



## Working outside Regular Hours Policy Dec 2025

<b>School Name:</b>	Christian Brothers College Kilkenny
<b>School Address:</b>	Dunningstown Road, Kilkenny, R95X6CX
<b>School Details:</b>	CBC Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust (ERST). The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
<b>School Management:</b>	The Board of Management of CBC Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

### Mission Statement

Inspired by its founder, CBC 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, CBC 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 word parent in this document means parent or legal guardian.

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

Many staff members undertake valuable work in CBC Kilkenny outside of normal school hours. Teachers voluntarily organise: additional classes, mock oral examinations, extra practical classes, meetings, debates, music events etc. as well as supervising 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 Policy, Data Protection Policy, Health and Safety Statement and more) applies for all school activities.** Where appropriate, the school senior management team (SMT) should be advised of such activities taking place.

It is recommended that where possible 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 the school building is locked and 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 the school building is locked and 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 premises.
4. Park your car in the main carpark.
5. Carry a mobile phone with you at all times.
6. Do not work unaccompanied at heights, on a ladder or steps.
7. Know the location of your nearest fire exit and how to open it in an emergency.
8. Know the location of the nearest First Aid kit and defibrillator.
9. Avoid using the lift.
10. Do not enter attics or any space where you might become trapped alone.
11. Do not undertake any tasks unaccompanied, which involve hazardous tools, chemicals or materials that you are not trained to use or handle.
12. Ensure someone knows where you are and your estimated time of arrival home.
13. As you leave, ensure doors and windows that you may have opened are closed/locked and the alarm is set.
14. If you are engaging with students outside of school hours, best practice is to meet with the students in the foyer. It is essential to ensure full compliance with Child Protection Guidelines. Once all students are present, ensure that entry/exit doors are closed to prevent unauthorised people accessing the building.
15. If you arrive at the building and find any sign of intruders, **DO NOT ENTER** the building; **call the Gardaí on 999/112.**

16. If you become aware of intruders or vandals, do not challenge them; **call the Gardaí on 999/112**. You may be required subsequently to assist them with their enquiries.
17. Never work alone if you have a medical condition that may cause you to become incapacitated or unconscious. When working alone, do not undertake any tasks which you identify as medium or high risk.
18. In order to ensure the safety and security of individuals working in the campus “out of hours”, access to the campus is strictly limited to those authorised by SMT of Christian Brothers College Kilkenny. **Authorised persons must not admit any other persons to the building out of hours.**
19. Use of the school premises to provide paid private tuition from either internal or external students is strictly prohibited.

## Approval

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

Signed: \_\_\_\_\_

Chairperson, Board of Management