

Sperrinview School Policy Safety for Substitutes, Volunteers and Students

Definition:

Refers to the systems we have in place to ensure the safety of substitutes, volunteers, students and those who work with us on a temporary basis.

Justification:

We have a duty to provide the safest possible environment for all staff. And it is important to remind staff of their obligations re their own health and safety.

Through these procedures we hope that subs, volunteers and students will be able to work in a safe environment.

Implementation:

1 The Principal will outline

- Confidentiality
- Discipline
- Limitations, if necessary, regarding their placement eg: toileting, feeding etc.
- The Child Protection Policy
- Fire Drill. (Classroom teachers will convey relevant information to substitute staff, volunteers and students assigned to their rooms).

2 All subs, volunteers and students will complete an information form with their personal details and be vetted by Access NI.

- All regular substitute staff should have epilepsy training if possible.
- Classroom staff should make subs, volunteers and students aware of pupils with epilepsy in their rooms and their corresponding care procedures.
- Classroom staff should make risk assessment documents available to temporary staff before they begin any duties.
- Temporary staff, in the event of an incident/accident, must report the matter to the Principal who will complete the appropriate form and forward it to EA Southern Region.

Evaluation:

Have our temporary staff been able to carry out their work safely?

Have any shortcomings in our approach been highlighted?

Review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Signed: _____ Date: _____