

Code of Conduct

for adults working within
Glencraig Integrated Primary School.

To include –

1. Healthy break helpers
2. Helpers on school trips
3. Swimming supervisors
4. Adults coming into classes to give talks/assist with reading.
5. Work experience students

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 as visiting helpers or supervisors, it is also necessary to consider these implications. 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 Glencraig.

In practice:

1. Make sure you discuss with the teacher a clearly defined programme for the day/activity and your responsibilities.
2. Display a name/visitors badge so that you can be easily identified.
3. Avoid physical contact with children.
4. Make sure you are never alone with a child – or that the door is open if you need to work on an individual basis.
5. Ensure that your language and dress is appropriate.

6. If you are working with a group of children, ensure that they are all with you and on task.
7. If any discipline issues arise, simply inform the teacher in charge as he/she will deal with them in an appropriate manner.
8. If any child is injured, report to the first aider or teacher.
9. If a child makes a disclosure to you, it is your responsibility to report this to the designated teacher for child protection, Mrs Gough (P5). If she is unavailable, see Mrs. Brown (deputy designated teacher & P1 teacher).
10. When preparing break, make sure that knives and toasters are kept out of children's reach and in adult supervision at all times.
11. If supervising swimming, be mindful of the children's privacy when they are changing.
12. Familiarise yourself with the Fire Safety guidance on the reverse of your visitor's badge and displayed at reception.

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

Mrs. C. Gough (Designated Teacher for Child Protection).
Mrs. J. Brown (Deputy Designated Teacher for Child Protection)