

*Ballyfin National School.*

*Whole School Plan for  
Health/Safety and Welfare.  
Policy.*

# Health/Safety/Welfare Policy Ballyfin N.S.

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# Ballyfin N.S.

## Health/Safety and Welfare Policy - May 2009.

### Introduction

- The Board of Management of Ballyfin N.S recognises and accepts its statutory obligations under legislation extends to employees, pupils and visitors to the school. The Board of Management has a duty to direct, manage and achieve, in so far as is reasonable and practicable the Safety, Health and Welfare of the above mentioned groups of people.

### Safety Organisation

- The Principal, Michael Moloney is the Safety Co-ordinator. He shall be responsible for overseeing the safety provisions on behalf of the school. He should be consulted if any employee has queries regarding any of the safety provisions mentioned in this policy statement. Staff members are responsible for safety in their own classroom areas and for the implementation of relevant safety procedures.

### Duties of Safety Co-ordinator

- - (a) To guide and advise on all health, safety and welfare matters.
  - (b) To ensure the school fulfils all statutory requirements in respect of the Safety, Health and Welfare Act 1989.
  - (c) To ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources.
  - (d) To undertake regular and appropriate revision and auditing of the school safety procedure and methods of operation, to ensure they are kept up to date..
  - (e) To ensure that adequate fire protection and prevention measures are provided.
  - (f) The Safety Co-ordinator shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notification procedures are properly completed. Causes of accidents shall be determined as far as is practicable. Cause and action should be specified in the Accident Report File.

### Duties of Employees:

It will be the duty of every employee while at work -

- (a) to take reasonable care for his/her safety, health and welfare and that of any person who may be affected by his/her acts or omissions, while at work.
- (b) to co-operate with his/her employer and other persons working for the school to comply with its statutory responsibilities.
- (c) to use equipment for its appropriate means.

(d) to report to the Safety Co-ordinator any defects in equipment, potential hazards in and around the school, to highlight any breaches in health, safety or welfare issues.

- **Duties of Senior Pupils**

Children of sixth class (group of 6) will consult with the Principal to form a Pupils committee. Sometimes children will see potential hazards, health issues that adults may not see. This is a good way of creating awareness and involving pupils in policy formation by allowing them have an active role in ensuring that these issues are addressed.

- **Insurance Liability**

(a) The Department of Education and Science requires that Boards of Managements put in place a comprehensive insurance cover for the school. A comprehensive policy should ensure that as a minimum the property should be insured against the risk of fire, storm damage, flood and other water damage, together with insurance covering the legal liability of the Board to both employees and other persons (including pupils) .

(b) Allianz Insurance indemnifies Ballyfin Board of Management in respect of all sums which the School may become legally liable to pay for damages and law costs arising out of accidental bodily injury to any person or loss of or damage to material property occurring during the period of insurance and arising out of and in the course of a school related activity.

(c) **Pupils Personal Accident /Insurance:**

Allianz Insurance has developed a specific Pupil Personal Accident Policy. It provides a 24 hour cover for school activities, social, domestic and leisure activities (including holidays). The cost for this cover is currently €7 per pupil.

This is paid in September. If making an accident claim to Allianz Insurance, report forms are available at the school.

(d) **Organisations/Agencies** not involved in school related activities must apply to the Board of Management for permission to use the school premises.

Evidence of the organisations/agencies own insurance must be given to the Board of Management before permission can be given.

- **School Building**

- **Access/Egress**

~~N.B. Ballyfin Parish~~ have kindly offered the use of the church carpark. A written agreement (licence) is to be drawn up between the parish and the Board of Management formalising this arrangement.

(a) Parents /guardians are requested to drive slowly when they approach the school and drop their child/children in the church carpark for 9.20 am.

(b) Parents/guardians are also requested to observe the one way system in operation there.

(c) Pupils make their way down the steps leading to the school grounds. It is intended to install a second rail at child's level.

(d) Pupils assemble in the playground at the rear of the school.

(e) Parents/guardians may accompany their child/children to the playground if they so wish.

- (f) When the bell rings (9.20 am.) the pupils assemble in their respective designated classes.
- (g) Class teachers will escort their classes to their respective classrooms.  
The junior classes ie Junior Infants - 2nd class will walk up the left-hand side of stairs, holding rail.  
The senior classes ie 3rd-6th class will walk up the right-hand side of stairs, holding rail.
- (h) On icy/snowy days the Board of Management have a responsibility to ensure the pupils access/egress the building in a safe manner. With this in mind, the steps leading from the church car park to the school areas will be treated. The children will enter the school building by the nearest entrance door situated at the front of the school.  
The pathway to this door will also be treated.
- (i) Junior and Senior Infants finish at 2 pm. Parents/guardians are expected to collect their child/children at the central area outside the main entrance. Children exit via their designated exit doors. Children, whose parents/guardians arrive late will be kept with the class teacher until parents/guardians arrive.

**N.B.** If a parent/guardian knows they are going to be late, please contact the school in advance.

- (j) At 3:00 pm the remaining pupils leave the school building via their designated exit doors. Children must walk to the church car park where their parents/guardians await them.
- (k) Some pupils avail of the Bus Eireann bus or the private bus. These buses have access to the school (designated parking area at front of school).  
In the mornings these pupils exit the bus and make their way to the rear of the building to the playground. At 3 pm these pupils exit the building via their designated exit doors and walk to / and get on their bus.
- (L) The designated disabled areas at the front of the school are only for those children with special needs. These children are met by their S.N.A.s in the mornings at the rear of the school

(m) **Miscellaneous Issues:**

- Parking at the front of the school is for buses and disabled only.
- A one way system is in operation in the school.
- Parents /guardians who collect children during school hours must use the sign in/ sign out book at the reception area.
- Parents/guardians who bring their children to school during school hours must also use the sign in/sign out book
- If adults other than parents/guardians, are collecting children from school,
- (particularly Junior/Senior Infants) the class teacher should have a list of names of these people.
- In the interest of child safety, doors are locked from the inside at 9.30 am.  
The doors can be opened inside using the thumb turn on the inside handle.  
Any pupil arriving to school after this time should come to the front door.
- Any child who cycles to school must dismount from his/her bicycle at the school gate and walk with the bicycle to the rear of the school. The bicycle can be left in the enclosed area at the rear of the school. This enclosed area is located next to the storeroom. Bicycles are the responsibility of the pupils.  
Damage to or theft of the bicycle is a matter for the individual pupil.

- Visitors to the school will initially only gain entry to the reception area where they will be met by the school secretary.
- Persons entering the school premises must identify themselves clearly. Direct contact should be made with the principal or his representative before proceeding with his/her business on the premises.
- The school car park is for staff only.
- Parents wishing to meet teachers during school hours must make an appointment in advance. This is done by contacting the school secretary. The secretary will speak to the particular teacher to agree an appointment time.

### **School Playground**

- (a) The playground area is situated at the rear of the school. The Junior playground is approximately 310<sup>2</sup>m in area. The Senior playground is approximately 480<sup>2</sup>m in area. The concrete turning area for the delivery of fuel is approximately 270<sup>2</sup>m in area. (This is also used as a playground area). The entire play area is 1060<sup>2</sup>m in area. An additional area of 200m<sup>2</sup> was added in summer 2009.
- (b) **11:00 am - 11:10 am - small break.**  
On hearing the bell the children leave their classrooms in single file and descend the stairs to the playground area. The pupils are escorted to the top of the stairs by their teacher. Junior Infants, Senior Infants, First and Second classes keep to the right of the staircase while holding the rail. Third, Fourth, Fifth and Sixth classes keep to the left of the staircase while holding the rail. During playtime the children are supervised by two teachers. Special Needs Assistants with responsibility for the child/children in their care will also be present in the yard. When the bell sounds again at 11:10 am classes will line up in their designated area. Each class in numbered 1 .....8. The class teachers will then escort their pupils back up the stairs to their classrooms. The children will keep to the same side of the staircase when climbing the stairs.
- (c) **Big break 12:30—1:00 pm.**  
Having finished their lunches the children will leave their classrooms at 12.40 pm and descend the stairs. Again the same procedure will operate as for the small break. On wet days/snowy days/icy days the children will remain in their classrooms. Games, toys, appropriate DVD's may be used on these occasions to engage the pupils. A rota covering lunchtime supervision (small break/big break) is attached to the end of this policy statement.

- **Lunches**

- (a) ~~The school promotes healthy lunches. We encourage children to have water/juices for refreshments.~~
- (b) We encourage children to have a sandwich, fruit, yogurt, cheese strings for their break.
- (c) No glass bottles, no fizzy drinks, no crisps, no chewing gum, no sweets, biscuits or chocolate.
- (d) **N.B** A small treat may be given on Fridays only. No yogurts/yops for Junior Infants.

- (e) In an effort to promote the Green Schools ethos, we would encourage children to use a plastic lunch box or kitchen roll rather than tin foil or plastic when wrapping lunches.

- **Uniform/Tracksuit**

- (a) The children are expected to wear full school uniform on school days or for any school related events.  
Appropriate footwear - black school shoes are part of the uniform.
- (b) On P.E. days or match days, the children are expected to wear full school tracksuits. Appropriate footwear - non-marking runners are part of the school tracksuit uniform.

**N.B.** Low heeled shoes or boots only. No flats, platforms or high heels.

**Safety/Personal Hygiene/Welfare/Health**

- (a) ~~The wearing of jewellery during school hours could be unsafe.~~  
Teachers may ask children to remove items of jewellery if they deem them to be hazardous.
- (b) There should be no running in corridors or on the stairs.
- (c) There should be no rough play or jumping on others pupils.
- (d) Ballyfin encourages positive behaviour and the inclusion of all pupils.
- (e) The children are confined to the playground areas during P.E./break times.
- (f) Healthy lunches to be eaten in the classroom.
- (g) Uneaten lunches to be put back in the lunchboxes.
- (h) Hands washed properly and dried after using toilet facilities.
- (i) Fingernails to be kept short.
- (j) Hair checked regularly for head lice.
- (k) Long hair tied back.
- (L) Children should have sufficient hours of sleep.
- (m) The school should be notified of any contagious conditions and the child kept at home until he/she is fully better.
- (n) The school should be given an accurate medical history.
- (o) Any medication to be administered during school hours may be given to the class teacher. Permission from the Board of Management will be required in advance of administering any medication. Parents/guardians will be required to complete the Medication Consent Form and forward it to the Board of Management. A copy of this consent form is attached to this policy.

- (p) In the interest of health, safety and welfare pupils are not permitted to have mobile phones in school.
- (q) In the interest of health, safety and welfare pupils are not permitted to bring in cards i.e. soccer cards, game cards etc.
- (r) School attendance and absences will be monitored by the school.  
See school Policy on Attendance - (Education, Welfare Act 2,002).
- (s) The school and its grounds are a designated no-smoking areas.
- (t) Liquid tipex is not allowed for use by pupils. Teacher may make corrections with Tipex if required.

#### **Equipment/Storage.**

- (a) The large ~~storage room off the library~~ is the main area for storing equipment eg costumes, crib figures, decorations toiletries etc.
- (b) The library area itself is used to store teacher resources books, workbooks, educational kits, I.T. software.
- (c) All equipment to be returned to this central area after use.
- (d) Teachers must use the sign in/sign out book when they avail of and return the various pieces of equipment.
- (e) Computers/TV's / C.D. players and any other electrical equipment should have no trailing or exposed wires /cables.
- (f) All electrical equipment operated only by an adult.
- (g) All P.E. equipment to be safely stored and maintained.
- (h) The P.E. equipment store is located off the general purpose room.
- (i) Each classroom has adequate storage room. A ladder is available for accessing higher levels. One adult to climb ladder, another adult to secure its base. These storage rooms store school/class resources and equipment which are in current use. These storage rooms also contain a cloakroom. No display charts should be at ceiling height. Lats at a lower level on the wall to be used.
- (j) The Parents' Council Association have the use of a storage room.  
This room is located next to the library.
- (k) School furniture is positioned safely and is designed to suit the tasks carried out on them.
- (L) Presses, shelves, blackboards and display units are stable and not overloaded.
- (m) Blinds/windows are to be opened/closed by an adult only.



## First Aid

- (a) All staff members have completed a basic course in First Aid.
- (b) Any child hurt/injured receives basic medical attention, if required.
- (c) Any bang to the head or injury which is causing upset or pain, – parents/ guardians are contacted.
- (d) There are two First Aid kits in the school.  
First Aid kit no 1. is kept in the staffroom.  
First Aid kit no 2 is kept inside back door of school.
- (e) First Aid kit no 2 travels to matches/school outings etc.
- (f) First Aid kits to be checked periodically and maintained.
- (g) Plastic gloves to be used when treating blood injuries.
- (h) All medicines/inhalers to be kept out of reach of children.
- (I) Injuries are recorded by supervising adult together with information on action taken. These records are kept in the staffroom.
- (j) Staff members should be aware of medical conditions of pupils under their care.
- (k) Children who are unwell should be kept at home until they are well again.

## Contractors

All safety files and reference documents prepared by the contractors are kept in the principals office

The design of our new-school maximises the use of natural light.

- (a) Electric lights, both inside and outside uses low energy, energy efficient tubes.
- (b) Electrical Contractors - Moroney Electrical Contractors Ltd.  
Purcells Inch Business Park,  
Carlow Road,  
Co. Kilkenny.
- (c) The school is heated using a combination of woodchip fuel plus oil.
- (d) Heating temperatures should reach departments guidelines (18<sup>0</sup> Celsius).
- (e) Woodpellett Burner is serviced annually by - High Line Energy Solutions Ltd.  
Abilene, Monassa,  
Callan, Co Kilkenny.
- (f) Oil burner is serviced annually by - Hugh Thompson  
Irey, Ballyfin  
Portlaoise  
Co Laois.

Delivery of woodpellett /oil to be carried out when playground is not in use.

- (f) The lift to be serviced bi-annually under contract by - Otis Lifts  
Unit 21  
Nass Rd.,  
Business Park,  
Murfield Drive,  
Dublin 12.
- (g) The waste water treatment system to be serviced bi-annually under contract  
by - E.P.S.  
Pumping and Treatment Systems,  
Mountrath,  
Co Laois.
- (h) **Intruder Alarm:**  
The security alarm, C.C.T.V. (front and rear of building), door access plus intercom.  
Installation by - Ian Comerford  
D.S.I.  
Kilkenny
- (I) **Fire Alarm:**  
Installed by - Horizon Safety Systems,  
Fire Alarms,  
Barrack kSt,  
Carlow.
- A fire lay –out showing the escape routes is clearly posted in each classroom
- (J) Our intruder alarm is connected to - M.C.M. Technology  
Alarm Monitoring Service,  
40 Leitrim St.  
Cork.
- (k) The school pays M.C.M. an annual fee for this service.
- (L) **Fire Extinguishers :**  
Our fire extinguishers are located in designated areas throughout the school.  
Fire Stop Enterprises Limited (F.S.E.L.) service the extinguishers annually.
- (m) **Photocopier:**  
Ballyfin N.S. entered into contract with Offtech Ltd.                      Mountmellick Rd.  
Portlaoise,  
Co Laois.

## Chemicals/Detergents/Cleaning Material

Polyfloor (a type of vinyl covering) is the floor covering used throughout the school. It has a low sheen matt sealant which makes for a anti – slip surface. Classrooms, toilets, corridors and stairs are cleaned every day.

- (a) All chemical/detergents/cleaning materials are stored under the stairs. The door to this area is locked. Adults access only.
- (b) Photocopier toner is stored in the photo copier room. Access to this room is by adults only. Spare toner is stored in clearly identifiable containers.
- (c) Plastic gloves to be used by adults when handling any chemicals/detergent/cleaning materials.

- **Hazards**

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

- (a) **Main switch board/fuse board:**  
No persons other than those qualified will be permitted to work on or repair the main electrical switch board or fuses.  
The area around the fuse boards will be kept clean and tidy at all times. Nothing should be left on top of the fuse boards.  
Suitable electrical warning signs will be placed near main electrical switch gear.
- (b) **Boiler house:**  
Only authorised persons will be allowed into the boiler house. Authorised persons will be made aware of special hazards, a high voltage electricity, hot pipes etc.
- (c) **Classrooms** - Classrooms to be kept clean and tidy and use made of the various bins. Floor area and entrances /exits to be kept clean of any obstacles ie school bags, hurleys, cables etc.  
All electrical equipment to be unplugged at end of school day.  
Windows closed, lights turned off, blinds closed.
- (d) **Staffroom/Servery** - Care must be taken at all times when using water boilers, kettles and other kitchen equipment. No one may leave the staff room with hot liquids. There is a rota for dishwasher duties, but it is the responsibility of every staff member to keep staffroom/servery clean and tidy after use.
- (e) **Lift:** - Only authorised persons may use lift. ie teachers, S.N.A.s, secretary, pupils with special needs. All other pupils must not enter or use the lift.
- (f) **Wastewater Treatment Plant:**  
No persons other than those qualified will be permitted to work or repair the waste water treatment plant.  
This area is strictly out of bounds for pupils.

- (g) **Stream** - located at front left of school is out of bounds. The children do not have access to this side of the school, unless under the direct supervision of a teacher, ie. a nature walk, treasure hunt, games, vegetable plots etc. It is planned to put a perimeter fence around the inside of the stream.
- (h) **Stairs/Corridors:**  
Children must walk on corridors. Running is strictly forbidden in classrooms, in corridors, on stairs. Children must walk in single file when going to /from the yard (11:00 /11:10 am, 12:40/1:00 pm) children must hold the hand rail when descending/ascending the stairs.
- **Office Machinery**
    - (a) Office machinery includes photocopying machine, computers, printers, guillotines, laminators and shredders. Children may not use this machinery.
    - (b) Basic maintenance of machinery will be carried out by competent technical contractors.
    - (c) Minor repairs, such as rectifying paper jams in a photocopier, may be carried out by office staff where clear instructions exist and the action presents no hazard.
    - (d) Under no circumstances should staff use screwdrivers or any other article to tamper with the inside of machines.
  - **Manual Handling**
    - (a) Always consider whether help is necessary to lift awkward or heavy loads.
    - (b) Do not allow the load to obstruct your view, particularly when using stairways.
    - (c) Ensure the area in front of you is clear from obstructions.
    - (d) If carrying a load, ensure that you do not proceed backwards.
    - (e) If capable of lifting the load then:
      - Keep a firm grip on the load
      - The load should be held close to the body
      - The legs, not the back, should be used to straighten up
      - Do no "jerk" shove or twist body.
  - **Welfare**
    - (a) Any staff person who is under medical supervision or on prescribed medication and who has been certified to work, should notify the principal of any known side effects or temporary physical disabilities which could hinder their performance and which may be a danger to either themselves or their fellow workers or pupils. The principal will arrange to assign appropriate tasks for that person to carry out in the interim.

- (b) **Illicit drugs and alcohol.**  
Staff are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol.
- (c) The school and its grounds are designated non-smoking areas.
- (d) Any visitors to the school who are found to be under the influence of illicit drugs or alcohol will not be permitted to enter the school building.
- (e) Any staff member who feels threatened or intimidated by another staff member or by parent/guardian should inform the principal.  
If the principal is the cause of the threats / intimidation then the chairperson of the B.O.M. should be contacted.

- **Swimming**

Aquatics/swimming is one of the strands of the P.E. programme.  
If swimming pool facilities are available the school is obliged to teach this very important strand of the programme.  
Ballyfin N.S. uses the Leisure Centre Portlaoise facilities for a block of 6 to 8 weeks after Easter. This involves travelling to and from Portlaoise once a week. Presently Ballyfin N.S. avails of 3 sessions which includes lessons with qualified instructors.

The Leisure Centre for Health and Safety reasons, will only allow 60 pupils into the pool for any one session. The school will decide and arrange which classes attend for swimming instructions.

- (a) Pupils not going swimming (J.I., S.I. 1st) would learn about other aspects of water/safety.
- (b) All pupils in mainstream must be capable of dressing/undressing showering/drying unaided.
- (c) Children with special needs may be assisted by their teacher or S.N.A. or parent/guardian.
- (d) Children with medical conditions which might prevent them from swimming must provide a medical certificate of proof.  
These children may travel with teacher and class to the swimming pool.
- (e) Parents/guardians whose children do not attend these swimming lessons, must make their own arrangements with regard to supervision of their children. These children may re-join the class once they have returned from the leisure centre.

- **Green School Project**

- (a) Committee meetings take place once a fortnight usually between 2 pm and 3 pm and occasionally during lunch break.  
Martina Kelly (Green Schools Co-ordinator) is always present.
- (b) There is a litter rota established involving children from 2nd to 6th class.  
The team spends approximately 10 minutes doing a litter check around the school grounds. It takes place immediately after lunch break and is supervised by Mr. Moloney or his representative.
- (c) On occasions when children are involved in green school projects, eg tidy school competition, community clean up week etc. they are supervised by the Greens Schools Co-ordinator and the teacher involved.

# FIRE DRILL PROCEDURE

Fire alarm is situated in the administration office. In the event of actual fire, or fire drill this is the procedure to be followed.

- 1 For actual fire the school secretary will contact the Fire Brigade - **057- 22244**.
- 2 Contact Horizon Safety Systems **059 - 9182517 or 086 - 8920012** and inform them that there is a fire drill to take place.

## On the Alarm Panel:

- 3 Enable the Control switch - turn to the right.
- 4 Press the Evacuate button (for 20 seconds).
- 5 Press the Silence alarm.
- 6 Press the Reset button.
- 7 Inform Horizon Safety Systems that a fire drill has taken place.

## **Fire Drill Evacuation      Ballyfin N.S.**

**N.B.** Leave the building by the nearest exit.

- On hearing the fire alarm pupils/adults in **classroom one and two** leave by the exit door at the **front right** of the building.
- On hearing the fire alarm pupils/adults in **classroom three** leave by their own exit door at the **front** of the building.
- On hearing the fire alarm pupils/adults in **classroom four** leave by their own exit door at the **front left** of the building.
- On hearing the fire alarm adults/pupils in **classroom five** leave by their own exit door at the **front left** of the building.
- On hearing the fire alarm adults/pupils in **classroom six** leave by their own exit door at the **front left** of the building.
- On hearing the fire alarm pupils/adults in **classroom seven** exit their classroom, make their way down the five steps, and exit the building via **classroom six** exit door at the **front left** of the building.
- On hearing the fire alarm pupils/adults in **classroom eight** leave their classroom and exit out the doors at the **rear** of the school.
- On hearing the fire alarm pupils/adults in the **resource room (seomra acmhainne)** or learning support room (**seomra tacaíocht foghlamtha**) leave the building via the **front door**.
- On hearing the fire alarm any pupils/adults in the **general purpose room (halla)** will exit via the **two fire exits located there**.
- On hearing the fire alarm any pupils/adults in the **administrative office** (oifig an runaí) will leave the building via the **exit door** in the **administrative office**.
- On hearing the fire alarm any pupils/adults in the **principals office** (oifig an phríomhoide) will leave the building via the **exit door** in the **administrative office**.
- On hearing the fire alarm any pupils/adults in the **staffroom** (seomra foirne) will leave the building via the **exit door adjacent** to the staffroom at the **front left** of the building.
- On hearing the fire alarm the principal will check the store rooms (seomra stórale 1 agus 2) on his way out of the building.
- On hearing the fire alarm all pupils/adults will assemble at the **designated assembly point**.
- The designated assembly point is situated in the **green field** area at the **front left** of the school.
- Teachers will check classroom toilets before they leave their classrooms.
- Teachers will bring the school roll books (rolla) with them.
- On hearing the fire alarm any adults/pupils in the lift will exit the lift at the nearest fire exit. (ground floor, **exit at rear door**, level one, **exit at front door**).



## **Other Policies**

The following policies help and inform this policy statement.

- **Safety, Health and Welfare Act 1989**
- **Education Welfare Act 2002**
- **School Discipline Policy**
- **Anti - Bullying Policy**
- **Substance Abuse Policy**
- **School S.P.H.E. Policy**
- **School R.S.E. Policy**
- **School Policy on Child Protection.**

## **Concluding Comment**

This safety statement has been prepared based on conditions existing in the premises of the school at the time of writing.

It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

All amendments and updates will be recorded in the Health Safety & Welfare Policy.

Signed : Patrick B. Hennessy  
Chairperson of B.O.M.  
Ballyfin N.S.

Date : 12/05/09