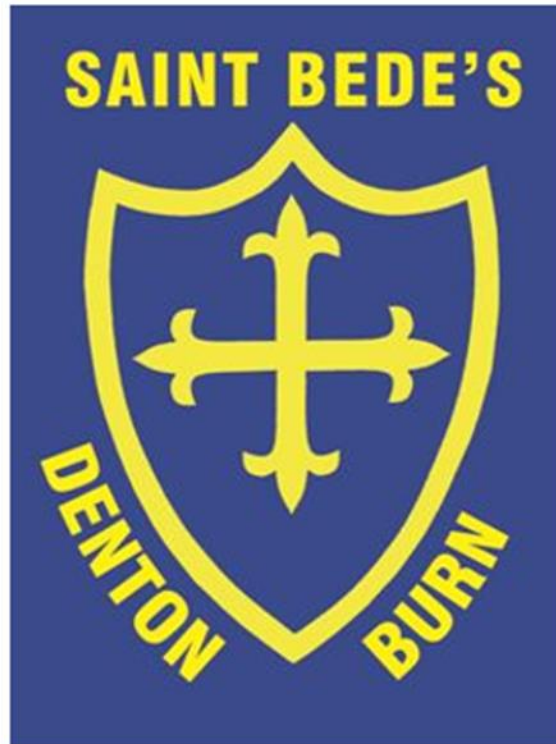


St Bede's Catholic Primary School



*As one
we learn together,
play together,
pray together,
as one*

Work Placement Policy, Guidance and Code of Conduct

Date reviewed: September 2025

Date of next review: September 2026



Dear Colleague

Please use our electronic sign in/out process at the start and at the end of each day during your placement in school. Ensure that we have your DBS documentation and or necessary school/ university information to hand. Admin staff will provide you with an induction programme before you begin your experience, including key information from the 'Staff Handbook'. Please remember to collect and return your visitor's badge from the admin staff each day, this must be worn at all times in school.

All visiting staff are expected to conduct themselves in a positive and professional manner supporting our Code of Conduct (see Policy and Guidance)

The admin staff will provide you with the details of your programme.

Assistance may be sort from any of the school staff and the pupils will help explain individual class rules, systems etc.

Times:

School starts at 8.50am, however we operate a 'soft opening' procedure whereby the doors are opened at 8.40am and children can come straight into school when they arrive. The class teacher or support staff will be in their classroom from 8.40am ready to meet their class as they arrive. Registers are completed online, both attendance and dinner registers, and must be completed by 9.00am.

Lessons start at 8.50am

Pupils enter school as they arrive. Staff are on duty at each entrance

Breaktimes are supervised by staff within the Phase (please see timetable)

Staff should always be ready at the classroom door to greet the children whenever they are entering (morning, following break or following lunch)

Lunchtime is 1 hour for EYFS and 55 minutes for KS1 and KS2

Lunchtime Assistants will pupils from EYFS and Year 1 classes, KS2 children may be dismissed from class at lunchtime

During inclement weather Lunchtime Assistants will monitor classes indoors.

The pupils are collected from the yard at the end of lunch break by their class teacher

Afternoon registers must be completed electronically by 1.20pm

The school day ends at 3.20pm for all pupils

Children in EYFS and KS1 will be handed over to their parents / carers.

Children in EYFS are dismissed from their own exit door and handed over to their parents by the EYFS staff

Children in year 1 and year 2 line up in the yard and are dismissed to their parents

Staff in KS2 should escort their class from the classroom, accompany them to the yard and ensure that everyone has been collected

Pupils who are late being collected will be supervised after dismissal by their teacher – they will then be brought down to the office and the office staff will be informed to allow them to contact parents

Any child not collected must be monitored and the admin staff or senior teacher informed.

Parents/ carers must then be contacted.



Older pupils, Year 5 and 6, may leave school without being collected, if parents consider this safe practice- parents must confirm with school if they permit their child to travel home alone

Pupils may stay on at school for After-school activities. Please ensure that these pupils are collected by the appropriate person from the Whickham View exit (Library doors).

Safeguarding

The fire exits are clearly marked and the fire alarm system will warn of any incidents. The designated person responsible for administering **medicine** will inform you if any child requires medication. All children with asthma self-administer inhalers. These should be located in the appropriate classroom.

St Bede's is a caring and positive working environment, however, in the event of any behaviour issue or pupil concerns please consult with the nearest teacher or a senior member of staff. The appointed **Designated** person is the Headteacher)

Staff should follow the school's protocol when concerned about a child or a member of staff.
(See the flowchart below)

Code of Conduct St Bede's Catholic Primary School

This document should be read in conjunction with the School's Code of Conduct Policy

CODE OF CONDUCT AND PRACTICE FOR REGISTERED TEACHERS, SUPPORT STAFF AND ALL THOSE SUPPORTING THE DEVELOPMENT OF PUPILS WITHIN ST BEDE'S CATHOLIC PRIMARY SCHOOL

PRINCIPLES OF CONDUCT AND PRACTICE

All staff and volunteers are expected to follow the spirit of the school's Mission Statement:

*As one
we learn together,
play together,
pray together,
as one*

In addition the following areas, based upon the principles of the Code of Conduct and Practice for teachers, will be expected from all staff and volunteers supporting our pupils in school:

- 1. Put the wellbeing, safety, development and progress of children and young people first inline with the school's, Diocesan and Local Authority's policies and protocols on safeguarding and child protection**
- 2. Take responsibility for maintaining the quality of teaching or support practice**
- 3. Help children and young people to become confident and successful learners**
- 4. Demonstrate respect for diversity and promote equality**



5. Strive to establish productive partnerships with parents and carers

6. Work as part of a whole-school team

7. Co-operate with other professional colleagues

8. Demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession

WHAT TO DO IF YOU'RE WORRIED A CHILD IS BEING ABUSED

Designated persons:

Mrs Leigh-anne Young- DSL
Mrs Laura Watanabe- Deputy DSL
Mrs Hayley Morris- Deputy DSL
Mrs Jacqueline Howell- Deputy DSL

YOU HAVE CONCERNS ABOUT A CHILD'S WELFARE

Discuss with one of the designated persons

Write down the information and pass (in a sealed envelope) to the designated person marked 'CP FILE'

The designated person involved will, as far as possible, keep you up to date with developments.

A CHILD MAKES A DISCLOSURE

- DO NOT PROMISE CONFIDENTIALITY
- Listen
- React calmly
- Be aware of non-verbal messages
- Keep responses short, simple and gentle
- Don't stop a child freely recalling events
- Don't interrogate, don't probe
- Don't criticise the alleged perpetrator
- Don't end the conversation abruptly
- Tell the child what will happen next – be honest
- Get a message to one of the designated persons
- Write down as much as possible as soon as possible – this is really important

Write down the information and pass (in a sealed envelope) to DSL or Deputy DSL



Appendix 1

Nominated members of staff:

Registered First Aider(s):

Mrs Michelle Dixon (TA)

Miss Claire Davies (HLTA)

Mrs Toni Tait (TA/ Lunchtime Assistant)

Mrs Maurilia Murray (Lunchtime Assistant)

Mrs Linzi Walton (Admin Team)

Mrs Leigh-Anne Young (Headteacher)

All staff have basic first aid training

Chair of Governors:

Mrs Clare Casson

Designated Safeguarding Lead:

Mrs Leigh-anne Young

Deputy Designated Safeguarding Lead:

Mrs Laura Watanabe

Mrs Jacqueline Howell

Mrs Hayley Morris

Designated Governors for Safeguarding:

Mrs Joanna Loupout-Chlasciak

