



Dalkey School Project
National School
Educate Together

Code of Conduct
for Extra Curricular Activities (ECA's)

DALKEY SCHOOL PROJECT

GLENAGEARY LODGE
GLENAGEARY
CO. DUBLIN

Sept 2011

This policy is a procedural support document for the Extra Curricular Activities (ECAs) Code of Conduct. Its purpose is to provide a framework under which issues regarding children's behaviour during ECA's can be addressed.

The code of conduct is in place to ensure that all children can enjoy extra curricular activities without disruption and upset. It is expected that the code of behaviour followed in school should be continued into after school activities.

- Full co-operation, courtesy and respect for the teacher, other children and equipment is required from all. Only children who are enrolled in a class/activity may be in attendance.
- It is essential that parents make sure that their children are aware of the code of conduct and the consequences of their actions.
- Children should always speak to each other and the adults involved in a polite fashion. Personal remarks – remarks about another person's family, personal habits, clothes or belongings, for example - can be harmful. In the same way as they have no place at school, they have no place at after school activities.
- ECA teachers have responsibility to guide and direct children. They should "encourage relationships based on kindness, respect and understanding of the needs of others".
- Participants must obey the instructions of the activity teacher and helpers.
- The following offences are not tolerated
 - a) Fighting/rough play
 - b) Bullying, threats, intimidation
 - c) Defiance
 - d) Disrespect and rudeness
 - e) Stealing/lying
 - f) Interference with class teachers' desks and class equipment
 - g) Destruction of school equipment and people's property
 - h) Writing of graffiti
 - i) Obscene language
 - j) Leaving school premises (or other location of activity) without permission
 - k) Negative personal comments, gestures, looks etc. against others

The sanctions for misbehaving are as follows:

- | | |
|-------------------------|---|
| 1 st Offence | Child will be spoken to by teacher |
| 2 nd Offence | Parents will be notified of unacceptable conduct |
| 3 rd Offence | Child will be excluded from extra curricular activity without refund of fee |

Procedure:

In case of general mis-behaviour, where there is no serious incident involved, the child should be warned informally before any action under the policy is taken. In these cases, the child should be giving a clear explanation of what the inappropriate behaviour is and told that if they fail to stop, that action will be taken in accordance with the code of conduct. If this fails to resolve the behaviour, or if there is an issue of a very serious nature, the procedure outlined below should be evoked.

1st Offence

The first stage of the process will be for the teacher who is giving the ECA to speak with the child, clearly outlining what the unacceptable behaviour is and that it is to be discontinued immediately. The child should be informed that they have been spoken to in line with the code of conduct and that failure to improve their behaviour could lead to their parents being informed. It should be made clear what changes in behaviour are required to avoid future sanctions. The teacher should log the incident (see template in appendix 1) and give the log to the ECA co-ordinator.

2nd Offence

If a child continues to behave in an unacceptable way, the teacher should then contact the ECA co-ordinator to discuss the issue. The ECA co-ordinator will contact the child's parent to inform them that the teacher will telephone them to discuss the details of what occurred. The teacher should then contact the parent to give specific information regarding the inappropriate behaviour and to ask the parent to speak with the child. A follow up call should be made to discuss the child's response. Again, it should be made clear to the child what changes in behaviour are required to avoid future sanctions and that the consequence of not making those changes may be that the child would no longer be allowed to participate in the activity.

The teacher should log the incident (see template in appendix 1) and give the log to the ECA co-ordinator.

3rd Offence

If there is a continuation of the unacceptable behaviour, contact should be made as per the 2nd offence. If the teacher feels that no mitigating response is given, he/she will inform the parent that the child is no longer permitted to continue with the ECA. If this is the case, there will be no refund of the fee for the activity.

The teacher should log the incident (see template in appendix 1) and give the log to the ECA co-ordinator.

In all of the above stages, if a parent feels that a child has not been treated fairly under this process, he/she can contact the ECA Co-ordinators to appeal the sanction.

If at any time an ECA provider or a parent needs advice and/or support in the implementation of this policy, they can contact the ECA Co-ordinators.

Issues Arising where ECA teacher is not present:

From time to time, issues regarding behaviour may arise when the ECA instructor is not present, for example before or after the activity. During such times, it is the responsibility of the parent/supervisor to ensure that all children in their charge behave in accordance with the code of conduct. If another parent sees inappropriate behaviour, he/she should ask the child(ren) to stop immediately and then inform the parent in charge of that child(ren).

If these issues arise in a persistent manner, the ECA Co-ordinators should be notified to try to address the situation.

Additional Information:

If a serious incident occurs, particular where any injury to a child is involved, it is essential that the teacher contacts the ECA co-ordinators immediately. The details of the incident and the injury sustained must be logged through an incident report, which should then be forwarded to the ECA Co-ordinators.

At any time, where there is a serious incident related to inappropriate behaviour, the ECA Co-ordinators have the discretion to make a decision as to whether or not a child should be allowed to continue in an activity.

Ratified by the Board of Management on _____ date

Signed _____ Chairperson

This policy will be reviewed in 2-3 years.

APPENDIX 1

ECA INCIDENT LOGGING FORM

Name of the person completing the form:

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ECA:

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Name of the child:

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Date of the accident/incident:

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Details of the accident/incident:

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Action taken:

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Signed:

Appendix 2: Code of Conduct Agreement

Child's name _____

I/We have read the Code of Conduct and have discussed it with my child/ren. I/We agree to abide by these procedures.

Signed _____ Parents/Guardians