



Gaelscoil na Laochra

Sandymount Haven

Biorra

Co. Uíbh Fhailí

Príomhoide: Niamh Uí Chléirigh

Uimhir Rolla: 20461B

Ríomhphost: príomhoide@gaelscoilnalaochra.com

Guthán: (057)9123876

Polasaí Sábháilteachta agus Sláinte

Réamh Ráiteas

Cuireadh tús leis an bpolasaí seo i Mí Meán Fómhair 2015.

An Fáth gur cuireadh le chéile é

De réir an dlí Acht Sábháilteacht, Sláinte agus Cúram ag obair 1989, bíonn ar gach fhostóir, in éineacht lena chuid fostaithe, ráiteas Sláinte agus Sábháilteacht a ullmhú, a thaispeáineann go bhfuil Bord Bainistíochta scoile ag glacadh le cúram sábháilteachta agus sláinte na scoile (fostaithe agus daltaí), agus a leagann amach eagrúchán agus na hachmhainní atá ag teastáil chun caighdeán áirithe a choimeád agus a athbhreithniú.

Gaol le Éiteas Scoile

An aidhm atá againn i nGaelscoil na Laochra ná go mbeadh pobal na scoile ina iomlán sábháilte agus sláintiúil ag obair agus ag freastal ar an scoil.

Aidhmeanna

- Tá sé i gceist leis an bpolasaí seo áit sábháilte a chothú don phobal scoile.
- Tá se i gceist an pobal scoile a chosaint ó chontúirt fholaigh agus droch shláinte ar scoil.
- Tá sé mar aidhm, chómh fada is is féidir, cloí le h-aon reachtú ábharthach sláinte agus sábháilteacht, go háirithe sna critéir a leanas;
 - Ionad oibre sábháilte a sholáthar
 - Bealaigh isteach agus éalaithe sábháilte a bheith sa scoil
 - Láimhseáil agus úsáid sábháilte de cheimicigh shaotharlanna
 - Áiseanna shábháilte – iad a choimeád sábháilte agus cosaint oiriúnach á n-úsáid leo.
 - Áiseanna phearsanta oiriúnacha cosanta curtha ar fáil.

Oifigigh Sláinte is Sábháilteachta

- Beidh ar an mBord Bainistíochta oifigeach Sláinte/Sábháilteachta a roghnú gach bliain.
- An Bord Bainistíochta féin
- Ionadaí Sláinte/Sábháilteachta ón bhfoireann

Polasáí

1. Maoirseacht ar dhaltaí
2. Cuairteoirí a thagann chun na scoile
3. Druil Tine
4. Timpistí Tromchúiseacha
5. Ag tabhairt leighis do pháistí
6. Caidreamh dearfach fóirne
7. Bulaíocht/ciapadh
8. Rólanna agus dualgaisí
9. Dáta á chur i gcrích
10. Critéir Ráthúlachta
11. Fráma ama maidir le athbhreithniú

Maoirseacht ar dhaltaí

- Tosaíonn an scoil ag 9.20 gach lá. Ba chóir go mbeadh daltaí in am. Tá ná páistí faoi féitheoireacht na múinteoirí ón t-am a thagann siad isteach ar scoil.
- Críochnaíonn Naíonáin ag 2.00. Críochnaíonn ranganna 1-6 ag 3.00i.n.

Múinteoir as láthair(gan ionadaí ar fáil)

- Déanfaidh an Príomhoide fógra roimh ré sa chaoi go mbeidh múinteoirí réidh le glacadh le breis páistí.
- Caithfidh an múinteoir obair a réitiú don lá go mbeidh sé/sí as láthair.
- Caithfidh na daltaí lón, málaí agus cótaí a thabhairt leo go dtí an rang nua.
- Caithfidh an múinteoir ranga liosta dhaltaí agus na ranganna ag a dtéann siad a ullmhú roimhré.
- Glacann an múinteoir ranga nua leis na daltaí mar chuid dá rang féin, agus bíonn siad freagrach astu don lá.
- Ba chóir do gach múinteoir obair bhreise do trí lá a fhágáil san oifig ar eagla go mbeadh siad as láthair.

Ag taisteal ón gclós/chuig an clós

- Bíonn na páistí faoi féitheoireacht na múinteoirí faoin am a thagann siad isteach ar maidin.
- Bailíonn an múinteoir ranga na páistí ón gclós taréis am lóin.
- Siúlann an múinteoir ranga leis na páistí go dtí an clós ag am lóin agus ag am dul abhaile.

Laethanta fliucha

- Caithfidh na múinteoirí obair/cluichí srl. a réitiú do na páistí ar laethanta fliucha.
- Déanfaidh an múinteoir/ na múinteoirí ar an róta clóis maoirseacht ar na ranganna ag siúl ó seomra go seomra.

Cuairteoirí a thagann chun na scoile

- Caithfidh aon cuairteoir a thagann chuig na scoile bualadh leis an rúnaí agus/nó an príomhoide/múinteoir ar dtús.
- Bíonn geata na scoile curtha faoi ghlas taréis do na páistí teacht isteach ar maidin.

Tine

- Tá sé mar pholasaí ag Bord Bainistíochta Ghaelscoil na Laochra:
- Go gcinnteoidh an Bord Bainistíochta go bhfuil dóthain Múchtóirí tine, oiriúnach don suíomh ina bhfuil siad le n-úsáid ar fáil, go mbeadh said aitheanta agus seirbhís rialta déanta orthu ag
- Comhlacht cáilithe ainmnithe ag an mBord.
- Beidh treoracha ag gach múchtóir tine maidir lena úsáid.
- Go gcinnteoidh an Príomhoide go ndéanfar Druil Tine ar a laghad uair amháin gach téarma.
- Cinntíonn sé/sí go bhfuil an Córas Alaraim Dóiteáin agus na Múchtóirí Tine ag obair i gceart & coinníonn sé/sí cuntas de Dhruileanna Tine.
- Go mbeidh aon alaraim tine marcáilte go soiléir. (Freagracht ar Oifigeach Sábhailteachta an Bhoird).
- Go mbeadh fógraí doirse éalaithe agus bealaigh éalaithe sofheicthe (oifigeach sláinte foirne)
- Go mbeidh gach doras, pasáiste agus bealach isteach saor ó bhac. Beifear in ann iad a oscailt ag aon am ón taobh istigh den fhoirgneamh. Beidh ar ghach múinteoir cinntiú go bhfuil an bealach éalaithe óna rang saor ó bhac.
- Go mbeidh Ionad Tionóil roghnaithe taobh amuigh den fhoirgneamh agus ar eolas ag gach ball foirne agus na páistí.
- Go mbeidh na fógraí éalaithe marcáilte go soiléir
- Go bhfágfar trealamh leictreach díphlugáilte nuair nach bhfuil siad in úsáid thar thréimhsí fhada agus nuair a bhíonn an foirgneamh folamh. (Tá gach múinteoir freagrach as a rang féin & tá an Rúnaí agus an Príomhoide freagrach as a n-oifigí féin.)
- Tá Colm Ó hAnluain ag feidhmiú mar Oifigeach Sláinte agus Sábhailteachta na Scoile do 2023/24.

Eagrúchán do Druil Tine

- Pointe Tionóil: Sa chlós lasmuigh don scoil
- Foláireamh Druil Tine: Nuair a bhuaileann an cloigín tine, ba chóir go mbeadh ciúnas sa rang nó cibé áit ina bhfuil tú.

Aslonnú

- Tá an múinteoir ranga i bhfeighil go hiomlán ar a rang féin. Fágann gach rang an seomra ranga i gciúnas iomlán. Is é/í an múinteoir an duine deireanach a fhágann an rang, ag cinntiú go bhfuil na doirse go dúnta.

- Múinteoirí tacaíochta. Beidh orthu cinntiú go bhfuil aon pháiste atá leo tugtha ar ais go dtí a rang taobh amuigh agus go bhfuil ranganna ag bogadh go réidh. Beidh orthu cinntiú go bhfuil aon dóirse ar an mbealach dúnta.
- Cúntóirí Riachtanais Speisialta: Fanann siad leis an rang ina bhfuil said ag obair agus dúnann siad dóirse má tá siad fágtha ar oscailt ar an mbealach amach.
- Tionól: Nuair a thagann na páistí go dtí Ionad an Tionóil, ba chóir dóibh teacht le chéile, rang ar rang i líne díreach, ag an bhfógra cuí ar an gcláí. Glaonn an múinteoir an rolla ansin agus tugann sé/sí an t-eolas don Phríomhoide.

Timpistí tromchúiseacha -Nósanna Imeachta

Garchabhair

- Coimeádtar an bosca garchabhrach (agus aon leighis ceadaithe) in oifig na scoile.
- Moltar lámhainní sodhíolta a úsáid i gcónaí nuair a thugtar garchabhair.
- Cuirfear tuismitheoirí ar an eolas i gcás gach timpiste, pé go neamhfhoirmiúil ó bhéal, le glaoch gutháin, nó nóta sa dialann

Leabhar Eachtra

- Tá Leabhar Eachtra ag gach múinteoir. Coinneálar tuairisc de gach eachtra sa leabhar seo agus cuirtear sonraí d'aon eachtra criticiciúil madir le sláinte agus sábháilteacht chuig an phríomhoide láithreach.

An Clós

Má bhíonn timpiste ag páiste sa chlós:

- Déanann an múinteoir ar an gclós cinneadh faoi chabhair breise agus glaotar le haghaidh tacaíocht breise más gá.
- Scríobhann an múinteoir ar an gclós tuairisc faoin timpiste sa Leabhar Eachtra Clóis.
- Tugtar garchabhair don pháiste más gá ag úsáid ábhair garchabhrach ceadaithe.
- Déanann an múinteoir clóis cinneadh glaoch a chur ar thuismitheoir leis an bpáiste a thabhairt abhaile/ chuig an dochtúir/ospidéal (más timpiste cinn ata ann bíonn tuismitheoirí curtha ar an eolas láithreach).

An Rang

Má bhíonn timpiste sa rang:

- Déanann an múinteoir cinneadh faoin tacaíocht ata ag teastáil agus glaotar le haghaidh tacaíocht breise más gá.
- Scríobhann an múinteoir tuairisc faoin timpiste sa Leabhar eachtra.
- Tugann an múinteoir garchabhair don pháiste más gá.
- Úsáidtear ábhair garchabhrach ceadaithe amháin (caithfidh tuismitheoirí cead a thabhairt do seo)

Má mhothaíonn páiste tinn sa rang:

- Cuireann an múinteoir glaoch ar na tuismitheoirí.
- Tagann na tuismitheoirí/caomhnóirí ceadaithe chun an páiste a bhailiú (tá liosta de na daoine seo curtha le chéile ag tús gach scoilbhliain).

Traenáil, Cluichí agus Turais

- Tógtar bosca garchabhrach chuig cluichí, traenáil agus turais lasmuigh den scoil.
- Tógtar fón póca agus uimhreacha teagmhála na tuismitheoirí.

Ag riaradh leighis do pháistí

- Leantar na céimeanna mar atá leagtha síos sa pholasaí riarachain leighis. Níl cead cnónna a bheith sa scoil de bharr ailléirgí daltaí.

Caidreamh dearfach fóirne

Má bhíonn deacrachtaí fóirne, déanfar gach iarracht na deacrachtaí a réitiú chomh luath agus is féidir ag leanúint na struchtúir scoile atá leagtha síos;

1. Caidreamh Neamhfhoirmiúil

- Caint le chéile
- An fhadhb a ainmniú
- Réiteach a aimsiú
- Céimeanna a chinntiú
- Aidhmeanna réalaíoch a fhorbairt
- f. Cúntas a choimead

2. Tuairiscí don Phríomhoide

3. Tuairiscí don Bhord Bainistíochta

- Níos mó eolais ar fáil i lámhleabhar an Bhoird Bainistíochta.

Bulaíocht/ Ciapadh

- Leantar na céimeanna mar atá leagtha síos sa pholasaí frith-bhulaíochta.

Rólanna agus dualgaisí

Tá foireann iomlán na scoile faoi stiúir an Bhord Bainistíochta freagrach as ucht an polasaí a chur i bhfeidhm. Cinnteoidh an príomhoide agus an ionadaí fóirne slándála/sábháilteachta go bhfuil gach ball den fhoireann ar an eolas faoin bpolasaí.

Dáta é a chur i gcrích

- Bhí nósanna maidir le sláinte agus sábháilteachta curtha i bhfeidhm nuair a d'oscail an scoil don chéad uair i Meán Fómhair 2015. Beidh an cleachtas luaite sa pholasaí seo curtha i bhfeidhm nuair atá an polasaí seo daingnithe.

Critéir Ráthúlachta

- Aiseolas á fháil ón bhfoireann. Labhairt leis an bhfoireann, tuistí, daltaí srl. le feiceáil conas mar atá sé an polasaí ag obair.

Fráma Ama maidir le h-Athbhreithniú

Déanfar athbhreithniú ar an bpolasaí seo i mí Mheán Fómhair 2024.

Daingniú agus Cumarsáid

Bhí an pholasaí seo daingnithe ag an mBord Bainistíochta ar an _____.

Ta cóip den pholasaí seo tugtha do gach múinteoir agus tá sé ar fáil do thuismitheoirí.

Sínte: _____ (Cathaoirleach an BB)

Dáta: _____



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Health and Safety Policy

Opening Statement

We began to formulate this policy in September 2015.

Rationale

Under the 1989 Safety, Health and Welfare Act, it is a legal requirement for every employer, together with employees, to prepare a Health and Safety Statement. It represents the BoM's commitment to safety and health, and specifies the manner, organisation and resources necessary for maintaining and reviewing standards.

Relationship to school ethos

In Gaelscoil na Laochra, we aim to provide a safe and healthy environment for all who work in or attend the school.

Aims

- to create a safe workplace for the school community
- to protect school community from potential accidents and ill health in school/work.

It aims, so far as is reasonably practicable, to comply with all relevant health and safety legislation, to include the following areas:

- Provision of a safe workplace
- Safe access and regress route
- Safe handling and use of laboratory chemicals
- Safe equipment including maintenance and use of appropriate guards
- Provision of appropriate personal protective equipment

Health and Safety Officers

- The BoM must designate a Safety/Health officer every year
- The BoM itself
- A staff Health/Safety representative must be chosen yearly

Policy

1. Pupil Supervision
2. Visitors to the school
3. Fire Drill
4. Accidents/Illnesses
5. Medicine administration in school
6. Positive Staff Relations
7. Bullying/harassment
8. Roles and Responsibilities
9. Implementation date
10. Success Criteria
11. Timetable for Review

Supervision of pupils

- School begins at 9.20 every day. All pupils should be in on time. The children are under the supervision of the teachers from the time they arrive in school.
- Infants finish at 2.00. 1-6 classes finish at 3.00.

If a class teacher is absent (and a substitute unavailable)

- The principal will notify the staff of the teacher's absence to prepare them to receive extra pupils.
- The class teacher must leave work prepared in advance when possible.
- Pupils must bring lunches, bags, coats and work with them to the new classroom.
- The class teacher leaves a list of pupils names and which class they are to go to.
- The teacher assumes full responsibility for the additional pupils for the time they are in her/his class.
- All teachers are to leave three days' extra work in the office in case they are absent.

Travelling to and from the clós

- The students are under the supervision of the teachers from the time they arrive in school in the morning. Each class teacher collects their class in the yard after each break.
- Each class teacher escorts their class to the main door at each breaktime and at home time.

Wet Day Supervision

- Class teachers are responsible for providing work/games etc on wet days.
- The teacher/s on yard duty rota will supervise the classes, walking from class to class.

Visitors who come to the school

- Any visitor who comes to the school must first meet with the secretary and/or principal/teacher.
- The main gate of the school is closed in the morning after the students arrive.

Fire

It is the policy of the Board of Management of Gaelscoil na Laochra that:

- The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons.
- Each fire extinguisher shall have instructions for its use.
- The principal will ensure that fire drills shall take place at least once a term. She also ensures that extinguishers are in working order & records the events of Fire Drills.
- Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff safety officer)
- All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear.
- Assembly area is designated outside of the building, and the location specified
- Exit signs shall be clearly marked.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. (Teachers are responsible for their own classroom, the secretary/Principal, as appropriate, are responsible for their own offices.)
- For the 2023/2024 school year Colm Ó hAnluain is the staff health/safety representative.

Fire Drill Organisation

- Assembly Points: In the yard
- Fire Drill Warning: When fire bell sounds there should be silence in the classroom, or wherever you are.

Evacuation

- The class teacher is in sole charge of his/her own class. Each class exits in single file in silence. Teacher leaves last, making sure all doors are closed.
- SEN Teachers: They must ensure that any child with them is brought out to the appropriate class outside, and to help classes move out smoothly. They must ensure that any doors they pass on the way out are closed
- SNAs: They stay with the class they are working in, and they close any doors they pass that are left open on their way out.
- Assembly: When pupils arrive at assembly, they should line up; class by class in straight lines at the correct point. The teacher will then check all are there and report the findings to the Principal.

Accidents/Illnesses – Procedures

First Aid

- The first aid box (and any consented medicines) are kept in the office. Disposable gloves should be used when administering first aid. Parents are informed of any accidents/illnesses involving their child

Incidence Book

- There is an incident book in every teacher's classroom. Teachers will record all records of incidents in this book and details of incidents which are regarded as critical in relation to health and safety will be reported to the principal immediately.

The Yard

If a child has an accident in the Yard:

- The teacher on supervision duty makes the decision to call for extra support if required.
- The teacher (in the yard) writes a report of the accident in the School Yard Incident Book.
- First aid is applied if necessary using permitted materials.
- The yard duty teacher makes the decision to call the parents to bring the child home/ to the doctor/hospital (in the case of head injury the parents must be informed immediately).

The Classroom

If there is an accident in the class;

- The teacher decides what assistance is necessary and calls for support if required.
- The teacher writes a report of the accident in the Incident book.
- The teacher administers first aid if necessary.
- Only permitted first aid materials are used (parents are required to consent to this.)
- The teacher makes the decision to call the parents to bring the child home/ to the doctor/hospital (in the case of head injury the parents must be informed immediately).

If a pupil feels ill in class:

- The teacher rings the parents of the child.
- The parents/permitted guardians collect the child (a list of these is compiled at the beginning of each school year)

Training, Matches and Trips

- A First Aid box is to be brought to all training, matches and trips outside of school.
- The teacher in charge must have a mobile phone and contact numbers for parents.

Administering medicine in school

- The steps as outlined in the school's administration of medicines policy are followed. There are no nuts permitted in the school due to student allergies.

Positive Staff Relations

Every effort will be made to resolve staff disagreements etc. as quickly as is possible following the structures laid down by the school

1. Informal Communication
 - a. Talking together
 - b. Identifying problem
 - c. Looking for solution
 - d. Observing due process
 - e. Setting realistic goals
 - f. Keeping records

2. Reports to Principal
3. Reports to BoM

There is more information available in the BoM Handbook.

Bullying/Sexual Harassment

- The steps as outlined in the school's anti-bullying policy are followed.

Roles and Responsibilities

- The entire school staff are responsible, along with the BoM, for ensuring this policy is implemented. The principal and staff health and safety representative are responsible for ensuring all staff members understand the policy entirely.

Implementation Date

School practices with regard to health and safety were first implemented when the school opened in September 2015. The practices outlined in this policy will be implemented upon ratification of the policy.

Success Criteria

Feedback from teaching staff. Feedback from all non-teaching staff, parents, pupils, etc.

Timeframe for Review

This policy will be reviewed in September 2024.

Ratification and Communication

This policy was ratified by the Board of Management on 30/11/2023. A copy of this policy has been distributed to all teachers and is available for parents upon request.

Signed: Sen & Ben Williams (chairperson of BOM)

Date: 30/11/2023

