



St. John of God GNS, Kilmore Road, Artane, Dublin 5, D05 E265  
Tel. (01) 8477193

## Code of Good Practice

This code of good practice has been drawn up by St. John of God G.N.S. to make our school a safe place for our pupils. This Code of Good Practice should be read in conjunction with our Child Safeguarding Statement.

### **Recruitment of Staff**

To ensure that those working with the children in the school are “safe adults” in so far as this can be determined the school will follow correct procedures in relation to the recruitment of staff – advertising, interviewing, checking references etc.

All newly appointed staff must undergo Garda vetting

### **General**

In all dealings with the children in our care a balance must be struck between the rights of the child and the need for intervention.

- School staff will not do things of a personal nature for a child which a child can do for herself
- Inappropriate physical contact e.g. tickling, wrestling, rough play will not take place between school staff and a child
- All children will be treated equally and with respect – favouritism is not acceptable, physical punishment of any kind is not acceptable
- All media products – CDs, DVDs, Youtube and internet content and computer software will be checked for appropriateness with regard to age and suitability before use. Where a doubt exists with regard to suitability of material, parents/guardians, principal and/or board of management should be consulted as necessary.

### **Toileting/Intimate Care**

#### **a) Children with specific toileting/intimate care needs**

Prior to enrolment a meeting will be held with the parents/guardians. At this meeting the needs of the child will be addressed and agreement reached as to how the school can meet those needs. The practices agreed will be recorded.

#### **b) Toileting ‘Accidents’**

Toileting accidents, particularly at infant level, are not uncommon. In such cases the following procedures will be followed:

There will at all times be two adults present, principal/class teacher/other member of teaching staff/SNA/secretary, when a child is changing following a toileting accident. Staff will wash their hands before and after helping the child.

### **(i) Where a child wets herself**

The child will remove her own tracksuit, shoes, socks/tights and underwear as required. If a child is too young to remove her own clothing the teacher/SNA may help her to remove her uniform and put it back on if necessary.

Clean underwear, socks/tights, tracksuit bottoms will be given to the child who will dress herself

(ii) In cases where a child soils herself the parents/guardians or the emergency contacts will be sent for and the child will be sent home. In exceptional circumstances where the parent/emergency contact cannot be reached or cannot attend to their own child's needs, two adults may, *in loco parentis*, assist the child.

(iii) For children in the SEN class, toileting needs may be higher and some children may not be toilet-trained. Where this is the case, an agreement will be reached with the parents/guardians as to how to manage the child's needs on a daily basis. In all instances where a child needs to be changed and they are not toilet-trained, two adults will be present.

### **Changing for Games/P.E. and Swimming**

- On P.E. days school tracksuits will be worn to school
- When going to swimming the girls will wear their swimsuits to school in the morning under their uniforms.
- The girls will be supervised in the changing rooms at all times by at least two adults.
- Volunteer parents/guardians/grandparents will accompany the girls as they walk to Northside Swimming Pool. Because of the nature of the activity only female volunteers will be used.
- The volunteer helpers will help supervise the girls in the changing rooms but will not help the girls with dressing /undressing.
- Class teachers, SNAs and volunteer helpers will not assist the girls with anything of a personal nature which they can do for themselves. Children with special care needs will be helped by their SNA (as previously arranged between the SNA, the child and her parents/guardians)
- A report of any incident will be made to the principal, parents/guardians and board of management as appropriate.
- When changing for school games, interschool matches, or athletics the children will be given their gear before the activity and will change in the toilet or cloakroom areas as they feel comfortable.

### **Supervision of Children**

At break times the children are supervised by the teachers on supervision duty as per the school rota and SNAs are also present to help with the children in their care.

### **Administering First Aid**

When a child requires first aid it will be administered by the school secretary. If a child requires First Aid while out on yard at break-time, the supervising teacher will assess the child's injuries and, if appropriate, an SNA will bring the child in to either Geraldine's office or seat them outside the staffroom.

If the administration of first aid requires the removal of clothing e.g. tights or tracksuit bottoms to wash cut knees, two adults must be present. The child will remove her own relevant clothing to allow Ger/SNA to administer first aid and will dress herself after its administration.

- ✓ Staff will wear a mask and gloves when administering first aid.
- ✓ If there is blood involved, a disposable apron might be appropriate.

### **Travelling to and from School Events**

- In the case of school tours / activities that take place outside of the school, children will travel to and from the venue by bus / taxi and will be appropriately supervised.
- There will be a ratio of approximately 10:1 children to adults on school tours.
- Members of the school staff will not carry children alone in their cars at any time except in unavoidable circumstances and where possible with the parents'/guardians' permission.
- When children are being driven to matches/athletics meets by volunteer drivers the children's parents/guardians should be informed. While on a school related activity no child should be alone in a car with an adult other than her parent/guardian. To avoid this all children will be returned to the school gate after matches/athletics meets etc.

### **Collection of Children**

All children in Junior and Senior Infant classes are collected at the school door at 1:30. Children will only be handed to parents/guardians, or a person nominated by them. No child will be given to a person unknown to the class teacher. Where a person unknown to the class teacher arrives at the school to collect a child, the class teacher will inform the principal who will try to contact the parents/guardians. In cases where contact is unsuccessful the child will remain in the school until collected by the parent/guardian or until contact has been made.

In an emergency, parents/guardians may ring the school to nominate a person to collect their child.

If the child has not been collected within fifteen minutes of the end of the school day she may be taken to the local Gárda station (Santry Gárda Station). This will also apply where children are not collected punctually after school tours or other school related activities.

### **Court Orders**

In cases where a court order is in place which prevents someone having access to a child it is the responsibility of the parent/guardian to give a copy of the order to the school principal. In the event of the prohibited person not complying with the court order the Gárdaí will be summoned to the school to enforce it.

### **One to One teaching**

- Vision panels are in place in all rooms where one to one teaching / support is required.
- Such teaching will only take place where the child's educational needs require same.
- In cases of SNAs supervising a child while she eats her lunch, the classroom door will remain open while the child eats and the SNA will then accompany the child to the yard.

### **External coaches/Visitors/Guest Speakers**

Coaches/Visitors/guest speakers will not be left alone with children. The class teacher will remain with the children at all times.

Student teachers will work under the supervision of the class teacher while on Teaching Practice.

### **Internet Safety**

The safe use of the internet is dealt with under our 'Acceptable Use Policy'.

### **Implementation of Code of Good Practice**

The principal, teachers, SNAs, school secretary and caretaker will ensure the implementation of this Code of Good Practice. They will review it and suggest amendments if and when necessary.

### **Ratification and Communication**

This Code of Good Practice was initially ratified by the Board of Management on 31<sup>st</sup> January 2011. Further amendments were made to the policy, most recently on 29<sup>th</sup> November 2021 and in January 2023.

It will be reviewed annually by the staff.

**Signed:**        \_\_Brendan Prunty\_\_\_\_  
                    Chairperson Board of Management

**Date**           8<sup>th</sup> October 2024