

**Rosstulla School**  
**‘Together Towards Tomorrow’**  
**Code of Conduct for Staff**

**Agreed by Governing Body January 2016 to be Reviewed June 2017**

**Attitudes and Behaviours**

Ensure that your behaviour is appropriate to the age, sex and maturity of the pupils. Attitudes, dress, demeanour and language all require careful thought, particularly when dealing with adolescents.

Do not make sexually suggestive comments or jokes about or to a pupil.

**Dress Code for Staff**

All staff should present to work suitably and appropriately dressed.

The following are examples of what are not considered suitable when working in Rosstulla:

- excessively low cut top or short skirts
- clothing that may be construed as sectarian e.g. a Rangers or Celtic top,
- chains attached to clothing
- combat gear.
- denim clothing
- Hoodies
- tracksuits (other than for those involved in PE during the school day)
- Extreme hairstyles e.g. dreadlocks, a number 1 haircut, Mohican haircut, hair that is dyed a bright colour e.g pink, blue, yellow, green are all unacceptable within our school
- Facial and/or excessive ear piercing is not appropriate when working with children and young people

Staff should be aware that consistent failure to comply with this Code of Conduct may lead to disciplinary action.

**Drugs and Alcohol**

Staff should not present in school under the influence of drugs or smelling of alcohol. If it is suspected that a member of staff is under the influence of drugs or alcohol they will not be permitted to proceed with their daily duties and advice may be sought from the North Eastern Region (NER) of the Education Authority (EA). Staff may be reported to the PSNI if it is considered that the staff member may place others at risk or is suspected of being in possession of a controlled drug (for definitions see Substance Abuse Policy).

**If you have to see a child on a one to one basis:**

Have another adult present.

If it is not possible to have another adult present leave the door open and inform another member of staff that the meeting is taking place.

### **Injury to a pupil**

Ensure that it is recorded and the injury/record witnessed by another adult.

When administering first aid try to do so in the presence of another adult.

### **False Allegations/Suspicion of Abuse**

Keep records of any false allegations a pupil makes against you or other staff including “You’re always picking on me”, to “You hit me,” or comments such as “Don’t touch me”. **Keep records of dates and times.**

Never keep suspicions of abuse or inappropriate behaviour by a colleague to yourself. If there is an attempted cover-up, you could be implicated in the silence. Ensure that you have the opportunity to discuss your suspicions with an appropriate member of staff. (see Child Protection Policy)

If a pupil touches you or another pupil or talks in a sexually inappropriate way, **record what happened and immediately report to Mrs A. Fryers (Designated Teacher for Child Protection or in her absence Mrs S. Sloan Deputy Designated Teacher for Child Protection).** Remember that ignoring this or allowing it to go on may place you in an untenable situation. Do give firm guidelines to the pupil on sexually inappropriate behaviour. Explain that the behaviour is unacceptable and could get the pupil into difficulty, but do not make the pupil feel guilty. The matter should also be brought to the attention of the pupil’s parent or carer.

### **Physical Contact/Intimate Care**

As a general principle never make unnecessary physical contact with a pupil.

Physical punishment is illegal. Safe handling should only be used if a pupil is at risk of harm or are likely to harm others (See Safe Handling Policy). If you must physically restrain a pupil for any reason, be aware that it could be misinterpreted as assault.

These guidelines are important, not only for your protection, but for the pupil’s as well.

**When supervising pupils showering or changing, there must always be two adults present. There are no circumstances under which this should be done alone.**

Have another person present when changing nappies and complete the Changing Roster. When toileting a young pupil try to ensure that another member of staff is aware of what you are doing. Do not shut yourself into a cubicle with a pupil. Never carry out bottom wiping for a pupil who can do it his/herself. Male members of staff should never carry out intimate acts, e.g., bottom wiping, or supervise the toileting of a pupil.

Be mindful of how and where you make physical contact with pupils. Avoid any contact that could be misinterpreted.

## **Teaching of Relationship and Sex Education (RSE).**

Always consult parents and gain written consent prior to teaching RSE. Materials should have the approval of the Governors annually (prior to the commencement of the module).

If in doubt about the appropriateness of course content or materials always consult the Principal. When selecting teaching materials ensure that they can't be misinterpreted.

Be careful of the language that you use when teaching RSE to pupils.

Caution should be taken when selecting visiting speakers. Speakers should be supervised at all times and provide photographic ID upon arrival. A Visitor Checklist should be completed and submitted to the Vice Principal prior to the visit.

## **Residential and Outings**

If you take pupils on journeys always have two adults present.

If you are on a residential trip, never, under any circumstance, take a child or children into your room. Always check rooms in pairs.

When taking pupils on an outing, think of how you appear to the public. They may misunderstand your actions. It may mean that pupils who are challenging cannot go on outings.

When in a residential setting or approved out of school activity where relationships are more informal, there is a need to be particularly careful re your behaviour and language when interacting with students and other adults.

## **Ancillary Staff**

If you are cleaning toilets, changing rooms etc., you should always ensure that no pupils are present. If a pupil appears, leave immediately.

If you find a distressed pupil find another member of staff to deal with the situation.

If you are concerned about the wellbeing of a pupil please refer to Mrs A. Fryers (Designated Teacher for Child Protection or in her absence Mrs S. Sloan Deputy Designated Teacher for Child Protection).

**F.Burke (Principal) A. Fryers (Vice-Principal)**

**January 2016.**

