

Appendix D - CODE OF BEHAVIOUR:

The following guidance includes a variety of contexts in which Skerries Traditional Weekend carries out activities:

The Code of Practice is to safeguard the welfare of the young children in our charge and to ensure that safe and sensible steps will continue to be taken to ensure the safe practice and environment for young people and volunteers alike.

1. Workshops

- Ensure that TWO appropriate adults, preferably one male and one female, or an adult tutor and one other adult arrive together to open the venue.
- Arrange seating appropriately for both tutor and pupil with respect to physical proximity.
- Where a tutor is dealing with an individual pupil, ensure another adult is in close vicinity.
- It is necessary for a tutor to report inappropriate behaviour to a committee member and to the DLP
- Trust your intuition if a pupil is acting inappropriately and take action, ie share concerns with the DLP and implement measures to reduce risk.
- Use verbal affirmation to praise rather than physical touch.
- Never use physical forms of discipline.
- Tutors and parents should be made aware of class timetable.
- Ensure that after class all children are collected promptly and TWO adults, preferably one male and one female or a tutor and one other adult are present to lock up the venue.
- Drop off and collection times should be strictly adhered to.
- There should be adequate supervision of young people while they are waiting for class.
- A class register and incident book should be kept. (Record details of any incident occurring – date, time, place and summary of the incident pertaining to children's welfare)

2. Insurance

While Skerries Traditional Weekend has an Insurance Policy the following guidelines must be adhered to:

- Ensure adults are first to arrive at the venue.
- Ensure classes are supervised if or when the tutor has to leave the room.
- Ensure that all pupils have been collected prior to the adults leaving the venue.
- Pupils must be supervised at all times.

- Ensure the venues are safe from all/any potential hazards.

3. Photography: Authorisation.

Child protection issues and sensitivity towards identity theft have presented challenges to all those involved with recording images of people for promotional purposes.

The subjects of any photographs must be informed that their picture has been taken and may be used for promotional purposes. Ideally, if under 18 years, subjects' parents or their guardians must sign approval on the official form.

Recognising child neglect or abuse

Child neglect or abuse can often be difficult to identify and may present in many forms. A list of indicators of child abuse is contained in Appendix A. No one indicator should be seen as conclusive in itself of abuse.

It may indicate conditions other than child abuse. All signs and symptoms must be examined in the context of the child's situation and family circumstances.

Guidelines for recognition

The ability to recognise child abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. There are commonly three stages in the identification of child neglect or abuse:

- Considering the possibility;
- Looking out for signs of neglect or abuse;
- Recording of information.

Recommendations:

- All Skerries Traditional Weekend personnel, tutors and volunteers working with children will be provided with a copy of this policy to raise awareness of child protection and to provide as much information as possible.
- Parents/Guardians of children attending Workshops at Skerries Traditional Weekend will be made aware of this policy and arrangements will be made to view the policy if requested to do so.
- Skerries Traditional Weekend will review this policy at regular intervals and will provide effective management and training for all personnel.