



# ST JOSEPH'S NATIONAL SCHOOL

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## Health and Safety Policy

### Rationale:

The Board of Management of St. Joseph's National School, charged with the direct government of the school, has prepared this Safety Statement, in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children. Health & Safety within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

### Relationship to School Ethos:

We promote openness and co-operation among staff, parents, management and pupils as a means towards providing the caring environment through which a child can develop and grow to full potential.

### Aims/Objectives:

- To ensure the school complies with legislative requirements;
- To clarify the types of records maintained and the procedures relating to making them available to the relevant bodies;
- To put in place a proper recording and reporting framework on the educational progress of pupils;
- To establish clear guidelines on safety within the school;
- To establish who is responsible for matters relating to health and safety.

### Safety Statement 2023 – 2024:

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be

reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of St. Joseph's National School wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of St. Joseph's National School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public. The Board of Management of St. Joseph's National School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to.

## **DUTIES OF EMPLOYEES**

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 1989).

### **Welfare:**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area. A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of water, towels and soap and sanitary disposal facilities must be available.

A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim. Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

In accordance with section 13 (3) of the Safety, Health and Welfare at Work Act 2005, the teaching staff in consultation with other employees of the school, select from time to time a representative who, as a Safety Representative will conduct consultations with the Principal Teacher or with the Board of Management, pursuant to this section. The present Safety Representative is Ms Beirne.

The Safety Statement has been prepared with reference to conditions existing in the premises of the school, at the time of writing. It may be altered, revised or updated so as to comply with any change of conditions and statutory requirements.

This Safety Statement is the product of extremely careful consideration over a long period of time and in all areas of school life, by the members of a staff who hold and have always held the welfare of the children attending the school in the highest regard. It is hoped that it will support and assist the people who work and study in the school.

**The Caretaker and Safety:**

- (1) He shall check that there is an adequate supply of Heating Oil in the tank at all times.
- (2) During exceptionally frosty weather, he shall sprinkle salt on the paths.
- (3) During holiday times, he shall keep the mains water controls in the "OFF" position.
- (4) The caretaker shall make himself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.
- (5) He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other locations where they might be a danger to persons overnight or during weekends.
- (6) Along with the Principal, he shall check, at regular intervals, that the Fire Alarm System is in working order.
- (7) He shall be on the lookout at all times for risk situations and shall repair faults or report them to the Principal.
- (8) He shall keep lawns, flowerbeds and pitches in good condition.
- (9) He shall familiarise himself sufficiently with the school's Safety Statement and especially with those parts which are relevant to his own position

**Safe Work Practice Sheet:**

- (1) The Cleaner must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- (2) The Cleaner have been asked to ensure that the storeroom is always locked when they have finished using it.
- (3) Teachers are asked to wear gloves when dealing with children's wounds. This is especially important where blood is involved.
- (4) The Caretaker must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- (5) The Caretaker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.

- (6) The Caretaker must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.
- (7) Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extension leads are tight against the wall or are not left in positions where they could cause tripping etc..
- (8) All staff members and all other employees are acquainted with the location and use of fire- fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
- (9) Employees do not use step-ladders or other ladders without the assistance of a colleague.
- (10) Employees inspect step-ladders for loose steps, non-rigidity, proper locking bars before use.
- (11) Employees do not stand on chairs which are placed on tables, when changing light bulbs, dusting etc...
- (12) Employees report defective equipment to the Principal.
- (13) Employees report incidences of uncollected refuse.
- (14) The Cleaner and Caretaker read the instructions and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc...
- (15) Teaching Staff or other employees must not walk about with cups/mugs of hot drinks.

The Board of Management and Staff have identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

- 1: Activities outside the classroom, especially games, the lines during assembly and school exits on to main road. Teachers will exercise prudent judgement on the level of Safety required and bring to the notice of the Principal any matter requiring corrective action.
- 2: Activities inside the classroom, the hazards with potential for injury are activities involving the use (or misuse) of rulers, scissors, mathematical instruments, also moveable furniture. Pupils are trained to attend to their own safety and that of others by their own teachers.
- 3 Outdoor Classroom/Wellbeing and Sensory Garden: Pupils must be supervised in this space at all times. Pupils must follow school rules at all times in this space. Any hazards/maintenance issues identified need to be reported to the principal/caretaker immediately. The caretaker needs to regularly check this space for potential hazards.
- 4 Restricted areas.
- 5 Hygiene: Pupils are trained to wash their hands after using the toilet, to flush the toilets after use etc. etc. There will be lessons on teeth care, the Stay Safe Programme, etc.
- 6 Fire Drill
- 7 First Aid

Our teachers are Professional People trained to conduct group activity. They are committed people who try to exercise at least the level of care exercised by any diligent parent in the child's home environment. However, some accidents may occur.

Generally, each teacher, if available, will attend to an injured child from his/her own class, though any staff member will be glad to help. All teaching staff updated their First Aid training in September 2022 and all SNA staff updated their First Aid training in September 2023.

It is school policy to hand over an injured child as soon as possible to the care of the parents or guardians whose privilege it is to choose their own doctor, hospital etc. If the parents/guardians cannot be contacted the school Principal, or some other teacher in their absence will summon aid if deemed necessary or bring the injured party to a local doctor.

## **HAZARDS**

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

- 01:** Wet corridors
- 02:** Trailing leads
- 03:** Computers
- 04:** Projectors
- 05:** Fuse Board
- 06:** Electric kettles
- 07:** Boiler house
- 08:** Ladders
- 09:** Uneven surface at shed
- 10:** Protruding units/fittings
- 11:** Flat roof of school
- 12:** External stores to be kept locked
- 13:** Garden equipment
- 14:** Entrance/Exit of car-park
- 15:** Garden stores
- 16:** Icy surfaces on a cold day
- 17:** Windows opening out

To minimise these dangers the following safety/protective measures must be adhered to:

- (a)** Access to and operation of equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b)** Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment.
- (c)** All machinery and electrical equipment are fitted with adequate safeguards.
- (d)** Precautionary notices, in respect of safety matters are displayed at relevant points.
- (e)** Ladders must be used with another person's assistance.
- (f)** Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (g)** Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (h)** Principal and Deputy Principal will check that P.E. equipment is stacked securely and is positioned so as not to cause a hazard.
- (i)** Check that all mats are in good condition.
- (j)** An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by principal and Caretaker and/or Staff Safety Representative.
- (k)** Check that there are no uneven/broken/cracked paving slabs. (Caretaker, under Board of Management).
- (l)** Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Caretaker/Parent).
- (m)** Check that manholes are safe. (Caretaker).
- (n)** Check that all play areas, are kept clean and free from glass before use. (Caretaker and Staff).
- (o)** Check that outside lighting works and is sufficient. (Caretaker/Principal).
- (p)** Check that refuse is removed from building each day and is carefully stored outside.



## **Machinery, Kitchen equipment, Electrical appliances.**

It is the policy of the Board of Management of St. Joseph's National School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Identifying Hazardous Areas for Children:**

- (a) The Boiler House
- (b) The Strong room
- (c) The Staff Room
- (d) The Car Park
- (e) The Store Room
- (f) The Bike Shed

### **Precautions:**

- 1: The Strong room, and Boiler House shall be kept locked at all times.
- 2: First Aid Equipment must be stored in the Staff Room.
- 3: Children must never be allowed to plug in or unplug electrical appliances e.g. kettles, Hoover, computers, radios etc.
- 4: Teachers and all other employees of the school are expected to be vigilant at all times, and to report to the principal, deputy-principal or staff safety representative any hazards which may come to their attention on the school premises – in rooms, corridors, toilets, halls, playground, playing fields etc.
- 5: The Caretaker has been asked by the Principal to remedy such hazards immediately when they come to his notice or are brought to his attention by any staff member, or other school employees.
- 6: Children are not permitted into the store room unsupervised by an adult.
- 7: Equipment in the bike shed should be stored at a height that is accessible for pupils.

### **Identifying the Hazards:**

Teachers and ancillary staff (Caretaker, Secretary, Cleaners) are requested to conduct a periodic Safety Check of their classrooms and/or workplace and to effect or to request immediate corrective action. Teachers and staff are to record defective items/equipment in a notebook stored in the staffroom for the caretaker to review.

Arrangements will be made for all appliances to be checked on a regular basis, by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should ensure that:

- All safety guards, which are a normal part of the appliance, are in working order
- Power supply cables/leads are in tact and free of cuts or abrasions.
- Appliances are unplugged when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Guidelines issued by the Health and Safety Authority are followed.

**Chemicals:**

It is the policy of the Board of Management of St. Joseph's National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in the strong room, and protection provided to be used when handling them. A Safety Data sheet will be used to outline how to dispose of chemicals/detergents and how to store them and treat if they are inhaled, ingested or come in contact with skin or eyes.

(Secretary/Cleaner/Caretaker/Principal where appropriate).

**Drugs And Medication:**

It is the policy of the Board of Management of St. Joseph's National School that all drugs, medications, etc be kept in the staff room, in a separate and secure place and used only by trained and authorised personnel.

**Floors:**

It is the policy of the Board of Management of St. Joseph's National School that every attempt will be made to avoid the creation of slippery surfaces. The teacher on yard will check the bathroom floors to ensure they are not slippy. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

**Broken Glass:**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed.

**First Aid:**

The First Aid Box is located in the staff room. The Sna brings the box outside on tyard daily and it is checked termly. It contains the following:

- Small roller bandages
- Large roller bandages
- Small conforming bandages
- Large conforming bandages
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters
- Finger bandages and applicators
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- J-clothes to put around ice-packs
- Cooling Jel for burns
- Frozen ice-packs in freezer of fridge
- Sun Cream
- Disposable gloves must be used at all times when administering First Aid.

**Defibrillator:**

The defibrillator does not require servicing. The unit powers itself on each day and performs its own self test. If it is okay it displays an "O" on the LCD screen for Okay or an "X" if there is a problem. If the O is displayed on the screen then you are good to go. Annual checks need to be made to ensure that the pads are in date.

**ACCESS TO SCHOOL**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. They must sign children in or out children who are leaving early or arriving late.

Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the Principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

**Collecting Children:**

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering the school carpark.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4) Children must produce a written note to class teacher, if being collected by parent/guardian before the end of the official school day.
- (5) Children who become ill during the day must be "signed out" by parent/guardian, when being collected. This record to be kept in the office by the school secretary.

**The Main Traffic Entrance:**

The parents are reminded at regular intervals both by the Principal in letter form and also by the caretaker, that the Main Entrance Gate should never be blocked by parked cars. This is to facilitate emergency services such as Ambulance, Fire Brigade and also to ensure the safety of the Children when entering and especially when leaving the school grounds.

**FIRE**

It is the policy of the Board of Management of St. Joseph's National School that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) The fire alarm and emergency lighting is serviced 4 times annually.
- (v) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Principal)
- (vi) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear and the entrance lobby – Principal will see they are free of obstruction.
- (vii) Assembly area is designated in the yard where the children line up.

- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) Principal shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

### **Fire Drill Organisation:**

- 1: Assembly Point:** School yard where children line up and front wall at main entrance of school
- 2: Fire Drill Warning:** When fire bell sounds there should be Silence in the classroom, or wherever you are.
- 3: Evacuation:** The teacher is in sole charge of his/her own class. Each class exits in single file in silence. Teacher leaves last, making sure all windows and doors are closed.  
Teachers should bring Fire drill sheet outside. Fire Safety Response Plans are on display in each classroom.
- 4: Exit Routes:** 1<sup>st</sup>-4<sup>th</sup> use exit at main front door. Infants/5<sup>th</sup>- 6<sup>th</sup> use exit at office.
- 5: Assembly:** The teacher will then call the roll and report the findings to the Principal. If a child is missing his class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child.

### **Emergency Lighting and Exit Signs:**

The Principal or her representative (in her absence) ensures that attention is drawn to the location of the Emergency Lighting (rear of hall) and Exit Signs in the event that there is a large group of parents in the school. This warning should be repeated at intermissions.

The Fire Hydrant is **Clearly Marked (H)** and **located** on **main footpath** leading to the school's main entrance door. The water control is on the road outside the staff carpark and marked Water. The Principal, Mrs. Madden, the Caretaker Sean Staunton and the Deputy Principal, Ms. Beirne are all aware of these locations. Sean Staunton keeps control tools for both.

#### **Location of Fire Extinguishers:**

Kitchenette: Dry Powder/Blanket

Boiler House: Dry Powder/Automatic Dry

Powder Outside Secretary's Office: Carbon

Dioxide Foam Outside boys' Toilet: Carbon

Dioxide Foam Computer Room: Carbon Dioxide

Shed: Foam

Oil Shed: Powder

#### **HYGIENE**

##### **Cleaning the School:**

The Principal and cleaner are in charge of the cleanliness of the interior of the school, subject to the Authority of the Board of Management. Hoovering, dusting, washing of "wet" areas, washing of sinks, toilet bowls, hand basins etc. is undertaken daily when the school is in operation.

When any member of the above mentioned staff becomes aware of any situation which they may be deem hazardous to the Safety, Health or Welfare of the staff members and/or children e.g. blocked toilets, faulty furniture etc. they notify the Caretaker or/and the Principal.

They are aware of the location of the Fire Extinguishers and Hoses and know how to use them. They are aware of the numbers to dial to summon the Fire Brigade (Ambulance etc., 999 or 112) if necessary.

**Hygiene** is the concern of everyone in our school. Good hygiene is essential for the welfare of all the school. For this reason, any infringement of the Code of Discipline in this regard will be viewed with particular seriousness. Teachers are requested to train their pupils in good hygienic practices and in good manners. The Staff, teaching and ancillary, are requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed to be necessary.

### **Infectious Diseases:**

It is the policy of the Board of Management of St. Joseph's National School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

## **SCHOOL RULES**

### **Classroom and Internal Rules:**

- Follow instructions given by Teachers and/or Principal, at all times.
- Sit properly on chairs, all four legs on the floor.
- School bags under tables, neatly stored.
- Walk ways in classrooms must be kept clear.
- Hang all coats, jackets, gear bags etc on hooks.
- During wet days, pupils must sit during 11 o'clock break and/or lunch break-no moving around room allowed where possible.
- No rulers, scissors, mathematical instruments etc to be used (or to be in pupils' possession) during break and/or lunch time, when pupils remain indoors.
- Use all classroom and P.E. equipment, according to teacher's instructions.
- Never bang a door closed – be mindful of others.
- When moving around the school, always walk, never run.
- Walk on the right hand side of the corridors.
- Watch where you are going – don't look behind you while walking.
- At all times, think of your own safety and the safety of others – especially younger, smaller pupils.

### *Wet Day Rules*

- We encourage the children to stay seated at all times.
- No rulers or any other dangerous implements in pupils' hands.
- Only go to toilet with teacher's permission.
- Pre-arranged groups for activities before teacher leaves the room.
- Sit down properly – four legs of chair on floor at all times.

### *Yard Rules*

- Play safely – no rough play or "pretend fighting".
- Stay in designated area of the yard.
- Stay off the pitch, (unless toggled out) during inclement weather.
- Don't enter the school without permission from teacher on yard.
- Report any problems/incidents to the teachers on yard duty.
- No swinging off basketball stands.
- No throwing of clothes, hats, hear-bags, shoes pebbles, etc.
- If a ball goes into the hedge or out of bounds, the teacher on yard duty must be told. **Do not** go out after the ball.
- The school will provide balls on the yard for all, regular footballs are permitted

on the grass weather permitting

**Yard Out of Bounds” areas:**

- The hedges and trees
- Behind the boiler house
- School garden
- Staff carpark
- Old entrance green area
- Our pitches during wet weather – unless fully toggged out
- Septic tank area
- Road

**Pitch Rules**

- Suitable attire, gear, when playing on the pitch.
- Do not follow ball onto road, into secondary school grounds, or out through hedge at back of pitch.
- Do not swing from crossbars.
- Do not run off pitch onto tarmac while wearing football boots.
- Aggressive play will not be tolerated.

**Outdoor Classroom/Wellbeing and Sensory Garden Rules**

- No running in school garden area.
- Pupils must be accompanied by an adult.
- Pupils cannot use gardening tools without supervision of a teacher.



## **CCTV**

### **Rationale for CCTV:**

CCTV systems are installed externally in premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day.

CCTV surveillance at the school is intended for the purposes of:

- protecting the school buildings and school assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting the Gardai in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders

**CCTV systems will not be used to monitor normal teacher/student classroom activity in school.**

### **Location of cameras**

The location of cameras is a key consideration. Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. St. Joseph's N.S has endeavoured to select locations for the installation of CCTCV cameras which are least intrusive to protect the privacy of individuals. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

1. Old entrance gate
2. Staff car park
3. Playing field showing the boiler house, the side of the brown shed and the side of the staff room
4. Yard and carpark from the office

The Principal will provide a copy of this CCTV Policy on request to staff, students, parents and visitors to the school. This policy describes the purpose and location of CCTV monitoring, a contact number for those wishing to discuss CCTV monitoring and guidelines for its use. The location of CCTV cameras will also be indicated to the Board of Management. Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation.

### **Storage and Retention**

Section 2(1)(c)(iv) of the Data Protection Acts states that data "shall not be kept for longer than is necessary for" the purposes for which it was obtained. A data controller needs to be able to justify this retention period. For a normal CCTV security system, it would be difficult to justify retention beyond a month (28 days), except where the images identify an issue – such as a break-in or theft and those particular images/recordings are retained specifically in the context of an investigation/prosecution of that issue.

**Accordingly, the images captured by the CCTV system will be retained for a maximum of 28 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.**

The images/recordings will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of the Principal. The Principal may delegate the administration of the CCTV System to another staff member. In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above (such individuals may include the Gardai, the Deputy Principal, other members of the teaching staff, representatives of the Department of Education and Skills, representatives of the HSE and/or the parent of a recorded student). When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

## **Access**

Access to the CCTV system and stored images will be restricted to authorised personnel only i.e. Principal of school.

In relevant circumstances, CCTV footage may be accessed:

- By An Garda Síochána where St. Joseph's N.S are required by law to make a report regarding the commission of a suspected crime; or
- Following a request by An Garda Síochána when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on St. Joseph's N.S property, or
- To the HSE and/or any other statutory body charged with child safeguarding; or
- To assist the Principal in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed; or
- To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to St. Joseph's N.S; or
- To individuals (or their legal representatives) subject to a court order.
- To the school insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

**Requests by An Garda Síochána:** Information obtained through video monitoring will only be released when authorised by the Principal following consultation with the Chairperson of the Board of Management . If An Garda Síochána request CCTV images for a specific investigation, An Garda Síochána may require a warrant and accordingly any such request made by An Garda Síochána should be made in writing and the school should immediately seek legal advice.

**Access requests:** On written request, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided always that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release.

Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised so that the other person is not identified or identifiable. To exercise their right of access, a data subject must make an application in writing to the school Principal. The school may request that the parent pays for footage to be pixelated. The school must respond to the request **within 40 days**.

Access requests can be made to the following: Principal, St. Joseph's N.S, Mulhussey, Kilcock, Co. Meath.

A person should provide all the necessary information to assist St. Joseph's N.S in locating the CCTV recorded data, such as the date, time and location of the recording. If the image is of such poor quality as not to clearly identify an individual, that image may not be considered to be personal data and may not be handed over by the school.

In giving a person a copy of their data, the school may provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

## SAFETY PLAN FOR A CHILD/REN LEAVING THE SCHOOL GROUNDS

### PREVENTATIVE MEASURES

#### Security

- Children are not permitted to use the keypad or door release.
- The keypad code is kept for staff only.
- A plastic cover will be placed over the release button.
- Teachers explain this rule to the children.
- Doors must be locked at all times.
- The last person in to school in the morning locks the front door and closes staff car park gate.
- A member of staff leaving during school times must lock the door behind themselves.
- The back door is only unlocked at 9.10am and at breaktimes.
- Carpark and side gates are locked using a padlock.
- Recess restrictors are added to boys' toilet windows.

#### SNA access

- The child/ren will have SNA access in class and on yard
- One teacher and one SNA will be present at each yard

#### Yard duty

- The teacher on yard should be the last person in from the yard.
- The side gate should be locked at all times.
- The class teacher does a roll call before entering the building.
- The yard is zoned with different activities to minimize stress from playing team sports.
- The SNA/teacher fills in a checklist daily after the child/ren comes in from yard.

### During yard

- If the child/ren becomes agitated the SNA/teacher will remind the child to do their body break exercises.
- If the child/ren becomes overwhelmed on yard, an SNA or teacher will remove the child/ren from the yard and bring the child to the library/sensory room to allow the child/ren to calm down using deep breathing exercises.
- The school have purchased a trampoline for the yard so the child/ren can self-regulate when starting to get stressed.
- Use of Social Skills Programme

### After yard

- The child/ren will engage in some deep pressure activities to help the child/ren stay calm and relaxed.

### Toilet breaks

- The SNA will stand outside the toilets with the door open to see the child/ren exiting the cubicle.

### PROCEDURES FOR WHEN A CHILD LEAVES THE GROUNDS

- Call the parents.
- Call An Gardaí Síochána.
- The principal/teacher may follow the child/ren in a car at a safe distance **only if** there is adequate supervision in the rest of the school.
- Children on yard return to class.

*Please note staff will not chase, catch or restrain the child nor will they escort the child back to school in their car.*

### FOLLOW UP WHEN THE CHILD LEAVES THE SCHOOL GROUNDS

- The staff will meet to establish ABC (Antecedent, Behaviour, Consequence)
- The Principal informs the Board of Management.
- The Principal contacts outside agencies for advice if needed.
- The Principal contacts parents to inform them of the consequences following the Code of Behaviour.

This statement shall be regularly revised by the Board of Management of in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

**Success Criteria:**

- Compliance with Data Protection Act and Statute of Limitations Act.
- Reasonably easy access to records
- Manageable storage of records

**Roles and Responsibilities:**

The school staff, under the direction of the Principal, will implement and monitor this policy. Individual teachers will design, administer and record in-class testing. The Principal and Deputy Principal will ensure records are maintained and stored.

**Implementation Data:**

This policy is effective from March 2022. All records held from before that date will continue to be maintained. The policy was reviewed in September 2023 and November 2024

**Roles and Responsibility.**

Teaching Staff

Board of Management

**Review Date:** September 2025

Ratified by the Board of Management

Signed: \_\_\_\_\_ Chairperson, Board of Management

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Principal

Date: \_\_\_\_\_

The school staff, under the direction of the Principal, will implement and monitor this policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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