

Appendix to Child Protection Policy
CODE OF CONDUCT FOR STAFF MEMBERS OF
THE DIAMOND PRIMARY SCHOOL.

Staff at The Diamond 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.
- 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. 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.

RESIDENTIAL TRIPS

Before trip

- Teachers going on the trip familiarise themselves with joint board regulations for residential trip
- A joint board permission form will be sent to the board 6 weeks before the start of the 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 readily accessible at all times
- 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 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 show good manners at all times. 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. Keep the children together at all times 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** Staff should wait outside where possible
- Parents** Parents who volunteer are all 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 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 returned to school laundered

During PE all classes change separately with access to allow for a degree of supervision and privacy.

IMPORTANT CONTACT NUMBERS

- NEELB's Designated Officer, Ms. Lorraine O'Neill and Mrs. Linda O'Hara
Chief Education Welfare Officers 028 94482223
- Gateway Services for Children's Social Work (Social Services)
Tel. No. 02879651020 (Toomebridge)
02893340165 (Ballyclare)
02870325462 (Coleraine)
02894468833 (Out of Hours Emergency)
03001234333 (For referral)
- PSNI CARE UNIT, 028 25653355