



St Oliver Plunkett N.S., Monkstown Healthy Eating, Safety and General School Procedures Policy

1. Introduction

St Oliver Plunkett N.S. is committed to promoting the health, safety and wellbeing of all pupils. The school recognises the important role played by parents/guardians, pupils, staff and the Board of Management in creating a safe, healthy and supportive school environment.

This policy outlines a number of everyday procedures relating to healthy eating, pupil safety, arrival and collection, medical needs, security and other aspects of school life. It should be read in conjunction with the school's other relevant policies, including the Health and Safety Statement, First Aid/Accident Procedures, Administration of Medicines Policy, Child Safeguarding Statement and Risk Assessments.

2. Healthy Eating

The school encourages pupils to develop healthy eating habits and to make nutritious food choices.

Pupils are encouraged to bring healthy food and snacks to school, such as fruit, sandwiches, wraps, bread rolls and yoghurt. Fizzy drinks and chewing gum are not permitted.

Sweets, chocolate and biscuits should not normally be brought to school from Monday to Thursday. A small treat may be included on Fridays.

The school currently participates in a Hot School Meals programme, through which pupils can receive a hot lunch during the school day. Parents/guardians are responsible for selecting and updating their child's meal choices through the relevant meal provider.

There are two breaks during the school day and pupils should have sufficient food and drink for their needs. The school recognises that some pupils have an early start and/or a long journey to school. Pupils may therefore be permitted to have a small snack before lessons begin where appropriate.

Parents/guardians should inform the school of any food allergies, intolerances or other dietary requirements that may affect their child during the school day.

The school may introduce additional food restrictions where required to protect a pupil with a serious allergy. Parents/guardians will be informed where such arrangements are necessary.

3. Arrival at School and Supervision

The school day begins at 8:55 a.m. Pupils should not be left unsupervised on the school premises before the school's designated supervision arrangements commence.

Pupils travelling on designated school transport are supervised in accordance with the school's arrival procedures. Pupils disembark from buses under staff supervision and proceed safely to the designated school area.

For safety reasons, pupils must follow staff instructions when buses or other vehicles are entering, leaving or manoeuvring in the vicinity of the school.

Parents/guardians are asked to exercise particular care when dropping off or collecting children, as the area surrounding the school can become congested.

4. Road Safety

Parents/guardians are encouraged to regularly remind children about safe road-crossing procedures when travelling to and from school.

Particular care should be taken when crossing roads in the Monkstown area and pupils should use designated pedestrian crossings where available.

Pupils participating in school activities outside the school grounds will be supervised in accordance with the school's risk assessments and supervision procedures.

5. Collection and Dismissal

Pupils are dismissed in accordance with the school's agreed dismissal and transport procedures.

Parents/guardians should inform the school in advance where there is a change to a child's normal collection or transport arrangements. Changes should be communicated through the school's agreed communication channels.

Children will only be released in accordance with the arrangements notified to the school.

Where pupils are participating in an off-site school activity, including swimming, collection arrangements will be determined by the school having regard to the relevant risk assessment, supervision requirements and the safety of all pupils.

Parents/guardians should not make alternative collection arrangements directly with a child during an off-site activity without prior agreement with the school.

6. Parking and Access

Parking in the immediate vicinity of the school is limited.

Parents/guardians and visitors are asked not to park in or obstruct the lane at the front of the school, as this area is required for school transport, safe pupil access and staff vehicles.

Vehicles must not block entrances, pedestrian access points or areas required by school buses.

The cooperation of all members of the school community is essential in maintaining a safe environment at arrival and dismissal times.

7. School Security

Access to the school building is controlled through the school's intercom/door-entry system.

All visitors should use the main entrance and ring the intercom to request access. Visitors must follow the school's sign-in and safeguarding procedures while on the premises.

External doors should not be held open or access provided to unknown persons.

These arrangements form part of the school's wider safeguarding and Health and Safety procedures.

8. Medical Conditions and Medication

Parents/guardians must inform the school of any medical condition, allergy or other health need that may affect their child during the school day.

Relevant medical information should be provided to the school in writing and updated whenever circumstances change.

The administration of medication in school is governed by the school's Administration of Medicines Policy. Medication will only be administered where the appropriate procedures, written information and authorisations have been completed.

Medication must not be sent into school for a child to take without the knowledge and agreement of the school.

The school does not routinely administer vitamins, supplements or occasional/non-essential medication.

Where a pupil requires essential or emergency medication during the school day, parents/guardians should contact the Principal so that appropriate arrangements can be agreed in accordance with school policy.

Medical information will be treated confidentially and shared with relevant staff only where necessary for the pupil's care and safety.

9. Emergency Contact Information

It is essential that the school can contact a parent/guardian promptly in the event of illness, injury or another emergency.

Parents/guardians must ensure that the school has up-to-date telephone numbers and emergency contact details at all times.

Changes to contact details should be communicated to the school as soon as possible and updated through Aladdin where appropriate.

10. First Aid and Accidents

The school has procedures in place for responding to accidents, injuries and medical emergencies.

Accidents and injuries are dealt with in accordance with the school's First Aid and Health and Safety procedures. Where necessary, parents/guardians will be contacted and emergency medical assistance sought.

Accidents are recorded in accordance with school procedures. Parents/guardians will be informed of significant injuries and will be notified on the same day where a pupil sustains a head injury.

11. Jewellery and Personal Safety

For health and safety reasons, pupils should not wear jewellery that could present a risk during classroom activities, physical education, play or other school activities.

Long or dangling earrings are not permitted. Necklaces and pendants, where worn, must be kept safely inside the child's clothing.

Pupils may be asked to remove jewellery for PE, swimming or other activities where staff consider that it presents a safety risk.

12. Swimming and Off-Site Activities

Swimming and other off-site activities form part of the school's educational programme.

The school carries out appropriate risk assessments and puts supervision arrangements in place for such activities. Pupils are expected to follow staff instructions at all times.

Collection from an off-site venue, including a swimming pool, may only take place where this has been agreed in advance with the school and where the school is satisfied that appropriate arrangements can be made without compromising the supervision or safety of other pupils.

13. Pupil Personal Accident Insurance

Pupil Personal Accident Insurance is provided for pupils through arrangements made by the Board of Management.

Parents/guardians will be provided with relevant information regarding the insurance scheme where required.

14. Student Council and Pupil Voice

St Oliver Plunkett N.S. values the views and participation of its pupils.

The school operates a Student Council, with pupil representatives from classes across the school. The Student Council provides pupils with an opportunity to contribute ideas, raise matters of interest to pupils and participate positively in school life.

The Student Council meets with designated members of staff and/or the Principal during the school year.

Pupil voice is an important part of the school's commitment to creating an inclusive, respectful and supportive school community.

15. Responsibilities of Parents/Guardians

Parents/guardians are asked to support the school by:

- encouraging healthy eating habits;
 - informing the school of allergies, medical conditions and dietary requirements;
 - ensuring emergency contact information is kept up to date;
 - following school arrival, dismissal, parking and collection procedures;
 - informing the school of changes to normal collection or transport arrangements;
 - ensuring that medication is only brought to school in accordance with the Administration of Medicines Policy; and
 - supporting children to follow school safety rules and staff instructions.
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16. Related School Policies

This policy should be read in conjunction with relevant school policies and procedures, including:

- Health and Safety Statement
- First Aid and Accident Procedures
- Administration of Medicines Policy
- Child Safeguarding Statement and Risk Assessment
- Fire Safety and Emergency Evacuation Procedures
- Supervision Procedures
- Safe Arrival and Collection Procedures
- Code of Behaviour
- Anti-Bullying/Wellbeing procedures
- SPHE Policy
- PE Policy
- School Tours and Educational Visits procedures
- Data Protection Policy

Where there is any difference between the general information contained in this policy and a specific school policy or statutory requirement, the specific policy or statutory requirement will apply.

17. Communication

Relevant school policies and procedures will be made available to parents/guardians through the school website and/or other school communication channels.

Parents/guardians who have a concern regarding their child's health, safety or welfare should contact the school through the appropriate school communication channels.

18. Ratification and Review

This policy was developed in consultation with relevant members of the school community and approved by the Board of Management of St Oliver Plunkett N.S.

The policy will be reviewed periodically and earlier where required due to changes in legislation, Department of Education guidance or school procedures.

Ratified by the Board of Management on: _____

Signed: _____
Chairperson, Board of Management

Signed: _____
Principal

Date: _____