

Code of Conduct

for adults working within

Loughries Integrated Primary School.

To include –

1. Outreach support teachers
2. Visitors for assembly
3. Swimming/Gymnastics supervisors
4. Adults coming into classes to give talks/assist with reading.
5. Work experience students
6. Spanish teacher
7. Helpers on school trips

It is our duty as adults to set high standards of behaviour for our children and to behave in a responsible manner towards all pupils. We aim to ensure that their best interests and safety are paramount. Teachers are placed in “loco parentis” when children are in school, and visiting helpers and supervisors have the same responsibility. The following Code of Conduct is suggested to help to clarify your roles and responsibilities in order to ensure that we work together to protect our children in Loughries Primary School.

In practice:

1. Sign your name in the Visitors Book which is located in the office. Please sign out when you leave.
2. Make sure you discuss with the teacher a clearly defined programme for the day/activity and your responsibilities.
3. Display a name badge so that you can be easily identified.
4. Avoid physical contact with children.
5. Make sure you are never alone with a child – or that the door is open if you need to work on an individual basis.
6. Ensure that your language is appropriate.
7. If you are working with a group of children, ensure that they are all with you and on task.
8. If any discipline issues arise, simply inform the teacher in charge as he/she will deal with them in an appropriate manner.
9. If any child is injured, report to the First Aider (Miss Miller) or teacher.
10. If a child makes a disclosure to you, it is your responsibility to report this to the Designated Teacher for Child Protection, Miss Miller (P1/2). If she is unavailable, see Mrs. Thompson (Deputy Designated Teacher).
11. If supervising swimming, be mindful of the children’s privacy when they are changing.

Thank you for taking time to consider this Code of Conduct. We hope that you enjoy working with our children.

Miss Miller (Designated Teacher for Child Protection).

Mrs Thompson (Deputy Designated Teacher for Child Protection)