

## Child Protection Procedures

1. Toilet procedure: Special Needs children

In the instance of a Special needs child requiring individual attention in the toilet the S.N.A. will perform this function with the prior knowledge and express permission of the child's parents.

2. In the event of a child having an accident and requiring a change of underwear the following procedure is in place

(a) In the rooms with ensuite facilities:-Alternative underwear / clothing is provided. Child changes in the toilet. Parents are informed. In the event of a child soiling himself / herself parents are called.

(b) In the classrooms without toilets:-  
Teacher will call for supervision for the class while the child is escorted to toilets.

3. S.N.A accompanying children to the Resource teacher

In the event of an SNA escorting a child to the Resource teacher this function is performed with the prior knowledge and express permission of the child's parents.

4. Resource teachers teaching on a one to one basis.

Where this situation arises the teacher will use a room with a glass panel in the door.

5. Playground. No child has permission to re-enter the school building during yard time. In the event of an essential visit to the toilet it is recommended that two children are sent. In case of emergency it is left to the discretion of the teacher on duty.

6. Front corridor: It is recommended that children from the classrooms on the front corridor visit the toilets in groups or pairs but not alone.

7. Dismissal at 3pm. In the event of a child not being collected promptly at 3pm the child is advised to return to the building and inform a member of staff.

8. If a child is being collected during class time he/she must be signed out in the Secretary's Office. If a teacher wishes to contact a parent to have a child collected the call must be made through the Secretary's Office.

9. Sickness: Parents are contacted, and the child is sent home. In the event of a delay the child will be made comfortable.

10. Collection times. If children are not picked up at the appropriate time:- 2pm or 3pm or 12pm on designated days the parents will be contacted and supervision is provided in the interim.
11. Messages: If children are sent to another class on a message due regard is taken of safety procedures. Children will not be sent unaccompanied to the pre-fabs as this involves leaving the building.
12. In all the above procedures the staff have the safety and welfare of the children as the highest priority. All measures are taken in good faith.