

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

Phone: 056 7721402

Fax: 056 7763652

email: office@cbskilkenny.ie



Working in school outside of normal school hours
Guidance for Staff, June 2017

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Guidance for Staff when Working in School outside of Normal School Hours

Many staff members undertake valuable work in CBS Kilkenny outside of normal school hours. Teachers voluntarily organize: additional classes, mock orals, extra practical classes, meetings, etc. as well as supervising evening and Saturday morning study. Furthermore, ancillary staff facilitate these and other activities which contribute hugely to the school community and are valued by students, parents and school management. A duty of care exists and the need to adhere to school policies (such as the Child Protection Policy, Code of Behaviour and various Health and Safety policies) applies for all school activities. Where practicable, the principal/Board of Management should be advised of such activities taking place.

It is recommended that staff should not work alone in the school as there are possible risks involved such as assault, accident or sudden illness.

The following precautions should be observed:

1. If you arrive at the school outside of normal hours and find another colleague is already in the building let him/her know you are on the school grounds.
2. Inform any remaining colleagues when you are leaving the school grounds.
3. Park your car close to the main entrance where there is an external light. Move it whilst there are still others on site if you are planning to work late.
4. If possible, carry a mobile phone with you.
5. Lock doors and close windows to prevent intruders.
6. Avoid working outside of the main building.
7. Do not work unaccompanied at heights, on a ladder or steps.
8. Know the location of your nearest fire exit and how to open it in an emergency.
9. Know the location of the nearest first aid kit.
10. Do not use the lift.
11. Do not enter attics or any space where you might become trapped alone.
12. Do not undertake any tasks unaccompanied, which involve hazardous tools or materials.
13. When leaving, limit the amount you are carrying so as to have one free hand.
14. Ensure someone knows where you are and your estimated time of arrival home.
15. As you leave, close and lock the doors and set alarms.
16. If you arrive at the building and find any sign of intruders, **DO NOT ENTER** the building; **call the Gardaí on 999.**
17. If you become aware of intruders or vandals, do not challenge them; **call the Gardaí on 999.**

You should never work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise.

When staff and students are present in the school after normal hours, all persons must comply fully with the Child Protection guidelines, and staff must ensure that the school's Code of Behaviour is adhered to at all times.

Approval

These guidelines have been approved by CBS Kilkenny Board of Management.

Signed:

Chairperson, Board of Management

Date:
