

Facilities Safety and Security Policy & Procedures **Ratified by the BOM on 25/11/08**

To be reviewed annually or as deemed necessary

These policies have been drafted in the interest of all persons using the school facilities at any time, in particular the children and staff of Aston Village ETNS. All doors are fire safety doors and therefore are designed to remain closed in the interest of safety.

General Safety

Aston Village ETNS is a smoke free premises. No smoking is permitted in the building or on the grounds at any time.

Heelies, roller blades and skateboards are not permitted on the premises.

Bicycles must be stored and locked at the bicycle racks in front of the school. Bicycles are stored at the owners risk and Aston Village ETNS takes no responsibility for damage or loss of bicycles or other items. Children are encouraged to keep record of relevant serial numbers etc. on bicycles in case of theft.

Dogs or other animals (with the exception of guide dogs) are not permitted on the premises either inside or out as many children are nervous of dogs and they present a possible health hazard. An exception to this rule would include a situation where an animal was brought to the school as part of a lesson. Any teacher wishing to introduce a class pet must first receive approval from the Principal and BOM. Such permission if given may be granted temporarily and/or conditionally.

Facility Security

To be locked at all times unless in use:

- All upstairs classrooms and empty classroom downstairs
- Lift
- Storage room, janitorial closet, IT and boiler rooms
- Principal's office
- Reception office
- All exterior doors
- Staffroom

To be closed at all times:

- Fire doors in hallways. It is acceptable to have the middle door open in the downstairs hall during school time but fire doors at either end must remain closed.
- Classroom doors and office doors are not to be routinely propped open.
- Exterior doors.

The rear door is to be used for admission and release of children in the morning and afternoon. The front door is to remain locked at all times except from 8:50am to 9:00am to accommodate latecomers and only where there is adult supervision in the reception office. The buzzer must be used at the front door to gain admission at other times.

Securing the building in the evening:

Each teacher is to ensure that

- all windows are closed,
- blinds pulled down,
- electrical items unplugged
- all lights turned off at the switch (including bathrooms)
- water turned off

before leaving and locking their class at the end of each school day.

The last person to leave the building each evening is responsible to ensure that

- All interior and exterior doors are locked including reception office and Principal's office.
- All interior hall fire doors are closed.
- The alarm is engaged.
- The front gate is locked
- All light switches except hallway are turned off
- Lights are off and all appliances unplugged in storage closets, bathrooms, reception and principal's office

A responsible person is to be assigned to open the school gates at 8:30am each school morning. The first person to enter the school each morning is responsible to turn off the alarm.

Safety of children during school hours:

Children are not permitted to leave their classroom unaccompanied for any reason.

Infant children are not to leave the classroom without adult supervision.

At all times staff are required to make sure hallways and doorways remain clear of boxes, debris or other items which may cause obstruction. Doors are never to be held open or shut using furniture, boxes or other similar items to avoid obstruction in case of an emergency evacuation of the building.

Heated appliances such as kettles, toasters etc must be unplugged in the staffroom when not in use and/or when the staffroom is empty of staff.

An all school fire drill is to be scheduled at minimum once each school term and preferably twice in the first term for new classes/Junior Infants.

An annual safety audit will be undertaken by Safety Officers appointed by the Board of Management.

Rev. 25.11.08