by the Principal

Signed by the Chair of the BOG

Review Date

November 2024

Appendix to Safeguarding Policy

CODE OF CONDUCT FOR STAFF MEMBERS OF DUNSEVERICK PRIMARY SCHOOL.

Staff at Dunseverick Primary School are mindful that they hold a position of trust and that their behaviour towards the pupils in their charge must be above reproach. The interests of our pupils are of prime consideration.

PRIVATE MEETINGS WITH PUPILS

- You will conduct private interviews with pupils as far as possible with visual access or with the door open.
- Where such conditions cannot apply you will ensure that another adult is aware of the interview.
- If possible, another adult will be present or nearby during the interview.

PHYSICAL CONTACT WITH PUPILS

- You will not make unnecessary physical contact with pupils, but it is unrealistic and unnecessary to suggest that you are not allowed ever to touch a child. There are cases where this is necessary – e.g., a distressed child, especially a younger child, may need reassurance involving physical comforting. You act as a caring parent would.
- You will not touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact – unless of course to protect the child from harm.
- First aid treatment should be administered in the presence of other children or another adult. However, emergency first aid will be administered if required – the child's needs will come first.
- Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
- If you feel that your actions may be or have been misconstrued, you will make a written report and give it to the principal.

CHOICE AND USE OF TEACHING MATERIALS

- If you are uncertain about using materials with your class, please consult with the principal.

RELATIONSHIPS

Take care that your conduct does not give rise to speculation. Staff should ensure that their relationships with pupils are appropriate to the age, maturity, and sex of the pupils. Attitudes, demeanour, and language require care and thought. In other words:

- BE CAREFUL WHAT YOU SAY
- BE CAREFUL WHAT YOU DO

Any suspicions about abuse by a colleague should be brought to the principal's attention immediately.

CONFIDENTIALITY

Staff should ensure that information regarding pupils is only shared with the appropriate person. You should be aware of the confidential nature of personal information about a child and maintain that confidentiality. Child Protection information regarding a pupil must be treated on a 'need to know' basis only and information should only be shared with the relevant personnel. Staff cannot promise confidentiality regarding information which causes concern that a child had been or may be at risk of harm.

RESIDENTIAL TRIPS

Before trip

- Teachers going on the trip familiarise themselves with regulations for residential trip
- Both parents and pupils will be made aware of the following:

WHO are the members of staff involved with the trip?

WHAT happens on each day?

WHERE the children are staying

HOW the pupils will be transported and conducted around the various activities

WHEN they will leave and arrangements for their collection when trip is over

- The trip leader is responsible for the establishment of safe procedures in relation to supervision and discipline
- Children will be made aware of expected behaviour; potential dangers; what to do if they get separated from the group
- The trip leader will allocate responsibilities in respect of first aid, administration, and storage of medication

During trip

- Children will be aware of who to go to in the case of an emergency or if they have a problem
- Staff will be always readily accessible
- Staff should enter rooms in twos or where this is not possible the door MUST be left open
- If staff are alerted during the night, they should ensure that another adult is present or that other children in the room are awake
- Staff should avoid being alone with a child, however, in an emergency, common sense should prevail. This also applies to the administration of first aid or medication
- A contingency plan will be in place in the event of a child needing hospital attention

SCHOOL DAY TRIPS AND SWIMMING

Behaviour	Children are expected to behave in an acceptable way and always show good manners. Accompanying parents are asked to reinforce this. Discipline should be verbal only and the teacher in charge informed
Numbers	Staff should avoid being alone with one pupil during the trip. Always keep the children together in the interests of safety and your protection
Toileting	Children go to the toilet before leaving school On the trip take two children to toilet at a time Adults should wait outside toilets Have specific and regular toilet stops

Bus	Staff can sit beside children if necessary Assist with seatbelts if necessary – all children must wear a seatbelt
First aid	One person should be pre appointed to administer first aid and should be aware of any allergies etc
Supervision	Count group regularly Ensure correct adult: pupil ratio is adhered to
Changing	Where possible, staff should stay outside changing cubicles and verbally encourage children to change quickly. Teachers should only enter changing cubicles in the case of an emergency. Our KS2 pupils go weekly to Joey Dunlop Leisure Centre, Ballymoney. Due to the lack of individual changing cubicles, the pupils change in a communal room. Staff will escort pupils through the changing room and wait at the entrance/exit to the pool at the other side. Teachers will explain that at least two pupils always remain in the changing room
Parents	Parents who volunteer are vetted according to regulations Parents can supervise a group independently under guidance from teacher in charge Parents are given clear guidelines before a trip

TOILETING, CHANGING AND INTIMATE CARE

Reference:

Section on Changing Children includes sample of parental permission slip and Intimate Care form

Children coming into Reception or P1 should be toilet trained. If not, specific arrangements may be made with parents.

As part of our ongoing routine children will be reminded to wash their hands, flush the toilet etc.

In the event of an accident:

- Younger children are assisted to change in the presence of two adults.
- Older children are given the necessary dry clothes and will change in the toilets. The supervising adult will remain outside in the corridor and assist if necessary.
- Wet items are sent home and borrowed clothes are returned to school laundered.

ICT

In line with the school's ICT policy, the following Code of Safe Practice has been highlighted and agreed by all staff:

- No social networking site should ever be used in school without permission from the principal.
- **Staff should never accept a 'friend request' from a pupil/parent on any social networking site. It is recommended that staff do not accept friend requests from past pupils.**
- Staff are permitted to use mobile phones during teaching time when appropriate to facilitate the teaching and learning in the classroom e.g., using it for a timer during maths lessons.
- Pupils accessing the Internet should be always supervised by an adult.
- Staff should ensure that all pupils are aware of the rules for the safe and effective use of the Internet.
- Staff should ensure that all pupils using the Internet have written permission from their parents.
- Websites used by pupils should be checked beforehand by teachers, as far as possible, to ensure that there is no unsuitable content, and that material is age appropriate.

- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the principal and teacher in charge of ICT.
- In the interests of security, staff passwords should only be shared with the network manager.
- Teachers are aware that the C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any of the materials which are in breach of these.
- Photographs of pupils should only be taken with a school camera and images stored on a centralised area of the school network. Consequently, staff and any visitors should never take a photograph of a child with their mobile phone or store any images or data regarding any child on a personal laptop.
- School systems may not be used for any unauthorised commercial transactions. Permission must be sought from the principal.

IMPORTANT CONTACT NUMBERS

- **EA Child Protection Support Service for Schools (CPSSS)**
Tel. No. 028 94 482223
- **Gateway Services for Children's Social Work (Social Services)**
Tel. No. 0300 1234 333
- **PSNI Central Exchange**
Tel. No. 028 90 650222