

Supplementary policies and procedures in respect of staff meetings during March 2018 to consider Risk Assessment in accordance with section 11 of the Children First Act 2015 and the formation of a Child Safeguarding Statement in Ballynacally N.S.

This document is a combination of draft policies and comments. As such it requires regular by members of staff and our BoM.

- 2. Arrival and dismissal of pupils. Existing policy states that pupils must not be on school grounds before 9.20 a.m. yard is unsupervised as, in accordance with INTO recommendations, staff are not required to be on site until 5 minutes before school begins i.e. 9.25. School Bell rings at 9.25.

Formal instruction ceases at 3 p.m. to allow pupils vacate classroom promptly at 3.10 p.m. This ensures that pupils do not miss the school bus. Each class teacher is responsible for supervising her/his pupils' departure to the school gate.

In the unlikely event of a pupil missing the bus home, after school, arrangements will be made for collection of the pupil by parents/guardians. Staff members will not facilitate by bring the pupil home in their own car as this may involve risk to both pupil and staff member.

Children living locally are not to trespass on school grounds after school hours or at weekends.

- 4. One to One teaching. One to one teaching is..
 - conducted in accordance with the prior approval of the child's parents
 - in accordance with existing SEN policy
 - conducted with Principal's (DLP's) oversight/consent
 - in a classroom where teacher is always visible from the school corridor
- SPORTING ACTIVITIES

- A Autumn and Spring School Leagues are held after school. These are organised and supervised by the Principal/DLP. When Principal is unable to attend these events are postponed. Note: Parents must collect children promptly at the appointed time. In the event of this NOT happening i.e. a parent arriving late the parent is reminded via general text/by word of mouth.

B Our annual Sports Day is held on a pre-arranged date. Parents attend also. Pupils and teachers congregate in the corner of the playing pitch nearest to the changing rooms. Pupils access changing rooms to use toilets only. Pupils must ask their own class teacher for permission to use the toilet. The class teacher will ensure pupils use the toilet facility safely i.e. accompany pupil or ask parent to do so. Parents are requested not to bring pets e.g. dogs to the field on Sports Day.

C Pupils compete at the West Clare Schools' Cross Country Running Competition in Cooraclare annually. There is some risk as there are NO toilet/changing facilities at this venue at present. To date our pupils have been supervised by Principal & Staff in attendance. When/if pupils progress to the next stages of the competition members of staff do attend. Parents are welcome as supporters and transport is provided by school.

D After school training for our own school is supervised by DLP/mandated staff member.

E When pupils undertake "Aquatics" strand of the PE curriculum they travel to the swimming pool by bus. Mandated staff accompany pupils. In the changing rooms pupils are covered by the Child Protection Policy/practice of Treacy's West County Hotel. In the event of there not being a male/female school staff mandated person present from the school a male/female member of staff from the chosen venue supervises the changing area for the duration. Pupils from the Junior classes, i.e. Junior & Senior Infants and First Class, do not participate.

* School Outings/Tours. Teachers select the venue for these trips individually and are conscious of the requirement to adhere

to the school's Child Safeguarding Statement. Suitability of venues/destinations for a school tour/trip is discussed beforehand between staff and the School Principal (DLP). Trips will be of an educational/recreational nature. Only venues providing suitable facilities/supervision are chosen as destinations. This aspect to the trip is clarified beforehand when a staff member is making enquiries. Staff members are particularly diligent if pupils must use public toilet facilities outside of these venues. Parental permission/consent slips are collected when parents are circularised regarding their child's class trip/tour.

- 7 Under normal circumstances pupils must not be in the toilet area at the same time. Teachers must allow pupils access the toilets individually. Pupils must ask the teacher on yard supervision for permission to use the toilet.
- 12 Administration of First Aid.
 - In the event of a child feeling unwell during class the child is monitored closely by the class teacher.
 - If the child's condition does not improve the school secretary will contact home promptly, inform parents and request that the child be collected as soon as is possible.
 - In the event of a child complaining of headaches the child will be monitored closely with a view to contacting parents promptly and removal for medical inspection/care. It is our policy to err on the side of caution and act accordingly.
 - The child is monitored closely until collection.
 - In the event of an injury to the child during school time the teacher will decide on the seriousness of the incident/injury based on her/his observation of any apparent wound. If the situation appears to be minor the teacher will apply an ice pack to the affected area.

- If the wound/graze requires a dressing only water will be used to clean the area and a dressing/plaster applied. Anti-septic wipes etc will not be used.
 - If the wound appears more serious a colleague's opinion will be sought.
 - If the event of a significant blow to the head parents will be contacted immediately and an ice pack applied to the area. Our preference is that pupils who receive a blow to the head are removed from the school as soon as possible for medical inspection/care.
 - School staff will complete the "Accident/Incident Report Form" provided.
 - When an incident occurs during break-time and it is necessary for the pupil to come indoors to have attention she/he will sit on the chair outside the secretary's office to ensure adequate supervision.
- 15 DLP has received training in Child Protection matters and both DLP & dDLP are scheduled to receive up to date training as it is made available and in accordance with new guidelines & procedures in 2018
 - 16/21 External personnel/tutors/guest speakers are used to supplement the curriculum when deemed appropriate by the School Principal (DLP). Examples of such visitors are representatives from the Heritage/Artists in Schools Schemes, the G.A.A. and advisors on R.S.E. These personnel are only allowed on site when Garda vetted and suitably qualified. When undertaking activities such visitors are always accompanied by a mandated member of school staff.
 - 18 Recruitment of Staff members, including SNA's, is undertaken in compliance with regulations set down by the Department of Education.
 - 19 The School Caretaker does not undertake her duties when the school is open to pupils.
 - 20 School Secretary is Garda vetted.
 - 22 Parents are not required to act as volunteers/provide assistance during school activities e.g School Trips. On occasions parents do visit the school on behalf of our Parents' Association e.g at Halloween and

on the final day of the school year. DLP, dDLP and other mandated persons are always present.

- 23 There are occasions when other visitors are on school grounds e.g. tradesmen and representatives from Rentokil. DLP/dDLP/mandated person is present always and such visitors have no function in being in the company of pupils.
- 24 Pupils do participate in Religious Instruction off school grounds but always in the company of DLP/dDLP/mandated person. The DLP/dDLP organises bus transport to and from the church under these circumstances.

NOTE: The Board of Management recommends that staff members do not use their own cars to provide transport for pupils. Advice has been sought on this matter from our school's insurer Church & General Ltd. In order to legally transport pupils/children during school time a staff member must be authorised to do so by the Board of Management. However the staff member is not insured to do so under the school's insurance policy. In the event of an incident/accident which affects the staff members No Claims Bonus the insurer may contribute up to 70% of the loss incurred by the staff member if her/his NCB is affected. Staff members might not be insured to transport pupils under their existing insurance policies. A staff member doing so must firstly contact her/his own insurer and notify the company of a change of policy i.e. adjust the existing policy, which only covers social/domestic/pleasure, to include professional use of vehicle. This will increase the resulting premium to the staff member.

- 27 Students from 2nd level schools in our locality do participate in work experience in our school and are governed by their school's Child Safeguarding Statement procedures. In our school is the School Principal's practice to inform teaching staff of the visiting student's arrival and to seek to establish if this is satisfactory. The 2nd level student is always accompanied, in our school, by DLP/dDLP/mandated person.
- 28 Student teachers also undertake training in our school as above.

- 29 Consent for use of video/photography is sought from Parents when completing our Pupil Enrolment Form in Junior Infants.
- 30 Our Parents' Association occasionally uses the school premises for meetings after school. This is with the consent of the School Principal (DLP) and Board of Management.
- Music lessons are provided for pupils after school on Friday. These lessons only take place when DLP is present and are cancelled when he is not.
- Sales persons from commercial companies are not permitted to visit the school cleaning supply cupboard or use school toilet facilities with permission.
- All school personnel are expected to behave in a manner consistent with the roles and responsibilities associated with their position in the school. Staff are cognisant of their contract with our Board of Management and respective governing bodies. The school does have a policy on "Correcting Pupils" and employs a system where prompt communication is made with parents in the event of breaches of the schools's Code of Behaviour & Anti-Bullying policy. This 3 strike system also serves to prevent/avoid excessive chastisement by a staff member of a pupil. All staff and parents are aware of this system and use it to record instances of misbehaviour. This helps in communicating with parents and avoiding confusion/conflict. The record book is held by the DLP. Teachers also keep their own records.
- In the event of a Critical Incident occurring the DLP/dDLP will seek advice on the matter from NEPS, without delay, putting the necessary supports in place. There is a Critical Incident Policy in place but requires review/ratification. Additional training for teachers with responsibility for critical incident management is scheduled for April 25th in Clare Education Centre.