



Naíscoil an Chaistil

Dlúth agus Inneach Ghaelscoil an Chaistil **Gaelscoil an Chaistil's Mission Statement**

'Féiniúlacht logánta mar chuid de phobal domhanda / A local identity as part of a global community'

Is iad príomhaidhmeanna Ghaelscoil an Chaistil / Gaelscoil an Chaistil's main aims are:

- go raibh Gaeloideachas d'ardchaighdeán, a sholáthar do gach páiste ó achan chineál chúlra a ba mhian lena t(h)uismitheoirí léi/leis freastal ar an scoil ina mbeadh tábhacht an tuismitheora (nó a n-ionadaí) aitheanta / *that every child, from whatever background, whose parents wish them to attend the school, should receive a high level of Gaelic medium education. The importance of parents or their representative is recognised and valued.*
- go raibh í an Ghaeilge ina teanga bheo taobh istigh agus taobh amuigh de na ranganna agus go raibh í an Ghaeilge teanga chumarsáide na scoile ag gach leibhéal idir, teagasc, súgradh agus bainistíocht agus le grúpaí eile nach iad / *that Gaelic is a living language both within and without the classroom, and that it is the language of communication at all levels – teaching, playing and management and with external groups.*
- go raibh deiseanna seach-churaclam idir spóirt, dráma, ceoil, comórtais agus turais ar fáil / *that opportunities for extra-curricular activities such as sport, drama, music, competitions and trips are available.*
- go raibh an scoil mar bhunchloch athbheochan na Gaeilge i mBaile an Chaistil agus sna ceantair máguaird / *that the school will act as a foundation for the revival of a Gaelic speaking community within Ballycastle and the surrounding areas.*

Dúnghaois Tréadchúraim

Pastoral Care Policy

Principles

Pastoral Care involves looking after children's whole development in a positive way, thus enabling them firstly to cope more effectively with their learning in school, and secondly to develop skills and attitudes which enable them to understand themselves and to develop relationships with others. This policy should be regarded as an extension of the aims of Naíscoil an Chaistil and as a preface to our Child Protection Policy. In fact, Pastoral Care elements may be found in all areas of the curriculum.

Statement of Intent

We will strive to create a friendly open environment where positive relationships are given prominence. Staff's strengths and interests will be acknowledged and utilised for the benefit of the nursery. Training courses will be undertaken to further develop each staff member personally and professionally. Knowledge about issues such as Child Protection, their legal responsibilities and the contents of relevant Department/ Board circulars will be shared with all staff members and students/volunteers. As a follow-up to any training each staff member will be given opportunity to disseminate new information amongst all staff.

All staff will work together as an effective team to ensure that the children's self-confidence is promoted and they are provided with the opportunity to develop as an independent thinker and communicator. Relationships will be developed between staff and children in which the child feels secure and valued as an individual. Children will be encouraged to participate in the full range of activities, both indoors and outdoors, on offer in the nursery curriculum; these activities will be planned to ensure that children experience a degree of success, challenge where necessary and find nursery an enjoyable experience. They will be encouraged to work co-operatively towards common objectives. Every opportunity will be taken to praise children for their achievements and their contribution to the life of the nursery.

Staff will work consistently to promote a positive attitude to behaviour throughout the nursery, expecting high standards of behaviour (refer to Positive Behaviour Policy). They will build upon an understanding and knowledge of each child as an individual and take an interest in their all round development. Mutual respect and tolerance will be fostered and there will be a positive approach to discipline. The use of rewards and sanctions will be implemented consistently by all members of staff. The approach taken by all staff will be fair, firm, consistent and compassionate.

Staff will provide opportunities to consult with children in order to gather their views and feelings about the nursery and how it affects them. This will be recorded and used in planning and evaluations when appropriate.

Purposes of Pastoral Care Provision

- To support the child's personal needs
- To identify areas and issues which are likely to adversely effect a child's learning and to bring about early intervention
- To facilitate the development of good relationships between staff, between staff and children, between children and between staff and parents
- To involve parents as positively as possible in the nursery environment
- To contribute to the provision of a climate which will facilitate learning
- To develop effective communication and record systems

Parental Liaison

The nursery recognises the prime importance of regular effective communication with all parents as a sound basis for Pastoral Care. Parents and visitors to the nursery will be welcomed and made aware of the pastoral care arrangements. Parents will be provided with the opportunity to suggest or make comments in relation to their personal experience within the nursery. These comments will be brought to the attention of the Governors and any necessary modification of existing provision will be considered.

The needs and interests of the child will be of paramount importance. There will be planned intervention when an issue or problem is affecting the welfare or progress of an individual child. Daily information conversation at the beginning and end of the session will provide an opportunity for staff to speak to each parent about their child. Where a parent wishes to speak to a member of the teaching staff in relation to their child, an appointment will be arranged at a time that is suitable to both parties and is not disruptive to the normal nursery routine.

Children's personal, social and emotional development will be promoted through the daily curriculum. A wide range of strategies and materials will be used to ensure that a variety of learning styles is catered for. Formal interviews will be arranged for every parent during the school year. The focus for these interviews will be the progress of the child in terms of personal, social and emotional development as well as all areas of the pre-school curriculum. The end of year transition form will be discussed with each parent in term 3 before it is forwarded to the relevant primary school.

Community Links

Members of the caring services – dental staff, fire fighters, police officers etc will be invited into the nursery to further develop the curriculum in relation to people in our community. Our children will be taken on educational visits to local places of interest and 'vetted' parents will be invited to accompany us on these trips. The number of educational visits will depend each year upon the amount of nursery fund available to pay for buses etc.

We liaise with the local Sure Start teams in the area from where some of our children might transfer and with local primary schools to where a number of our children will transfer. The majority of our children transfer on into Gaelscoil an Chaistil's Rang 1 and there is a comprehensive transition partnership already established. Joint activities are planned with Foundation Stage teacher and children throughout the year to maintain this partnership and to ensure that children will make the transition smoothly. We will seek to establish partnerships with other primary schools in the area to which our children transfer.

It will be school policy to liaise with other professionals and support staff whose advice and support will enhance the services on offer to the children attending our nursery.

Dúnghaois Dea-Iompair **Positive Behaviour Policy**

Rúnraiteas na Dúnghaoise / Policy's Statement of Intent

Naíscoil an Chaistil sets high expectations of behaviour through encouraging and praising good behaviour. We apply simple rules fairly and consistently. We encourage children to respect themselves, each other and property. We aim to provide a happy, calm, caring environment with challenging activities. In the case of a particular incident or persistent unacceptable behaviour we always discuss ways forward with parents.

Cód Iompair na bPáistí / The Children's Code of Conduct

- We use the Gaeilge we have
- We respect our own and other people's cultures
- We are gentle
- We are kind and helpful
- We listen
- We work hard/we do our best
- We look after property
- We are honest

Modhanna Oibre/Procedures

Procedures for encouraging acceptable behaviour:

- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the Naíscoil and explained to all newcomers, both children and adults.
- All staff within the Naíscoil will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- All adults will strive to provide a positive model for the children with regard to friendliness, care and courtesy.
- Staff in the Naíscoil will praise and endorse desirable behaviour such as kindness and willingness to share.
- Staff will use a visual system to raise children's awareness of their good behaviour. This system will also be used to highlight undesirable behaviour.
- Good behaviour will be rewarded daily with a token reward (e.g. sticker, stamp, game, bubbles)

Procedures for managing unacceptable behaviour:

- Staff will use a visual system (as mentioned above) to draw children's attention to unacceptable behaviour and to encourage children to gain rewards for good behaviour.
- If a child continually presents with unacceptable behaviour, staff will assess the causes and triggers using a range of assessment tools.
- Staff will assess each case individually and decide on strategies which could be used to help the child
- Staff will discuss proposed strategies with parents
- Staff value support from parents in the implication of this and ask that parents mirror agreed strategies at home
- Child's behaviour will be continually reviewed

- Recurring problems will be addressed by the Naíscóil staff, in partnership with the child's parents, using observation records to establish an understanding of the cause.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Adults will be aware that some kinds of behaviour may arise from a child's special needs.
- In the case of a persistent misbehaviour, an independent plan will be developed in conjunction with the parents based on the child's needs.
- In cases of serious misbehaviour, such as racial abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.
- In any case of any misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults in the Naíscóil will make themselves be aware of, and respect, a range of cultural expectations regarding interactions between people.

Procedures that are unacceptable for managing behaviour:

- Physical punishment.
- Sending children out of the classroom.
- Using techniques that single out and humiliate children.
- Shouting or raising voice in an inappropriate way.
- Physical restraint, e.g. holding, will not be used unless it is required to prevent injury to child or other children, adults, property. In cases where it is used the incident will be recorded and the parent/carer informed the same day.

Cosaint an Pháiste-Comhairle do Thuismitheoirí

Child Welfare-A Parent's Guide to Child Protection

If you have a concern about alleged abuse by a member of staff or someone else, please follow the steps outlined below:

How can I report a concern?

I have a concern about my child or another child in the school's care



I can talk to the Naíscoil team



If I am still concerned, I can talk to **Ráichéal**, the designated teacher for child protection



If I am still concerned I can talk to **Brídín**, the Principal



If I am still concerned I can talk to or write to **Marty**, Chairperson of the Board of Governors



Dúnghaois Bhailiú Páiste Arrivals & Collection of Children from Naíscoil an Chaistil

Safety & Security

It is very important that every child arrives at and leaves the naíscoil safely. To ensure the safety of the children the following arrangements are in place:

- Entrance through the front door will be restricted by the use of a buzzer/magnetic locking system.
- Entrance to the classroom and in particular the toilet area is not permitted without permission from a member of staff.
- A child should never be removed from the outdoor play area without consent from a member of staff.
- All persons should secure the main entrance door once they have gained entry.
- Parents/guardians must provide a list of names and phone numbers of those who have/have not permission to collect their child

Arrival

- Parents should leave their children to school on time.
- We understand that this can be difficult for working parents. To facilitate this, we offer a window of 15 minutes for dropping off.
- However, due to insurance and safeguarding reasons, the doors of the Naíscoil **MUST NOT** and **WILL NOT** be opened before 8.50am.
- For the same reasons the door must be closed promptly at 9.05am.
- Those parents wishing to gain access after this window must use the buzzer system.
- In addition to children's attendance, staff will monitor children's punctuality. Any concerns the staff have will be brought to the attention of the school's Principal in order to promote good habits in preparation for Rang 1.
- Children should be brought to the door of the Naíscoil and should never be left at the gate on their own.

Departures

- As an early years setting, Naíscoil an Chaistil appreciate the value of a structured routine. Every minute of every day is accounted for to ensure the children are constantly learning and developing.
- We also believe that it is very important that the children feel safe and secure the entire time they are in our care.
- For these reasons, staff will not open the door until the end of the session. The session ends at 1.45pm.
- This is to allow children to access their coats etc safely.
- As previously stated, we endeavour to accommodate parents and as such we would ask that parents inform staff in advance if they wish to collect their child early from naíscoil.

Persons Collecting Child from Naíscoil

- Parents/guardians must provide a list of names and phone numbers of those who have/have not got permission to collect their child from naíscoil
- Parents must inform staff if somebody different will be collecting their child from naíscoil even if they are listed as having permission

- Staff will assume in the case of an emergency that those listed as having permission to collect the child from naíscóil may do so.
- No person under the age of 18 years are legally permitted to collect a child from naíscóil unless they are the child's parent/guardian.

Dúnghaois Ithe Sláintiúil

Healthy Eating Policy

Prionsabail

Principles

The UN Convention on the Rights of the Child (1991) states:

“Children have the right to be as healthy as possible, live and play in a safe, healthy, unpolluted environment and benefit from preventives health care and education.”

Rúnraíteas an Pholasáí / Statement of Intent

Naíscoil an Chaistil is committed to promoting children’s health and to encouraging healthy eating habits.

Modhanna Oibre / Procedures

Naíscoil an Chaistil will therefore endeavour to provide snacks which are healthy and nutritious and help to provide children with energy and the nutrients that they need.

Smailcbhia agus dí / Snacks and drinks

- When snacks are given between meals they are healthy and nutritious and help provide children with the energy and nutrients they need.
- Sweets and fizzy drinks are not routinely offered.
- Where possible snacks are sugar free to avoid causing damage to teeth. Fresh fruit is an ideal snack choice.
- Whole milk or water is provided for children as a drink between meals.
- The social value of eating together is recognised and promoted within the group sessions.

Spré agus Ocaídí ar Leith / Rewards and Special Occasions

- Praise and attention are used to help develop children’s self-esteem and to act as a positive reward for good behaviour.
- If other forms of reward are used, they support and do not conflict with healthy eating principles. For example, sweets and fizzy drinks are not given.
- Celebration of birthday and other special occasions, e.g. Easter, Chinese New Year etc, focus on the senses of occasion rather than simply the provision of rich, sugary food and drink.

Imeachtaí / Activities

- Healthy eating is promoted through a range of activities for the children including play, stories, music, outings, cookery etc.
- Naíscoil an Chaistil participates in special campaigns and initiatives such as healthy eating campaigns etc.

Clár bia / Menu Planning

- The children’s nutritional needs are met by inclusion of food and drinks from the four main food groups:
 - Bread, rice, potatoes, pasta and other starchy foods;
 - Fruit and vegetables;
 - Meat, fish, eggs, beans and other non-dairy sources of protein; and
 - Milk and dairy foods.

Oiliúint foirne / Staff training

- Staff have qualifications in Food Safety.

The implementation of this Healthy Eating policy will not only relate to the provision of healthy foods and drinks within Naíscóil an Chaistil, it will promote the nutritional and general well-being of the children but it will also address food related activities involving the children, which should encourage and enable them to make healthy choices in the future. This policy will be reviewed and evaluated annually.

Dúnghaois Chúram Phearsanta

Intimate care policy

Principles

The UN convention of the Rights of the Child (1991) states:

“Children have the right to be as healthy as possible, live and play in a safe, healthy, unpolluted environment and benefit from preventive health care and education”.

Statement of Intent

The aim of this policy is to work in partnership with parents to help the child develop a healthy interest in and understanding of how to look after his/her own personal needs and also to take account of health and safety and child protection issues.

Incidents covered by this policy

- When a child needs to be changed or cleaned through incidents of sickness, toileting or getting wet during water play.

Mar eolas/ please note:

- We would request that, on starting náiscoil, children are confident at toileting themselves and can carry out personal care independently. However, we recognise that there may be exceptions to this where specific medical or educational needs are identified. Each individual case will be discussed and any specific intimate care procedures agreed with parents prior to child's commencement at Náiscoil an Chaistil.
- Throughout the session children have independent use of toilet facilities.

Procedures

In case of toilet accidents/sickness/wet through water play where child needs to be cleaned/clothes need to be changed procedures are:

- Staff are not permitted to clean a child but will encourage the child to clean themselves to the best of their ability.
- Staff will encourage child to clean themselves and will then assist with the changing of underwear, socks, trousers/tights/skirts etc.
- If a child is fairly independent, staff will provide child with necessary equipment e.g. wipes, change of underwear/clothes. Child will be encouraged to carry out the cleaning and changing process independently.
- It is important that all parents provide a clean change of clothes for their child
- Where a child has special needs all intimate care procedures will be discussed and agreed with parents before the child starts

- We recognise that circumstances may arise when a child is unable to clean himself/herself to an acceptable standard. In these circumstances to preserve the comfort and dignity of the child, Naíscóil staff will contact the child's parents to assist with cleaning the child by coming to school or by collecting the child early.
- Parent will be discreetly informed of incident and asked to sign incident report book
- Soiled clothing will be put in a plastic bag, sealed and stored in the toilet area. This will be discreetly given to parent at the end of the session
- Please note that staff cannot wash soiled clothes to any extent to prevent cross contamination

Supervisory Arrangements

As toilet facilities are not directly visible from the classroom, the following supervisory arrangements will be put in place if a toileting/sickness incident should occur;

- All staff will be made aware of the incident.
- One member of staff will accompany child to the toilet and carry out any necessary cleaning and changing tasks
- These procedures will be carried out in the open area of the toilets and not behind a closed cubicle door
- Staff will endeavour to ensure the child's privacy and dignity at all times
- Baby wipes will be given to child to assist with cleaning unless they have a known allergy
- Any staff member involved will wear disposable gloves and apron to ensure the health and safety of the children and themselves.
- All used wipes and gloves will be disposed of in a sealed plastic bag.
- After these procedures staff and child should use an anti-bacterial hand wash for health and safety reasons.
- Other staff will remain in the classroom but will maintain eye contact with the staff member administering intimate care.
- In the event where children are playing outside at the time of the incident, the other staff member will stand at the doors to the yard. This ensures that the member is accessible both to the member of staff administering intimate care and to the rest of the children. In the event of there being an additional member of staff available, he/she will supervise the children in the yard.

Dúnghaois Chéad Cabhair First Aid Policy

All children should have their family doctor named on the registration form in case of emergencies

- An injured child must be brought to the member of staff with First Aid training
- Staff must have up to date paediatric first aid training
- Minor wounds will be cleaned with water and cotton wool and a hypoallergenic plasters applied
- Minor burns will be treated with cold water
- If an injury is considered serious by trained staff, the parents or emergency contact will be contacted and the child will be removed from the setting
- If the child's parents or the emergency contact cannot be contacted, the family doctor will be informed and appropriate action taken.
- In the event of an extreme emergency, the local doctors will give assistance, or an ambulance will be called.
- Provided prior consent has been obtained, staff may contact the emergency services before contacting parents, depending on how serious/urgent the injury is
- All accidents, no matter how minor, will be recorded in the 'Accident Report Book' and the parents informed and asked for a signature
- Please note that whoever is collecting the child will be asked to sign the accident sheet. If this is not the parent, the parent will be asked to counter sign the accident sheet at the first available opportunity. Staff will phone parents in this instance to inform them of the accident.

Head Injuries

- Naíscoil an Chaistil recognises that special attention must be paid to injuries to the head
- In the event of a child bumping their head, they will be observed immediately by first aid trained staff who will observe the bumped area and make a judgement on the necessary actions to be taken
- Staff trained in first aid will consider the child and form a description of the situation under the following headings:
 - Does the child appear 'dazed'?
 - How is the child's mood?
 - Does the child appear sleepy?
 - Has the child thrown up?
 - Is there a mark/bump on the child's head?
 - Does the child appear unwell?

Staff will decide what immediate medical attention the injury requires e.g. application of icepack

Staff will contact parents/emergency contact and inform them of the accident and their observations.

Parents/emergency contacts will be asked to make a decision as to whether or not they wish to take the child home.

Please note that there may be instances when staff will insist that the child be brought home based on their observations of the injury.

If child is to remain at school, staff will monitor the child closely using the above mentioned questions as guidelines.

If anything changes, staff will act in accordance with this procedure

Parent/person collecting child will sign accident sheet on collection.

All emergency numbers will be displayed in the office beside the telephone and will also be brought on any outings involving the children.

Dúnghaois Choimhhead agus Measúnú **Observation and Assessment Policy**

Prionsabail/Principles

In order to plan, prepare and organise for good quality pre-school education, adults need to observe children at play, review and evaluate the curriculum regularly and maintain systematic records – Curricular Guidance for Pre-school Education (2018) DENI.

Rúnraiteas an Pholasáí/Statement of Intent:

Naíscoil an Chaistil recognises that observation is a useful tool which enables the assessment of a number of aspects of the Naíscoil that are directly relevant to the overall development of the children in our care and which inform our planning. Observations of activities allows staff to evaluate how useful the activities and resources in use are and the effectiveness of the implementation of our play and language programme. Observations also allow staff to provide challenge and extension for each child and to monitor the progress of each child and to record the child's progress across key areas of development:

- Expressive Skills
- Physical
- Self-help & Independence
- Eye-hand Co-ordination
- Play & Social Development
- Listening & Understanding
- Gaelic language acquisition

It is vital in a Gaelic medium setting that opportunities for Gaelic language development is integrated into the play curriculum and staff observations will assess the effectiveness of this.

All observations/records/assessments will be treated confidentially.

Observations will be shared with parents/carers in order to strengthen the partnership between home and the setting and to support parents in their involvement in their child's early year's education.

Modhanna Oibre/Procedures

In order to achieve this Naíscoil an Chaistil will:

- Give parents/carers information on observations/key worker systems at parental information sessions before the child starts in the Naíscoil.
- Introduce each parent to the relevant staff member in the Naíscoil.
- Carry out observations on a regular basis and these with parents both formally and informally and on request. Staff will use photographic and written observation to assess your child's learning and progression throughout the year.
- Bring observations to staff planning meetings so that they inform planning activities.
- Ensure that records are kept in a secure place and that confidentiality is respected.
- Request that parents sign transition forms before moving on to Rang 1.

Dúnghaois Ghrianghrafadóireachta agus físhghrafadóireachta

Photography and Videography Policy

Principle:

To ensure children are safeguarded through systems and practices that are consistent with the Regional Child Protection Policies and Procedures.

Statement of intent

It is our intention to provide an environment in which children, parents and staff are safe from images/videos being recorded and used inappropriately. This ensures that staff are not being distracted from their work with children and safeguards against the inappropriate use of cameras/ video cameras around children. Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in Naíscoil an Chaistil. However, it is essential that photographs/videos are taken and stored appropriately to safeguard the children in our care.

Procedures

- The naíscoil/gaelscoil camera/video camera is strictly for staff use only.
- If this camera is required for any other school purpose, staff must remove the naíscoil memory card and store it in a safe place.
- Only the designated naíscoil/gaelscoil camera/video camera is to be used to take any photo/video within the setting or on outings.
- All staff are responsible for the location of the camera/ video camera; it should be locked in the office overnight.
- Images taken and stored on the camera/video camera must be downloaded as soon as possible.
- All images stored on memory cards/camera/video camera must be deleted at regular intervals.
- The computer on which they are stored must be protected by a password.
- Written permission must be obtained from parents/carers for their children to be photographed and the use of these photographs clearly explained (e.g. displays, child records, promotional material etc).
- It is the responsibility of all members of staff to be vigilant and report any concerns to the named 'Designated Officer' or 'Deputy Designated Officer'. (Bridín Ní Dhomhnaigh).

Breach of Policy

Failure to comply with this policy will be taken seriously and may be dealt with in accordance with Naíscoil an Chaistil's Disciplinary Policy and Procedures. If an employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to a dismissal.

Where a criminal offence is suspected, the matter will be referred to the PSNI.

Dúnghaois Ghuthán Póca **Mobile Phone Policy**

Principle:

To ensure children are safeguarded through systems and practices that are consistent with the Regional Child Protection Policies and Procedures.

Statement of intent

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and used inappropriately. This ensures that staff are not being distracted from their work with children and safeguards against the inappropriate use of mobile phones around children.

Procedures

- Staff personal mobile phones must not be kept in the classroom during session and not used during the session except for when staff are on official breaks and in staff only areas; the setting has a telephone for incoming and outgoing calls – this number may be given by staff as a work/emergency contact number for incoming calls only.
- If a member of staff is expecting an emergency or important call, their personal mobile phone may be switched on.
- Staff will need to ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.
- Staff who will be required to drive on behalf of the early years setting must ensure any work and/or personal mobile phones are to be switched off whilst driving.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the named 'Designated Officer' or 'Deputy Designated Officer'.
- Staff must not use their personal mobile phone to take pictures of or record videos of any children in the naíscoil setting.

Breach of Policy

Failure to comply with this policy will be taken seriously and may be dealt with in accordance with Naíscoil an Chaistil's Disciplinary Policy and Procedures. If an employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to a dismissal.

Where a criminal offence is suspected, the matter will be referred to the PSNI.

Dúnghaois faoi líonraithe sóisialta Social Networking Policy

Naíscoil an Chaistil realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

It is important that staff and parents ensure proper practice when using the internet including social networking sites. This is to protect the children, parents and other staff in Naíscoil an Chaistil. It is also to guard Naíscoil an Chaistil and its personal reputation.

Naíscoil an Chaistil's policy states that:

- staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking may have on Naíscoil an Chaistil.
- failure to comply with these guidelines is an invasion of privacy and may infringe on the Confidentiality Policy.

The guidelines for parents include but are not limited to:

- Parents are requested to use the Gaelscoil's Facebook site to enjoy the school community and to celebrate their children's achievements and experiences. If parents have any grievances or concerns regarding the school, we would ask that parent contact the school directly to discuss/resolve them.
- Parents are asked not to invite staff members to be friends on social network sites.

The guidelines for staff include but are not limited to:

- Staff must gain prior written consent from parents before placing children's photos on the school's Facebook page
- Staff must not publicly mention any of the children from Naíscoil an Chaistil on their online profiles;
- Staff must avoid writing indirect suggestive comments about Naíscoil an Chaistil on their social networking sites e.g. "I've had a bad day at work".
- Staff must not publish photos of the children on their personal online profiles;
- Staff must not publish photos of other staff in Naíscoil an Chaistil on their personal online profiles
- Staff must not publicly write anything about other staff members on their social networking sites
- Staff must not use their mobile phones to take photos or go on social networking sites whilst in Naíscoil an Chaistil

- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use Naíscoil an Chaistil unless they know them in a personal capacity.
- Staff members must set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.

Please be aware that serious breach of the Social Networking policy could result in disciplinary action.