

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

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**Staff Working in School outside of School Hours Policy**  
**Dec 2023**

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	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 and is a single sex (boys) school.
<b>School Management:</b>	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.

The guidance outlined below relates to the main CBS Kilkenny building **and** the satellite campuses in The Maltings and on lower James' Street.

## **Guidance for staff when working in School outside of School Hours.**

Many staff members undertake valuable work in CBS Kilkenny outside of normal school hours. Teachers voluntarily organise: additional classes, mock orals, extra practical classes, meetings, debates, music events 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 (e.g Child Protection Policy, Code of Behaviour, Data Protection Policy and numerous 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 that the alarm is set, you are most likely the only person on the premises. Disarm the alarm and lock the door behind while in the building.
2. If you arrive at the school outside of normal hours and find the alarm is not set, it is most likely that there is another member of staff on the premises. Lock the door behind you and alert your fellow colleague(s) to your presence.
3. Inform any remaining colleague(s) when you are leaving the school grounds.
4. Park your car in the main yard where there is an external light and lock the front gate behind you.
5. Carry a mobile phone with you at all times.
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 and defibrillator.
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, chemicals or materials that you are not trained to use or handle.
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, ensure doors and windows that you may have opened are closed/locked and the alarm is set.

16. If you are engaging with students outside of school hours, best practice is to meet with the students in the Bialann and it is essential to comply fully with Child Protection Guidelines. Once all students are present, ensure that entry/exit doors are closed to prevent unauthorised people accessing the building.
17. If you arrive at the building and find any sign of intruders, **DO NOT ENTER** the building; **call the Gardaí on 999**.
18. If you become aware of intruders or vandals, do not challenge them; **call the Gardaí on 999**. You may be required subsequently to assist them with their enquiries.
19. 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 or competency.
20. In order to ensure the safety and security of persons working in buildings “out of hours”, access to each building is strictly limited to those authorised by CBS Kilkenny Secondary School. **Authorised persons must not admit any other persons to the building out of hours.**
21. **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, Health and Safety and Data Protection Policies are adhered to at all times.**

## Approval

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

Signed:

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Chairperson, Board of Management

Date:

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