



**CODE OF CONDUCT  
FOR REGULAR VISITORS  
&  
SUBSTITUTE TEACHERS**

**WITH COVID ADDENDUM**

**September 2021**

## COVID-19 Visitor Policy

These Covid-19 Guidelines are added to our existing protocols and code of conduct for visitors, including policies in respect of Child Protection and Safeguarding.

This document must be read by ALL visitors to the school. We ask for the support and understanding of our visitors in helping us minimise the risk of COVID-19 to our school.

At Cregagh Primary School we continue to take guidance from the Public Health Agency the DE and EA. Consequently, we are now limiting access to our school buildings to essential visitors only.

-  approved EA contractors (out of school hours where possible)
-  EA officers e.g., Literacy support, RISE, Ed. Psych, Behaviour Support etc.
-  school health professionals
-  approved tutors
-  school counsellor

All visitors must prearrange their visit to the school, by phoning **02890 401246** or emailing the school secretary at **amurphy903@c2ken.net**

No 'cold callers' will be admitted to the school building.

Face-to-face visits with parents are suspended until further notice, with queries being resolved over the phone, by email or on zoom (if appropriate).

**In addition, visitors must not enter our school buildings if:**

- you have travelled from, or transited through, countries currently on 'lockdown' in the past 14 days.
- you have symptoms of Covid-19:
  - 1. a temperature/fever (above 37.8C),**
  - 2. a new, continuous cough,**
  - 3. change in your sense of taste or smell**
- you have cold or flu symptoms
- you have suffered from vomiting or diarrhoea within the last 48 hours
- if you or anyone in your household is required to self-isolate in accordance with PHA guidelines.

## **INTRODUCTION**

All actions concerning children and young people must uphold the welfare and best interests of the young person as the primary considerations.

Staff must always be mindful of the fact that they hold a position of trust and that their behaviour towards the children and young people in their charge must be above reproach.

This Code of Conduct is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff. It is intended to assist staff in respect of the complex issue of child abuse, child protection and safeguarding by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct.

Staff must record Safeguarding concerns using the Record of Concern and bring this to the Designated Teacher for Child Protection (Mrs Karen Pearson) or the Deputy Designated Teacher for Child Protection (Mr Stephen Higginson).

### ***1. Private Meetings with Pupils***

- Staff should be aware of the dangers which may arise from private interviews with individual pupils or where one to one contact is expected during the normal course of a child's education eg Learning support or music tuition. It is recognized that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access or with the door open.
- Where such conditions apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use but it is not advisable to use signs prohibiting entry to the room.
- Where possible, another pupil or (preferably) another adult should be present nearby during the interview and the school should take active measures to facilitate this.

### ***2. Physical Contact with Pupils***

- As a general principle, members of staff are advised not to make unnecessary physical contact with their pupils.
- It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide.

- Staff should never touch a child who has clearly indicated that he/she is or would be uncomfortable with such contact unless it is necessary to protect the child, others or property from harm. The DENI Circular 1999/9 on use of reasonable force gives guidance on Article 4 of the Education (Northern Ireland) Order 1998 (*Power of member of staff to restrain pupils*).
- Physical punishment is illegal as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
- Staff who have to administer first aid to a pupil should ensure, wherever possible, that this is done in the presence of other children or another adult. However, *no member of staff should hesitate to provide first aid in an emergency situation simply because another person is not present*.
- Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
- Following any incident where a member of staff feels that his/her actions have been, or may be misconstrued, a written report of the incident should be submitted immediately to the Designated Teacher or Principal.
- Staff should be particularly careful when supervising pupils in a residential setting or in approved out of school activities, where more informal relationships tend to be the norm and where they may be in proximity to pupils in circumstances very different from the normal school/work environment.

### **3. Relationships and Attitudes**

All staff should ensure that their relationships with pupils and their attitudes towards pupils are appropriate to the age, maturity and sex of the pupils. They should also take care that their conduct and language do not give rise to any comment or speculation regarding impropriety.

Staff should therefore not:

- use any form of inappropriate language (foul, sexualised or discriminatory) on school premises or when accompanying children outside school or allow children to use such language unchallenged;
- make sexualised or suggestive comments to children, even in 'jest';
- intentionally reduce a child to tears as a form of control;

- allow allegations made by a child to go unrecorded or not acted upon.

#### **4. Use of toilet facilities**

- Staff must always use the correct adult facilities provided for their own personal use.
- Where a member of staff thinks it is necessary to enter pupil toilets due to concerns over the behaviour of users or a child taken ill or in distress, they should not enter the toilets of the opposite gender to themselves – instead they should enlist the help of an appropriate member of staff.

## **5. Use of Mobile Phones/Personal Devices**

- Staff should be discreet when using mobile phones and calls/text messages should not be made or received when children are present (except in an emergency situation involving children/staff). If possible, usage should be restricted to break and lunchtimes. Staff should also not use mobile devices in sensitive areas outside school e.g. swimming pool or in pupils' accommodation on residential trips.
- Staff are advised not to give their mobile phone numbers or personal email addresses to pupils and, where possible, to parents.
- Staff should not correspond with pupils on social networking sites e.g. Facebook. Privacy settings should be in place so that pupils cannot access a member of staff's personal site;
- Staff should not take or have photographs of pupils on their personal devices.

## **6. Choice and use of Teaching Materials**

- Teachers should avoid teaching materials the choice of which might be misinterpreted and reflect upon the motives for the choice.
- When using teaching materials of a sensitive nature a teacher should be aware of the danger that their usage, either by pupils or by the teacher, might be criticized after the event.
- If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the Principal before using it.

## **7. Dress Code**

- Staff at Cregagh Primary School are role models for the children and it is our intention to foster a feeling of professionalism and pride within our school, while still allowing for individual style and choice.
- We believe that appearances are one of the first characteristics that people are measured by and therefore, consider that smart clothing (i.e. no denim) is paramount for the first impressions to be of trust, respect and professionalism.

As part of safeguarding for staff and pupils, it is important that staff wear clothing which is:

- Reflective of their professionalism

- 🌐 Is not likely to be viewed as offensive or revealing, cause embarrassment or give rise to misunderstanding.
- 🌐 Is absent from any political or otherwise contentious slogans and is not discriminatory.
- 🌐 Appropriate for the task:
  - e.g. changing into sports clothing /footwear before P.E. (ie break /lunch or after school) or for a relevant after school activity
  - e.g. wearing an art apron during messy art activities.
  - suitable garments for the activity e.g. if you are sitting on the floor/crawling
  - around outside etc. decide whether trousers are more appropriate than a skirt.

## **8. Confidentiality**

- 🌐 Information obtained in school relating to the personal circumstances or the educational attainment of a pupil should not be discussed outside of school.
- 🌐 Any documentation with personal details of children/staff should be shredded when no longer required.

## **CONCLUSION**

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff interrelate with children and young people, or where opportunities for their conduct to be misconstrued might occur.

In all circumstances, employees' professional judgment will be exercised.

From time to time, however, it is prudent for all staff to reappraise their teaching styles/ relationships with pupils to ensure that they give no grounds for doubts about their intentions in the minds of colleagues, pupils or of parents/guardians.

We promote shared responsibility and mutual accountability and recognise this as vital between all staff to ensure a safe environment for both children and adults.

### **Guidelines for Self-Protection**

1. In the event of injury to a child, ensure that it is recorded and witnessed by another adult.
2. Keep records of any allegations a child makes against you or other staff e.g. "You're always picking on me", "You hit me" or comments such as "Don't touch me". Keep a record of dates and times and report to the Principal.
3. If a child touches you or talks to you in a sexually inappropriate way or place, record what happened and tell another adult. As it could be totally innocent, do not make the child feel like a criminal. However, remember that ignoring this or allowing it to go on may place you in an untenable situation.
4. Do give firm guidelines to any child who demonstrates sexually inappropriate behaviour. Explain that the behaviour is unacceptable and could get the child into difficulty, but do not make the child feel guilty. The behaviour may be an imitation of abuse the child has suffered and may not be the child's fault. Report any such concerns to the Designated Teacher.
5. If you take children on journeys, always have two children along and ensure parental permission has been obtained.
6. Do not spend an excessive amount of time alone with one child away from other people. If it is a one-to-one meeting, ensure there is visual access or leave the door open. Tell another member of staff if you are going to see a child on your own.
7. If you are accompanying children on a residential trip never, under any circumstances, take a child or children into your room.
8. Do not go into a toilet alone with a child or do something of a personal nature for children that they can do for themselves. This includes cleaning bottoms or any other activity that could be misconstrued. Please refer to the school's Intimate Care Policy for more detailed guidelines.
9. Be mindful of how and where you touch children. Never pat a child on the bottom.
10. If you must physically restrain a child for any reason, be aware that it could be misinterpreted as assault. Should restraining a child become necessary, the presence of a second adult should be called for immediately. Any such incident should be reported to the Principal immediately.
11. Ensure that you have the opportunity to discuss your own feelings, if possible, with other members of staff.

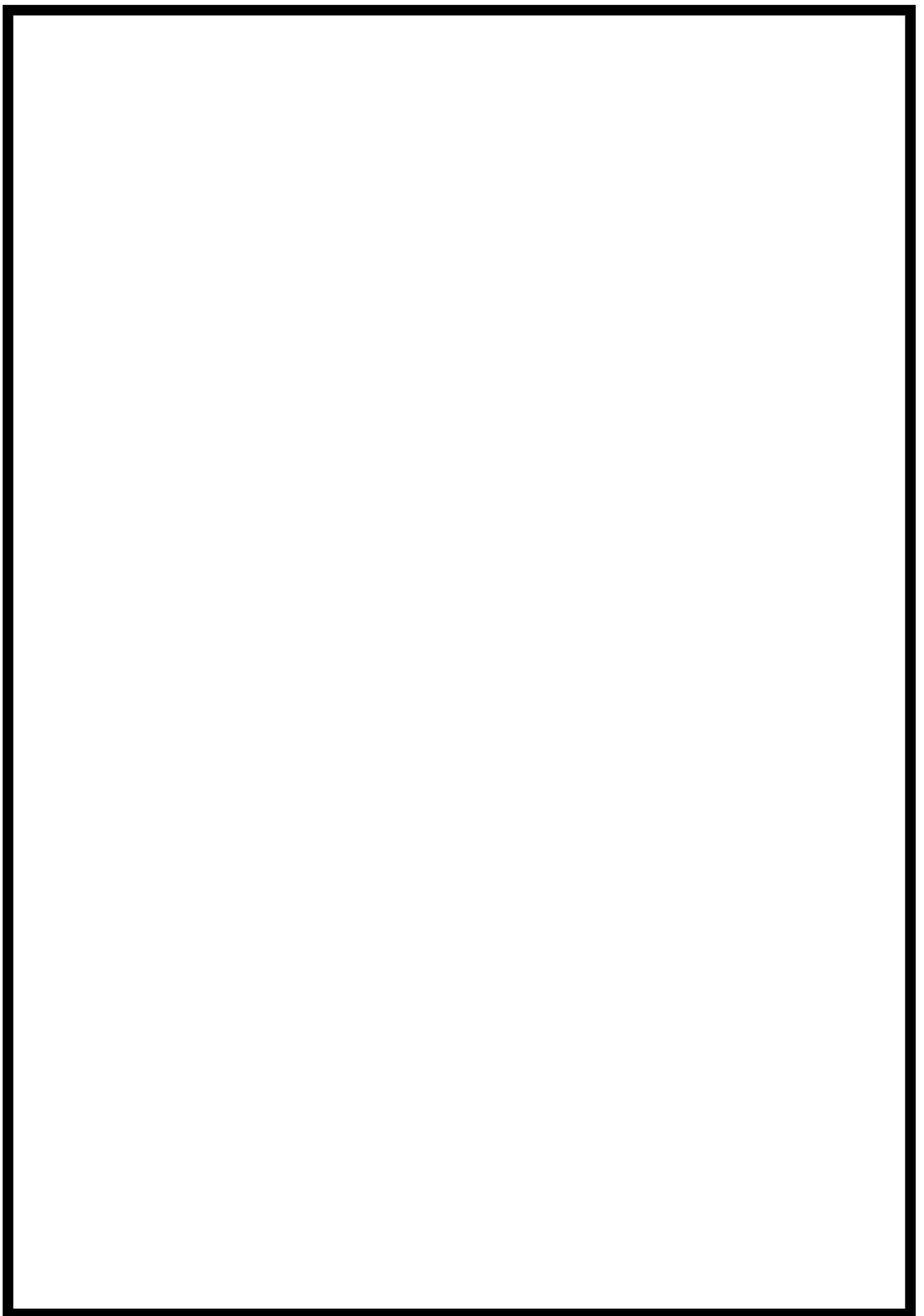
Memorandum of  
Understanding & Acceptance  
of  
Cregagh Primary School's  
*Code of Conduct for Teaching, Non-  
Teaching Staff  
& Regular Visitors* (visitor's copy)

**Declaration**

*\*\*\*Return one copy to school office & keep the other, along with this policy\*\*\**

Having read & understood Cregagh Primary School's **Code of Conduct** for Teaching Staff, Non-Teaching Staff & Regular Visitors, I undertake to abide by its directions & follow its guidance.

- Signed: \_\_\_\_\_
  
- Date: \_\_\_\_\_
  
- Capacity in which you are present in Cregagh Primary School (e.g. sports coach)?  
\_\_\_\_\_



Memorandum of  
Understanding & Acceptance  
of  
Cregagh Primary School's  
*Code of Conduct for Teaching, Non-  
Teaching Staff  
& Regular Visitors* (school's copy)

**Declaration**

*\*\*\*Return one copy to school office & keep the other, along with this policy\*\*\**

Having read & understood Cregagh Primary School's **Code of Conduct** for Teaching Staff, Non-Teaching Staff & Regular Visitors, I undertake to abide by its directions & follow its guidance.

- Signed: \_\_\_\_\_
  
- Date: \_\_\_\_\_
  
- Capacity in which you are present in Cregagh Primary School (e.g. sports coach)?  
\_\_\_\_\_



Cregagh Primary School

# ***Code of Conduct***

*for*

*Teaching, Non-Teaching Staff  
& Regular Visitors*

