



## Scoil Náisiúnta Tobair Eoin Baisde

Johnswell, Co. Kilkenny

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**Roll no.** 17905R

### Duty of Care Policies

#### Illness and Injury Policy

1. Parents are reminded regularly that they should not send their children to school if they are unwell.
2. If a child complains of feeling unwell, the class teacher should decide whether the child is well enough to remain in class. If she is in any doubt, she will consult with the Principal and they will decide what action needs to be taken.
3. If the Principal feels that the child is not well enough to remain in school, the parents will be contacted and asked to take the child home. If the parents cannot be found, the child's guardian will be contacted. In the event of the school failing to contact the parents or guardian, the child will be kept in school until home time. Parents are asked to supply an emergency contact number at the beginning of the school year.
4. Medicine will not be administered to any child by any member of staff unless permission has been granted by the parents. A permission form is available from the school. Parents are asked to make the school aware of any medical conditions when enrolling their child.
5. If a child is injured in school, the same procedures as outlined above will be followed.
6. In the case of illness or injury where the Principal feels that the child needs to be treated as a matter of urgency, the child will be brought to the local doctor or the accident and emergency department in St. Luke's Hospital. In extreme circumstances an Ambulance will be called. The parents will be contacted as soon as possible.
7. Superficial cuts will be cleaned and dressed. In general warm water is used and a loose dressing or plaster applied. Occasionally a graze may be cleaned with saline solution or a mild antiseptic. Parents are informed at the school gate of the measures taken. First Aid kits are located in the school hallway, the staffroom and the Junior Room. A Travel kit is also available for trips. This is kept in the Staff Room.
8. A record of what the school regards as serious injuries is kept on file. Minor incidents are recorded in a folder kept in the staff room. Minor incident records are not kept beyond a year.
9. The ultimate responsibility for dealing with sick or injured children rests with the Principal. In practice, the teacher on supervision duty takes care of the incident.
10. When the Principal is not available, the Vice-Principal assumes his/her duties and responsibility.

#### Absences

Children who are absent from school must provide an explanation of the absence. This can take the form of a note in the homework diary, a telephone call or text or a written note. The explanation will be entered on the Aladdin system. (Children who miss 20 days or more will be reported to the NEWB in accordance with legislation) Children returning to school after illness will be allowed to stay in the hallway outside the staffroom during break time if there is a written request from parent/guardian or if, in the opinion of the class teacher, the child is not well enough to go out. *See School Attendance \policy for more details.*

## **Fire Procedure**

If a member of staff notices a fire he/she should immediately sound the alarm. Panic buttons are located in each classroom.

### **Procedure to be followed in classroom:**

1. The class teacher should line the children up in the classroom.  
The children should then leave the room in an orderly manner and exit the building by the nearest door.
2. Each classroom is provided with a map showing emergency exits.  
The teacher should be last to leave the room having checked that no children are left in the toilets.  
Class lists are kept in each classroom, near the door and are taken by the teacher to the assembly point. Absent children are indicated on the list. Assembly points are located outside the school wall in the car park area.
3. The class list should then be checked. If a child is missing, the teacher should inform the Principal.
4. The learning support teacher should, on exiting the building, go to the Fire Assembly Point and, once there, return the children in her care to the class teacher.
5. Ancillary staff should leave the building by the nearest exit and go to the Fire Assembly Point.
6. When the all clear has been sounded the classes should return to their rooms.

## **Supervision**

Every effort will be made to ensure that there is comprehensive supervision of children throughout the school day. Each teacher is responsible for supervision in her own classroom. If a teacher is called from her classroom for any length of time arrangements will be made to have the children supervised by another teacher or an SNA.

A roster of staff on duty for yard supervision will be drawn up and displayed in the staff room. Teachers will ensure that the children are visible in the schoolyard. Children are not permitted to spend break times in the classrooms unless supervision procedures are in place. The children have two yard breaks during the school day. The first of these occurs from 11am to 11.10, with another five minutes allocated to lining up in the yard and returning to class in an orderly manner. Lunch break occurs at 12.30. Lunch is eaten in the classroom first. At 12.45 the children exit the classroom and are accompanied outside to the yard until 1.10pm, weather permitting. On wet days the children proceed to the school hall where they are supervised by the staff members on duty. Two staff members are rostered for supervision duty each day. Each teacher is responsible for ensuring supervision is in place before leaving her class on the yard or in the hall. Once on the yard the children must seek permission from the teacher on duty before re entering the school for any reason. The toilets in the Middle and Senior Rooms are generally used during break times as they are closest to the yard.

Children will not leave the schoolyard or engage with adults outside of the schoolyard. In the event of a pupil leaving the school without authorisation and unaccompanied by school personnel, the teacher responsible for the child will inform the Principal. The Principal will organise a search for the child and any supervision necessary for other pupils. Parents will be contacted as soon as possible, bearing in mind that the safety of the child is paramount. Contact will be maintained with the parents from then on. If deemed necessary, outside agencies will be contacted. Once the child has been returned to the school, his/her teacher will monitor the situation and will notify parents if any signs of distress or trauma are noted. If necessary, other pupils will also be monitored and NEPS contacted for advice. An incident report will be recorded.

The opening/closing times of the school are communicated to parents on enrolment, and parents are made aware that the school accepts no responsibility for children who are present in the yard outside of these times.

### **School Tours/Trips**

The children traditionally go on one full-day trip a year. This usually takes place in the Summer Term. During the rest of the year local tours may occur which would use a portion of a school day. All classes go on Nature Walks in the locality.

The decision on the destination of the tour is usually taken by the staff as a whole. The children from First to Sixth Class generally travel to the same destination while the Junior Room Tour is usually more local, but undertaken on the same day. The Principal generally takes care of the organisation of the Senior tour while the Junior teacher organises her own.

Parents/Guardians will be notified at least two weeks in advance of school outings. This notification contains an itinerary, cost, suggested amount of pocket money if appropriate, details of clothing and equipment necessary, and any other information which the class teacher deems necessary. There will be a detachable consent form included in the notification.

Costs for tours are kept to a minimum and all money is collected by the class teacher. Parents are offered the option of paying by instalments if they wish.

School staff accompanying children on school tours/trips will deliver a duty of care commensurate with the trip/venue. Hired buses/vehicles must provide safe transportation and a functioning seatbelt for every child/adult. Parents may be invited to accompany the tour, depending on the availability of seating on the bus. These places are allocated on a first come, first served basis.

Each teacher explains to her class in advance, the behaviour expected on the tour. This will be, at all times, in line with the Code of Conduct of the school.

In the event of a serious incident, the teacher in charge will take whatever action he/she deems necessary. Should Parents/guardians need to be contacted, the teacher in charge will do so. A record of the incident will be kept on file in the school.

If a single class is on tour, Parents/guardians can make emergency contact with a child by contacting the remaining teacher/teachers who will then make contact. If the whole school is on-tour contact may be made on a teacher's personal mobile number.

The Principal informs the Board before the tour is to take place and reports to the Board afterwards.

### **Visitors**

All unscheduled visitors to the school are required to report to the Principal on arrival.

There is a buzzer/intercom system on the front door which links directly to the Senior Classroom. Staff on yard duty will be aware of visitors entering the schoolyard and direct them to the Principal. The drop-off/pick-up of children throughout the teaching day will be reported to the Principal.

## **Behaviour**

Children are to be encouraged at all times to play co-operatively and to show respect for themselves and others. In-class behaviour is the responsibility of the class teacher who may implement their own reward/sanction systems. Behaviour in the yard is monitored by the staff member on duty. A system of Three Minute Time-Outs is used for minor misbehaviours. If necessary, a child will be removed from the yard under the supervision of a teacher or SNA. Continuous misbehaviour either in class or yard will be reported to the Principal. The expectations of the school with regard to pupil behaviour are set out in the school rules and the Code of Behaviour.

## **Bullying**

Bullying behaviour is addressed under our Anti-Bullying Policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, the matter will be referred to the DLP.

**The following areas have been considered by the Staff and Board to be of specific concern in relation to child protection.**

## **Stay Safe Programme**

A safety skills curriculum called the Stay Safe Programme is taught to the children. The programme was developed in co-operation with the Departments of Education and Health. The aim of the programme is to teach children personal safety skills so they can look after themselves in situations which could be upsetting or dangerous. It deals initially with common situations that most children will experience at some stage or other, eg. getting lost or being bullied. The programme also teaches children the safety skills necessary to protect themselves from physical or sexual abuse. Children are taught to tell a trusted adult about any problems they may have. There are lessons for senior infants, 1st and 2nd, 3rd and 4th, 5th and 6th.

Occasionally, children have worksheet exercises for homework. One advantage of using this method is that each exercise contains a space for the parents' signature. In this way parents become more aware of what their children are learning during the programme and are given the opportunity to discuss and reinforce the safety skills being taught in school.

The SPHE programme will be supported by the Walk Tall Programme and the RSE Programme.

## **Physical Contact**

Physical contact between school personnel and a child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist the child the following should be factors in determining it's appropriateness:-

1. It is acceptable to the child
2. It is open and not secretive
3. It is appropriate to the age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they are capable of doing for themselves.

## **Visitors**

It is the policy of this school that visitors, guest speakers, visiting coaches, people on work experience etc. should never be left alone with pupils. The Principal has a responsibility to check the credentials of visiting speakers and to ensure that any proposed material is appropriate to the age and developmental stage of the pupils in question and in line with curriculum guidelines. Garda clearance is sought from visiting coaches or speciality teachers.

## **Toilets**

It is school policy that only one child is permitted to enter the toilet cubicle at a time. Children who need to use the toilet during yard time must seek the permission of the teacher on yard. During yard time the toilet areas closest to the yard will be used. These are located in the Junior and Middle Classrooms.

Clean underwear and suitable clothing is kept in the school so that, if a pupil has an "accident" of a toileting nature they can be offered fresh clothing into which they can change. A staff member will, in this instance, ensure that the child has privacy while he/she changes.

In some instances a pupil, for whatever reason, cannot clean or change themselves and either the parent cannot be contacted or it is deemed unwise to leave the child in soiled clothing for the length of time it would take the parent to arrive. In this case the child will be assisted by members of staff familiar to him/her. In such situations any help given should be minimal and of a level acceptable to the child. Another staff member should always be informed and, if possible remain present while help is being given. Parents will be informed of the incident.

## **Intimate Care**

In the case of those children in our school who require intimate care the procedures involved with such care will be agreed in consultation with the pupil, their Parents/Guardians and any other personnel involved in the care of the pupil. This is in keeping with best practice, keeps the best interests of the child to the fore and maintains the child's personal dignity. Such procedures, when agreed will be communicated to all parties involved and recorded.

## **One-to-One Teaching**

This school fully recognises that one-to-one teaching is often in the best interest of the child. Every effort is made to make sure this teaching takes place in as open an environment as possible, bearing in mind the rights of the child to privacy. In general, one-to-one teaching takes place in the Learning Support Room. A glass panel is present in the door of this room and the Learning Support Teacher ensures that this is never covered. Parents of children involved in one-to-one teaching are informed and their agreement is sought before any such teaching takes place. Written consent is required for all one-to-one teaching.

Work carried out by Special Needs Assistants in this school happens under the direction of the teacher and in an open environment. In some circumstances the SNA may need to remove a child temporarily from the class. In such situations the SNA will never be alone with the child behind closed door. The exception to this is for such intimate care needs as have been agreed with the parents/guardians of the child.



## Changing for Swimming

Swimming lessons in this school are offered to children from Junior Infants to Sixth Class. The inclusion of the infant classes means that help with dressing is often required. Parents are informed at the beginning of the term that such help is required and that it is the responsibility of the parents to arrange this.

At all times there must be adequate supervision of pupils. The children make use of the communal dressing areas in the swimming pool. In the case of the girls, a teacher remains in the room with the pupils and the assisting parents. Younger boys who need assistance make use of this area also. Supervising the boys presents more difficulties. In this case a teacher remains just inside the door of the dressing room with the door open. The teacher does not have a view of the dressing area but can readily assess if there are any discipline issues.

## Staff Cars

In rare instances where a staff car must be used to transport a child, children will not be taken alone. At least 2 children will be present in the car, unless it is an emergency situation (See Illness and Injury Policy).

## Roles and Responsibilities

- The Board of Management has primary responsibility for the care and welfare of all pupils.
- The DLP has specific responsibility for Child Protection in the school.
- All staff members have a duty of care to ensure that arrangements are in place to protect children from harm.

It is the responsibility of the D.L.P/ D.D.L.P to inform all new teachers and ancillary staff of the Children First Guidelines.

## Record Keeping.

The records of concerns, allegations or disclosures of child abuse will be stored securely in the School Office, in a safe and confidential manner. The DLP and the Deputy DLP will have access to these records.

## Communication of the Duty of Care Policies to the school community

- A copy of the Duty of Care Policies is made available to school personnel and to the Parents' Association.
- The policy is readily accessible to parents on request.

## Policy review

This policy was initially drafted and introduced in 2014. It will be reviewed by the school management team periodically and amended as required.

This Policy was adopted by the Board of Management on 05/12/2017 (date)

Signed: Ray Leahy (Chairperson of Board of Management )

Signed: Geraldine Paltusa (Principal)