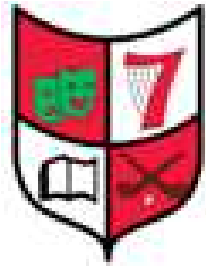


Scoil Chrónáin



Mol an Óige

Safety Statement

Main Street, Rathcoole

Co. Dublin, D24 YW81

(01) 458 8889

In Partnership with Optimal Health & Safety



Document Properties	
Document Title	Scoil Chrónáin Safety Statement
Version:	1.0
Issue Date:	25.02.2026
Approved By:	Board of Management – Scoil Chrónáin
Status	Ratified

Introduction

Safety Statement of Scoil Chrónáin

Scoil Chrónáin is an all-Irish, Catholic, co-educational primary school, operating under the patronage of the Archbishop of Dublin. The school is located in the village of Rathcoole, South-West County Dublin. The school caters for pupils from Junior Infants to Sixth Class, including an Autism class.

At Scoil Chrónáin, we are fully committed to the safety, health, and welfare of all our stakeholders, children, staff, contractors, and visitors. As a demonstration of our commitment, we have prepared this Safety Statement to ensure all our stakeholders are aware of our policies, procedures, and risk management approach. Our Health & Safety Programme is managed through a partnership approach involving management, staff, and other parties interacting with the organisation.

Scoil Chrónáin is required by the Safety, Health and Welfare at Work Act 2005, Section 20, to have a Safety Statement detailing how we manage health and safety in all our operations. This document describes the arrangements to ensure the safety of all persons connected with our services.

The Safety, Health and Welfare at Work Act 2005 aims to prevent accidents and illnesses in the workplace and promote health-related working practices. We strive to achieve and maintain the highest Safety, Health, & Welfare at Work standards. Therefore, we ask you to read this document carefully to ensure a safe and healthy working relationship with us and to address any issues or concerns openly.

Legislation Reference

The following is an excerpt of legislation that is referenced in the preparation of this Safety Statement

- The Safety, Health & Welfare at Work Act 2005
- The Safety, Health & Welfare at Work (General Applications) Regulations 2007
- The Fire Services Act 1981:2003
- Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children (2017)
- Child Protection Procedures for Primary and Post Primary (revised 2023)
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012
- The Organisation of Working Time Act 1997
- Health & Safety Authority Approved Codes of Practice (ACOP)
- Data Protection Act 2018

Contents

Introduction	2
Section 1: Document Control System	7
1.1 – Document Version – History	7
1.2 – Document Location and Access	7
1.3 – Document Approval and Issue	7
1.4 – Revisions	7
Section 2: Health & Safety Policy	8
2.1 – Scoil Chrónáin Health & Safety Policy	8
2.2 – Health & Safety Principles of Scoil Chrónáin	10
Section 3: Scoil Chrónáin Safety Management System	11
3.1 – Introduction to the Safety Management System of Scoil Chrónáin	11
3.2 – Asset Management System	12
3.3 – Continuous Improvement Safety Management Model	13
3.4 – Annual Management Review Meeting	14
3.5 – Safety Management Organisational Structure	15
3.6 – Health & Safety Advisory Services	16
3.7 – Role of our Health & Safety Advisors	16
Section 4: Organisational Responsibilities	17
4.1 – Role of the Management Team, Safety Working Group, Health & Safety Coordinator & Safety Representative	17
4.2 – Responsibilities of Staff	19
Section 5: Health & Safety Policies, Procedures & Statements	20
5.1 – Manual Handling Policy	20
5.1.1 – Scope	20
5.1.2 – Objectives	20
5.1.3 – Roles & Responsibilities	20
5.1.4 – Risk Assessment	21
5.1.5 – Training	21
5.1.6 – Pupils and Manual Handling	21
5.1.7 – Reporting	21
5.2 – Fire Safety Policy	22
5.2.1 – Scope	22

5.2.2 – Objectives	22
5.2.3 – Roles & Responsibilities	22
5.2.4 – Fire Safety Principles	23
5.3 – Emergency Evacuation Plan	25
5.3.1 – Scope	25
5.3.2 – Roles and Responsibilities	25
5.3.3 – Actions to be Taken in the Event of Emergency Evacuation	25
5.3.4 – Fire Assembly Points	26
5.3.5 – In Case of Emergency (ICE) Contacts	27
5.4 – CCTV Policy	28
5.4.1 – Scope	28
5.4.2 – Data Controller	28
5.4.3 – Lawful, Fair and Transparent Processing	28
5.4.4 – CCTV Camera Locations	29
5.4.5 – System Operation	29
5.4.6 – Data Protection, Storage and Retention	29
5.4.7 – Access Requests	30
5.4.8 – Providing CCTV Images to An Garda Síochána	30
5.5 – Confidentiality and Data Protection Policy	31
5.5.1 – Scope	31
5.5.2 – Roles and Responsibilities	31
5.5.3 – Confidentiality	32
5.5.4 – Collection and Processing Personal Data	32
5.5.5 – Parental and Pupil Rights	32
5.5.6 – Data Security, Retention, and Data Sharing	32
5.6 - Accident/Incident, Near-Miss, and Dangerous Occurrence Reporting Procedure	33
5.6.1 - Scope	33
5.6.2 – Definitions	33
5.6.3 – Roles and Responsibilities	33
5.6.4 – Reporting Procedure	34
5.6.5 – Training and Awareness	35
5.6.6 – Monitoring and Review	35
5.7 – Communication Policy	35
5.7.1 – Scope	35
5.7.2 - Objectives	36
5.7.3 – Key Stakeholders and Communication Channels	36
5.8 – Environmental Policy	37
5.8.1 - Scope	37

5.8.2 – Waste Management	37
5.8.3 – Water Management	38
5.9 – Visitors Policy	38
5.9.1 – Scope	39
5.9.2 – Visitor Categories	39
5.9.3 – Visitors Procedure	40
5.9.4 – Safeguarding and Child Protection	40
5.9.5 – Health and Safety	40
5.9.6 – Behaviour and Expectations	41
5.10 – Child Safeguarding Statement	41
5.10.1 – Child Protection Procedures	44
5.11 – Complaints Procedure	44
5.12 – Anti-Bullying Policy/Bí Cineálta	44
5.13 – New Staff Induction Procedure	44
5.13.1 – Scope	45
5.13.2 – Pre-Induction Preparation	45
5.13.3 – Induction Procedure	45
5.13.4 – Record Keeping	46
5.14 – Administration of Prescribed Medication Policy	46
5.14.1 – Scope	47
5.14.2 – Roles and Responsibilities	47
5.14.3 – Administration of Prescribed Medication Procedure	48
5.14.4 – Administration of Emergency Medication	48
5.15 – Dignity and Respect Policy	49
5.15.1 – Scope	49
5.15.2 – Responsibilities	49
5.15.3 – Reporting Procedure	50
Section 6: Risk Management	51
6.1 - Introduction	51
6.2 -System Overview	51
6.3 -Definitions	52
6.4 - Risk Matrix System	52
6.5 Risk Control Measures	53
6.6 Hierarchy of Control Measures	53
Appendix A – BOM Child Safeguarding Review Notification Template	54
Appendix B – BOM Child Safeguarding Statement Review Checklist	55

Appendix C – Parental Complaints Procedure	59
Appendix D – New Staff Induction Checklist	61
Appendix E – Medication Consent Form	62
Appendix F – First Aid Box / Kit Contents List	64
	64
Appendix G – Risk Rating Matrix	65
Appendix H – Risk Assessment Template	66

Section 1: Document Control System

1.1 – Document Version – History

Version	Date	Description of Revisions / Amendments	Approved by
0.1 Draft	19/05/2025	Preliminary Drafting of Safety Statement	
1.0	25.02.2026	Ratification	Róisín Ní Shéaghdha

1.2 – Document Location and Access

The Safety Statement of Scoil Chrónáin is in both digital and hard copy in our school offices.

Document-controlled copies of the Safety Statement will be issued to personnel as required.

If required, additional sites will have a hard copy of the Safety Statement in their respective safety folder.

1.3 – Document Approval and Issue

Scoil Chrónáin has an established Safety Working Group (SWG) comprising of the Board of Management, Príomhoide, Senior Management, Rúnaí, and our external Health & Safety Advisors. The SWG manages new approval of new documentation, retrieves, and files obsolete documentation.

New documents will be approved by the appropriate signatory, i.e., the Principal and/or Board of Management.

1.4 – Revisions

The Safety Statement will be reviewed annually by the Safety Working Group. It will be changed as responsible persons' names change, risks change, or changes in legislation occur.

Section 2: Health & Safety Policy

2.1 – Scoil Chrónáin Health & Safety Policy

Scoil Chrónáin's policy is to comply with relevant legislation, provide staff, contractors, and other parties with a safe working environment, and protect those affected by our activities. Section 20 of the Safety, Health and Welfare at Work Act 2005 requires us to prepare a Safety Statement to demonstrate our commitment to managing the safety, health and well-being of our staff and all parties that may interact with us.

Our culture is based on behavioural safety standards, and we expect all parties to adhere to our standards of working safely at all times. Staff are encouraged to seek advice and guidance on a safe work system if unsure.

Our Safety Statement outlines safe systems of work and workplace & site hazards to outline any duties/procedures for Scoil Chrónáin to follow to comply with any relevant legislation, in particular:

- The Safety, Health & Welfare at Work Act, 2005
- The Safety, Health, and Welfare at Work (General Application) Regulations 2007 to 2016.
- Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children (2017), Child Protection Procedures for Primary and Post-Primary (revised 2023)

Our Health & Safety Policy Statement will be reviewed continuously to consider changes in work practices, legislation or standards, and/or organisational structure. All changes to the safety statement will be brought to the attention of all staff and affected persons.

All staff are advised that they are responsible for cooperating with us to achieve a healthy and safe workplace and take reasonable care of themselves and others. It is the responsibility and duty of all staff to comply with the Safety Policy by exercising due caution and care in all activities. Our policy is to consult all staff on matters of Health and Safety. All staff are encouraged to comply with their duties under the Safety, Health & Welfare at Work Act 2005 Act.

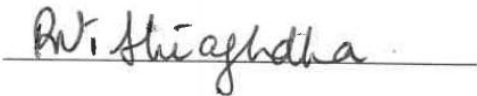
Our Safety Management System will consider the employer's general duties set out in the Safety, Health & Welfare at Work Act 2005 and all other legislation that applies to the workplace.

Scoil Chrónáin will ensure, as reasonably practicable, that we:

- Manage and conduct work activities to ensure staff and pupils health and safety.
- Provide a safe place of work which is adequately designated and maintained.
- Prevent improper conduct likely to put staff and/or pupils' safety and health at risk.
- Provide safe plant, equipment, and machinery.
- Provide safe means of access and egress.
- Provide safe systems of work, e.g., operating procedures.
- Prevent risk to health from articles or substances (including plant, tools, machinery, chemical substances, and equipment)
- Provide appropriate information, instruction, training, and supervision, taking account of the staff's capabilities, when staff begins work or is transferred to a new task, and when technology is introduced.
- Provide suitable protective clothing and equipment where hazards cannot be eliminated.

- Prepare and revise emergency plans and designate staff to take on emergency duties.
- Provide and maintain welfare facilities.
- Provide, where necessary, a competent person to advise and assist in securing staff safety, health, and welfare.

Our Safety Statement will be available to view in our administration office and any work sites in which we are engaged.

A handwritten signature in cursive script, reading "Róisín Ní Shéaghdha", is written over a horizontal line.

Róisín Ní Shéaghdha

Príomhoide – Scoil Chrónáin

Issue Date: 25/02/2026

2.2 – Health & Safety Principles of Scoil Chrónáin

Scoil Chrónáin is committed to the principles of Health & Safety in all our work practices:

Our principles include, but are not limited to;

- We are committed to meeting the Health and Safety legislation requirements relevant to the organisation to prevent injury and ill-health.
- We will provide sufficient resources and equipment to ensure the organisation can operate our documented Safety Management System.
- We will ensure all staff understand this policy and their individual Health & Safety obligations. To this end, staff must fully commit to our health and safety values to protect themselves, other staff, and others affected by their activities.
- We will communicate with subcontractors the Health & Safety requirements they must meet.
- We will conduct Risk Assessments of all appropriate activities, and document and implement measures to achieve adequate risk control.
- We will ensure that all personnel are trained to the highest standards. Training will be provided in line with legal requirements.
- We will communicate with all parties on the value we place on Health & Safety as a core value. Promoting pupil and staff safety, health, and well-being is critical and contributes to our school's success.
- We will ensure that we take all reasonable measures to protect pupil and staff safety, health, well-being, and all others affected by our activities.
- We will continually improve our Health & Safety Management System and organisational performance regarding the practical application of Health and Safety.
- We will ensure that our Health & Safety objectives and targets remain relevant and practical to our changing needs.

Section 3: Scoil Chrónáin Safety Management System

3.1 – Introduction to the Safety Management System of Scoil Chrónáin

The following components form the Safety Management System (SMS) of Scoil Chrónáin:

This document is referred to as the ‘**Scoil Chrónáin Safety Statement**,’ which details our commitment and resources to manage health and safety in our day-to-day operations.

We have established a ‘**Safety Working Group**’ (SWG) comprising of organisational management Príomhoide Róisín Ní Shéaghda, Leas-Príomhoide Seán Ó Sé, Health & Safety Representative Fiona Ní Ainiféin, Board of Management Representative Mary Kinnevey, Rúnaí Áine Uí Thuathaigh, and our Health & Safety Advisors, Optimal Health & Safety. The Safety Working Group's responsibility is to formulate policies and procedures to meet our health and safety objectives. In addition, the Safety Working Group (SWG) regularly addresses issues and advances the Health & Safety Objectives.



3.2 – Asset Management System

Scoil Chrónáin uses an asset-tracking management system for all its equipment, required certification and testing periods.

The system allows us to tag assets for asset tracking, monitoring, and maintaining servicing, maintenance, and inspection records.



Know where your equipment is

ON!Track is much more than an asset tracking software system. Improve efficiency and accountability and reduce hoarding with fast inventory checks.



Stay productive and compliant

Track service, maintenance and certification records by accessing key documents from any device connected to the cloud and setting alerts.



Optimise your inventory

Keep your tool park efficient and lean thanks to data-driven insights from your own equipment and our expert consultation services.



Enhance project transparency

Share information across your company: integrate your existing construction management software with ON!Track Unite open APIs.

In addition to the records described above, the system allows for maintaining documents such as insurance, contractor details, personnel training records, etc.

3.3 – Continuous Improvement Safety Management Model

As an employer, Scoil Chrónáin is responsible for workplace safety and health. Therefore, we will directly and positively influence health and safety in our organisation. To achieve this, we strive for a process of continuous improvement as the basis of our Safety Management System and Quality Standards. Following international standards, quality management systems, and best practices, we have adopted the PDCA (Plan, Do, Check and Act) Health & Safety Management Business Model.

The PDCA model balances the appropriate management systems and the behavioural aspects of safety on site. It also generally treats health and safety management as an integral part of good management rather than a stand-alone system. The Plan, Do, Check, and Act System is an ‘Integrated Risk Management’ Approach designed to obtain continuous improvement in our operations. The basis for the management of health and safety is a 4 Step Modular System summarised below.

1. Planning Module

According to our organisational strategies and pupil and staff needs, the ‘Planning’ module stage allows us to plan our health and safety strategies. The management team coordinates our planning module strategy, which drafts safety statements, policies, and procedures. The planning phase determines the objectives and expected outcomes, and the risk analysis related to the objectives – the focus is on ‘**Continuous Improvement.**’

2. Do Module

The ‘Do’ Module is the day-to-day operation of health and safety in our organisation. It includes the maintenance of the Safety Management System by the designated person(s) responsible. Control measures have been identified to reduce the risk of potential harm/injury affecting our site operations.

3. Check Module

The ‘Check’ module allows measurement and monitoring of existing control measures for identified risks and hazards. The ‘Check’ module uses a range of auditing and observational tools designed to identify non-compliance and determine gaps in safety management strategies. Our strategy is to develop audit tools as our Safety Management System develops continually.

4. Act Module

The ‘Act’ module allows for continuous improvement in safety management processes, including reviewing and revising risk assessments. Where deemed necessary, modifications in risk control measures are made to aid in the ‘Continuous Improvement’ strategy.

3.4 – Annual Management Review Meeting

Our Annual Management Review (AMR) Meeting is a formal meeting attended by senior management and Optimal Health and Safety.

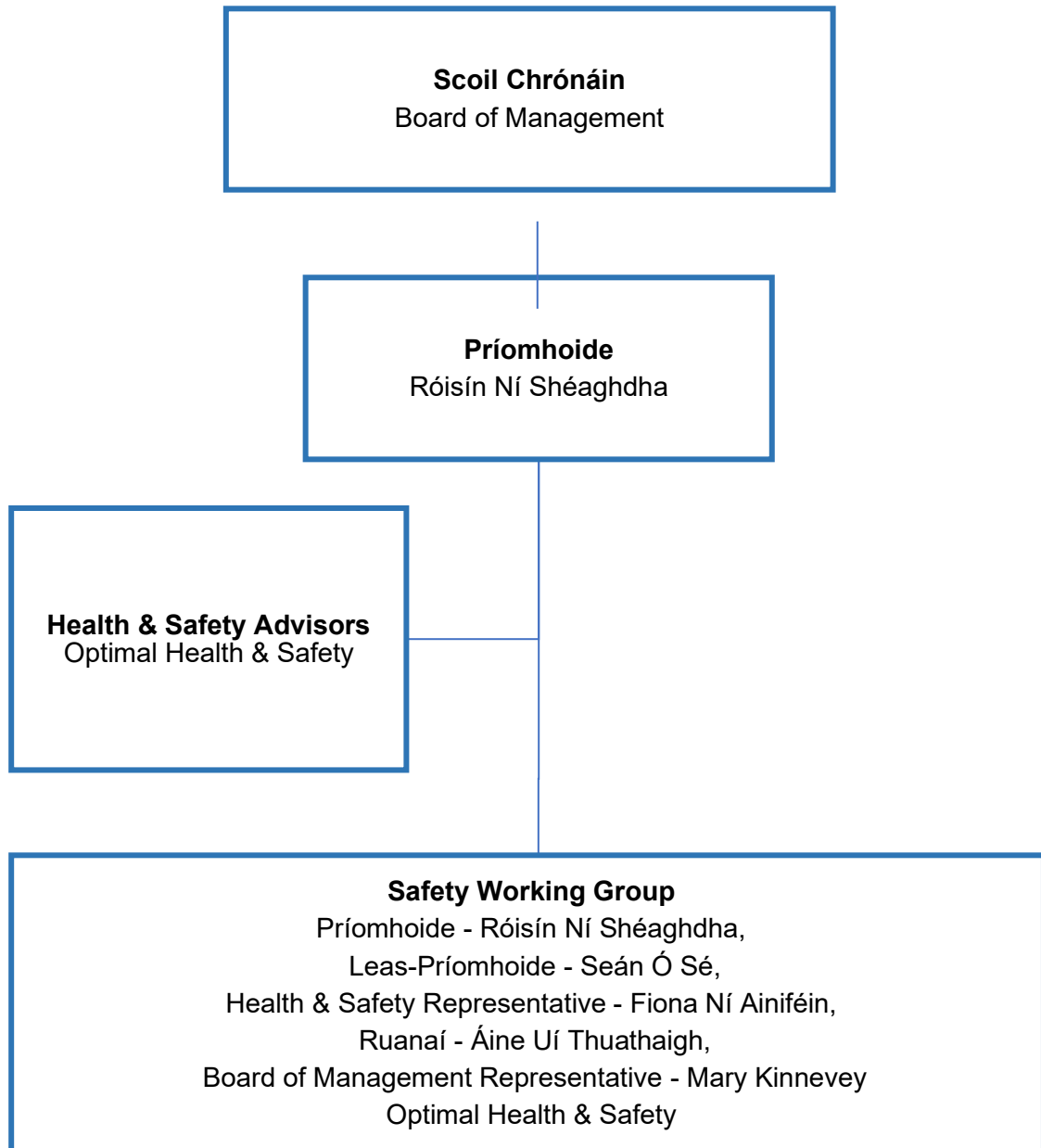
- Every year, an "Annual Management Review" (AMR) of all Health & Safety Management Systems will occur to ensure we review our Health & Safety objectives.
- Our AMR Meeting will evaluate our Health & Safety Management System's effectiveness to determine its continued suitability and adequacy. Our critical criteria are that our Safety Management System is fit for purpose.
- The AMR is scheduled for the end of the third term each year with informal Quarterly Reviews as required based on feedback/improvements made.

The Management Review will consist of a round table discussion to consider the degree to which the Management System:

- Achieves the expected results.
- Meets the organisations requirements.
- Functions following the established operating procedures and processes.
- Can identify non-conformities and monitor subsequent corrective and preventive actions.
- Provide indications of statistics and trends to allow us to improve our standards.

3.5 – Safety Management Organisational Structure

The following Safety Management Structure is in place to deliver on the Health & Safety objectives of the organisation.



The SWG is responsible for devising, implementing, and maintaining our Health & Safety Management standards.

3.6 – Health & Safety Advisory Services

This Safety Statement has been drafted in consultation with our Health & Safety Advisors, Optimal Health & Safety. The role of our Health & Safety Advisors is to provide external support and advisory services for the management of our health and safety system.

Legislation¹ dictates that an "employer should obtain, where not available internally, the services of a competent person (whether under a contract of employment or otherwise) to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her staff".

A competent person is defined as a person who has a combination of skill, knowledge, and experience in managing Health & Safety.

Scoil Chrónáin has appointed Optimal Health & Safety to fulfil the role of a "Competent Person."

Contact Details

Health & Safety Advisor(s): Optimal Health & Safety Ltd. (CRO 656903)

Tel: +35385 879 2311

Email: info@optimalhealthandsafety.ie

Web: www.optimalhealthandsafety.ie

3.7 – Role of our Health & Safety Advisors

Our appointed Health & Safety Advisors, Optimal Health & Safety, advise and assist us in meeting our legal requirements. The specific role of our Health & Safety Advisors is:

- As requested, consult with the Management Team and Safety Working Group on health and safety matters.
- To actively participate in the Safety Working Group.
- Ensure that the Safety Statement is periodically evaluated and revised as necessary in consultation with the appointed personnel.
- To advise on specific health and safety-related training requirements for staff.
- To assist in reporting all relevant accidents and dangerous occurrences to the Health & Safety Authority (HSA) in consultation with the organisation.
- To provide services in a timely and cost-effective manner as requested by Scoil Chrónáin.

¹ Safety, Health & Welfare at Work Act 2005 – Part 2: Chapter 1: Section 8(1)

Section 4: Organisational Responsibilities

4.1 – Role of the Management Team, Safety Working Group, Health & Safety Coordinator & Safety Representative

Role of the Management Team	Role of the Safety Working Group (SWG)	Role of the Safety Representative
<ul style="list-style-type: none"> ● To ensure compliance with Health & Safety legislation. ● A "Review of Health and Safety Objectives and Performance" is conducted annually, scheduled for the end of the third term. ● To support the Safety Working Group and Safety Representative or any other staff whose function is to implement our health and safety policy. ● To obtain, where it is not available within the organisation, the services of competent persons to ensure the organisation's safety, health, and welfare. ● Implement our Health & Safety Policy Statement through a fair and equitable management process. This will be done using the Line Management Structure that is in place. ● Ensure that Health & Safety Training and Instruction Objectives are set and met. As a result, staff are provided with appropriate information, training, or instruction to meet their needs. 	<ul style="list-style-type: none"> ● Ensure compliance with the Health & Safety Statement. ● Plan and deliver Health & Safety objectives using the Plan, Do, Check and Act Health & Safety Model. ● To provide a comprehensive support service to management to meet its obligations. ● Share information on tasks/activities that will increase all parties' skills and knowledge base to ensure such tasks/activities are managed successfully. ● That hazards or potentially encountered hazards in the workplace are identified and reduced to a level as low as reasonably practicable using the general principles of prevention². ● To investigate all accidents or safety concerns and ensure appropriate corrective or preventive measures are implemented. All accidents and incidents must be notified to Senior Management. 	<ul style="list-style-type: none"> ● Scoil Chrónáin must consult with and consider any representations made by its staff. Our Safety Representative facilitates this process. ● The Safety Representative provides a support role for the SWG. ● The Safety Representative will proactively promote the organisation values of Health & Safety. ● A crucial role of the Safety Representative is to promote 'staff value' of a safe working environment. <p>The aim of the consultation mechanism is:</p> <ul style="list-style-type: none"> ● To establish the arrangements for cooperation on safety, health, and welfare. ● To check on the effectiveness of health and safety safeguards. ● To enable staff to consult with management and make representations on safety, health, and welfare at work.

²These are detailed in Schedule 3 of the Safety, Health & Welfare at Work Act 2005. Typically measures put in place to reduce a risk, should be prioritised per the following hierarchy: elimination or substitution, engineering controls, warnings, training, and procedures, and as a last resort, provision of personal protective equipment.

<ul style="list-style-type: none">● To monitor staff health and working time and investigate repeated absences because of potential hazards/health risks.	<ul style="list-style-type: none">● Consult with staff on health and safety and provide them with the appropriate information, instruction, or training.● Ensure that all statutory registers, notices, and documents are available for inspection. These include the Safety Statement, Risk Assessments, and Fire Safety Register. Copies of all documents should be held in the Health & Safety Folder.	<ul style="list-style-type: none">● To provide feedback to management on health and safety-related matters.
---	--	---

4.2 – Responsibilities of Staff

Scoil Chrónáin staff must comply with Section 13 of the Safety, Health, and Welfare at Work Act 2005.

The responsibilities of staff are:

- Ensure they take all necessary precautions to protect the working environment.
- To cooperate fully with all the organisations provisions to ensure the safety, health, and welfare of other staff, pupils, contractors, and clients.
- To adhere to all safe work systems, wear personal protective equipment and use any safety equipment provided.
- To report the damage to equipment and the need for repair/replacement of personal protective equipment items to their immediate line manager.
- They must discharge their work safely to avoid injury to themselves/other staff/pupils and prevent damage to equipment and property.
- As soon as possible, to report defects in work systems, articles or substances, or work being conducted which might endanger health and safety.
- Not to be under the influence of any intoxicant or engage in intoxicant consumption that places them or fellow staff or pupils in danger.
- To comply with statutory provisions and take reasonable care to protect their health and safety and those of others affected by their acts or omissions.
- To attend training and undergo such assessment as may be required by the organisation or by pupil needs.
- Cooperate with the Scoil Chrónáin Management Team or other persons to enable the employer or another person to comply with statutory requirements.
- They should not engage in improper conduct or behaviour that is likely to endanger their or others' health and safety.
- To make correct use - having regard to training and instructions - of articles or substances, including protective clothing, supplied to protect health and safety.
- Not to interfere with welfare facilities or other provisions on the premises or engaged in off-site activities.

Note

- Each person in the organisation is responsible for the quality and safety of their work.
- Staff not adhering to Scoil Chrónáin Safety Principles may be subject to appropriate disciplinary action.
- Staff engaged in any off-site activities must conduct themselves in such a manner to maintain the health, safety, and wellbeing of all persons relevant to their task.

Section 5: Health & Safety Policies, Procedures & Statements

This section details the various Policies and Procedures approved by Scoil Chrónáin in support of the Safety Statement. All policies and procedures relating to health and safety will be communicated to staff, including any and all changes as they arise.

5.1 – Manual Handling Policy

Scoil Chrónáin is committed to ensuring the health, safety, and welfare of all staff, pupils, and visitors. This includes taking appropriate steps to reduce the risks associated with manual handling tasks in compliance with the **Safety, Health and Welfare at Work Act 2005** and the **Manual Handling of Loads Regulations 2007**.

Manual handling activities will be avoided wherever possible. Where manual handling cannot be avoided, tasks will be assessed, and appropriate control measures will be implemented. This policy applies to all staff members, including teachers, special needs assistants (SNAs), runaí, caretaker, external cleaning and maintenance personnel, and any other persons who may be required to conduct manual handling tasks on the school premises. This policy will be reviewed annually, or sooner if there are changes in legislation, school procedures, or after an incident involving manual handling.

5.1.1 – Scope

This policy applies to all staff who are perceived to be engaged in manual handling activities.

5.1.2 – Objectives

- To minimise the risk the risk of injury from manual handling activities.
- To comply with all relevant health and safety legislation relating to the manual handling of loads.
- To raise awareness among staff of safe manual handling practices.
- To ensure that manual handling tasks are risk assessed and appropriately managed.

5.1.3 – Roles & Responsibilities

Board of Management/Príomhoide

- Ensure that this policy is implemented and reviewed periodically.
- Provide adequate resources for risk assessments and training.
- Maintain records of assessments, incidents, and training.
- Promote a positive culture of health and safety awareness.

Staff

- Follow safe manual handling procedures.
- Attend all relevant training.
- Report any manual handling risks or incidents to the Príomhoide or Safety Representative.

Safety Representative

- Advise on the need for a manual handling risk assessments as required.
- Advise on best practices and control measures.

5.1.4 – Risk Assessment

All manual handling tasks that may pose a risk will be assessed. The following factors will be considered in the assessment:

- The task (e.g. repetitive movements, awkward postures)
- The individuals' capabilities (e.g. fitness, age, general health, underlying injuries/illnesses)
- The load being handled (e.g. size, weight, stability)
- The work environment (e.g. space, floor conditions, lighting)

Where risk cannot be eliminated, control measures will be introduced (e.g. mechanical aids, team lifts).

5.1.5 – Training

All staff likely to engage in manual handling tasks will receive manual handling training in line with QQI Level 6 Manual Handling Instruction training and education standards. Training will be reviewed every 3 years, or sooner if a significant change in tasks occurs.

5.1.6 – Pupils and Manual Handling

Pupils are not permitted to conduct tasks involving significant manual handling. Staff supervising children with additional needs requiring lifting or physical support must receive specific manual handling and people handling training.

5.1.7 – Reporting

All manual handling-related incidents or near-misses must be reported to the Príomhoide or Safety Representative as soon as is reasonably practicable and recorded in the accident/incident/near-miss register.

5.2 – Fire Safety Policy

Scoil Chrónáin is committed to ensuring the safety of all pupils, staff, and visitors in the event of a fire or fire-related emergency. This Fire Safety Policy aims to provide clear and practical guidelines to prevent fires, ensure early detection, facilitate a safe and controlled evacuation, and comply with all relevant fire safety legislation and regulations.

This policy applies to all staff members, including teachers, special needs assistants (SNAs), runaí, caretaker, external cleaning and maintenance personnel, and any other persons who may operate on the school premises. This policy will be reviewed annually, or sooner if there are changes in legislation, school procedures, or after an incident involving fire safety.

5.2.1 – Scope

This policy applies to all staff, pupils, external contractors, and visitors to the premises.

5.2.2 – Objectives

- To prevent fires by ensuring the safety of the premises, equipment, and staff.
- To ensure all staff and pupils are aware of fire hazards and that staff are adequately trained in fire safety as per legislation.
- To provide and maintain safe and accessible fire exits, emergency lighting, and a means of automatic warning.
- To have an effective fire emergency plan in place.
- To comply with the Safety, Health and Welfare at Work Act 2005, the Fire Services Act 1981, and all other relevant legislation and regulations.

5.2.3 – Roles & Responsibilities

Board of Management/Príomhoide

- Ensure that this Fire Safety Policy is implemented and reviewed regularly.
- Allocate sufficient resources for fire safety training, equipment, and inspections.
- Ensure fire safety risk assessments are conducted and reviewed regularly.
- Oversee the development, communication, and testing of the fire emergency plan.
- Ensure regular fire drills are conducted, and fire safety equipment is maintained.

Staff Members (including Teachers, Special Needs Assistants, Runaí and Caretakers)

- Be familiar with and follow all fire safety procedures.
- Participate in regular fire drills and fire safety training.
- Ensure that fire exits are always unobstructed and accessible.

- Report any fire hazards, faulty equipment, or safety issues to the Principal or Safety Officer.

Safety Representative / Fire Safety Officer (if applicable)

- Assist in the development and regular review of the Fire Safety Policy.
- Conduct fire safety risk assessments and ensure fire safety measures are in place.
- Organise and supervise scheduled fire drills and staff training.
- Inspect fire safety equipment regularly. Outsourced work: Fire extinguishers, fire alarms, and emergency lighting – Southern Fire Safety
- Maintain a record of fire drills, training, and safety inspections in the fire and general register.

Pupils

- Follow all fire safety instructions given by staff members.
- Participate in fire drills and evacuations calmly and efficiently.
- Familiarise themselves with the location of fire exits and evacuation routes.

Contractors and Visitors

- Must comply with the school's fire safety procedures when on the premises.
- Must be informed of fire exit routes and evacuation procedures upon arrival.

5.2.4 – Fire Safety Principles

Risk Assessment

- A Fire Safety Risk Assessment will be conducted annually by a competent person to identify potential fire hazards and ensure compliance with relevant fire safety legislation.
- The assessment will cover all areas of the school, including classrooms, hallways, kitchens, and any external structures (e.g., sheds, temporary buildings).
- A record of the Fire Safety Risk Assessment will be kept and reviewed regularly.

Fire Prevention

- Regular checks will be conducted to ensure that all electrical equipment, heating systems, and gas appliances are in safe working condition.
- All fire exits will be kept clear and unobstructed at all times. This will be recorded in the Fire Safety Register.
- Appropriate signage will be in place to clearly mark fire exits, fire assembly points, and emergency equipment such as fire extinguishers and fire blankets.
- Fire extinguishers, fire alarms, emergency lighting, and other fire related safety equipment will be regularly inspected and serviced by a qualified professional. This will be recorded in the Fire Safety Register.
- No combustible materials e.g., wastepaper, furniture, stationery etc., should be allowed to accumulate on premises, stairways, etc. Smoking and vaping are strictly prohibited within the school grounds.

- Emergency exits and escape routes should be kept clear, unobstructed, and available for use at all times.
- All staff, especially new members, should be kept fully up to date on fire safety issues in their work area.

Fire Detection and Alarm Systems

- The school will be equipped with an automatic means of warning (fire alarm system that complies with all relevant fire safety regulations such as I.S. 3218:2024).
- The fire alarm system will be tested by Southern Fire Safety periodically to ensure correct working order.
- Detector heads will be installed throughout the school, particularly in areas with high fire risk.

Fire Extinguishers

- Fire extinguishers suitable for the premises (e.g., water, foam, CO2) will be provided in accessible locations.
- List of such will be included in the Fire Safety Register.
- Only foam extinguishers that do not contain PFOA (Perfluorooctanoic Acid) and other PFAS (Per- and Polyfluoroalkyl Substances) will be used.
- Fire extinguishers will be inspected and maintained regularly by a nominated contractor, Southern Fire Safety.
- Staff will be trained in the correct use of fire extinguishers.

Fire Safety Training

All staff will receive adequate fire safety training with essential components included such as:

- Identifying common fire hazards.
- Correct use of fire extinguishers.
- Fire evacuation procedures.
- The location of fire exits and assembly points.

Training will be conducted for new staff and refreshed at an interval not greater than two years. Fire safety training records will be maintained by the Príomhoide.

Fire Drills

A fire drill will take place three times a year, one in September, one in January and one immediately after Easter. At least one of the fire drills will be unannounced to other staff. All fire drills will be recorded in the Fire Safety Register, along with any items requiring review and/or remediation.

Reporting and Investigation of Fire-Related Incidents

- Any fire-related incidents, including near-misses, must be reported immediately to the Príomhoide and documented accordingly in the accident/incident/near-miss register.
- An investigation will be conducted to determine the cause and ensure that any necessary actions are taken to prevent future occurrences. The investigation will be conducted by appropriate competent person.

5.3 – Emergency Evacuation Plan

This Emergency Evacuation Plan will be communicated to all staff, pupils, external contractors, and visitors, and displayed prominently on the back of all room doors and in main hallways in the form of a ‘Fire Safety Notice.’ Evacuation procedures will include designated escape routes, assembly points, and procedures for assisting pupils with additional needs. It is the responsibility of all staff that pupils are evacuated safely as far as is reasonably practicable during an emergency.

NB: Please refer to the Scoil Chrónáin PEEP (Personal Emergency Evacuation Plan) for pupils with additional needs. These are kept with the responsible person assigned to those pupils. Copies will be kept with this document.

5.3.1 – Scope

This policy applies to all staff, pupils, external contractors, and visitors to the premises.

5.3.2 – Roles and Responsibilities

- Príomhoide (Fire Safety Manager): Overall responsibility for fire safety, evacuation procedures, and staff training.
- Leas Príomhoide: Contacts the school office in case of an evacuation in the back building. Communicating with runaí regarding information required by emergency services
- Runaí: Contact the emergency services and proceed to the assembly point to communicate with emergency services upon arrival.
- Teachers and SNA Staff: Lead class evacuations, maintain calm, and ensure pupil safety as far as is reasonably practicable.
- Caretaker: Proceed to assembly point and assist where required.
- Fire Wardens: Sweep designated areas, assist in roll calls, and liaise with emergency services.
- Visitors: Must follow instructions from staff and evacuate promptly.
- Pupils: Follow instructions from the responsible person (teacher, SNA, etc) assigned to their room/activity.

5.3.3 – Actions to be Taken in the Event of Emergency Evacuation

- The Runaí will dial 999/112 and request the Fire Brigade to the school location (**D24 YW81**). If the fire is taking place in the prefabricated buildings, the leas Príomhoide must notify the runaí to ring 999/112.
- In each classroom/special education setting, pupils must stand up, push their chairs under the tables, and walk calmly in one line to the door. Pupils are not allowed to take personal property such as bags, coats etc during evacuation.
- All teachers must check the classroom toilets before leaving the room and close the door as they leave.
- The designated SNAs will assist the children under their care at the time.

- During evacuations and during assemblies, order and attention must be maintained. Pupils must be able to hear any instructions given by the teacher clearly. The Príomhoide, Leas-Príomhoide and Rúnaí will bring a mobile phone to the assembly.
- Each class is to meet at their designated fire assembly point (listed below).
- Each teacher will take a class list for their own individual class, which is hung on a red clip board at the back of the classroom door, and call the roll when they reach the fire assembly point. The class list must be updated in the morning and amended if any pupil leaves school early.
- If there are visitors, including parents/guardians to the school, they must ensure that they have left the building and report to any of the designated assembly points.
- In the event of a missing pupil, this information must be directed to the Príomhoide/Leas Príomhoide immediately in the following format:
 - The name of the teacher giving the information.
 - The name of the room the pupil came from.
 - The description of the missing pupil(s) and their last known location.
- Pupils can only return to the classroom after obtaining permission from the Príomhoide.
- Returning to the room should be done in a quiet and controlled manner.

5.3.4 – Fire Assembly Points

The locations of the designated fire assembly points are as follows:

Fire in building block 2-3/prefabricated buildings Rang 3 go dtí Rang 6.

1. Clós 1 - Tionól A ar chlé - Rang 3A, Rang 3B, agus Seomra E
Tionól B ar dheis - Rang 4A, Rang 4B, agus Seomra F
2. Clós 2 - Tionól C ar chlé - Rang 5A, Rang 5B, Seomra na gCeadfaí
Tionól D ar dheis - Rang 6A, Rang 6B, Seomra K

Fire in Main School Building:

Fire at the front of the building

1. Clós 2 - Tionól C ar chlé - Rang Uathachais, Naíonáin Mhóra B, Naíonáin Mhóra, Naíonáin Bheaga B, Naíonáin Bheaga A
Tionól D ar dheis - Rang 2A, Rang 2B, Seomra 17, Seomra 15, Seomra 6
Rang 1 and Seomra 12 remain in the classrooms.

Fire at the back of the building:

2. Clós 1 - Tionól A ar chlé- Rang 1A, Rang 1B, Rang 2A, Rang 2B, Seomra 17, Seomra 15, Seomra 1
Tionól B ar dheis- Naíonáin Bheaga A, Naíonáin Bheaga B, Naíonáin Mhóra A, Naíonáin Mhóra B, Rang Uathachais, Seomra 6

5.3.5 – In Case of Emergency (ICE) Contacts

Our policy is to maintain the highest standards of Health & Safety in all our activities. If staff or pupils should become ill and require medical assistance, it is the policy of this school to maintain a list of emergency contacts. Scoil Chrónáin will offer to keep a record on file for all staff of their designated ICE contact. This is not mandatory for staff but will be encouraged. A hard copy is stored in the staff members file, which is kept in the oifig, details are also available on Aladdin for the management team to access in case of emergency.

The emergency contact details for pupils will be gathered upon registration and updated accordingly. All data is stored securely in compliance with the Data Protection Commission Policies and GDPR Regulations.

5.4 – CCTV Policy

The purpose of this policy is to regulate the use of Closed-Circuit Television (CCTV) and its associated technology, monitoring both the internal and external environs of Scoil Chrónáin, Main St, Rathcoole, Co. Dublin, D24 YW81. A copy of this CCTV Policy will be made available to all Scoil Chrónáin staff, management, and stakeholders. A copy will also be provided to visitors to the school on request. This policy will be reviewed annually and updated accordingly to reflect changes to Data Protection legislation or guidelines.

5.4.1 – Scope

This policy is relevant to all personnel in, and visitors to, Scoil Chrónáin, Main St, Rathcoole, Co. Dublin, D24 YW81. Moreover, it relates directly to the location and use of CCTV, and the monitoring, recording, and subsequent use of such recorded material. This policy prohibits CCTV monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. gender, sexual orientation, ethnic origin, or disability.

Furthermore, CCTV monitoring is limited to uses that do not violate the reasonable expectation to privacy as defined by law. This policy prohibits the use of the CCTV network in Scoil Chrónáin to monitor staff, pupils, or visitors.

The CCTV cameras will be used to:

- Protect Scoil Chrónáin and the assets held within it, both during and outside of operational hours.
- Ensure the safety of Scoil Chrónáin staff, pupils, or visitors.
- Deter and detect crime.
- Assist in identifying, apprehending, and prosecuting offenders.

The personal data recorded and stored by the CCTV system will be used only for the purposes outlined in this policy document. Collection, storage, and use of CCTV footage shall comply with the Data Protection Acts 1988 - 2018 and the General Data Protection Regulation (the data protection legislation).

5.4.2 – Data Controller

Scoil Chrónáin, and the Board of Management, is the data controller in respect of images recorded and stored by the CCTV system. Róisín Ní Shéaghdha (Príomhoide) is a data processor for the purposes of this policy. Both the data processor and the Board of management have responsibility for monitoring the implementation of, and compliance with, the CCTV policy.

5.4.3 – Lawful, Fair and Transparent Processing

The fair obtaining principles inherent in data protection legislation, require that those people whose images may be captured on camera are informed by having adequate signage in place within the school. Adequate signage will be placed at each location where CCTV cameras are situated to indicate that CCTV is in operation.

Signage in the school reception shall include the name and contact details of the data controller, as well as the specific purpose for which the CCTV camera is in place in each location.

5.4.4 – CCTV Camera Locations

The location of the CCTV locations is as follows:

1. Front door of main building
2. East side front of main building pointing towards rear of main building
3. West side front of main building pointing towards rear of main building
4. Rear of main building pointing towards building housing Rang 1 and Seomra na gCéadfaí
5. Rear of main building pointing towards rear access doors
6. Front of building housing Rang 1 pointing towards Seomra na gCéadfaí
7. Front of prefab block 1 pointing towards entrance gate
8. East side of prefab block 1 pointing towards triangle yard
9. West side of prefab block 1 pointing towards west side of block
10. Rear of prefab block 1 pointing towards front entrance of prefab block 2
11. Front of prefab block 2 pointing towards rear entrance of prefab block 1
12. West side of prefab block 2 pointing towards west side of block
13. West side of rear prefab block 2 pointing towards rear access doors
14. East side of prefab block 2 pointing towards rear entrance door of block 2 and entrance gate

5.4.5 – System Operation

The system can only be accessed by authorised personnel and authorised maintenance personnel where necessary. All access by authorised maintenance personnel must be logged. Should the system be accessed or works conducted on it by unauthorised personnel or without prior instruction, this will be viewed as extremely serious and will constitute grounds for disciplinary procedures.

5.4.6 – Data Protection, Storage and Retention

The data captured from the CCTV cameras is securely stored as electronic data. Typically, this data is recorded on a loop and will be retained for maximum of 35 days. It will be over-written after that period. However, data may be retained for longer periods where the events captured give rise to court proceedings. Access to the data is restricted to authorised personnel. All storage devices are password protected. Unauthorised access will be viewed as a data breach. In such an event, the Board of Management will notify the Data Protection Commission without delay.

5.4.7 – Access Requests

Access to the CCTV system and stored images will be restricted to authorised personnel CCTV footage may be accessed:

By An Garda Síochána, where Scoil Chrónáin is required by law to make a report regarding a suspected crime.

- Following a written 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.
- To data subjects (or their legal representatives) in response to an access request where the time, date and location of the recordings is provided.
- To individuals (or their legal representatives) subject to a court order.
- To Scoil Chrónáin's insurance company where the insurance company requires the same in order to pursue a claim for damage done to the insured property.

Any person whose image has been captured has a right to be given a copy of the information recorded, providing that such an image/recording exists (i.e. that it has not been deleted), and provided that an exemption/prohibition does not apply to the release.

To exercise that right, a person must make an application for a 'Subject Access Request' in writing to Scoil Chrónáin and providing the following information.

- Proof of identity and address.
- The reason for the request.
- Give a reasonable indication of the time period sought, and identifying the location of the camera.
- If the person is under eighteen years, the parent or guardian may make an application.

Access requests must be responded to by the Board of Management within one month (30 days) of receipt.

Access requests can be made to:

Scoil Chrónáin, Main St, Rathcoole, Co. Dublin, D24 YW81.

5.4.8 – Providing CCTV Images to An Garda Síochána

With regard to requests from An Garda Síochána to download footage, the Data Protection Commission recommends that requests for copies of CCTV footage should only be granted when a formal written request is provided to the school stating that An Garda Síochána is investigating a criminal matter. For practical purposes, and to expedite response to an urgent request, a verbal request may be sufficient to allow for the release of the footage sought. However, any such verbal request must be followed up with a formal written request.

A log of all an Garda Síochána requests will be maintained by the school and its data processors. Any such requests should be on An Garda Síochána headed paper, quote the details of the CCTV footage required and should also cite

the legal basis for the request under the Data Protection legislation. Prior to the school issuing any CCTV images to An Garda Síochána, it will be discussed and agreed with the Board of Management and legal representative where necessary.

There is a distinction between a request by An Garda Síochána to view CCTV footage and to download copies of CCTV footage. In general, An Garda Síochána making a request to simply view footage on the premises of a data controller or processor would not raise any specific concerns from a data protection perspective.

5.5 – Confidentiality and Data Protection Policy

This policy outlines how Scoil Chrónáin collects, stores, processes, shares, and protects personal data in compliance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018. It ensures that confidential information is managed appropriately to protect the rights and privacy of pupils, parents, staff, and all associated third parties. This procedure will be reviewed annually or in response to legislative or procedural changes. Scoil Chrónáin is committed to ensuring that personal data is:

- Processed lawfully, fairly, and transparently.
- Collected for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Processed securely, with appropriate technical and organisational measures.

5.5.1 – Scope

This policy applies to all staff, pupils, external contractors, and visitors to the premises.

5.5.2 – Roles and Responsibilities

Board of Management

- Overall responsibility for ensuring compliance with data protection laws.

Príomhoide/Data Protection Officer (DPO)

- Responsible for implementing the data protection policy and acting as the designated point of contact.
- Report any data breaches to the Data Protection Commission where applicable within 72 hours.

All Staff

- Must be familiar with and adhere to this policy.

5.5.3 – Confidentiality

- All information about pupils, parents, and staff is treated as confidential.
- Staff may only access records necessary for their role.
- Confidential information will not be discussed outside of the school, except where legally required (e.g., child protection disclosures).
- Disclosures to third parties (e.g., psychologists, support services) require parental consent unless mandated.

5.5.4 – Collection and Processing Personal Data

Scoil Chrónáin collects data for the purposes of:

- Managing enrolment and education provision.
- Child protection and welfare.
- Health and safety.
- Staff administration.
- Complying with legal obligations (e.g., reporting to the Department of Education or Tusla).

Lawful bases for the processing of personal data include:

- Consent.
- Legal obligation.
- Vital interests (e.g., medical emergencies).
- Public interest / exercise of official authority.

5.5.5 – Parental and Pupil Rights

Parents and pupils have the right to:

- Access their personal data.
- Correct inaccurate data.
- Request deletion (where applicable).
- Object to processing in certain circumstances.
- Complain to the Data Protection Commission.

Requests for access should be made in writing and responded to within one calendar month.

5.5.6 – Data Security, Retention, and Data Sharing

- Paper records stored in locked cabinet.
- Digital data password-protected and encrypted.
- Access limited to authorised personnel.

- Data sent via secure channels (e.g., encrypted email).
- Portable devices must be secured and encrypted.
- Data shared only when necessary, and only with trusted third parties under written agreement (e.g., DES, HSE, Tusla).
- Consent will be obtained unless legally exempt.
- Records retained in line with the school's Data Retention Schedule (based on DES guidelines).
- Secure destruction of paper and electronic data when no longer required.

5.6 - Accident/Incident, Near-Miss, and Dangerous Occurrence Reporting Procedure

This procedure aims to ensure the safety and well-being of all pupils, staff, external contractors, and visitors by establishing a clear procedure for reporting and managing accidents, incidents, near-misses, and dangerous occurrences.

5.6.1 - Scope

This policy applies to all staff, pupils, external contractors, and visitors to the premises.

5.6.2 – Definitions

Accident: An unplanned event resulting in injury or ill-health.

Incident: Any event that could have caused harm but may not have resulted in injury.

Near-miss: An unplanned event that did not result in injury or damage but had the potential to do so.

Dangerous Occurrence: A specified event (as per Schedule in Safety, Health, and Welfare at Work (General Application) Regulations 2007) that may not result in injury but poses serious risk.

5.6.3 – Roles and Responsibilities

Príomhoide

- Overall responsibility for ensuring implementation and compliance.

Health & Safety Officer/Designated Person

- Maintains records, reports to HSA, investigates incidents.

Teachers and Staff

- Report all incidents immediately using this procedure.

Pupils

- Encouraged to report hazards or incidents to staff.

Visitors/Contractors

- Must report any incidents to school staff without delay.

5.6.4 – Reporting Procedure

Step 1: Immediate Response

- Ensure the injured party receives first aid or emergency medical attention.
- Secure the area to prevent further risk.
- Notify the Príomhoide and Health & Safety representative as soon as is reasonably practicable.

Step 2: Record the Incident

- Complete the Accident/Incident Report Form (QR code or Staff Drive) before leaving the premise on day of accident. Ensure to include the following pertinent information:
 - Date and time of the event.
 - Location of the incident.
 - Names of individuals involved.
 - Description of what happened.
 - Witness details.
 - Action taken (e.g., first aid provided).
 - Person reporting the incident.

Step 3: Investigation

- The Príomhoide or Health and Safety Advisor conducts an investigation to:
 - Determine root cause.
 - Identify preventative measures.
 - Update the risk assessments, as necessary.

Step 4: Reporting to External Bodies

- Serious injuries, fatalities, or dangerous occurrences must be reported to the Health and Safety Authority (HSA) within 10 days using Form IR1 or IR3, depending on the type of incident.
- Any incident involving children at risk must be reported to Tusla under the Children First Act 2015.
- Keep a copy of all reports on school file for at least 10 years.

Step 5: Follow-up Actions

- Inform staff, parents/guardians (as appropriate).

- Review and revise control measures and school policies.
- Record corrective actions taken.
- Follow up communication by the class teacher/Leas Príomhoide (if teacher is absent) with the family of the injured party that evening in the case of a serious accident.
- If the injured party is absent for three school days following the accident, the class teacher must notify the Príomhoide and the Health and Safety representative.

5.6.5 – Training and Awareness

All staff are to receive training in the following:

- The correct application of this reporting procedure.
- Suitable level of first aid training as per the risk assessment and in line with the HSA recommendations.
- Child protection obligations (Children First).
- Pupils are educated, age-appropriately, to report hazards or injuries to staff.

5.6.6 – Monitoring and Review

The Board of Management will designate a competent person to review all reported incidents annually and ascertain if the applicable control measures require assessment. All incidents must be sent to competent person two weeks before AGM.

5.7 – Communication Policy

This policy is designed to ensure that communication within the school community, including staff, pupils, parents, and external agencies, is effective, respectful, and in line with best practices. The policy aims to create a positive and inclusive environment that supports the educational experience of pupils and promotes transparency, trust, and collaboration between all stakeholders. The Príomhoide will assume overall responsibility for the implementation and monitoring of all communication streams.

This policy will be reviewed annually to ensure that it continues to meet the needs of the school community and remains in line with current legislation and best practices. Feedback from staff, parents, and other stakeholders will be considered in the review process.

5.7.1 – Scope

This policy applies to all staff, pupils, external contractors, and visitors to the premises.

5.7.2 - Objectives

- To provide a clear framework for effective communication within the school community.
- To ensure communication practices are consistent with the principles of relevant legislation, particularly in relation to data protection, child protection, and equality.
- To promote transparency in communication between school management, staff, pupils, and parents.
- To ensure that communication supports the safeguarding of pupils and the wellbeing of all members of the school community.

5.7.3 – Key Stakeholders and Communication Channels

Communication with Parents and Guardians

Regular communication with parents and guardians is vital in supporting pupils learning and wellbeing. Key channels for communication include:

- Aladdin – A computer-based administration and communication system.
- Class communication apps- Class Dojo and Google Classroom.
- Parent-Teacher Meetings: Regular meetings to discuss academic progress, behavioural issues, and other matters of concern.
- School Website: Information about events, policies, and updates on the school’s website.
- Email and Telephone: For urgent matters or one-on-one communication, email and telephone may be used. Each staff member has a school email account. Teachers communicate with parents and/or guardians through this email account only. Teachers will not communicate with parents and/or guardians in a way that discloses their personal email address or phone number.

Communication with Staff

Clear communication between staff members promotes a collaborative environment. Staff are expected to communicate openly and professionally with each other, with a focus on pupil welfare and effective teaching practices. Key channels for communication include:

- Staff Meetings: Regular meetings to discuss school operations, teaching strategies, and pupil progress.
- Email: Used for communication related to schoolwork, scheduling, and planning.
- Staff Noticeboards: For school-wide notices and important updates.
- Staff Handbook: A comprehensive guide for policies and procedures.

Communication with Pupils

Communication with pupils should always be respectful and age appropriate. Clear, open, and positive communication supports pupil development and learning. Key channels for communication include:

- Classroom Discussions: Teacher-led discussions to address learning, wellbeing, and social issues.
- Pupil Councils: A forum where pupils can voice concerns and suggestions.

- Pupil Support Meetings: In cases of academic or personal concerns, pupils may be invited to meetings with teachers or support staff.

Communication with External Agencies and Stakeholders

The school may need to communicate with external bodies, such as educational bodies, health professionals, or the Gardaí, particularly in the case of safeguarding, special educational needs, or emergencies. Communication with external stakeholders should be conducted in line with the school's data protection policies and safeguarding procedures.

Dealing with Complaints and Concerns

The school has a formal procedure for addressing concerns or complaints raised by parents, pupils, or staff, which is available on the school website (Appendix C). Complaints should first be directed to the relevant staff member or teacher. If not resolved, the issue can be escalated to the Príomhoide, and if necessary, the board of management. All complaints will be treated fairly and impartially, with respect to the rights of all involved. The school aims to resolve complaints promptly and professionally while maintaining clear records of communications.

5.8 – Environmental Policy

Scoil Chrónáin is committed to fostering an environmentally responsible school culture. Our aim is to educate pupils on sustainability while implementing best practices in environmental stewardship, particularly in waste management and water conservation. The Príomhoide assumes overall responsibility for the implementation and oversight of this policy. This policy ensures compliance with all relevant environmental legislation and local authority guidelines by:

- Promoting environmental awareness among pupils, staff, and the school community.
- Reducing the environmental impact of school operations.
- Complying with all relevant Irish legislation and local authority policies.
- Implementing effective waste reduction, reuse, recycling, and responsible disposal.
- Promoting water conservation and sustainable water use practices.

5.8.1 - Scope

This policy applies to all staff, pupils, external contractors, and visitors to the premises.

5.8.2 – Waste Management

Waste Reduction

- Encourage paperless communication where feasible (emails, digital newsletters).
- Use reusable resources in classrooms (e.g., whiteboards, refillable pens).
- Procure products with minimal packaging and eco-label certifications.

Reuse

- Implement swap and reuse initiatives (uniform exchanges, book swaps).
- Promote reuse of classroom materials and containers.

Recycling

- Provide clearly labelled recycling bins for paper, cardboard, plastics, and cans.
- Participate in the Green-Schools Programme (An Taisce).
- Educate pupils on segregating waste correctly.

Waste Disposal

- Ensure all waste is disposed of via licensed waste contractors.
- Avoid single-use plastics where possible, in line with EU Single-Use Plastics Directive.

5.8.3 – Water Management

Water Conservation

- Install water-saving devices where possible (aerators, dual-flush toilets, push taps).
- Display awareness posters on water conservation in bathrooms and classrooms.

Rainwater Harvesting and Outdoor Use

- Explore feasibility of rainwater harvesting systems.
- Use water butts to collect rainwater for use in the school garden.

Education and Engagement

- Incorporate water education into the curriculum (Science, SPHE)
- Participate in the ‘Green-Schools Water Theme.’

5.9 – Visitors Policy

The purpose of this policy is to ensure the safety and security of all pupils, staff, and visitors at Scoil Chrónáin. It also serves to maintain a welcoming environment while ensuring compliance with relevant legislation, regulations, and best practices in child safeguarding. This Policy will be made available on the school website and in the school office. The policy will be communicated to all parents and staff during school meetings and included in relevant documents distributed to parents.

This policy will be reviewed annually by the Board of Management to ensure it remains up-to-date and in line with relevant legislation and best practices. Any changes will be communicated to all stakeholders. The objectives for this policy are:

- To ensure the safety of all pupils and staff.
- To control access to the school and ensure that only authorised visitors are allowed entry.
- To comply with relevant legislation, including the Child Protection Act and the Data Protection Act.
- To create a welcoming environment while maintaining necessary security protocols.

5.9.1 – Scope

This policy applies to all staff, pupils, external contractors, and visitors to the premises.

5.9.2 – Visitor Categories

Parents and Guardians

- Parents and guardians are welcome to visit the school, but they must adhere to the sign-in procedure.
- In cases where parents are collecting their child early, they must notify the office and teacher of the early collection. The office will log the early collection on Aladdin.

Contractors and External Service Providers

- All contractors or external service providers (e.g., maintenance, cleaners) must provide proof of identity and relevant qualifications or clearances.
- Contractors must also provide evidence of adequate public liability insurance before being allowed on school premises.
- Contractors will be supervised where applicable while working on the school grounds to ensure safety.

Volunteers

- Volunteers (e.g., parents assisting with school trips or classroom activities) must undergo a briefing on school policies, including safeguarding and child protection procedures.
- Volunteers must provide relevant background checks, such as garda vetting and references where required.
- Volunteers must be accompanied at all times while interacting with pupils.

Guest Speakers and Special Visitors

- Guest speakers or special visitors, such as authors, artists, or educational experts, will be pre-approved by the Príomhoide.
- The school will ensure that any guest speaker follows child protection guidelines, and their content is appropriate for the age group of the pupils.
- All such visitors must sign in and be accompanied by a staff member.

5.9.3 – Visitors Procedure

Registration and Identification

- All visitors must sign in at the school office upon arrival and sign out when leaving.
- Visitors will be asked to provide photo identification (e.g., company ID card) for verification.
- The visitor logbook will record the name, time of arrival and departure, and reason for the visit.

Accompaniment and Supervision

- Visitors will be escorted by a staff member to the relevant area of the school unless they are familiar with the school's layout.
- Pupils should never be left unsupervised with visitors unless they are a parent or guardian.
- Staff members will monitor visitor activity within the school and ensure adherence to the school's rules.

Restricted Areas

- Access to classrooms and other areas will be restricted to visitors with a valid reason for being there, such as parents attending meetings or invited guest speakers.
- Visitors are not permitted to visit pupils in their classrooms without prior approval or invitation from the school.
- Visitors will not have access to pupil records or confidential school data unless explicitly authorised and required by law.

5.9.4 – Safeguarding and Child Protection

In accordance with Children First: National Guidance for the Protection and Welfare of Children, all visitors must comply with the school's Safeguarding and Child Protection Policy. Any visitor who has regular contact with pupils (e.g., volunteers, contractors) must undergo Garda Vetting.

Visitors must not take photographs, videos, or audio recordings of pupils without prior permission from the Príomhoide and parental consent. If a visitor is concerned about a pupil's welfare or safety, they must report it immediately to the Designated Liaison Person (DLP) within the school.

5.9.5 – Health and Safety

All visitors must adhere to the school's Health and Safety Procedures, including fire evacuation protocols and COVID-19 safety measures (if applicable). Visitors must immediately report any accidents or incidents to the school office. Visitors should only park in designated visitor parking spaces and adhere to the school's traffic and parking regulations.

5.9.6 – Behaviour and Expectations

Visitors are expected to behave in a respectful and professional manner at all times while on school premises. Any visitor whose behaviour is deemed inappropriate, disruptive, or harmful to the wellbeing of pupils or staff may be asked to leave the premises immediately. The school reserves the right to deny future access to individuals who fail to adhere to this policy.

5.10 – Child Safeguarding Statement

Scoil Chrónáin is a primary school providing primary education to pupils from Junior Infants to Sixth Class. In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Scoil Chrónáin has agreed the Child Safeguarding Statement set out in this document.

The Board of Management has adopted and will implement fully and without modification the Department’s *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* as part of this overall Child Safeguarding Statement

- The Designated Liaison Person (DLP) is Róisín Ní Shéaghdha
- The Deputy Designated Liaison Person (Deputy DLP) is Seán Ó Sé
- The Relevant Person is Róisín Ní Shéaghdha

(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school’s policies, procedures, practices, and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare. The school will:

- Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- Adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- Develop a practice of openness with parents and encourage parental involvement in the education of their children; and

- Fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement.
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement.
 - Encourages staff to avail of relevant training.
 - Encourages Board of Management members to avail of relevant training.
 - The Board of Management maintains records of all staff and Board member training.
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the *Children First Act 2015*.
- All registered teachers employed by the school are mandated persons under the *Children First Act 2015*.
- In accordance with the *Children First Act 2015* and the *Addendum to Children First (2019)*, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

Note: The above is an excerpt of policies and procedures relating to the safety, health, and wellbeing of children within the school. Included within this Safety Statement are various other policies and procedures aimed at ensuring the safeguarding of children.

This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association, and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers. The Board of Management shall make arrangements to inform school personnel that the review has been undertaken. Written notification that the review has been undertaken shall be provided to the Parents Association (or where none exists directly to parents) and to the school patron.

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the checklist in the Appendix shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school’s Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

Please refer to ‘Appendix A’ and ‘Appendix B’ for the review documentation.

This Child Safeguarding Statement was adopted by the Board of Management on _____ [date].

This Child Safeguarding Statement was reviewed by the Board of Management on _____ [most recent review date].

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: _____

Date: _____

5.10.1 – Child Protection Procedures

In all instances regarding procedures for the protection of children in the school, Scoil Chrónáin will adhere to the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#). This document will be made available in hard copy at all times within the school and will guide the Board of Management for dealing with child protection issues. These procedures have been approved for use by the Board of Management and will be reviewed annually by the Board of Management to ensure it remains up-to-date and in line with relevant legislation and best practices. Any changes will be communicated to all stakeholders.

5.11 – Complaints Procedure

Scoil Chrónáin operates a complaints procedure in line with the Catholic Primary School Management Association (CPSMA). This document will be made available in hard copy at all times within the school and on the school website. This procedure has been approved for use by the Board of Management and will be reviewed annually by the Board of Management to ensure it remains up-to-date and in line with relevant legislation and best practices. Any changes will be communicated to all stakeholders. Please refer to ‘Appendix C’ for the CPSMA Complaints Procedure.

5.12 – Anti-Bullying Policy/Bí Cineálta

Scoil Chrónáin is committed to providing a safe and respectful learning environment where every member of the school community is valued, treated with dignity, and free from any form of bullying, harassment, or discrimination. Scoil Chrónáin operates procedures to prevent and address bullying in line with the [Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools \(2024\)](#). This document will be made available in hard copy at all times within the school.

This procedure has been approved for use by the Board of Management and will be reviewed annually by the Board of Management to ensure it remains up-to-date and in line with relevant legislation and best practices. Any changes will be communicated to all stakeholders.

5.13 – New Staff Induction Procedure

The purpose of this induction procedure is to ensure that all new staff of Scoil Chrónáin are welcomed, supported, and fully informed of their responsibilities. The process helps new staff integrate effectively into the school environment and ensures compliance with statutory requirements and best practices in education, child protection, and workplace safety. This procedure is reviewed annually by the Board of Management and updated to reflect legislative or policy changes. Staff feedback may inform improvements to the induction experience. The objectives of this policy are:

- Ensure new staff are aware of their role, responsibilities, and professional expectations.
- Provide information on school policies, culture, and operational procedures.
- Promote child safeguarding and health & safety practices.
- Support staff wellbeing and encourage positive engagement with the school community.

5.13.1 – Scope

This procedure applies to all new staff of the school, including:

- Teaching staff.
- Special Needs Assistants (SNAs).
- Administrative and ancillary staff.
- Substitute and temporary staff (as appropriate).

5.13.2 – Pre-Induction Preparation

The following steps are taken prior to the staffs start date:

- Verification of qualifications, vetting, and Teaching Council registration (for teachers).
- Garda Vetting processed and confirmed.
- References obtained and checked.
- Signed contract issued.
- Induction pack prepared, including key policies and documents.

5.13.3 – Induction Procedure

The Príomhoide or designated induction coordinator will meet with the new staff on their first day to cover:

Welcome and Introduction

- Introduction to staff and tour of school facilities.
- Allocation of mentor (for SNAs where applicable).

Documentation and Administration

- Sign-in procedures and timesheets (if applicable).
- Access to email, school systems, and room/keys.
- Completion of HR forms (e.g. emergency contact etc).

Mandatory Policies and Procedures

New staff are required to read and sign to confirm understanding of the following documents:

- Child Safeguarding Statement and Risk Assessment.
- Anti-Bullying Policy/Bí Cinéalta Policy
- Dignity at Work Policy.
- Health and Safety Statement.
- Data Protection Policy.

Child Protection

- Designated Liaison Person (DLP) and Deputy DLP identified.
- Briefing on Children First Act 2015 and Child Protection Procedures (2023).
- Online Tusla Children First eLearning module completion required.

Role-Specific Guidance

- Curriculum and timetable overview (for teachers).
- Care needs and classroom assignments (for SNAs).
- Job description and specific duties.
- Access to relevant handbooks or resources.

5.13.4 – Record Keeping

A signed Induction Checklist is retained in the staffs personnel file confirming:

- Completion of all induction steps.
- Acknowledgement of key policies.
- Completion of mandatory training (e.g. Tusla eLearning).

Please refer to 'Appendix D' for induction documentation.

5.14 – Administration of Prescribed Medication Policy

This policy outlines the procedures and responsibilities regarding the administration of prescribed medication to pupils during school hours, ensuring the safety, wellbeing, and confidentiality of all pupils. A 'prescribed medication' is defined as any medicine prescribed by a registered medical practitioner or dentist intended for use by a pupil during school hours. Please see 'Appendix E' for associated documentation such as the Medication Consent Form.

This policy and associated procedures have been approved for use by the Board of Management and will be reviewed annually by the Board of Management to ensure it remains up-to-date and in line with relevant legislation and best practices. Any changes will be communicated to all stakeholders. The principles of this policy and associated procedures are that:

- The school recognises that some pupils may require medication during school hours to manage health conditions.
- Administration of medication during school hours is the responsibility of the parent/guardian primarily; however, the school will assist where necessary.
- Prescribed medication will only be administered when essential and on receipt of written consent from the parent/guardian.
- Staff will administer medication only if appropriately trained and willing to do so.

- The safety, privacy, and dignity of the pupil will be maintained at all times.
- All information regarding medication and health conditions will be treated confidentially in line with GDPR and Data Protection legislation.

5.14.1 – Scope

This policy applies to all pupils, staff members, parents/guardians, and school personnel involved in the administration of prescribed medication within the school environment.

5.14.2 – Roles and Responsibilities

Parents/Guardians

- Inform the school in writing if their child requires medication during school hours.
- Provide the medication in its original container with the prescription label clearly visible.
- Complete a Medication Consent Form detailing:
 - Name of the pupil
 - Name of the medication
 - Dosage and administration instructions
 - Possible side effects
 - Duration for which medication must be administered
 - Ensure medication is within its expiry date.
 - Provide emergency contact details.

School Staff

- Only staff members designated by the Príomhoide will administer medication.
- Staff will receive appropriate training when necessary (e.g., inhaler use, EpiPen administration).
- Medication will be stored securely and out of reach of pupils.
- Staff will maintain confidentiality regarding the pupil's medical needs.
- A record of all medication administered will be kept securely in the class diary, including date, time, dosage, and administering staff member's signature.

Staff will not administer non-prescribed medication (e.g., paracetamol) unless agreed upon with parents and the Board of Management.

Principal and Board of Management

- Ensure the policy is implemented consistently.
- Provide training and support for staff involved in medication administration.
- Ensure that appropriate storage facilities for medication are available.

- Review the policy regularly (at least every 2 years) and update it in accordance with legislation and best practice.

5.14.3 – Administration of Prescribed Medication Procedure

Request for Medication Administration

- Parents/guardians must complete and sign the Medication Consent Form before medication can be administered.
- The medication must be delivered directly to the designated staff member by the parent/guardian or responsible adult.
- Medication must be clearly labelled with the pupil's name, medication name, dosage, and instructions.

Administration

- Staff will provide the medication for the pupil to take for themselves.
- Staff will check the consent form and medication label before administration.
- Medication will be administered in a private and safe environment.
- A written record of the administration will be maintained.
- If a pupil refuses medication, parents will be informed immediately.
- In case of adverse reactions, emergency procedures will be followed, and parents/guardians contacted immediately.

Storage and Disposal

- Medication requiring refrigeration will be stored in a locked container in the staff room fridge.
All other medication will be stored in a locked cupboard, inaccessible to pupils.
Unused or expired medication will be returned to the parent/guardian or disposed of following HSE guidelines.

5.14.4 – Administration of Emergency Medication

Pupils with emergency medication (e.g., EpiPen, asthma inhalers) are responsible for carrying their medication or having it stored in an agreed location as detailed above. In the event of emergency medication requiring administration, 999/112 will be contacted immediately, a First Aid responder from the staff will be requested, and staff will follow the instructions from the emergency services call taker.

5.15 – Dignity and Respect Policy

At Scoil Chrónáin, we are committed to creating a positive, safe, and inclusive environment where all members of our school community, pupils, staff, parents, and visitors, are treated with dignity and respect. This policy supports our values in promoting equality and preventing harassment, bullying, and discrimination. The purpose of this policy is to:

- Promote a culture of respect and dignity in all interactions.
- Prevent and address any form of bullying, harassment, discrimination, or inappropriate behaviour.
- Ensure compliance with the Employment Equality Acts 1998–2015, Safety, Health and Welfare at Work Act 2005, and other relevant legislation.
- Provide clear procedures for reporting and dealing with incidents affecting dignity and respect.

This policy and associated procedures have been approved for use by the Board of Management and will be reviewed annually by the Board of Management to ensure it remains up-to-date and in line with relevant legislation and best practices. Any changes will be communicated to all stakeholders. The principles of this policy are;

- Promote a culture of respect and dignity in all interactions.
- Prevent and address any form of bullying, harassment, discrimination, or inappropriate behaviour.
- Ensure compliance with the Employment Equality Acts 1998–2015, Safety, Health and Welfare at Work Act 2005, and other relevant legislation.
- Provide clear procedures for reporting and dealing with incidents affecting dignity and respect.

5.15.1 – Scope

This policy applies to all staff, pupils, external contractors, and visitors to the premises.

5.15.2 – Responsibilities

School Management

- Promote awareness of this policy and lead by example.
- Provide training and support to staff on dignity and respect issues.
- Ensure effective procedures for dealing with complaints (Ag Obair le Chéile- 2024' document).
- Monitor and review the policy regularly.

Staff

- Treat all pupils, colleagues, and visitors with respect.
- Act promptly to prevent or address any breach of this policy.
- Support pupils in understanding the importance of dignity and respect.

Pupils

- Behave respectfully towards peers, staff, and visitors.

- Report any incidents where dignity and respect are threatened.

Parents/Guardians

- Encourage children to treat others with respect.
- Support the school's dignity and respect ethos.

5.15.3 – Reporting Procedure

Concerns about breaches of dignity and should be reported by following the guidelines in 'Obair le Chéile-2024'. All complaints will be investigated promptly and impartially. Appropriate supports and interventions will be put in place by the school to resolve any issues that may arise. In serious cases, the matter may be escalated in line with disciplinary procedures or referred to external authorities if necessary.

- Information relating to dignity and respect complaints will be handled confidentially and shared only on a need-to-know basis to protect the rights of all involved.
- The school will provide ongoing training for staff and awareness programmes for pupils to promote understanding and implementation of this policy.

Section 6: Risk Management

6.1 - Introduction

Risk management is the key to the organisations successful and safe operations. Therefore, our policy is that all procedures are deemed 'Safety Critical.'

'Safety Critical' means essential to safe performance or operation. A safety-critical system, subsystem, component, condition, event, activity, process, or item whose proper recognition, control, performance, or tolerance is essential to ensuring all persons' safety is connected to the work operation.

Scoil Chrónáin policy identifies hazards, assesses the risk to safety and health, and controls these risks as far as is reasonably practicable. Due to our work's nature, each project's general risk level varies.

By the terms of the Safety, Health & Welfare at Work Act 2005-Section 19³, all staff are legally obliged to follow the general principles of risk assessments. Accordingly, all staff are encouraged to participate in safety, health, and welfare issues by identifying potential hazards and ensuring a risk assessment where required.

Ongoing hazard inspections will be conducted periodically to ensure the information is updated, controls are adequate, and the risks are reassessed where necessary.

6.2 -System Overview

Our policy is to identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

By the terms of the Safety, Health & Welfare at Work Act 2005-Section 19⁴, all staff are legally obliged to follow the general principles of risk assessments. Accordingly, all staff are encouraged to participate in safety, health, and welfare issues by identifying potential hazards and ensuring a risk assessment where required.

Ongoing hazard inspections will be conducted periodically to ensure information is updated, controls are adequate, and the risks are reassessed where necessary.

³ <https://www.irishstatutebook.ie/eli/2005/act/10/section/19/enacted/en/html>

⁴ <https://www.irishstatutebook.ie/eli/2005/act/10/section/19/enacted/en/html>

6.3 -Definitions

A **hazard** is defined as "any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff or another person(s)".

Hazards may be classified as:

- Physical
- Chemical
- Biological
- Environmental
- Ergonomic
- Human Factors

Risk measures the probability of the event occurring and the impact /extent of the injury, ill-health, or damage it may cause if it did happen.

6.4 - Risk Matrix System

It is our policy to operate a **5 x 5 Risk Matrix** Scoring System based on the **Likelihood** of an event/accident or incident occurring and then the **Severity** of the event/accident/incident on our operations. The **Risk Formula** is expressed as Likelihood (L) x Severity (S) = Risk Rating. (L x S = R)

A **Risk Calculator** determines the Risk Level associated with a Task, Activity or Process.

Risks may now be classified as Unacceptable/High, Medium Risk or Low/Very Low Risk. A 'RAG' (Red, Amber, Green) colour assignment assists in determining the risk management approach.

An Initial Assessment will indicate the **Initial Risk Rating** with no control measures. You must then document the appropriate Risk Control Measures to reduce the risk to an acceptable level, referred to as the **Residual Risk Rating**.

Please see 'Appendix G – Risk Rating Matrix.'

Please see 'Appendix H – Risk Assessment Template.'

6.5 Risk Control Measures

Control measures include actions to reduce the potential of exposure to the hazard. For example, a simple control measure would be the secure guarding of moving machinery parts, eliminating the possibility of contact.

Action is required for hazards assessed as **High** or **Unacceptable** Risk. The steps required may include the following:

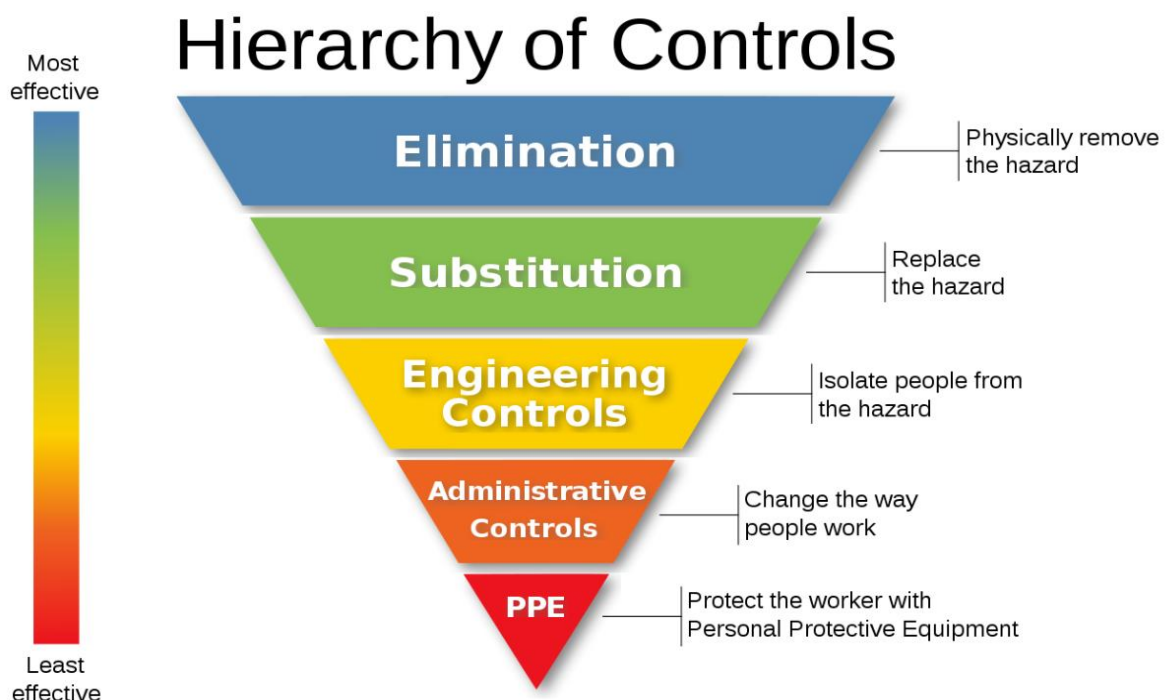
- Instructions for the immediate end of the work, process, activity, etc.
- Isolation of the hazard until more permanent measures can be implemented.

Generally, the control measures will seek to eliminate any risk classified as unacceptable/high and reduce the potential of risks classified as medium or low.

When we look at control measures, we often refer to the **Hierarchy of Control** systems. The hierarchy of control is a system for controlling risks in the workplace. The hierarchy of control is a step-by-step approach to eliminating or reducing risks. It ranks risk controls from the highest level of protection and reliability to the lowest and least reliable protection.

6.6 Hierarchy of Control Measures

The Hierarchy of Control Systems minimises or eliminates exposure to hazards.



Please note that all Risk Assessments are maintained in our Health & Safety Folder which can be found in the Scoil Chrónáin Administration Office

Appendix A – BOM Child Safeguarding Review Notification Template

To: Scoil Chrónáin/Le Chéile

The Board of Management of Scoil Chrónáin wishes to inform you that:

- The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting on _____[date].
- This review was conducted in accordance with the “Checklist for Review of the Child Safeguarding Statement” published on the gov.ie website.

Signed: _____ **Date:** _____

Chairperson, Board of Management

Signed: _____ **Date:** _____

Príomhoide/Secretary to the Board of Management

Appendix B – BOM Child Safeguarding Statement Review Checklist

Child Safeguarding Statement Review Checklist	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	
3. As part of the school’s Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
4. Does the school’s Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	
7. Has the DLP attended available child protection training?	
8. Has the Deputy DLP attended available child protection training?	
9. Have any members of the Board attended child protection training?	
10. Has the school appointed a DLP and a Deputy DLP?	
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
12. Has the Board arrangements in place to communicate the school’s Child Safeguarding Statement to new school personnel?	

13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?	
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	

25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle pupils is implemented in full in the school? (applies to post-primary schools)	
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (staff and volunteers)?	
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?	
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (staff and volunteers)?	
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	

37. Has the Board sought the feedback of pupils in relation to the school’s child safeguarding arrangements?	
38. Is the Board satisfied that the ‘ <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ’ are being fully and adequately implemented by the school?	
39. Has the Board identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement?	
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school’s Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school’s Child Safeguarding Statement have been adequately addressed?	

Signed: _____ **Date:** _____

Chairperson, Board of Management

Signed: _____ **Date:** _____

Príomhoide/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the “last review” shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

Revised Parental Complaints Procedure



Note:

- A copy of this procedure will be available for parents/legal guardians on the school website and/or on request from the school.
- This procedure comes into effect on the 1st of January 2024.
- Under the Education Act 1998, legally, all schools are managed by the school's Board of Management, on behalf of the school patron.

Purpose/Objective

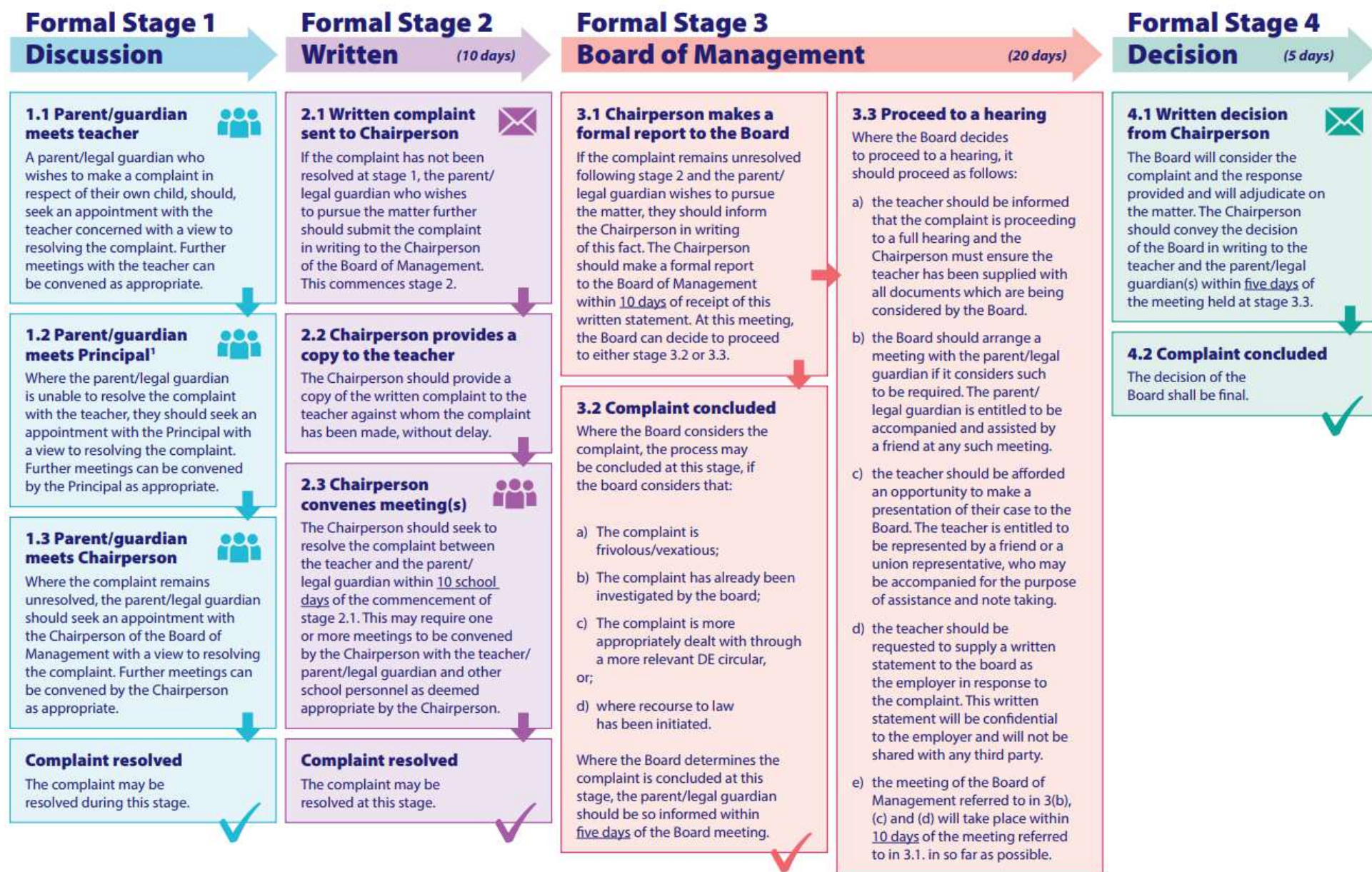
The parental complaints procedure was revised and agreed by the Irish National Teachers' Organisation and the management bodies of primary schools, the Catholic Primary Schools Management Association, the Church of Ireland, An Foras Pátrúnachta, the Muslim Primary Education Board, Educate Together and the National Association of Boards of Management in Special Education in 2023. It is designed to provide an open and clearly defined process to facilitate parents/legal guardians in raising concerns about their own child/children in an agreed, fair and transparent manner.

It is recognised that parents/legal guardians are the primary educators in a child's life and as such from time-to-time concerns may arise which they may need to engage with the school. It is expected that engagement will be timely, courteous and resolution focused to ensure that the important relationship between the parent and school can be preserved and respected. It is expected that all parties concerned will engage proactively.

Procedural Points

The procedure is a staged procedure where every effort is made to resolve matters at the earliest possible stage. In most cases, concerns will be dealt with either informally or formally at the earlier stages of the procedure. Where it has not been possible to agree a resolution at the earlier stages, the procedure does allow for the escalation of the matter to the Board of Management. This procedure sets out, in four stages, the process to be followed in progressing a complaint and the specific timescale to be followed. It is expected the parties will follow each stage in sequence.

- Where the term written correspondence is used, this refers specifically to a letter or email correspondence from a parent/legal guardian(s).
- Only complaints about a teacher which are written and signed by a parent/legal guardian, and which relate to their own child, will be investigated.
- Where a complaint raised by a parent/legal guardian is deemed by the employer/board of management to relate to the following, this procedure will not apply;
 - matters of professional competence and which are to be referred to the Department of Education;
 - frivolous or vexatious complaints and complaints which do not impinge on the work of a teacher in a school; or
 - complaints in which either party has recourse to law or to another existing procedure.
- In all circumstances, any form of written correspondence for the attention of the Board of Management must be supplied to the Chairperson of the board of management **only**. Any deviation from this could be deemed prejudicial and as acting outside the scope of this agreement.
- **Days in this procedure refer specifically to school days.** A school day is a day on which the school is in operation. Holiday periods, school closures and leaves of absences are not counted as school days for the purpose of this procedure.
- Group/collective complaints are not provided for and each parent/legal guardian raising a concern will be dealt with separately through this process.
- The procedure is a domestic forum and accordingly, neither management nor the INTO intends that there would be legal representation at any stage.
- Issues should be raised in a timely manner. It is in the best interests of the child that issues are raised to achieve early resolution at the earliest possible stage with the teacher, ideally while the pupil is in that teacher's class.



Appendix D – New Staff Induction Checklist

Scoil Chrónáin New Staff Induction Checklist

Staff Name		Position	
Start Date		Induction Date	
Induction Facilitator			

Section 1: School Orientation & Administration

Mentor Name (if applicable)			
School Facilities Orientation (✓)		Introduction to Key Staff & Personnel (✓)	
HR Documents Completed (✓)		Access To Email, System Logins etc. (✓)	

Section 2: Policy & Procedure Awareness

Child Safeguarding Statement (✓)		Anti-Bullying Bí Cineálta Policy (✓)	
Safety Statement (✓)		Dignity at Work Policy (✓)	
Confidentiality & Data Protection (✓)		Emergency Evacuation Procedure (✓)	
Administration of Medications Policy (✓)		Ag Obair le Chéile- 2024 (✓)	

Section 3: Child Protection

Identified DLP & DDLP (✓)		Completed Tusla Children First (✓)	
Child Protection Procedures 2023 (✓)		Reporting Procedure Outlined (✓)	

Section 4: Mandatory Safety Training

Fire Safety (✓)		First Aid (✓)	
Manual Handling (✓)		Fire Assembly points & Evacuation Procedures (✓)	

Checklist Completed By: _____ Signature: _____ Date: _____

Staff Name: _____ Signature: _____ Date: _____

Appendix E – Medication Consent Form

Scoil Chrónáin Medication Consent Form

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Pupil Name		DOB	
Teacher Name		Class	

Section 1: Parent/Guardian Contact Details

Parent/Guardian Name		Relationship to Pupil	
Contact Name & Number	1) 2)		

Section 2: Medication Information

Medication Name		Condition Being Treated	
Dosage to be Administered		Time(s) to be Administered	
Method of Administration		Start Date	
Storage Information		Additional Information	

Section 3: Consent and Declaration

I, the undersigned, request and authorise the staff of Scoil Chrónáin to administer the medication detailed in this form to my child in accordance with the instructions provided. I confirm that:

- The information provided is accurate and complete.
- I have read the administration of medication policy and understand the terms and conditions.
- I understand that school staff are not medically trained and will administer medication on a voluntary and good-faith basis.
- I will notify the school immediately in writing of any changes to the medication or dosage.
- I accept that the school cannot be held liable for any side effects or reactions resulting from the administration of this medication when administered as directed.
- I agree to collect and dispose of any unused or expired medication as required.

Parent/Guardian Signature: _____ **Date:** _____

Section 4: School Use Only

Received By (Staff Name): _____

Date Received: _____

Medication Checked: Label matches Instructions Medication in Date

Signed: _____ **Date:** _____

Príomhoide

Appendix F – First Aid Box / Kit Contents List

Materials	First Travel Kit Contents	First Aid Box Contents		
		1-10 Persons	11-25 Persons	26-50 Persons ³
Individually wrapped sterile plasters of assorted sizes	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandage	2	2	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Disposable Examination Gloves Pairs (Latex-free gloves should be worn where possible as some people are allergic to latex).	3	5	10	10
Sterile water where there is no clear running water ³	2x20mls	1x500mls	2x500mls	2x500mls
Water Based Burns Dressing Small (10x10cm)	1	1	1	1
Water Based Burns Dressing Large ⁴	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3
Foil Blanket ⁵	1	1	1	1
Vomit bag	2	2	2	2
Hazardous waste bag	1	1	1	1
Mouth shield for CPR (CPR pocket mask or flat face shield)	1	1	1	1
Pen torch ⁶	1	1	1	1

1. Table 1 provides a general guide on the recommended contents of occupational first-aid boxes and kits based on numbers employed. Quantities indicated in Table 1 are minimum numbers and can be increased.

2. Occasionally, the quantities indicated in Table 1 will be insufficient and the actual amounts required should be based on a risk assessment. An obvious example is that for drivers of dangerous goods vehicles it is recommended a quantity of 2x 500mls of sterile water for eye irrigation is in their travel kits due to the risk of contact with hazardous chemicals and this is mandatory in certain dangerous goods vehicles (ADR 8.1.5).

3. Where more than 50 persons are employed, pro rata provision should be made. Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to risk of cross infection. The container should be CE marked.

4. Where mains tap water is not readily available for cooling burnt area. The container should be CE marked.

5. To accompany the first-aid kit a standard blanket should be made available where possible.

6. Any site with ATEX (Explosive Atmospheres at Work) zoned areas must be aware of the requirement for intrinsically safe/ATEX rated torches for use in these areas.

Appendix G – Risk Rating Matrix

Risk Rating Matrix			Rare (< 10%)	Unlikely (10 – 30%)	Possible (30 – 60%)	Likely (60 – 90%)	Almost Certain (90 – 100%)
		Minor (No Injury)	1	2	3	4	5
Low Risk RR = 1 - 6	No Additional Controls Required	Minor (No Injury)	1	2	3	4	5
Medium Risk RR = 8 - 12	Additional Controls Required as Soon as Practicable	Moderate (< 3 Days)	2	4	6	8	10
High Risk RR = 15 - 25	Work Prohibited & Additional Controls Required Immediately	Serious (3 – 28 Days)	3	6	9	12	15
RR = Risk Rating L = Likelihood S = Severity RR = L x S	Persons Affected All persons employed within the organisation, Trainees / Young Persons, Authorised Contractors, General Public	Very Serious (> 28 Days)	4	8	12	16	20
		Catastrophic (Death)	5	10	15	20	25
Likelihood Rare: Accidents could only happen under exceptional circumstances. Unlikely: Situation is well under control and will more than likely not occur Possible: Could occur if not adequately managed. Likely: Inadequate controls in place. Likely to be an accident. Almost Certain: Inadequate controls in place. Accident is almost certain to occur.			Severity Minor: No injury or not requiring first aid. Moderate: Injury of a temporary nature and results in < 3 days absence. Serious: Injury of a temporary nature and results in more than 3 days absence but not more than 28 days. Very Serious: Injury resulting in more than 28 days absence / irreversible injury / permanent disablement. Catastrophic: Death or multiple irreversible injuries.				

Appendix H – Risk Assessment Template

Risk Assessment						
Location: Scoil Chrónáin, D24 N29K				Source of Risk: Risk Assessment Review and/or Change of Practice		
Date of Assessment:				Name of Risk Owner: Róisín Ní Shéaghdha (Príomhoide)		
ID No:				Risk Assessor(s):		
Hazard/Risks	Affected Persons	Current Control Measures	Additional Control Measures Required	Person/s Responsible for Actions Required	Date/s Actions Required	Actions Completed
Initial Risk			Final Risk			
Likelihood	Severity	Initial Rating	Likelihood	Severity	Final rating	