



New Staff/ Volunteers/ Students School Guidelines

Signature of the Chair of the Board of Governors: _____

Signature of the Principal: _____

Date: _____

Review Date: _____

We would like to welcome you to Holy Trinity Primary School and we hope you find your time with us useful and worthwhile. Below are some guidelines in relation to standards and Safeguarding/ child protection.

These guidelines are designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe and are in conjunction with are Safeguarding Policy and our Staff Code of Conduct. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

These guidelines apply to all staff, volunteers and placement students of the school and should be used with the Safeguarding Policy and Staff Code of Conduct which must also be read before staff begin work in our school.

Absence

If for any reason you cannot attend your placement on any particular day/ days please let the Principal/ Vice Principal know at your earliest convenience.

Setting an Example

All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times.

All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff and volunteers to understand what behaviour is and is not acceptable.

All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures that are applicable to them in their role e.g. Safeguarding, Intimate Care, Behaviour Management.

Safeguarding Pupils/Students

All staff and volunteers have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to a member of the school's Safeguarding team (Designated Teacher (DT)/Deputy Designated Teacher (DDT) for Child Protection or the Principal).

The school's DT is John Reihill (VP) and the DDT's are Brian Treacy (Principal) and Majella Jones (Head of Nursery)

All staff and volunteers are provided with personal copies of the school's Safeguarding Policy (Staff Code of conduct within) and must be familiar with these documents and other relevant school policies e.g. e-Safety and Acceptable Use Policy. Available on our website <http://www.holytrinityps.com>

All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues.

All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

All staff and volunteers must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies.

Relationships with Students

Relationships with students must be professional at all time.

Pupil/Student Development

All staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils/students. All staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/ students.

Honesty and Integrity

All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities

E-Safety and Internet Use

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.

Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others.

Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.

If contacted by a student by an inappropriate route, staff should report the contact to the Principal immediately.

Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the schools Records Management Policy and Disposal Schedules.

Confidentiality

Members of staff and volunteers may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In

such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the Principal/Vice Principal. Any media or legal enquiries should be passed to the Principal.

Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.

Additionally, any concerns and allegations about adults should be treated as confidential and passed to the Principal/Chair Board of Governors/Designated teacher without delay.

Dress and Appearance

All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.

Staff and volunteers should dress in a manner that is absent from political or other contentious slogans.

Please if you have any concerns / worries about anything during your time in Holy Trinity please don't hesitate to speak to your line manager (year head) or Mr Treacy/ Mr Reihill. We prefer that you talk to us so that your stay with us is fruitful and enjoyable for you, the staff and the children.

Procedure where the school has concerns, or has been given information about possible abuse by someone other than a member of staff.

Member of staff completes the Note of Concern on what has been observed or shared and must ACT PROMPTLY.
Source of concern is notified that the school will follow up appropriately on the issues raised.



Staff member discusses concerns with the [Designated Teacher Mr Reihill or Deputy Designated Teachers Mr Treacy / Mrs Jones](#) in his/her absence and provides note of concern.



Designated Teacher should consult with the Principal or other relevant staff before deciding upon action to be taken, always taking care to avoid undue delay. If required advice may be sought from a CPSS officer. (Martin McQuaid)



Child Protection referral is required

Designated Teacher seeks consent of the parent/carer and/or the child (if they are competent to give this) unless this would place the child at risk of significant harm then telephones the Children's Services Gateway Team and/or the PSNI if a child is at immediate risk. He/she submits a completed UNOCINI referral form within 24 hours

Designated Teacher clarifies/discusses concern with child/parent/carers and decides if a child protection referral is or is not required.

Child Protection referral is not required

School may consider other options including monitoring the situation within an agreed timescale; signposting or referring the child/parent/carers to appropriate support services such as the Children's Services Gateway Team or local Family Support Hub with parental consent, and child/young person's consent (where appropriate).

Where appropriate the source of the concern will be informed as to the action taken. The Designated Teacher will maintain a written record of all decisions and actions taken and ensure that this record is appropriately and securely stored.