



BAWNOGUE

CHY: 2012009

Scoil Nano Nagle

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General Procedures for Child Safety in Scoil Nano Nagle

- **If a child suffers a bang on the head** parents should always be informed so that if the child shows delayed symptoms of concussion they will be able to look out for them and to take prompt medical action, if necessary.
- **Incapacitated adult collecting child.** If you suspect an adult of being under the influence of alcohol or drugs try to offer assistance to them and get help from the principal or senior staff. If the person won't accept your help go straight to the Designate Liaison Person who will report the matter to Tusla
- **Sick children outside office.** In general children who are well enough to go to school should be out on yard with their class. If there are exceptional situations, the principal should be consulted.
- **Children going on messages.** Children should go on messages in pairs. Children should not go to or from the pre-fabs, even in pairs. Teachers should phone across as necessary.
- **Children using toilet during play time on yard.** Children should not be using the toilet during yard time. They should use toilets before going on yard. However, if a child needs to go, a teacher or SNA should open the door into the school and direct them to use the nearest toilet. Only one child at a time should go.
- **Children who are collected late.** The teacher should bring the child down to the office and ring home. If the teacher cannot wait with the child, he/she should let the principal or colleague know.
- **After School clubs.** Staff involved in organising after school clubs should have contact numbers for all the children to use if a child has not been collected.
- **Confidentiality.** Any under-age work experience students should not be given the use of the staff room, but rather other facilities such as the kitchen or parents' room.
- **Use of front** should be brought to the attention of the B.O.M. It needs to be open for access by the emergency services, but at the same time there might be a child who could run out during break time. Vigilance is important.

General Child Safety Procedures in Scoil Nano Nagle

- **Parents should inform the school of who is going to collect their child** if they are not collecting themselves. Teacher should try to contact parents if someone not known to them is collecting the child.
- **Pupils are not allowed to have mobile phones** or recording devices in school. Recording by pupils during school time is strictly forbidden.
- **Student teachers** are vetted through the Teaching Council. They work under the guidance and supervision of the class teacher. They are facilitated with access to the staff room (numbers permitting) and are encourage to take part in the life of the school to the greatest possible extent.
- **External instructors** and coaches are garda vetted and are accompanied by the class teacher if the instruction takes place during school time.