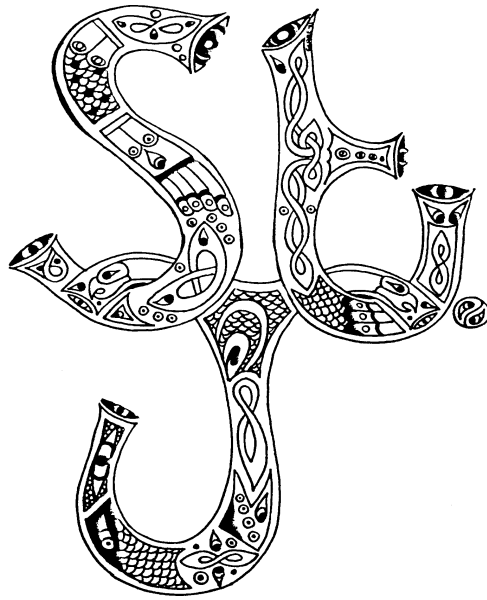


St Joseph's Primary School Slate Street



CODE OF CONDUCT POLICY

ST JOSEPH'S PRIMARY SCHOOL
Code of Conduct

This is a Code of Conduct for all adults in St Joseph's Primary School. It applies to all those who have contact with children during schools hours, including students.

We see this code of conduct as a part of our professional development - encouraging uniformity in our approach to pupils in our care, to parents and to each other.

It is a working document which will be revised on a regular basis.

We hope to use this Code of Conduct to build on our strengths:

- Providing a settled, caring atmosphere
- Good relationships between staff and children
- Good teamwork
- Thoughtful organisation of daily routines
- High standards set for all areas of work.

We strive to provide a safe, caring and loving environment in which our children can grow and develop, taking account the uniqueness of each child and his/her individual needs.

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Reporting Absence

- A Notify the Principal/Vice Principal by telephone as soon as it is evident you will be unable to attend to your duties and not later than one hour of your start time.

If the Principal/Vice Principal is unavailable then the School Secretary should be informed.

In exceptional circumstances, if a member of staff is incapable of notifying the school, a relative or friend may do so.

- B At the time of the initial notification, give an explanation of the absence and if possible an estimate of it's likely duration.
- C Ensure that the Principal/Vice Principal is kept informed of the illness regularly in order that alternative arrangements can be put in place.
- D Provide documentation promptly to the school in support of any absence due to sickness as follows:

Up to 3 working days: Appropriate form (SC1) must be completed on the day of return to work.

Up to 7 calendar days: self-certification form must be submitted on or before the 7th day of absence

More than 7 days: A doctor's certificate must be submitted before the expiry of the 2nd week of absence.

- E Notify the principal in advance of the date of return to work. If the absence has been of 4 weeks or more duration the Principal, or in the case of a Principal, the chairman of the Board of Governors, should be given, where possible, one week's notice of intention to return to work.

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Confidentiality

<p>To whom is information available e.g. Progress Reports Children's Profiles for Primary School</p>	<ul style="list-style-type: none"> • Parents or Guardians ONLY
<p>Who gives the information</p>	<ul style="list-style-type: none"> • Class Teacher • Classroom Assistants must refer all enquiries to the class teacher. • Students will be made aware that all enquiries are referred to the class teacher.
<p>Disclosure of information re: staff/pupils</p>	<ul style="list-style-type: none"> • All information held on staff and children will be kept confidential and will not under any circumstances be discussed outside the school.
<p>Disclosures by children re: abuse</p>	<ul style="list-style-type: none"> • Disclosures by children to any member of staff re: abuse will not be confidential. • The child's welfare is paramount and concerns will be reported to the designated person (see School Policy re: Child Abuse).

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Guidelines on Physical Contact

(Pastoral Care in Schools)

All physical contact with children will be appropriate to the situation and the child's needs and wishes	<ul style="list-style-type: none">• Settling-in procedures• After accidents• Emotional trauma e.g. illness, bereavement
Children will be encouraged to be independent.	<ul style="list-style-type: none">•
Toilet Procedures	<ul style="list-style-type: none">• Children encouraged to attend to their own needs.• Supervision by staff at appropriate times.• Students will not supervise children unless accompanied by a member of staff.
Changing children in the event of an accident	<ul style="list-style-type: none">• Consent forms must be signed

Mobile Telephones

- 1 Mobile phones for pupils are not permitted in school, unless in exceptional circumstances, and with the Principal's permission.

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Guidelines on Security	Door Policy
<p>Main Entrance</p> <p>Classroom Doors</p> <p>Main Entrance Door</p>	<ul style="list-style-type: none"> • All visitors must gain admittance by utilising the security system. • Identification will be requested • The Principal will be advised of the arrival of visitors <p>* Classroom doors should be kept locked when the room is not in use.</p> <p>* Store room doors must be kept closed during child contact time.</p> <p>McDonnell St boundary gates must be kept locked when not in use.</p> <p>The security system must be used to gain entry.</p>

NB If a parent or guardian is unable to collect their child the class teacher should be informed in person or by telephone.

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The school does not feel that anyone under the age of 16 is responsible to take a child home.

Smoking

- 1 St Joseph's Primary School operates a "No Smoking" policy.
- 2 "No Smoking" signs are displayed around the school to advise parents and visitors of this policy.
- 3 Members of staff who wish to smoke will be required to leave the building and the school grounds outside contact hours.

Trips and Outings

- 1 Member of staff accompanying children on trips will ensure that they conform with BELB regulations re risk assessment and the ratio of children/adults in their care.
- 2 Volunteer parents must have the appropriate background checks satisfactorily completed before they can be allowed to accompany children on trips. They must also be made fully aware of their responsibilities.
- 3 All staff and volunteers must behave in a responsible manner while accompanying children. They must provide children with a positive model of behaviour at all times.
- 4 Parents will be notified of any contingency plans made prior to the trip in case of inclement weather.
- 5 A list of contact names and telephone numbers for children on trips will be taken by the trip leader in case of emergencies.

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