



Risk Assessment (of any potential harm)

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Recruitment of school personnel including - <ul style="list-style-type: none"> ○ Teachers ○ SNAs ○ Caretaker/Secretary/Cleaners ○ ECA teachers ○ External Tutors/Guest Speakers ○ Volunteers/Parents in school activities ○ Visitors/contractors present in school during school hours ○ Visitors/contractors present during after school activities 	Harm not recognised or properly or promptly reported. Harm to pupils	Child Safeguarding Statement & DES procedures made available to all staff Staff have viewed Tusla training module & any other online training offered by PDST Teacher remains in the class with a guest speaker. Pupils are only to be sent on message inside the school in two's. JI and SI are to go no further than the office. Vetting Procedures Policy of Parents / Volunteers (to do) Cleaners are not to commence work until 3:30pm when all pupils should have left the building.
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff DLP& DDLP to attend PDST face to face training All Staff to view Túsla training module & any other online training offered by PDST BOM records all records of staff and board training
One to one teaching	Harm by school personnel	School has policy in place for one to one teaching (to do) Open doors where necessary Glass in window: if someone looks into the room pupil and teacher must be visible at all times.
Care of Children with special needs, including intimate care needs	Harm by school personnel	Policy on intimate care (to do) Two adults must be present. Never do something for a child that they can do for themselves.



Toileting accidents	Harm by school personnel	Policy on intimate care (to do) Two members of staff to be present and never do anything for a child that they can do for themselves.
Shared facilities with Newcourt Special School	Harm by personnel/visitors from other school. Adults unknown to pupils	Pupils are not allowed go to Newcourt unsupervised. Separate recreation areas Supervision of pupils using toilets in the hall Pupils are only to be sent on errands around the school in twos. Pupils should not go outside without supervision.
First aid care of pupils	Harm to pupil by member of staff Vulnerability of staff member	Should a pupil become injured ask them to check themselves privately. If a member of staff needs to do this make sure two adults are present, with door open, yet respecting pupil privacy. Remember: never to do anything for a pupil that they can do for themselves. See intimate care policy. (to do)
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full SPHE Policy
Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground Infants: Collection of pupils by the wrong adult. i.e. where there is a different adult collecting or a sub teacher not knowing the parents. Older pupils not being collected.	Arrival at 8:30am and dismissal at 2:10 supervised by Teachers Parents regularly reminded by email, text and newsletter that they are responsible for their children until 8:30am when doors open. It is the responsibility of parents to inform office/ infant teacher if there is going to be a different adult collecting their child. If there is a sub teacher in, either the principal or other teacher must be there during dismissal. If in doubt ask the secretary to ring parents. All pupils who have not been collected must report to office . (see arrival and dismissal policy)
Integration with Newcourt	Older pupils behaving and talking inappropriately	Integration with appropriate age groups. See Integration Policy



St. Andrew's National School, Bray

Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff through aggressive behaviour.	Special Ed policy (to do) add Use intercom system to call the office if in difficulty. Send two pupils to call another adult. Health & Safety Policy Code Of Behaviour Pupil and SNA/ teacher must be visible at all times.
ECA Activities:	Harm to pupils	ECA Policy checklist & Procedures in place All volunteers and teachers should be vetted. 2 adults must be present at all times.
After School Club	Harm to pupils	All after school personnel must be Garda Vetted. Glass door so that where activities are visible at all times. Parents must sign their child(ren) on the roll and parents must collect their child(ren) on time.
Transition Year participating in work experience Student teachers undertaking training placement in school	Harm by student	Work Experience Policy Child Safeguarding Statement. All work experience pupils must be vetted Work experience pupil never to be left alone with pupil. Student teachers to receive training on Child Protection by Principal.
Recreation breaks for pupils	Bullying by peers, bullying by older children	Playground is segregated according to age group. On duty staff watching children at all times to the best of their ability. Code of behaviour Anti-Bullying Policy
School outings	Harm to pupils by members of the public Harm to pupils by other pupils e.g. on the bus	Stay Safe Course Adequate supervision: 1 adult per ten pupils (with the exception of 6th class tour to Carlingford where there are 2 adults per 30 pupils) Anti-Bullying Policy Code of Behaviour Staff/ helpers must sit in various locations on the bus.
Swimming	Peer to peer abuse in changing rooms Harm to pupils by adults Harm to pupils by other members of	All parental supervisors are garda vetted Only parents who are on the rota as the supervisor are allowed access to the changing room unless with



	the public using the premises. eg in toilets or in changing room,	prior consent of the principal. 2 adults in the changing room at all times. See Policy on Swimming (to do) for staff and volunteers
Parent Volunteers during school hours Eg reading, garden, library,	Harm to pupils by adults	Volunteer must always work with two or more pupils. One-to-one reading must be completed in the corridors on full view. All volunteers are vetted.
Pupils arriving late to school when school is in assembly	Harm to pupils being alone in classroom or corridor	Pupil must drop their bag outside the hall and go straight to assembly. Person who opens door must watch pupil to ensure they go into the hall.
Access to the school during the day Access to school yard during break times	Harm to pupils by a stranger as we share the premises with another school. Strangers entering the school yard during break time. Strangers taking pictures of pupils	Access doors MUST be closed at all times (even when a class in out the front) Doors should remain closed at break times so that the SNA on duty is aware of who is accessing the school. PPT Presentation for monitors. (to do) Break time: all staff must be vigilant in monitoring strangers in the yard. If someone is taking a photograph, explain our policy and inform the principal.
School trips involving overnight stay i.e Carlingford	Harm to pupil by adults i.e persons know/unknown to them. Peer to peer abuse	Two staff members accompany the pupils on all activities. CCTV footage in all common areas Pupils must go around in groups of at least twos. Staff in the centre are Garda Vetted. 6th class only go on overnight trips. No younger classes.
Fundraising events involving pupils eg school sale	Harm to pupil by adults i.e persons know/unknown to them. Peer to peer abuse	Games room is supervised by an adult who is Garda Vetted by the school. Areas of the school are closed off to access. The overall responsibility of pupils lies with their parents.



St. Andrew's National School, Bray

<p>Use of Information and Communication Technology by pupils in school</p> <p>Use of video/photography/other media to record school events</p>	<p>Bullying</p> <p>Inappropriate websites</p> <p>Pupils/ teachers taking photos and videos of pupils and putting them on the website or on social media</p>	<p>ICT policy</p> <p>Anti-Bullying Policy</p> <p>Code of Behaviour</p> <p>Close monitoring by the teacher teaching computers. In the computer room all laptops can be seen. Websites filtered by the DES.</p> <p>All films, photographs etc should be kept within the school. Parents are asked not to include on Social Media. Under no circumstance should a member of staff upload a picture/ video of a child on any Social Media</p> <p>Pupils are not allowed to bring phones on school trips.</p>
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Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools 2017*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment **to manage and reduce risk to the greatest possible extent.**

This risk assessment has been completed by the Board of Management on *7th March 2018*. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal



St. Andrew's National School, Bray

Acronyms

DES: Department of Education and Science

DLP: Designated Liaison Person

DDLDP: Deputy Designated Liaison Person

ECA: Extra Curricular Activities

PDST: Professional Development Service for Teachers

RSE: Relationships and Sexuality Education

SNA: Special Needs Assistant

SPHE: Social Personal and Health Education