

Larne & Inver Primary School



Code of Conduct for our School Community

*Some of these routines may be amended at short notice e.g. due to Covid-19.
All parents will be informed.*

Introduction

The objective of these guidelines is to ensure, so far as is “reasonably practicable” (EA), that no person is placed in a situation where injury or ill health may be caused and that significant hazards/risks are assessed and appropriately controlled.



The health and safety (and wellbeing) of all pupils, staff and visitors to the premises and grounds of Larne and Inver Primary School remains our top priority. Consequently, we apologise for any inconvenience caused but must ensure that your child and our staff are safe. This policy has been developed and adopted by the staff and governors with reference to the advice and procedures from the Education Authority.

As Health and Safety and Safeguarding are our top priorities every day, this policy and the procedures within it should not be seen as a ‘stand alone’ document but rather as one which advises all policies, procedures and routines in school.

In order to maintain our safe environment, it is essential that all members of the school community (i.e. staff, parents, children and visitors)

- **understand that Safeguarding, Child Protection and Health & Safety is everyone’s responsibility**
- **understand the potential dangers that are apparent to themselves and others**
- **respect all Health & Safety decisions and work together to minimise any associated risks**
- **communicate any concerns to the Principal or ask for support if necessary in line with the Home to School Communication Policy**
- **behave in such a way as not to jeopardize the Health & Safety of themselves or anyone else**

It is impossible to plan for every unknown possibility but common sense should prevail at all times and support should be accessed immediately when required. However, as common sense varies from person to person, it is hoped that these guidelines will help to provide an agreed and common approach to Health and Safety to maximise the educational experiences for every child.



Responsibilities

To maintain a consistent approach to Health and Safety, parents and carers are asked to:

- talk to their child about safety matters in the home, in school, in the local environment and in the world as a whole
- **park in a safe manner** in 1st Larne church car park, Church Road or in the car park at the front of school i.e. NOT on any of the yellow lines around school or within the school grounds
- understand, respect and implement the morning routines in school **
- **always access school by the main door (at the office)**
- immediately communicate any potential dangers or risks to a staff member
- follow the guidelines for the **administration of medicines and e-safety**
- communicate any incidents or change of circumstances to school immediately or ask for additional information regarding any aspect of school life
- communicate (in written form) any reason for non-attendance at school
- ensure that they are **punctual** when leaving or collecting their child and to contact the office if there is a delay of any sort
- ensure that their child's jewellery is kept to a minimum
- **ensure that their children are well behaved** when leaving the school grounds e.g. not to climb on the school railings, not to run on the grass/tarmac or play with the pieces of wood as these are potentially dangerous
- **ensure that their children understand how to behave well in school** by following the Golden Rules, Children's Charter for behaviour and Code of Conduct for Educational Visits
- ensure that their children are **supervised** when crossing the road e.g. no child should ever cross Inver/Glynn Road unless accompanied by an adult
- ensure that **no dogs** (except for assistance/therapy dogs) are brought into school grounds (and preferably not near school if possible)
- ensure that **no pets** are brought into school (e.g. for 'show and tell')
- ensure that **no nuts**, or homemade cakes/buns etc are brought into school
- ensure that their child maintains a healthy lifestyle regarding mental health, food and exercise. ***Please remember that it is the parent's responsibility to inform the Principal of any food allergies or dietary requirements.***
- ensure that their child brings the appropriate gear for PE, swimming etc
- read the regular newsletters to keep informed about Health and Safety matters in school
- ensure that all monies owed are paid punctually
- download the Class Dojo and School Money apps and regularly access the school website/Facebook page to keep 'up to date' with all matters regarding school life



**** Morning Routines**

In line with Safeguarding & Child Protection procedures for all schools, parents and carers should -

- understand that their child is not supervised in school until 8.45am
- bring their child to school between 8.45am and 8.55am
- ensure that their child only enters the school building by the main entrance
- ***not enter the school building unless there is a valid reason to do so. This is to protect all adults who have not received 'EA Police Checks' from unauthorised access to other children (e.g. in Early Risers) and to ensure effective supervision of all children.***
- consult with the secretary or Principal at first if there is a valid need to speak to a member of staff – this is an essential Health & Safety/Child Protection requirement relevant to all schools and, as above, ***is to protect all adults who have not received 'EA Police Checks' from unauthorised access to other children***
- send their child to 'Early Risers' from 8am (£2) if they need to be in school early for any particular reason



Behaviour

We are proud of our 'open door policy' where parents/carers can address all matters with the relevant staff members, either immediately or at very short notice.

Consequently, in order to maintain our peaceful and safe school environment, the school **cannot tolerate** parents/carers or visitors:

- exhibiting disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office area or any other area of the school grounds including playground activities, after school activities or competitions;
- using loud/or offensive language, swearing or displaying temper;
- threatening to do actual bodily harm to a member of school staff, school governor, visitor, fellow parent/ carer or pupil, regardless of whether or not the behaviour constitutes a criminal offence;
- deliberately damaging or destroying school property;
- sending abusive, threatening emails/notes, text/voicemail/phone messages or other written communication (e.g. messages/comments on ClassDojo/Seesaw/School Facebook page) – including notes which are based on opinion rather than fact;
- persistently refusing to meet to discuss your child's progress/behaviour;
- using physical aggression towards another adult or child. This includes physical punishment against your own child on school premises;
- approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences);
- smoking (including e-cigarettes) and/or consuming alcohol or other drugs whilst on school property;
- spitting on school premises or discarding chewing gum on school premises;
- using defamatory, offensive or derogatory comments regarding our school (or any of the pupils/parents/carers/staff at our school) when on school premises, in public or on social media sites. *This includes any comments or support of comments which may not directly 'name' a specific person, but which still make it very obvious who the post or comment is about.*

Social media websites are being used increasingly to fuel campaigns and complaints against members of the general public including; schools, Principals, school staff, and in some cases other parents/carers and pupils.

The Board of Governors considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community.



Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, Head of Key Stage, Vice Principal, Principal or the Chair of the Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. ***A copy of the Complaints Policy is available at the school office and on the school website.***

In the event that any pupil or parent/carer of a child being educated in the school is found to be posting libellous or defamatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site and to the PSNI. All social network sites have clear rules about the content, which can be posted, on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases, the school will consider its legal options to deal with any misuse of social networking and other sites regarding its staff and pupils.



Other Serious Breaches of Acceptable Conduct

Parents sign the following agreement at the start of each year –

Larne and Inver Primary School will not tolerate parents/carers/visitors raising their voices, harassing, making threats or being abusive towards any member of our school staff or children, either in person or by any other means. If this occurs, the parent/carer/visitor will no longer be afforded the privilege to speak to anyone on future occasions without making an appointment, in writing or by telephone through the school secretary, so that the necessary staff members can be present. All matters of concern will be reported to the Board of Governors who may choose to seek legal advice and take the matter further.

In line with the Education Authority – North Eastern Region's recommendations, the Board of Governors reserves the right to put in place arrangements for addressing the most serious situations where the approach of a visitor might amount to harassment of staff, pupils or other members of the public.

These arrangements include the Board of Governors seeking to put in place an injunction to restrain any such person from coming onto the school premises.

Any individual causing disruption to the operation of the school or harassing pupils, staff or members of the public, shall be directed to leave the school premises immediately and the PSNI called if necessary.

Thankfully, such situations are very rare in the school system and we trust very unlikely to ever occur in the context of this school.

School's Responsibilities

The Governors, Principal and staff members have a collective responsibility to:

- ensure that all staff are trained in Health and Safety matters and that the necessary risk assessments and regular checks have been completed
- advise parents of their roles and responsibilities
- ensure that all staff members and pupils are safe within the school environment and, when on educational visits, following the code of conduct
- ensure that the school building is secure and safe at all times e.g. doors and windows secured at agreed times
- ensure that the school grounds are safe at all times e.g. no broken glass or excessive litter, school gates closed/locked at appropriate times, grounds gritted in freezing conditions etc.
- ensure that all staff members immediately report any concerns to the Principal
- ensure that all staff members follow the 'Risk Assessment - Health and Safety guidelines'
- maintain a hardworking, happy and healthy school environment
- ensure that that all resources are used properly, maintained to the necessary standard and checked as per school policy
- ensure that all visitors are informed of the necessary procedures associated with them, including the evacuation procedures



School's Behaviour

All governors and staff of Larne and Inver Primary School are expected to behave in a professional manner, both inside and outside of school. Any matters of concern should be reported immediately to the Principal.



Children

All pupils are expected, within their expertise and ability, to:

- follow the Golden Rules, Children's Charter for behaviour and Code of Conduct for Educational Visits
- wear suitable clothing for activities e.g. proper footwear for PE
- wear proper school uniform
- remind staff members if any medication is required
- leave personal toys at home unless requested by their teacher
- follow the instructions from members of staff, both inside and outside of the classroom
- keep jewellery to a minimum and wear proper school uniform
- look after school property, their own property and that of others
- immediately report any matters of concern to the class teacher or any other member of staff
- give mobile phones to teachers to keep until home time



Teachers and Parents have a collective responsibility to implement procedures which provide all children with the knowledge and skills to manage themselves effectively both inside and outside of school e.g. stranger danger, fireworks, wearing reflective clothing at night, cycling proficiency, healthy eating, appropriate exercise/rest etc.

All decisions are taken with the children's safety as our main priority. However, as stated above, parents should feel welcome to communicate any matters of concern to the Principal if they feel that any of these guidelines require further explanation or amendments.

This Code of Conduct is reviewed annually or sooner should matters arise.

