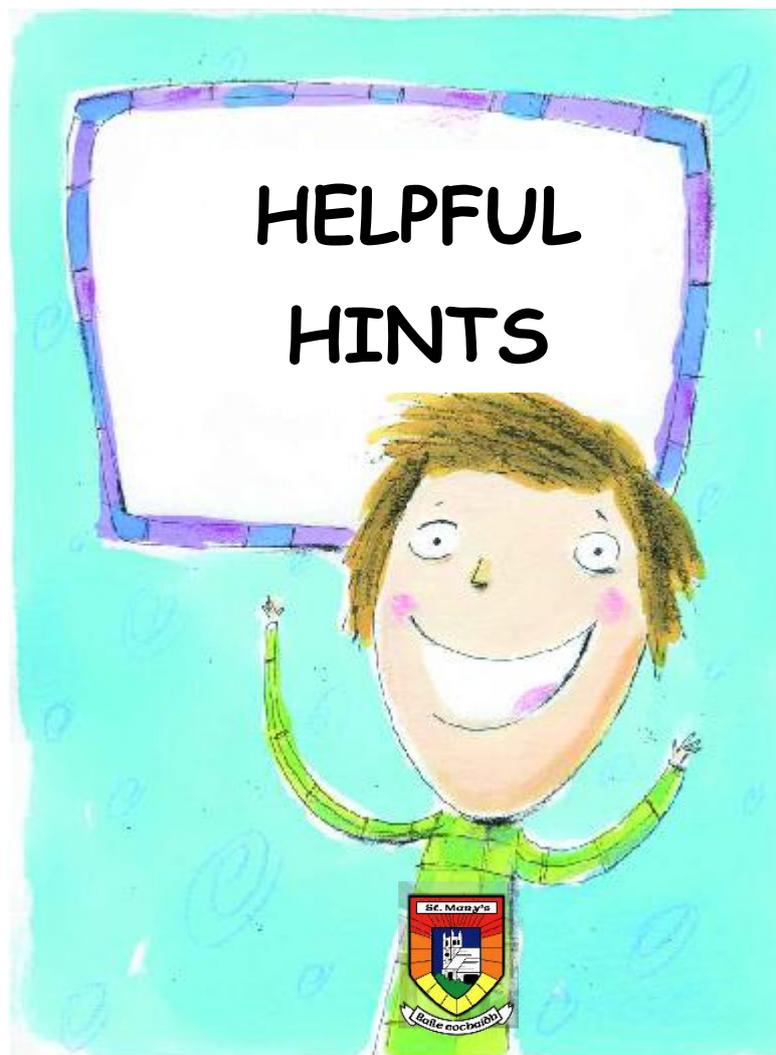


CHILD PROTECTION



A Handbook For Students On Work-Experience

St.Mary's Primary and Nursery School,

Bellaghy

Welcome to St.Mary's Primary and Nursery School

We hope that you will enjoy working with us, whether it is for a few days or a few weeks, or over one-two years.

In St.Mary's, the welfare of our children is of the utmost importance and with this in mind, we have highlighted some essential points to remember when working with young people.

As a Rights Respecting School, we treat everyone and everything in our environment with respect.

School Policies

Many school policies are on school website; www.stmaryspsbellaghy.co.uk

Make yourself familiar with our policies. Please ask your teacher in charge if you have difficulty in sourcing our policies.

Beyond Reproach

- You are setting an example for the children you are working with. Ensure that example is a good one in terms of actions, words and manner.
- It is important that during your stay, you conduct yourself in such a way that your intentions or motives would never be questioned.
- When dealing with children never place yourself in a position that would be misconstrued or misinterpreted.
- Engage in physical contact ONLY to help a child who is in danger or distress.
- Act as a caring parent would when dealing with an upset or distressed child but never invade a child's personal space if they clearly resist your help.
- Never do for a child anything they are capable of doing for themselves.
- Always use appropriate child-centred language.
- Never use swear words or words/language inappropriate for children.
- Do not discuss your personal life with children in school.
- Do not inform other adults / friends, on social network sites that you are on work experience in our school.

One-to-One Assistance

There may be times when you find yourself alone with a child.

Remember...

- Always let someone know where you are, who you are with and what you are doing.
- Always keep the door of a room open.
- Always ensure there is a clear visual access to the room.
- Always sit across the table from a child.
- Always ensure the child has a clear exit route.
- If possible ensure that another adult or child is with you.

Behaviour / Dress Code

Denim Jeans are not permitted during school day.

All students are expected not to wear clothes which reveal shoulders, tummies, low back,, cleavage etc.

Students **MUST NOT** chew chewing gum on school premises.

All students are expected to undertake supervisory duties, at breaktime. Students should take their break before breaktime and make your way promptly outdoors, weather-permitting. When supervising pupils, you should not stand in clusters and "chat", but should try to engage, observe children as much as is possible.

Mobile Phones are not permitted for use during school hours, particularly the use of camera tool.

Students are not permitted to make contact with our primary school pupils on social network sites for example 'Facebook', or similar networks, after school hours.

Care and Share

What do you do if during your stay you see or hear something that concerns you regarding the welfare or safety of a child?

- **DO NOT INVESTIGATE**
- **DO NOT MAKE PROMISES**
- **INFORM** a class teacher or the Designated Teacher

Designated Teacher: Mrs M McCann

Deputy Designated Teacher: Mrs Fegan (Primary)
Mrs O McCann (Nursery)

Jot down exact details if you can include names, dates, times and what you saw or heard.

Confidentiality

It is important to remember that if you become involved in the life of our school that you treat what you see and hear with respect and confidentiality. This is of particular importance when dealing with children who may be involved in a child protection issue, or children with additional needs.