

HAROLD'S CROSS NATIONAL SCHOOL

SAFETY, HEALTH & WELFARE STATEMENT

INCORPORATING

THE SUPERVISION POLICY

RATIFIED BY THE BOM ON 24TH JUNE 2020.

SIGNED: DENIS SMITH, CHAIRPERSON

SAFETY, HEALTH AND WELFARE POLICY

In accordance with the *Safety, Health and Welfare at Work Act 2005*, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: Treasa Leahy

Chairperson, Board of Management

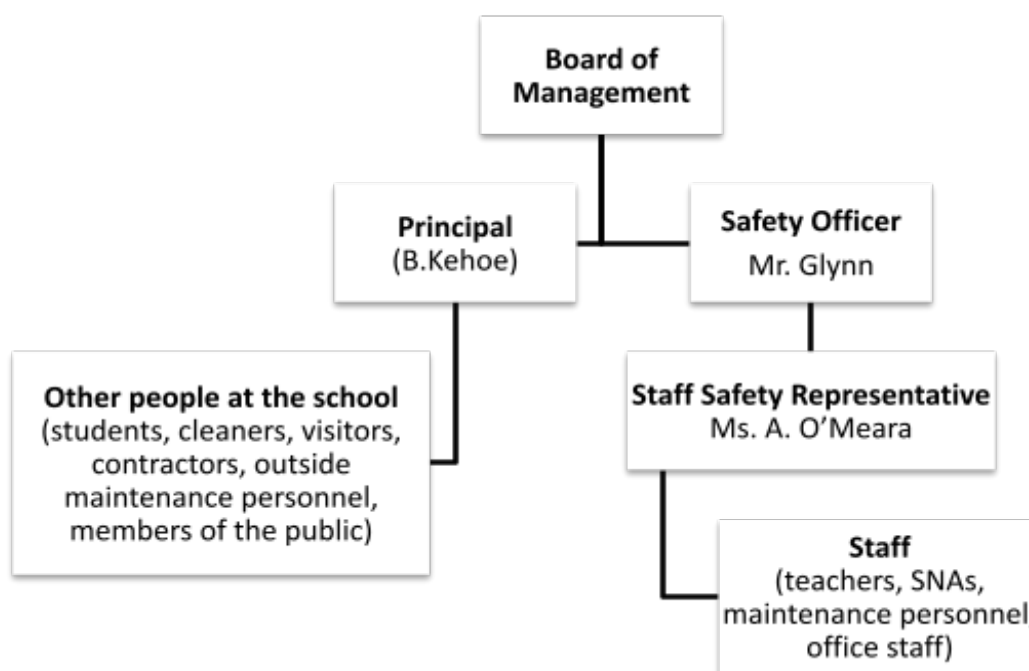
Date: April 17th, 2018

SCHOOL PROFILE

School Size/ Buildings

Harold's Cross NS is 1451m². The school consists of the main building, the hall and the external building (pre-fab). The external features are the car park, senior yard, junior playground and school field.

Organisational Structure



Safety, health and welfare is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety, health and welfare in our school.

Planning Procedures

The Safety Statement will be reviewed every three years by the Board of Management or when changes that might affect workers' safety, health and welfare occur.

Provisions for persons with special needs

- Ramp access at 4 entrances.

Drawn up 2004. Reviewed and amended in 2010/11/14/15. Further reviewed in April, 2018, May 2020. Ratified by the BOM on 24th June 2020

- Disabled Toilet next to the hall and in the new classroom and in the new wing (5 total)
- Exit step edges painted.
- Astro surface in the Junior Playground.
- Lift

RESOURCES FOR SAFETY, HEALTH AND WELFARE IN THE SCHOOL

The following resources are in place:

- Fire extinguishers in place in all areas and staff training in their use will be given to staff every two years.
- Fire exits clearly marked
- Regular announced and unannounced fire drills
- Evacuation procedure listed in every room
- Fire safety doors fitted in all corridors
- First Aid kits available in various locations and one for school trips
- Defibrillator available and training provided to key members of staff
- Variety of cleaning materials available from the office for adults, kept out of reach of children
- Yard supervision book for each yard
- Staff sign in book located outside office
- Student sign out book (students collected during the school day)
- Visitors sign in book/ identity tag

ROLES AND RESPONSIBILITIES FOR SAFETY, HEALTH AND WELFARE

Board of Management:

- complies with its legal obligations as employer under the 2005 Act;
- ensures that the school has written risk assessments and an up to date safety statement;
- reviews the implementation of the Safety Management System and the safety statement;
- sets safety, health and welfare objectives;
- receives regular reports on safety, health and welfare matters and matters arising from same are discussed;
- reviews the safety, health and welfare statement at least annually and when changes that might affect workers' safety, health and welfare occur;
- reviews the school's safety, health and welfare performance;
- allocates adequate resources to deal with safety, health and welfare issues;
- Appoints competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.

Designated person for safety, health and welfare acting on behalf of the Board (Mr. Glynn)

The Health & Safety Officer is Ms. A' O'Meara. He/she shall be responsible for overseeing the safety provisions and for safety awareness in the school. The Safety Officer should be consulted if any employee has queries regarding any of the safety provisions mentioned in this statement. S/he will liaise with the Board's Health & safety representative, Mr. Glynn.

- complies with the requirements of the 2005 Act;
- reports to the board of management on safety, health and welfare performance;
- manages safety, health and welfare in the school on a day-to-day basis;
- communicates regularly with all members of the school community on safety health and welfare matters;
- ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- organises fire drills, training, etc;
- carries out safety audits.

Teachers, with particular functions in safety, health and welfare (Safety Officer/ Staff Safety Representative):

- a deputy principal, assistant principal, special duties teacher or any teacher with duties related to safety, health and welfare must fulfil the duties assigned;
- although ultimate responsibility for safety, health and welfare rests with the board of management, each teacher must fulfil those duties to which he/she has agreed.

Teachers / Special Needs Assistants / Non-teaching staff:

- comply with all statutory obligations on employees as designated under the 2005 Act;
- co-operate with school management in the implementation of the safety statement;
- inform students of the safety procedures associated with individual subjects, rooms, tasks and ensure that students follow safe procedures.
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect; check that equipment is safe before use;
- ensure that risk assessments are conducted for new hazards.
- select and appoint a safety representative as appropriate;
- co-operate with the school safety committee where one is established;
- report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

Other School Users:

- Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

Contractors: Contractors must comply with statutory obligations as designated under the *Safety, Health and Welfare at Work Act 2005*, the *Safety, Health and Welfare at Work (General Application) Regulations 2007* and any other relevant legislation such as the *Safety, Health and Welfare at Work (Construction) Regulations 2006*.

- Schools must make available the relevant parts of the Safety, Health and Welfare statement to any contractors working in the school on behalf of the school.
- Schools must provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.
- Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.

RISK ASSESSMENT

Each teacher will complete an assessment of their work area twice a year.

The Staff Safety Representative and the Board's Safety Officer will perform a walk-about once a month. (*See template for monthly review*) The Staff Safety Officer is to submit the monthly report to the principal

EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES

Fire Protection

- ☐ Fire extinguishers are provided and correctly sited to meet requirements.
- ☐ The fire equipment shall be serviced every year or after every use by qualified contractors.
- ☐ Fire drill will take place at least once a term. The teachers and pupils will be notified of the first practice and rules for evacuation and assembly points will be outlined. A second fire drill practice shall be **without prior notice**.
- ☐ Fire drill chart is to be hung in an agreed prominent place in each classroom with points of evacuation and assembly points clearly marked.
- ☐ Fire drill and fire measures are the responsibility of the Deputy Principal.

Fire Drill Procedures:

Fire Drill will generally take place at least twice per term – **one planned, one unplanned** . Fire drills must take place on a monthly basis for the Montessori.

The following are the procedures for classes in the event of an alarm going off. The alarm you will hear will be the school alarm which will ring for a period of 5-10 seconds.

1. The class teacher will walk his/her class calmly from the classroom following their designated exit paths.
2. The **Class List** is the only item to be taken from the classroom.
3. Pupils are to walk in single file staying close to the wall at all times.
4. Each class will walk to their designated assembly point.
5. The class teacher will call the roll immediately on arrival.
6. Those pupils who are attending the SEN Teachers will be accompanied to their designated line and handed over to the class teacher by these teachers.
7. Any problems/directions arising from these fire drills will be notified to and recorded by the fire officer

Certain members of staff in each area of the school will have the responsibility for ensuring that all doors are closed and that toilet areas are empty and secure.

Teachers will be notified of the specified Montessori drills in which they take no part.

Assembly/ Dismissal Procedure and Supervision Policy

1. Parents will be advised each term that pupils are not covered by insurance prior to 8:25 am.
2. The bell will ring at 8:28 to notify pupils to line up. A second bell will ring at 8.50 when pupils will be accompanied by their class teacher to their respective classes.
3. The HSCL teacher will be present in the yard from 8.25 am to 8.20 am on three days per week and from 8.25 am to 8.30am two days a week.
4. Parents may not accompany their child into the school building at times of assembly. Parents who wish to speak to a teacher/principal must proceed to the front door of the school and buzz the office to make an appointment.
5. Likewise at 1.10pm and at 2.10pm all classes **will be conducted by their teachers to the door of exit/entry.** Those who wish to collect a brother or sister must do so outside the same door.
6. ***On Bad Weather Days*** from 8.20am onwards pupils may enter the school, proceed to their respective classrooms and remain seated. The HSCL, morning yard duty teacher and SNAs will patrol classrooms until 8:28 am.
7. All pupils from Junior Infants to Fourth Class will be handed over in person only to the parent/guardian or an authorised collector. If a person unknown to the teacher arrives to collect a child the said person must proceed to the office to verify his/her identity. If a child from 3rd or 4th class is allowed to walk home alone, written permission from the parent must be submitted to the office and kept on file.
8. No-one is allowed to bring bicycles, buggies or animals inside the school building.
9. After morning and lunchtime breaks Assembly will be carried out in the same way as (2) above. In inclement weather the pupils will remain in their classrooms
10. For the safety of the children at Assembly and Dismissal times no unauthorised vehicles are allowed in the school yard and or grounds.
11. ***After School Clubs*** – children attending the various after school clubs/activities are to be collected at their designated exits.
12. Children from the Montessori must be brought to the Staff entrance for collection by their parent(s)/guardian(s).
Staff and parents of pupils with physical disabilities may enter the school grounds via the lower gates and park in the **allotted Disability Car parking Space.**

Supervision of Pupils:

See revised Supervision Policy attached.

Accidents to Pupils:

1. Minor cases are to be sent to the Office, where they will be treated by School Secretary and/or any member of the S.N.A/teaching staff with first Aid qualifications. (First Aid Kit available)
2. In more serious cases (e.g. broken bones, suspected fracture, serious sprains, danger of concussion etc.) the child should not be moved. He/she will be looked after in line with whole school procedures. In cases where a child is brought to hospital by the school, two members of staff must travel together. Parent(s)/guardian(s) will be notified in writing of such accidents and of all actions taken.
3. The parents of a child who has received a head injury must be notified no matter how small the incident.
4. All serious accidents must be reported in the School Accident Report Book as soon as possible and reports made to the insurance company
5. Photos of pupils presenting with serious physical/medical diagnoses will be inserted in the back of the yard book and also posted on the staff notice board. Information will include the child's class and an acronym of the condition and a red asterisk to warn staff that the child must be taken immediately to the office (if capable of being moved). It is the responsibility of all staff to ensure that they are aware of who these pupils are.

Accident/ Incident reporting

All serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the Principal/Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given when required. An Accident Report File should be retained for recording all such accidents. The school must keep records of all accidents which occur for a period of 10 years. The following types of accidents must be reported to the Health and Safety Authority:

- (a) the death of any employed or self-employed person, which was caused by an accident during the course of their work.
- (b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).
- (c) a death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a student during class) but is related to either a work activity or their place of work. A road traffic accident that meets the criteria (a) and

(d) above, excluding an accident that occurs while a person is commuting either to or from work.

(e) a road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road.

If a student is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner this is reportable to the Health and Safety Authority. For example, if a student injures him/herself whilst working with a scissors during class and requires treatment by a registered medical practitioner, this is reportable. However, if a student trips in the school yard and is injured, this is not reportable. If a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable to the Authority. School trips/tours are considered to be a work activity of the school.

Administration of Medicines

Refer to separate policy.

Toilet Schedule:

In order to avoid possible overcrowding and minimize possible accidents while children are using the toilet facilities a rota will be agreed and put in place each September.

A presence in the girls'/boys' toilets is to be maintained by staff and sixth class pupils. **See Supervision Policy**

Smoking: Following legislation (29th March 2004) smoking is forbidden inside the school grounds.

Critical Incidents:

Refer to separate Critical Incident Policy

INSTRUCTION, TRAINING AND SUPERVISION

Under Section 10 of the *Safety, Health and Welfare at Work Act 2005*, training should be given in the following circumstances:

- on recruitment
- in the event of a change of task assigned to a staff member, e.g. if a teacher who is a first-aider goes on maternity leave then she will need to be replaced and that another teacher may need the relevant first-aid training
- the introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work
- the introduction of new technology by the employer

Refresher training is a short term course aimed at recall and reinforcement of previously acquired knowledge and skills. It has to be carried out for certain courses after a defined period of time has lapsed from the initial training, e.g. refresher first-aid training should be taken every 2 years.

COMMUNICATION AND CONSULTATION:

All students, parents/guardians and visitors to the school have access, as appropriate, to the safety statement (to be made available on the school website).

All staff must be aware of the content of the safety statement, safety policies and procedures, risk assessments, results of audits and results of performance reviews.

Information pertaining to nearest emergency first-aid kits, fire evacuation points and general emergency procedures will be displayed around the school.

The names of all persons with responsibilities for safety, health and welfare and emergency procedures and specific hazards and control measures will be communicated to employees including substitute, temporary and new employees and those returning from leave of absence.

All policies and procedures pertaining to safety, health and welfare will be ratified and reviewed by the board of management and communicated to the school community where relevant. These include:

- School trips/outings
- Dignity in the workplace
- Anti-bullying and anti-harassment
- Code of Behaviour
- Substance Use
- Child Safe Guarding
- Special Needs
- Equality
- Phone Usage Policy
- Internet Safety: Acceptable Use Policy
- Relationships and Sexuality Education

Pupil/Teacher Safety throughout the school: Please inform the Principal immediately should you become aware of any hazards including the following as you move your class from area to area within the school grounds.

Passages

- ☐ Floor surfaces which are uneven or slippery.
- ☐ Passages not adequately lit.
- ☐ Areas where rubbish or litter has accumulated.
- ☐ Mats, furniture etc. positioned in a way as to be a tripping hazard.

Doors

- ☐ Doorways which are obstructed.
- ☐ Doors which have broken or uneven laminated glass.
- ☐ Doors which have loose or broken hinges.
- ☐ Doors which have damaged or sticking catches.
- ☐ Doors which have broken wood panels or glass panels.

- ☐ Doors which swing without restraint.

Windows

- ☐ Windows which do not open easily.
- ☐ Windows which are broken or cracked.
- ☐ Windows which have broken fastenings or cords.
- ☐ Windows which jut out dangerously when open.

Electrical equipment throughout the school:

Trained adults only are to replace electrical equipment.

All staff should visually check all wiring in their class each month and ensure that:

Plugs/Leads and Sockets

- ☐ Plugs are in good condition with no cracks or pieces missing.
- ☐ Sockets are in good condition with no cracks or no pieces missing.
- ☐ Sockets, screws and mountings are secure.
- ☐ Sockets are situated in safe positions, convenient for the equipment to be used and not subject to dampness.
- ☐ Indicator lights on sockets are functioning properly.
- ☐ Insulation on leads is in good condition and not cracked or frayed.
- ☐ Leads are without knots or joins and are free from “kinks”.
- ☐ Leads are the correct length for the equipment being used.
- ☐ There are no trailing leads.
- ☐ All electrical cables are of a safe length.
- ☐ Multi-point adaptors are not being used.
- ☐ Leads and flexible cable are securely fixed at both equipment and plug ends.
- ☐ All light switches are in a safe condition.
- ☐ All plugs are unplugged during school breaks and or weekends.
- ☐ All ICT equipment is working properly.
- ☐ Only adults are to handle electrical equipment. No child should be allowed to plug or unplug equipment.

It is the responsibility of all staff to report concerns within a working week to the Health & Safety officer.

Equipment:

Please check that:

- ☐ Fixed and portable electrical equipment is not damaged and is operating correctly.
- ☐ Equipment is only being used for purposes for which it was intended.
- ☐ Where appropriate, all equipment is switched off and unplugged when not in use.
- ☐ That you know where the mains isolating switches are.
- ☐ That all software and internet usage is age/stage appropriate.

Furniture: Please check that:

- ☐ All furniture cupboards, display units etc. are stable and positioned safely.
- ☐ All furniture is positioned safely.
- ☐ All shelf mountings are secure.

Hall: Please check that:

- ☐ Floor is clean, even and not slippery.
- ☐ All PE equipment is stacked securely and positioned so as not to cause a hazard.
- ☐ All mats are in good condition.

- ☐ All PE equipment is returned to place of storage.

Should you have any concerns around any of the above please inform the ***Principal/Health & Safety Officer*** immediately.

Safety Training: All authorised school personnel will be:

- ☐ Will be instructed in lifting and handling methods where applicable.
- ☐ Will be advised on the protective clothing and safety equipment available.
- ☐ Will be advised of the nature and location of fire equipment and how it is operated.
- ☐ Will be notified of any change in safety procedures.

Cleaning manuals:

Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in the event of spillage and splashes. These materials will be kept in a secured area.

Accident/reporting Incidences:

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the Principal/Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given when required. An Accident Report File should be retained for recording all such accidents.

Smoking: Following legislation (29th March 2004) smoking is forbidden inside the school grounds. Signs are displayed throughout the school.

Sources of Potential Dangers: The following (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:

1. Main fuse board area.
2. Power Distribution board.
3. Boiler House.
4. Staff Room.
5. Photocopies and other equipment in office and classrooms.
6. Gym Hall and its equipment.
7. Trailing leads.
8. Wet areas.
9. Doors and corridors.
10. Mobile equipment e.g. video/dvd/television.
11. Play areas (glass, stones sticks, cans etc.).
12. Broken or smashed windows.
13. Dampness and condensation.
14. Movement of children from one area to another.
15. Toilet areas

Welfare: Members of staff and trainee teachers are reminded that:

Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils.

Illicit drugs and alcohol – staff are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. (Any person found breaking this rule will be answerable to the Board of Management).

Implementation: This policy will be implemented by all members of staff from Sept. 2018.

Review: This policy will be reviewed in June 2019 and as the need arises thereafter.

Ratification: This policy was reviewed and ratified by the Board on April 17th, 2018.

RISK ASSESSMENT

Room:

Each teacher is responsible for identifying any possible risks or hazards in their classroom and reporting back to the safety representative/ officer or principal.

Safety Checklist

Date		
SOCKETS <i>Fully fitted and working</i>		
LIGHTING <i>Switches fully fitted and adequate lighting in room</i>		
CABLES/ WIRES <i>Should be covered and all connections safe</i>		
WINDOWS <i>Open/ close appropriately</i>		
CEILING <i>Nothing falling from ceiling or leakages</i>		
WALLS <i>No dangerous objects protruding from walls</i>		
FLOORS <i>No dangerous objects coming from floor surface</i>		
FURNITURE Chairs		

Tables Cupboards Shelves Boards Blinds <i>Ensure furniture is safe and intact</i>		
<div style="display: flex; justify-content: space-between;"> <div> Signature Class Teacher _____ </div> <div> Signature Safety Rep. _____ </div> </div>		

See Covid Response Plan

Due to the current and ongoing Covid 19 situation, a Covid Response plan will be in place to address the health and safety needs of the whole school community.

Supervision Policy Harold's Cross NS

Reviewed and ratified by the Board of Management on-

June 24th, 2020

Signed: Denis Smith, Chairperson

Denis Smith

Supervision Policy

Rationale:

Following the adoption of the Children First Act, 2015, guidelines, as laid down by the Department of Education and Skills and following on from the completion of the Risk Assessment carried out by staff and the Board, the areas of Supervision (both internal and external) Toilet Usage and Assembly/ Dismissal were identified as potential areas where pupils are at risk of “harm” as defined by Tusla.

In order to address concerns raised in the Risk Assessment these aspects of the school's Health, Safety and Welfare Policy were reviewed and a specific, separate policy in relation to supervision was drawn up.

Assembly/Dismissal:

Please note that assembly and dismissal protocols have been amended for the duration of the Covid 19 pandemic. (See Covid Response Plan and Risk Assessment protocols)

1. Parents will be advised each term that pupils are not covered by insurance prior to 8:25 am. This will be done at the Orientation Meeting, in the September Newsletter and as the need arises throughout the year.
2. Parents of pupils from junior infants to fourth class must remain in the yard supervising their child/children until they hand their child over to his/her teacher at 8.30am daily.
If this is not possible, parents must arrange for another adult to do this.
Please note that this procedure will temporarily be changed in light of Covid 19 Risk Assessment and ensuing protocols.
3. Parents must ensure that they arrive **in time** with their children so that they are handed safely over to staff.
Those who are late must come in through **the front door** and sign the Late Book(outside the office door – temporarily suspended due to Covid 19). Staff of senior classes will ensure that pupils are aware that they must sign the Late Book In the case of those in the junior classes up to first, the class teacher must notify the HSCL of continued on-going lateness and must note it on DataBiz.
4. The bell will ring at 8.28am to notify pupils to line up. A second bell will ring at 8.30 when pupils will be accompanied by their class teacher to their respective classes. Teachers are obliged to be at their collection point at 8.30.
5. The HSCL teacher will be present in the main yard from 8.20 am to 8.30am to supervise the children and meet with parents. Pupils assembling at the back of the school (astro) will be supervised by a teacher from the supervision rota. Senior pupils are lining up at the front of the school at 8.28am.

6. Under no circumstances will parents be allowed to accompany their child into the school building at times of assembly/dismissal. Parents who wish to speak to a teacher/principal on an urgent matter must proceed to the front door of the school and buzz the office to make an appointment. Parents who ignore this child safe guarding measure will be reported to the principal. The principal will follow up and their refusal to follow this procedure will be reported to the Board. If a parent is either verbally or physically aggressive towards a member of staff who requests them to leave, the Gardai may be called. The Board will be notified of any such incidents.
7. On small matters, parents are advised to either –
 - Email their child's teacher using the teacher's school email address or the office
 - Parents will be advised of the protocols around using the teacher's email at the Orientation Night, by letter at the start of the year and on the school website.
 - Write a note in their child's Homework Journal.
 - Or write a note which their child will give to their teacher.
8. Likewise at 1.10pm and at 2.10pm all classes will be conducted by their teachers to the door of exit/entry for collection by parents. Those parents who wish to collect a brother or sister must do so outside the designated collection point.
If parents are late collecting a child, the child may be sent to the office to await collection. The Principal/secretary are to be notified. Parents will be contacted by phone.
9. All pupils from Junior Infants to Fourth Class will be handed over in person only to the parent/guardian or an authorised collector. If a person unknown to the teacher arrives to collect a child the said person must proceed to the office to verify his/her identity.
10. If a parent wishes a child from 3rd or 4th class to walk home **alone**, written permission must be sought by the parent from the school. A copy of the letter requesting permission must be submitted to the office and will be kept on file. ***The class teacher must also retain a copy of the letter in his/her files and inform the teacher taking over the class the following year.***
11. ***On Bad Weather Days*** from 8.20am onwards pupils may enter the school, proceed to their respective classrooms and remain seated. The HSCL teacher, morning yard duty teacher, SNAs and principal/Deputy Principal will patrol classrooms until 8:30am.
12. In inclement weather during breaks, the pupils will remain in their classrooms and the internal supervision policy will kick in.
13. For the safety of the children at Assembly and Dismissal times no unauthorised vehicles are allowed in the school yard and or grounds.
14. ***After School Clubs*** – children attending the various after school clubs/activities are to be collected at their designated exits. These children are the responsibility of the person/member of staff running the clubs. A record of attendance must be kept. Please refer to the After Schools Policy.

15. Children from the Montessori must be brought to the Staff entrance for collection by their parent(s)/guardian(s).
16. No-one is allowed to bring bicycles, buggies or animals(with the exception of assistance dogs) inside the school building.

Staff and parents of pupils with physical disabilities may enter the school grounds via the lower gates and park in the allotted Disability Car Parking Space. Staff must not park in the vicinity of the ramps.

Supervision of Pupils during Break Times:

1. Three teachers, one in each yard will at all times be present in the yard while the pupils are at play there. SNAs will stay in their designated areas. Staff must ensure that they are in their allocated area in time. If a member of staff is aware that they are going to be absent, they must notify the Deputy Principal in advance and ensure that another member of staff is completing their supervision.
2. During inclement weather pupils will remain in their classrooms and be supervised by three teachers patrolling the corridors. **Priority is to be given to those classrooms where there is no SNA present.** All SNA staff will stay with the class to which they have been assigned. In the event of an incident arising, the SNA/supervising teacher will use the intercom in a classroom to notify the office and seek assistance. The door of a classroom will remain open except in cases where a child is a flight risk.
3. On inclement days pupils must remain seated in their own places and occupy themselves quietly. Pupils wishing to use the toilets must do so in pairs and seek permission from a member of staff.

Toilet Supervision:

In order to avoid possible abuse or bullying of pupils by pupils, overcrowding and to minimize possible accidents while children are using the toilet facilities, a rota will be drawn up and put in place each September.

In classrooms where toilets are available, pupils will be allowed to use the facilities with the permission of the class teacher during the course of the day.

As there are currently six classes where there are no toilets available to the children, SNAs will be assigned primarily to these classrooms for supervision during break times. These classes will use the toilets at the commencement of both breaks. A presence in the girls'/boys' toilets is to be maintained by the SNAs and sixth class pupils for these classes.

Where an SNA is assigned to a class, this person assisted by two pupils from sixth class will accompany the class to the toilet to ensure the welfare and safety of the children at the allocated times. The SNA will supervise the Boys' toilet block but must also be cognisant of possible trouble in the girls' toilet.

Use will be made by the other classes (primarily second and third) on their return to class after breaks. **These pupils must be supervised by the class teacher who is to stand in the sink area of the boys' toilet blocks and who must have line of sight of the children.**

The school secretary will supervise the girls' toilets when available.

Implementation: Responsibilities of Staff:

All staff has a collective responsibility for the safety and welfare of the children which is paramount and therefore are obliged to respond to unacceptable behaviours of children that they observe/overhear in the corridors and toilet areas.

All teachers at the commencement of each term must ensure that they have impressed on the children that, once they leave the classroom during breaks, that they are not allowed to come back inside the building.

The teacher whose class exits the school building last at break times is to ensure that exit doors are securely closed.

Supervising staff are to ensure that only children who require medical attention are allowed to re-enter the building via the side door (at office) and the junior infant door (by the staffroom)

In the case of a serious accident to the child, the Health & safety protocols are to be followed. (See Health & Safety Policy)

Implementation: This policy will be implemented by all members of staff from August 27th 2020.

Review: This policy will be reviewed in June 2023 and/or as the need arises thereafter.

Ratification: This policy was reviewed and amended in May 2020. Ratified by the BOM on 24th June 2020.

RISK ASSESSMENT

Room: _____

Each teacher is responsible for identifying any possible risks or hazards in their classroom and reporting back to the safety representative/ officer or principal.

Safety Checklist

Date		
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SOCKETS <i>Fully fitted and working</i>		
LIGHTING <i>Switches fully fitted and adequate lighting in room</i>		
CABLES/ WIRES <i>Should be covered and all connections safe</i>		
WINDOWS <i>Open/ close appropriately</i>		
CEILING <i>Nothing falling from ceiling or leakages</i>		
WALLS <i>No dangerous objects protruding from walls</i>		
FLOORS <i>No dangerous objects coming from floor surface</i>		

FURNITURE Chairs/Tables Cupboards/Boards Blinds <i>Ensure furniture is safe and intact</i>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Signature Class Teacher _____ </td> <td style="width: 50%; vertical-align: top;"> Signature Safety Rep. _____ </td> </tr> </table>			Signature Class Teacher _____	Signature Safety Rep. _____
Signature Class Teacher _____	Signature Safety Rep. _____			

