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## POLICY AND PROCEDURES FOR RAISING CONCERNS IN ST CAOLAN'S P.S.

It is our aim to have clear open communication between the parents of our pupils, staff and governors, in order to ensure the development and continuation of high quality learning experiences. We value your comments and suggestions and strive to listen to and please all; however, I am sure you will appreciate this is sometimes not possible to achieve. We understand that an occasion may arise when someone feels they have a concern or complaint about some aspect of our provision. In the event of this happening every school is required to have an agreed policy and procedures for raising concerns.

Any involved party is welcome to comment on or raise issues on the following:

preferences and requests

concerns about their child

the conduct of staff

We will also take into consideration the right of children to express opinions and be listened to as outlined in the Educations and Libraries (Northern Ireland) Order 2003. All concerns or complaints will be dealt with promptly and the following procedures are laid down to help ensure satisfaction for all parties:

1. All concerns and complaints should in the first instance be brought to the attention of your child's class teacher or Principal Mrs Cassidy who will attempt to resolve the problem and advise on what action to take. Concerns or complaints can be made either verbally or in writing. Mrs Cassidy will maintain a record of all complaints received.
2. If agreement cannot be reached and the person lodging the complaint remains dissatisfied they will be advised to make a formal complaint in writing to the Chair of the Board of Governors Mr Val Mc Murray.
3. The Chairperson of the Board of Governors will undertake to investigate the complaint. This can either be investigated

solely by the chairperson or by a subcommittee.

4. If the complaint concerns a member of staff the chairperson, as part of his investigation, will advise the individual concerned that a complaint has been made. As part of the investigation the individual will be required to provide a response to the complaint.
5. The Chairperson will notify the person making the complaint that the issue is being investigated and will advise of the probable time limit by which a decision will be notified in writing.
6. It is envisaged that any formal complaint will be dealt with within a two-week time scale; however, if this is not possible a decision will be made within four weeks. The decision of the chairperson will be notified in writing to the person raising the concern or complaint.
7. If the person raising the concern or complaint remains dissatisfied with the outcome of the Board of Governor's decision they may refer the matter directly to C.C.M.S who will follow their complaints procedure.

### Northern Ireland Public Services Ombudsman (NIPSO)

If following the above stages, you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO).

A complaint should be normally referred to NIPSO within six months of the final response from the school.

Northern Ireland Public Services Ombudsman  
Office of the Northern Ireland Public Services Ombudsman

Progressive House  
33 Wellington Place  
Belfast  
BT1 6HN

Tel: - 02890233821

Freephone: 0800343424

Email: [nipso@nipso.org.uk](mailto:nipso@nipso.org.uk)

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## **Child Protection Policy**

In St Caolan's Primary School, the care, welfare and safety of the children in our care is paramount. We recognise that we have a pastoral responsibility towards our pupils who have a fundamental right to be protected from harm i.e. all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation. Including sexual abuse by those looking after them.

We will take all reasonable steps to ensure that their welfare is safeguarded and their safety preserved.

In St Caolan's Primary School the designated teachers who have specific responsibility for child protection are **Mr Mc Veigh and Mrs Cassidy**. Mrs Cassidy the Principal has the ultimate responsibility for all matters pertaining to pupil protection.

In St Caolan's Primary School:

- We will train all staff to the signs of possible abuse
- When child abuse is suspected, it is the responsibility of the member of staff who is aware of the circumstances or suspected circumstances, to notify the designated teacher
- The designated teacher will ensure the appropriate reporting and recording procedures are set in motion as quickly as possible
- Any clarification should be done carefully and sensitively – it is not the responsibility of the staff to undertake any investigations or to make extensive enquiries of family or carers
- Ancillary staff should report any suspicions or concerns to the designated teacher
- Parents will be notified about procedures on a regular basis
- Children will be advised what to do in school if they have any concerns about such matters
- At all times we will strive to protect children, while respecting the rights of parents, families, carers and members of staff

### **Identifying Abuse**

All school staff, teaching and non-teaching, are aware of their legal responsibility to inform the designated teacher of any suspicion they may have regarding abuse of a child.

### **Procedures to be followed where a complaint is made involving a member of staff.**

If a complaint about possible abuse is made against a member of staff, it should be referred directly to the principal by the person to whom it was made.

The principal may need to seek discreet preliminary clarification from the person making the complaint or giving the information or from others who may have relevant information.

If a complaint has definitely been made, the principal will:

- Inform the designated teacher who will initiate the record of complaint
- Consult CCMS to form an initial assessment as to whether or not there is sufficient substance in the allegation to warrant further action
- Consult with chairperson of the Board of Governors and decide on one of the following: -
  - (a) the allegation is apparently without substance and no further action is necessary an immediate referral to Social Services or the Police is warranted

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- (b) The allegation concerns inappropriate behaviour, which needs to be considered under the disciplinary procedures.

### **Complaint against the Principal**

Where a member of staff receives a complaint concerning the Principal, the above procedures will be followed save that the role set out for the Principal will be exercised by the Chairperson of the Board of Governors. The Employing Authority will be consulted immediately in such a case.

Every allegation of misconduct will be treated seriously and the above procedures followed.

Voluntary action within the school

All parents coming in to the school to help out in a voluntary capacity will be required to complete an application form, consenting to a criminal records check to be carried out.

CCMS will be forwarded completed forms and will request criminal records checks on our behalf.

**Information for pupils on how to protect or to make a complaint regarding themselves or another pupil** In St Caolan's Primary School children are taught and advised to

- Talk to their class teacher
- Talk to the designated teacher for child protection, Mr Mc Veigh, or to Mrs Cassidy who is the deputy designated teacher
- If you are still concerned you can talk to
- Mr Liam Murray the designated governor for child protection or to
- Mr Val Mc Murray the Chair of the Board of Governors
- You may telephone child line 08001111

(A Poster is displayed in School)

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# Intimate Care Policy

## Rationale

At St Caolan's Primary School it is our intention to develop independence in each child; however, there will be occasions when help is required.

Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our pastoral care policy. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- toileting;
- feeding;
- oral care;
- washing;
- changing clothes;
- first aid and medical assistance; and
- supervision of a child involved in intimate self-care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

## Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- every child has the right to be safe;
- every child has the right to personal privacy;
- every child has the right to be valued as an individual;
- every child has the right to be treated with dignity and respect;
- all children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- all children have the right to express their views on their own intimate care and to have such views taken into account;
- every child has the right to have levels of intimate care that are appropriate.

## School Responsibilities

All members of staff working with children are vetted by the Education Authority. This includes students on work placement and volunteers. Vetting includes criminal record checks and two references. Only those members of staff who are familiar with the Intimate Care Policy and other pastoral care policies of the school are involved in the intimate care of children.

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Where intimate care is anticipated, intimate care arrangements will be agreed between the school and the parents and when appropriate and possible by the child.

Exchanging information with parents is essential through personal contact, telephone or correspondence. However, information concerning intimate care procedures should not be recorded in homework books as it may contain confidential information that could be accessed by people other than the parent and named staff member.

Consent forms are signed by the parent and stored in the child's file. Only in emergency will staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents will then be contacted immediately.

Intimate care arrangements will be reviewed regularly. The views of all relevant parties will be sought and considered to inform future arrangements. If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Teacher Mr Sean Mc Veigh or in his absence Mrs Cassidy for Child Protection.

### **Guidelines for Good Practice**

Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to Mr Sean Mc Veigh or in his absence Mrs Cassidy designated teacher for child protection.

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Personnel working in intimate situations with children can feel particularly vulnerable. This school policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant, particularly with reference to time spent alone together. The member of staff in the support role will be changed as quickly as possible, should such a discrepancy occur, and then reviewed on a regular basis. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

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# Positive Behaviour Policy

## Philosophy

1. As a Catholic school staff, we endeavour to create an ethos where Christian values are upheld by the whole school community.
2. We place a priority on individual responsibility in creating healthy relationships among all involved in the life of the school.
3. We see a need to ensure a caring environment where each member of the school community will have a very real sense of belonging and will feel important for the person he/she is.
4. We see a need to ensure that the curriculum is designed to meet the needs of every child in the school.
5. Every child has the right to learn and no child has the right to disrupt the learning of others.

## Policy Statement

The staff of St Caolan's Primary School recognises that the majority of our pupils do conform to the norms and values of our school and that, indiscipline and behavioural problems come from a small minority. This policy is, therefore, intended to support this majority and will emphasise the standards of excellence which we shall expect and encourage.

An effective discipline policy is one that seeks to lead children towards high self-esteem and self-discipline. Consequently, good discipline arises from good relationships and from setting expectations of good behaviour. It is important that children are familiar with the school ethos and the Code of Conduct. In this context, children will be rewarded for good behaviour.

The emphasis on praise and reward will be an essential part of our philosophy. Nevertheless, sanctions are available for unacceptable behaviour and will be implemented as required. We hope that our pupils will see good discipline as an understanding of, and commitment to, what is appropriate behaviour at all times; that it should be internalised through rules and regulations which are recognised as being reasonable and understandable.

Good school discipline is about relationships between teachers and pupils in which effective learning can take place. It also includes relationships among teachers and among pupils. We believe that our pupils should be made aware of the need for an ordered society with rules and regulations. In particular, we would like to instil in our pupils, good manners and respect for others, their views and property. Parents should be aware of all school rules and we shall seek their support and understanding, thus underlining the mutual responsibility for the pupils' education and the trust that needs to exist for children to maximise their potential.

## Rewarding

All non-teaching and teaching staff should

- Recognise or highlight good behaviour as it occurs and praise children for behaving well
- Encourage children to be responsible for their own behaviour

## Rewards may include:

- Verbal praise from all members of staff
- Badges, stickers, stamps
- Special mention to another member of staff
- Special mention to their parents
- Individual Class House Rewards
- Pupil of week award presented at Assembly
- Exemption from homework
- Extra play time

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We teach CAPS the Character Approach to Problem Solving through our Religious and Personal Development for Mutual Understanding Programmes. We take one virtue per calendar month. During weekly Assembly and during class time we will discuss and reinforce the values we want to impart.

## **Our Fair Rules**

**CARING**    *We care for ourselves and others. Therefore*

- We show good manners
- We are kind to each other

**LEARNING**        *We try our best. Therefore*

- We ask for help when we need it

**TALKING AND LISTENING** *We listen to each other. Therefore, when teacher speaks:*

- We stop
- Look
- listen

**SAFETY AND MOVEMENT**    *We want a safe school. Therefore*

- We always walk quietly
- We sit safely on our seats
- We handle all equipment safely

**OUR PLAYGROUND RULES** *When we are playing and having fun, we think of others. Therefore*

- Be happy, play safely
- We let others play in our games
- We walk to our lines and stand quietly
- We walk in line to our room

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### **Sequence of sanctions agreed and used in St Caolan's Primary School are:**

Failure to abide by the principles of the Code of Conduct or to obey school rules may result in the following sanctions being applied. Pupils will be given the opportunity to discuss the situation and will be encouraged and supported to modify that behaviour.

1. The pupil will be told that his/her behaviour is unsuitable via
  - A disapproving look
  - A quiet word
  - Rule reminder
  - Further final word
  - Rearrange seating, at a single desk or near the teacher
2. Pupils in Key Stage One and Two may be asked to write about the undesirable behaviour explaining how or why they were involved, write out some or all of the school rules or to complete an extra piece of work during break time or lunch time (for a maximum of 15mins) each day. Pupils in Foundation Stage will be asked to sit in the main corridor alongside the window (for a maximum of 15mins) each day. Pupils will be supervised by their class teacher, Mr Mc Veigh or Mrs Cassidy.
3. If, after applying all previous steps, no improvement in behaviour or attitude is evident, the pupil will be placed on a daily report, so that behaviour can be closely monitored and parents will be informed. Meeting with parents will include discussion on target setting to encourage positive behaviour
4. All failures to comply with policy will be documented and, after consultation with the Principal and Special Needs teacher, the child may be placed on the Special Needs Register at Level 2.
5. Advice and assistance for the school and the pupil may be sought from other professionals e.g. Educational Welfare Officer, Educational Psychologist. At this stage, the child may be placed at Level 3 on the Special Needs Register.
6. Extremely serious misconduct may result in suspension or expulsion under the terms set out by DENI. The procedures laid down in the CCMS Scheme of Management for Suspension and Expulsion of Pupils will be followed, should it ever be deemed necessary, in the interests of the Rights of the other children and Staff of the School.

The following are regarded by the Department as valid reasons for suspension or expulsion:

- Substance or alcohol abuse on school premises
- Persistent bullying of a pupil
- Physical attack on a pupil or member of staff
- Verbal abuse of a pupil or member of staff
- Disruptive behaviour in class
- Persistent infringements of relatively minor school rules
- Significant damage to school, staff or pupils' property, either in or outside school
- Stealing from school, staff or pupils, in or outside school.
- A very serious problem may result in the normal procedures being abandoned and a child being taken home straight away.

### **The Role of Parents**

Parents have a vital role to play in their children's education. It is very important that they support their child's learning and co-operate with the school. We are very conscious of the importance of having strong links with parents and good communication between home and school. We will inform parents if we have any concerns about their child's welfare or behaviour and we would appreciate if parents have concerns, that they make these known to Mrs. Cassidy or to the class teacher.



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## **New Anti-Bullying Policy**

### **The Addressing Bullying in Schools Act (Northern Ireland) 2016:**

Provides a legal definition of bullying

It places a duty on the Board of Governors to put in place measures to prevent bullying behaviour, in consultation with pupils and parents.

It requires schools to record all incidents of bullying behaviour and alleged bullying incidents.

It sets out under which circumstances this policy should be applied, namely:

- In school, during the school day
- While travelling to and from school
- When under control of school staff, but away from school (eg. On a school trip) When receiving education organised by school but happening elsewhere (eg. in another school under Shared Education)

### **Principles and values, which St Caolan's Primary School upholds:**

- We are committed to a society where children and young people can live free and safe from bullying, children have a right to learn in a safe and supportive environment, free from intimidation and fear.
- We believe in a society where bullying is unacceptable and where every child and young person is safe and feels safe from bullying.
- We believe that every child and young person should be celebrated in their diversity.
- We are committed to a preventative, responsive and restorative anti-bullying ethos across the whole school.
- We value the views and contributions of children; we will actively seek these views and we will respect and take them into account.
- We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all.

### **We treat all children fairly and will ensure school rules are implemented fairly and consistently**

Addressing Bullying in Schools Act (NI) 2016 provides schools with a legal definition which must be used.

Addressing Bullying in Schools Definition of "bullying":

(1) In this Act "bullying" includes, but is not limited to, the repeated use

of—(a) any verbal, written or electronic communication,

(b) any other act, or

(c) any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils.

(2) For the purposes of subsection (1), "act" includes omission.

**Bullying is behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.**

It is important to note that while bullying is usually repeated behaviour, there are instances of one-off incidents that the school will consider as bullying.

When assessing a one-off incident, to decide on whether to classify it as bullying, the school shall consider the following criteria:

- severity and significance of the incident

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- evidence of pre-meditation
  - impact of the incident on individuals (physical/emotional)
  - impact of the incidents on wider school community
  - previous relationships between those involved
  - any previous incidents involving the individuals

Any incidents which are not considered bullying behaviour will be addressed under the **Positive Behaviour Policy**. The following unacceptable behaviours, when repeated, targeted and intentionally hurtful, may be considered a bullying behaviour:

**Verbal or written acts**

- saying mean and hurtful things to, or about, others
- making fun of others
- calling another pupil mean and hurtful names
- telling lies or spread false rumours about others
- try to make other pupils dislike another pupil/s

**Physical acts**

- Hitting
- kicking
- pushing
- shoving
- material harm, such as taking/stealing money or possessions or causing damage to possessions

**Omission (Exclusion)**

- Leaving someone out of a game
- Refusing to include someone in group work

**Electronic Acts**

- Using online platforms or other electronic communication to carry out many of the written acts noted above
- Impersonating someone online to cause hurt
- Sharing images (eg. photographs or videos) online to embarrass someone

St Caolan's Primary School does not consider this to be an exhaustive list and that other behaviours which fit with the definition may be considered bullying behaviours

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Bullying is an emotive issue; therefore, it is essential that we ensure we use supportive, understanding language when discussing these matters. For that reason, we will not refer to a child as ‘a bully’, nor will we refer to a child as ‘a victim’. Instead, we will refer to the child describing the situation surrounding that child, for example:

### **A child displaying bullying behaviours or A child experiencing bullying behaviours**

Under the new legislation, schools must state within their policy the preventative measures they will put in place to prevent bullying behaviour on the way to and from school. In compliance with the legislation, the focus for all anti-bullying work in St Caolan’s Primary School will be on prevention. The Principal along with all staff will proactively work towards reducing the number of bullying incidents in the school. They will always be vigilant to signs of distress and bullying behaviours.

### **The following strategies will be implemented,**

- At all times staff will actively promote positive relationships characterised by respect, tolerance, friendship and co-operation among and between children and staff.
- Communicating the Positive Behaviour Policy and Anti Bullying policy and procedures to everyone in the school community including non-teaching staff, parents and pupils.
- Raising awareness and understanding of the positive behaviour expectations, as set out in the Positive Behaviour Policy. School Rules displayed, known and followed. Classroom rules agreed and followed by all pupils.
- At Friday Assembly publicly acknowledging by rewarding with a certificate the children who have been kind, a good friend, or showing signs of being caring.
- High level of adult supervision particularly during unstructured times. Proactive use of Playground Buddies. Teaching and Supervisory Staff to monitor and report incidents of any concern to the Principal, or teachers.
- Clear procedures to be followed where teaching staff deals with first incident of misbehaviour and if misbehaviours persist from individual children they are reported to Principal.
- Staff training on procedures for dealing with and monitoring incidents of reported bullying. Recording incidents of bullying and storage of records.
- Provision and promotion of Breakfast, Foundation Stage and After School Clubs aimed at supporting the development of effective peer support relationships. With opportunities for children to develop appropriate social skills.
- Participation in the NIABF annual Anti-Bullying Week activities. November is designated as Anti Bullying month, lessons taught and school assemblies where ‘Tell someone to get help’ message is reinforced.
- Development of peer-led systems, the Primary Seven Class to support the delivery and promotion of key anti-bullying messaging within the school, involved in developing the policy and engaged as playground monitors.
- Class visits by NSPCC to work with all classes. Worry /suggestion boxes provided for children in Key Stage Two.
- Focused assemblies to raise awareness and promote understanding of key issues related to bullying.
- The theme of bullying will be specifically addressed across several subject areas;
- In Religious Education through the RE scheme Grow in Love and assemblies dealing with respect for others and Catholic Christian values.
- In Literacy using stories, plays and poems as springboards for discussions.
- In Drama using role play and social stories to teach children with social and communication difficulties and young children what to do. Encouraging children to speak out if they are frightened, teaching pupil awareness and strategies to use.

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- In Art through illustrations promotion of anti-bullying messages through the curriculum inclusion of age-appropriate material specific to individual subject areas related to bullying, positive behaviour and inclusion.
  - In PDMU including the use of the Living Learning Together Programme and the Emotional Literacy Programme. Circle Time will be used in all classes to enhance and encourage co-operation among children and to provide a safe and secure atmosphere in which children can raise issues of concern Addressing issues such as the various forms of bullying, including the how and why it can happen, through PDMU (eg. sectarian, racist, homophobic, transphobic, disablist, etc.)
  - In our Shared Education Project with Derryboye Primary School Involvement in meaningful and supportive shared education projects, supporting pupils to explore, understand and respond to difference and diversity.
  - In UICT- lessons on E-Safety to include cyber bullying, internet safety and the safe use of mobile phones.

While many of the measures outlined above will support the development of an anti-bullying culture, children attending St Caolan's Primary School will be taught to take pride in their school and reminded that are viewed as ambassadors for their school within the community.

The new legislation also gives schools the authority to take steps to prevent bullying through the use of electronic communication amongst pupils at any time during term, where that behaviour is likely to have a detrimental effect on the pupil's education at school.

St Caolan's Primary School will help raise awareness of the nature and impact of online bullying and support their pupils to make use of the internet in a safe, responsible and respectful way. By

- Addressing key themes of online behaviour and risk through PDMU including understanding how to respond to harm and the consequences of inappropriate use.
- Participation in Anti-Bullying Week activities.
- Engagement with key statutory and voluntary sector agencies e.g. Bee Safe Initiative to support the promotion of key messages.
- Participation in annual Safer Internet Day and promotion of key messages throughout the year.
- Development and implementation of robust and appropriate policies in related areas E -Safety Policy

**Pupils Reporting a Concern** Pupils can report bullying concerns, including:

- Talking to any member of staff
- By writing a note to a member of staff
- By posting a comment in the 'Worry Box'

### **Parents/Carers Reporting a Concern**

It is the responsibly of parents and carers to raise concerns about alleged bullying behaviour with the school at the earliest opportunity. We remind parents/carers of the need to encourage their children to react appropriately to bullying behaviour and to not do anything to retaliate or to 'hit back'.

- In the first instance, all bullying concerns should be reported to the Class Teacher
- Where the parent is not satisfied that appropriate action has been taken to prevent further incidents, or where further incidents have taken place, the concern should be reported to the Principal.
- Where the parent is not satisfied that appropriate action has been taken by the Principal to prevent further incidents, or where further incidents have taken place, the concern should be reported to The the Board of Governors. This involves making a formal, written complaint, to the Chair of the Board of Governors. Mr Val Mc Murray

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## Responding to a Bullying Concern

The processes outlined below provide a framework for how the school will respond to any bullying concerns identified. Using the NIABF Effective Responses to Bullying Behaviour resource, the member of staff responsible will

- Clarify facts and perceptions
- Check records
- Assess the incident against the criteria for bullying behaviour
- Identify any themes or motivating factors
- Identify the type of bullying behaviour being displayed
- Identify intervention level
- Select and implement appropriate interventions for all pupils involved, including appropriate interventions, consequences and sanctions
- Track, monitor and record effectiveness of interventions
- Review outcome of interventions
- Select and implement further intentions as necessary

St Caolan's Primary School will show compliance to the legal requirement, as set out in the Addressing Bullying in Schools Act (NI) 2016, to maintain a record of all incidents of bullying and alleged bullying behaviour.

All records will be maintained in line with relevant data protection legislation and guidance and will be disposed of in line with the school's Retention and Disposal of Documents Policy. Collated information regarding incidents of bullying and alleged bullying behaviour will be used to inform the future development of anti-bullying policy and practice within the school

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## **Health and Safety Policy**

### **Philosophy**

St Caolan's Primary Health and Safety policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school. The Education Authority Health and Safety Policy is adopted and complemented by the school's Policy. We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils. The Governing body accepts responsibility for the health and safety of others who may be affected by school activities. Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. A complete audit will be carried out annually and a report will be submitted to the Board.

### **School Security**

The external front door of the school is fitted with a magnetic lock, which can be operated from the school office and from the Principal's classroom. These locks are "on" during the school day and anyone entering the building at this time is required to identify him/herself, and report to the secretary's office or the Principal. This in no way detracts from the open-door policy of the school. All adults working in the school, including parents working as volunteers, must undergo a vetting check by ACCESS NI.

### **Safety of Children**

- It is the responsibility of teachers to ensure that curriculum activities are safe.
- Pupils are only taken off the school site with prior permission of parents.
- The school's Code of Conduct and school rules have been written with the safety of all in mind and must be adhered to.
- Children are taught to have care and consideration for themselves and others:
  - in the classroom
  - using equipment
  - moving around school
  - carrying out investigations
  - on educational visits
- Children are supervised each morning in their classrooms from 8.30am and at morning break by members of the teaching staff.
- Children are supervised at lunchtime, by teachers or lunchtime supervisors.
- A member of staff is on duty each day, after school, to ensure that all children are collected.
- Breakfast Club from 8.00am to 8.30am and After Schools Clubs 3.00pm to 4.00pm is supervised by two members of staff.

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## Accidents

- In the event of an accident, resulting in an injury to a child or adult, all incidents are recorded in an Accident Book and more serious incidents are reported to the Board.
- When an incident involves injury to a child, this will be dealt with by either the teacher on duty or the child's own teacher.
- When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of securely.
- If there is any concern whatsoever about the injury, the school will contact the parent. Parents will always be contacted in the event of an injury to a pupil's head.
- If the parent cannot be contacted, then, if the school deems it necessary, the family doctor or emergency services will be contacted.

NB: When a child becomes a pupil at St Caolan's Primary School, the parent or Guardian fills in a Class Data form which the school maintains on computer. The information given on this form is very important, especially in the event of an accident. Parents/Guardians must ensure that the school office is notified immediately if there are any changes, particularly in a child's health, the family doctor and especially 1st and 2nd Contact numbers.

## Fire/Emergency evacuation

- Fire drills are carried out according to the Board's policy
- All staff and pupils participate in and are familiar with the procedures
- Each classroom has a specific exit route which is known to pupils
- Classes assemble, with the class teacher, in a particular area of the playground.
- Classes only return to the building when told to do so by the person in charge. (Principal/Senior Teacher)
- In the event of a real emergency, the Principal or her deputy will be responsible for contacting the emergency services.
- The school is fitted with fire alarms; one at each exit
- Fire extinguishers are located at various points around the school.
- The Staff room is equipped with a fire-blanket.
- All fire extinguishers, blankets and alarms will be checked and maintained annually by First Klass Fire Protection Co.

## The Building Supervisor

- The Building Supervisor under the supervision of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils.
- She maintains a clean and tidy building and grounds.
- Any minor repairs are completed by the Building Supervisor or through the use of authorised contractors.
- She will ensure that;
  - all locks and catches are in working order.
  - the security system and fire alarms are in working order.

## The Board of Governors

Governors have a statutory duty, under the Health and Safety at Work (NI) Order 1998, to ensure that the Board's Safety Policy is both understood and implemented. This Policy has been endorsed by the Governors and will be reviewed regularly and amended as required.

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