



BAWNOGUE

CHY: 2012009

Scoil Nano Nagle

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General Procedures for Child Safety in Scoil Nano Nagle

- **Head Injury:** 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 staff 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 assistance, staff should go straight to the Designated Liaison Person who will respond to the situation.
- **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 use the toilet during yard time. They should use toilets before going on yard. However, if a child needs to, 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 to the office and, after a period of time, ring home. If the teacher is not in a position to wait with the child, he/she should seek assistance from the principal or a teaching colleague.
- **After School clubs:** Staff involved in organising after school clubs should have contact numbers for all the attending children in the event of a child not being collected, or if a particular need arises.
- **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.
- **Accessibility of the front gates** during yard breaks requires vigilance from staff on supervision duty. Prior to the pupils entering the yard areas, members of the supervision team ensure that the gates are closed.

General Child Safety Procedures in Scoil Nano Nagle

- **Pupil Collections:** 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.
- **Mobile Telephones:** Pupils are not allowed to have mobile phones or recording devices in school. Recording by pupils during school time is strictly forbidden.
- **Student Teachers:** Such students 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 Workers:** External instructors and coaches are Garda vetted and are accompanied by the class teacher if the instruction takes place during school time.
- **School Access:** The school operates a buzzer system from the secretary's office. Visitors are required to use the buzzer and seek the permission of the secretary/designated staff member in order to enter the building.
- **Wet Mornings:** School staff endeavour to have accessible corridors prior to 9.00 a.m. on wet mornings. For the safety of the assembling children, parents are asked to leave their children enter the building alone. Supervising school staff ensure that children line up safely outside their designated room, prior to being received by their class teachers.

This document was reviewed and updated in August 2019.