



Our Lady of Good Counsel School
Innishmore, Ballincollig, Co. Cork
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Chairperson of the Board of Management: Leo Murphy
Principal: Siobhan Allen.

Policy: Code of Conduct for Visiting Students

Date of Issue: 2004

Amendments / Reviews

Reviewed: Jan '12; Jan 16 (Chairperson change)

Aim of Policy: To outline the Rules of the School and what is expected of them for visiting students on work experience.



Code of Conduct

Who is this Code of Conduct for ?

- Students on work experience / placement / voluntary work.
- Pupils from secondary school attending for integration purposes.
- Secondary school age staff children attending for integration purposes.

Confidentiality: Confidentiality in all matters relating to the pupils and staff of this school is expected. The pupils of this school may not be discussed outside of the school building.

Dress: Visiting students are expected to dress in a modest manner.

Mobile phones: The use of mobile phones whilst in class or otherwise in the presence of children is not permitted. Exceptions will be made for urgent calls. The use of camera phones to take pictures of children or staff is *strictly prohibited*.

School Hours: Classes begin at 9.20am and end at 3.00pm - you may agree any other times with your class teacher. *Please park in the Church grounds opposite the school.* If you are absent from school due to illness, other commitments, etc. please ring the school (tel. 4878370) on the day or let the class teacher know beforehand if possible. *You are required to sign in daily in the "Students on work experience" section of the sign in-folder inside the front door.*

Reporting Procedures: The class teacher is the person in charge of the classroom. All queries relating to pupils or school issues should be directed to the teacher. In the absence of the teacher, the Special Needs Assistant(s) assume responsibility. You may be asked from time to time to go swimming or to go on other outings with the class, please let the teacher know if you have a problem with this.

Breaks: Visiting students are required to tidy up after themselves, please take your lunch rubbish home with you. Tea and coffee only are supplied and students need to bring their own food, a microwave is available. Break times are as follows:

Staff – Morning: 10.45 to 11.00 & 11.00 to 11.15

Staff – Lunch: 12.15 to 12.45 & 12.45 to 1.15

Visiting Students: - 11.15 to 11.30 & 1.15 to 1.45 unless otherwise requested.

Relationship with the Students of this School: It is essential that any person visiting this school undertakes that, as for any school, the pupils are treated with dignity and respect. During your time in this school, class teachers will assess how you manage this aspect of your placement / programme and may make suggestions from time to time, if necessary, with a view to improving the experience for all.

Managing behaviours that challenge: In all instances students are expected to comply with instructions from staff in relation to the management of behaviours that challenge.

Policies & Procedures: Students on work placement are required to familiarise themselves with the following:

- Fire evacuation procedure – available in each class
- Health & Safety Statement – available in staff room.
- General care and handling of children parts 1 & 2 – see OLGC Child Protection Policy (in yellow Child Protection Folder in each class).
- Child Protection: The *Designated Liaison Person* for Child Protection is the Principal and the *Deputy Designated Liaison Person* is the Deputy Principal.

References (for students on placement): A general reference confirming your placement and satisfactory rating is available on request from the office. Detailed references will not be supplied.

Please note there is no need to give pupils and staff gifts when you finish work placement with us.

STUDENT - please keep this sheet for your information.