

**Griffeen Valley Educate Together National School
Risk Assessment (Appendix to Child Safeguarding Statement)**

Established May 2019

Reviewed Wednesday 3rd of June 2020

Child Safeguarding Risk Assessment of Griffeen Valley Educate Together National School (20166W)

In accordance with section 11 of the Children First Act 2015 and with the requirements of section 8.8 of the Child Protection Procedures for Primary and Post-Primary Schools 2017, the following is the Risk Assessment of Griffeen Valley Educate Together National School.

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
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<p>Child Safeguarding Statement & DES procedures made available to all staff</p> <p>DLP&DDLDP to attend PDST face to face training</p> <p>Ensure all staff avail of relevant child protection training.</p> <p>Child Protection will be a specific item on every staff meeting agenda.</p> <p>BOM retains all records of staff and board training</p>
Daily arrival and dismissal of pupils	Harm to pupils	<p>It is school procedure for the children to line up outside the school.</p> <p>Junior and Senior Infants line up in playground to rear of the school (old building). 1st & 2nd class line up in front of main entrance (old building). 3rd to 6th classes line up in playground to front of new building.</p> <p>Teachers collect their classes from the line at 8.30am.</p> <p>Teachers take their classes out at home time: 1.10pm (Junior and Senior Infants) and 2.10pm (1st to 6th)</p> <p>Junior and Senior Infants line up in playground to rear of old building at 1.10pm. Pupils are handed over to parents/designated pick up person at collection. All other classes are walked to designated yard areas and handed over to parents/designated pick up person at 2.10pm</p>

		Children in senior classes must have written permission to walk home alone. This permission will be requested in writing from parents/guardians at the start of 5 th class. Request parents make school aware, in writing, of any custody arrangements / court orders relating to their children
One to One Teaching	Harm to pupils	Procedure for one to one teaching in SEN policy (being reviewed at present) Glass in door unobstructed (visibility panel) Appropriate distance maintained between teacher and pupil
Class Teaching	Harm to pupils	Glass in door retains a visibility panel Appropriate distance maintained between teacher and pupils Pupils are not allowed to sit on laps of any adults in the room
Care of Children with special needs, including intimate care needs	Harm to pupils	School has developed a statement on Intimate Care – see Appendix 1 attached. SEN Policy Care Plan from Continence Clinic where appropriate
Toilet areas	Inappropriate behaviour	Pupils are taught rules for using toilet areas <ol style="list-style-type: none"> 1. Only one pupil per stall – children wait at their table until a bathroom is free 2. Doors should be closed securely when using the toilets 3. Toilet paper should be disposed of correctly 4. Toilets should be flushed 5. Hands should be washed and dried <p>Toilets are located at the rear of all classrooms so remain under adult supervision during class times. There are also toilets in both PE halls meaning that pupils have access to toilets close by during PE and Music.</p> <p>When visiting the library any pupils who need to use the toilets are sent in pairs to the pupil toilets in Jimmy's hall. (The toilet opposite the library is staff only)</p> <p>When using Seomra Bianca pupils use the toilets located opposite this room in Jimmy's hall.</p>
Curricular Provision in respect of SPHE, RSE, Stay Safe	Non-teaching of same Bullying	School implements SPHE, RSE, Stay Safe in full Anti-Bullying Policy Code of Behaviour Age appropriate Internet Safety Training with focus on cyberbullying

		Learn Together Curriculum
Recruitment of new staff	Harm not recognised or properly or promptly recorded	Child Safeguarding Statement & DES procedures made available to all staff Staff to complete Tusla training module & any other online training offered by PDST Certificates of completion to be produced
Managing of challenging behaviour amongst pupils	Injury to pupils and staff	Training to be provided to all staff in dealing with challenging behaviour School has Health & Safety Policy in place School has Code of Behaviour in place
Sports Coaches/After School Clubs	Harm to pupils	The following policies are in place and shared with providers of After School Clubs and Sports Coaches Anti-bullying Code of Behaviour Child Safeguarding Statement After School tutors are responsible for picking children up from their class and must account for all children. If a child is not collected or does not arrive for their after school class they must ring the child's parents/guardians immediately Certification of Child Protection training, including Tusla training, must be provided to the school Garda Vetting must be provided to the school Child Safeguarding Statement must be provided to the school
Activities hosted by school personnel after school	Harm to pupils	School policies in place: Anti-Bullying Code of Behaviour Child Protection Evidence of TUSLA Child Protection training - provide copy of certification to school Child Safety Statement Risk Assessment
Students participating in work experiences (Transition Year Students)	Harm by student to pupil	GVET will only take TY students who are over 16 years of age and Garda Vetted. Child Safeguarding Statement in place Vetting Procedures in place TY students will wear a trainee/visitor badge during their work experience

		<p>A member of staff will supervise TY students (this will normally be the class teacher)</p> <p>TY students will eat their lunch at the same time as the pupils and under the supervision of the teacher.</p> <p>TY students will go to yard with the children where they will be under the supervision of yard duty teachers.</p>
Student teachers on Teaching Practice (TP)	Harm by student to pupil	<p>Child Safeguarding Statement in place</p> <p>Vetting Procedures in place (TP students are Garda Vetted through the college they attend)</p> <p>A member of staff will supervise TP student (this will normally be the class teacher)</p>
Substitute teachers & Substitute SNA's	Harm to pupils	<p>School Policies and Procedures available for all substitutes</p> <p>Vetting Procedures in Place</p> <p>Teaching Council Registration (where applicable)</p> <p>Certification of Child Protection Training</p>
Volunteers/Parents	Harm to pupils	Vetting Procedures in place
Use of Information & Communication Technology by pupils in school	Bullying	<p>ICT Policy</p> <p>Anti-Bullying Policy</p> <p>Code of Behaviour</p> <p>Internet Safety training is provided for pupils, staff and parents on a regular basis with a focus on cyberbullying</p>
Sports Days	<p>Risk of harm due to inadequate supervision</p> <p>Injury to pupils</p> <p>Risk of being harmed by volunteer or visitor</p>	<p>Child Safeguarding Statement</p> <p>Code of Behaviour</p> <p>Anti-Bullying Policy</p> <p>Whole staff meetings to discuss and plan sporting events and safety measures being taken to minimise risks and ensure adequate supervision</p>
Administration of Medicines	Harm to pupils	<p>Health & safety Policy (including section on Administration of Medicines)</p> <p>Request GP Care Plan where applicable</p>
Administration of First Aid	Harm to pupils	<p>Critical Incident Plan in place</p> <p>At present Peggy Meehan (SNA) is our school First Aider</p>

		<p>Staff have undertaken some basic first aid training during Croke Park Hours – additional training is being sought.</p> <p>A First Aid box is available for each yard and contains basic first aid items</p> <p>In the event of a serious injury staff on yard duty or in their own classrooms send for Peggy to assess the injury. Parents are always called in the event of a serious injury occurring including a bump to the head.</p> <p>It is school policy that parents will be called if their child bumps their head. Following this discussion, a parent/guardian may then be asked to collect their child as a direct consequence of the bump to their head – if no-one is available to collect the child they are placed under observation by the class teacher and school First Aider.</p>
Fundraising Events	Harm to pupils	<p>Visitor book must be signed</p> <p>Visitor Badge must be visible</p> <p>Buddy System in place for children engaged in Fundraising activities</p>
School Outings/Tours	Harm to pupils Adequate supervision	<p>School Tour policy is in place</p> <p>Transport Statement – see Appendix 2 of this document</p> <p>Adequate supervision will be organised for outings/tours</p>
Transport Arrangements	Harm to pupils	<p>Health & safety policy</p> <p>Child Safeguarding Statement</p> <p>Regular bus company used and aware of our procedures</p> <p>School Tour Policy in place</p>
Bullying	Bullying of pupils	<p>School Anti-Bullying Policy in place</p> <p>SPHE/Walk Tall/ RSE/ Learn Together Curriculum</p> <p>Referenced by Principal at every BOM meeting under Child Protection Oversight Report</p> <p>Regular Internet Safety Training for pupils, staff and parents</p> <p>Active school action in relation to bullying e.g Discuss at assembly/Workshops</p> <p>Yard Buddy System in place in Infant Yard</p>
Early collection of children	Harm to pupils Early leave Form signed Ensure designated adult is collecting the child	<p>Parents/guardians who are collecting their children early must go to the main office first to sign the Early Leavers Book. They will then be given an Early Leaving Form to take to their child’s teacher to sign and the child may then go home from the class</p> <p>Children cannot be collected early from school during lunch/yard breaks (except in exceptional circumstances). The same sign out procedure as above applies.</p>

		Class teachers should make yard duty teachers aware of any known early collections which may occur during yard time.
Care of pupils with specific vulnerabilities: Pupils from ethnic minorities Members of traveller community LGBTQ Pupils perceived to be LGBTQ Children in care CPNS (Child Protection Notification Service-Tusla) Children with Disabilities	Bullying	The following are in place: Anti-Bullying Policy Learn Together Programme SPHE Walk Tall RSE Code of Behaviour Request parent make school aware, in writing, of any custody arrangements / court orders relating to their children.
Participation by pupils in religious instruction external to school	Harm to pupils	At the start of each school year the Religion Committee must provide the following to the school: Tusla Child Protection training certification for parents/volunteers Religion Teachers certification for child protection Garda Vetting
Application of sanctions under school's Code of Behaviour	Harm to pupils	Code of Behaviour policy If a pupil is being kept in at yard time or has to be removed from their class they will go to the office. The interlocking doors between the Principal's Office and Secretary's Office will remain open. If the principal is not available, then alternative arrangements will be made. Glass panel clear in door Pupil will be seated at a table or workbench
Use of video/photography/other	Bullying Harm to pupils	Permission from parents for photos/videos for school use on entry form Each September an opt-out form will be sent home with all pupils from Senior Infants to Sixth Class

media to record school events		Developing an Appendix in ICT Policy related to media usage Data Protection Policy (ongoing review of this policy following GDPR changes)
Swimming	Harm to pupils	School Tours Policy Transport Statement – see Appendix 2 of this document Correct level of supervision at pool Garda vetting Certification of staff in swimming pool
Yard Supervision	Injury to pupils Harm to pupils	Ensure adequate supervision in place in each of the yard areas. Senior Yard: <ol style="list-style-type: none"> 1) Class teachers must lead children to yard ensuring that all children exit the classroom with the class. 2) Class teacher must remain with class and supervise until yard supervision teacher arrives. 3) Yard supervision teachers must make every effort to be in the yard before other classes come out to the yard. 4) Children are not permitted to return to the new building once they have been brought to the yard by their class teacher. 5) Children should be encouraged to use the toilet before coming to the yard. 6) If a child needs to go to the toilet during yard time, they must ask permission from one of the teachers on duty. 7) Children will use the toilets in the old building. They will enter the school through the main door and use the toilet in the first classroom on the right. 8) At most two children at a time will be allowed in to use the toilets. 9) If other children need to use the toilet, they will need to wait their turn. 10) When yard time is over, the teacher on duty will blow a whistle to indicate that play time is over. Children will then line up in their class lines and wait to be collected by their class teacher. Middle Yard: Points 1 to 10 as above in “Senior Yard” and;

		<p>11) Duty teachers will ensure that they pedestrian gates and “drive-in” gates are securely closed for the entirety of yard-time</p> <p>12) Duty teachers will approach any visitors to the school who arrive during yard time and request that they report to the office. If a visitor fails to comply with the request a duty teacher will report the matter immediately to the school office and request that another member of staff observes the visitor.</p> <p>13)When play time is over a teacher on duty will blow the whistle.</p> <p>14) Children will be encouraged to line up in a prompt and orderly fashion.</p> <p>15) Duty teachers will ensure that pupils line up in their class line and actively discourage any pushing in the line.</p> <p>16) Class teachers will stand at the top of their class line and encourage their class to line up appropriately</p> <p>17) Class teachers will wait for the class ahead of them to leave the yard before moving their class line</p> <p>Junior Yard:</p> <p>Points 1 to 5 as above in “Senior Yard” and;</p> <p>6) If a child needs to use the toilet during yard time, they must ask permission from one of the Duty Teachers.</p> <p>7) Children will be escorted to the toilet by a duty teacher however some pupils with toileting needs will need to be escorted by their SNA. The SNA should inform a duty teacher if they are leaving the yard.</p> <p>8) Children will use the first classroom to the right-hand side as they enter the building</p> <p>9) The duty teacher will wait for the pupil outside the open classroom door</p> <p>10) At most, three children at a time will be escorted to the toilet</p> <p>11) When play time is over a teacher on duty will blow the whistle.</p> <p>12) Children will be encouraged to “freeze”</p> <p>13) A duty teacher will blow a second whistle and children will be encouraged to line up in a prompt and orderly fashion.</p> <p>14) Duty teachers will ensure that pupils line up in their class line and actively discourage any pushing in the line.</p>
--	--	---

		<p>15) Class teachers will stand at the top of their class line and encourage their class to line up appropriately</p> <p>17) Class teachers will wait for the class ahead of them to leave the yard before moving their class line</p> <p>18) A duty teacher will remain on yard until all classes have left. The duty teacher will then close the gate and external fire door behind them as they re-enter the school building</p> <p>19) A duty teacher will ensure that any accidents or incidents are recorded promptly in the appropriate book – located in the school office</p> <p>16) SNA's will escort their allocated pupils to their classroom with their class before taking their lunch break</p>
Indoor Yard Days	Injury to pupils	<p>Ensure adequate supervision in place</p> <p>Children aware of procedures for Indoor Yard times</p> <ol style="list-style-type: none"> 1. Teachers on duty will patrol the corridors and regularly visit each class for which they are responsible 2. Pupils remain in their seats at all times 3. Teachers will ensure that a wide range of wet play games and activities are available for pupils to use 4. DVD's may be used on occasion they must be certified U 5. The use of table-top games and colouring activities are also encouraged on wet play days 6. SNA's support the pupils to whom they are assigned – this may include a movement break on the corridor

<p>Service Providers visiting the school Board of Management Visitors providing Workshops to pupils e.g musicians/storytellers/sports coaches Visiting Professionals (NEPS, School Inspectors, OT, SLT, Art therapist etc)</p>	<p>Harm to pupils</p>	<p>Visitor Book must be signed Visitor badge must be visible Classroom teacher/GVET staff member must be present at all times while visitors are with the class for a workshop/sports session etc Workers coming in to fix leaks/broken windows/replace sanitary bins etc must do so out of school hours/if the class are not in their classroom In the event of an emergency repair a worker may enter the classroom accompanied by a member of staff. The class teacher may need to take class to library/ Seomra Bianca/Hall Workers may not carry out work during school break times (10.15-10.30am and 12-12.25pm)</p>
--	-----------------------	---

This document (latest version) was formally ratified by the Board of management on Wednesday 3rd of June 2020

Note: Some changes will need to be made to highlighted sections in August due to the planned delivery of a temporary prefab unit, work being undertaken on site and necessary changes to yard caused by this. Amendments will also be made when guidance is received from the DES regarding return to school in light of COVID 19 restrictions. This will be done at a Board Meeting during the summer break.

The next date for review is May 2021

Chairperson: Fintan Murphy

Date: 3rd of June 2020

Principal: Andrea Burke-Khan

Date: 3rd of June 2020

Appendix 1
Intimate Care and Toileting Policy – Griffeen Valley ETNS

Children with Specific Toileting/Intimate Care Needs:

- In all situations where a pupil needs assistance with Toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school
- Parents, Guardians, Principal, Class Teacher, SNA, and if appropriate, the pupil, will attend
- The specific care needs of the child, and how the school will meet them, will be clarified
- Personnel involved in this care will be identified
- Provision for occasions when staff are absent will be outlined (e.g. Substitute SNAs will not generally be involved in intimate care. Any change of personnel will be discussed with the pupil, if appropriate)
- When possible, two members of staff will be present when dealing with intimate care needs
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's file
- As far as possible the pupil will be involved in identification of his/her personal requirements, wishes, changes etc
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs
- Staff will wear protective gloves

Toileting Accidents:

- A supply of clean underwear, wipes, track-suit bottoms etc will be kept in the school
- In the first instance, the pupil will be offered fresh clothing to clean and change themselves
- If, for any reason, the child is unable to clean or change themselves, the parents will be called
- If staff must clean /change the child, two members of staff, familiar to the child will attend to him/her
- Parents will be notified of these accidents

Feminine Hygiene

- All teachers in senior classes will keep a supply of sanitary towels etc. As part of RSE discussion all children will be made aware of this
- Girls in senior classes will be made aware of the location of the sanitary bins and their usage (covered as part of RSE discussions)

Appendix 2
Transport Statement – Griffeen Valley ETNS

Hire of buses/coaches

It shall be a condition of hire that a company hired by the school, shall have available if requested the following items:

1. A written guarantee that seatbelts are fitted and in working order.
2. A copy of the licence of any driver intending to transport our pupils.
3. A copy of the insurance certificate for any bus/coach used for transporting our pupils.
4. A copy of the Dept. of Public Enterprise Safety Inspection Report for each bus/coach used for transporting our pupils.

The Board of Management has also determined that, in the event of a bus/coach arriving without seatbelts as promised, that the trip will be postponed. We understand the upset this may cause our young pupils but feel that parents will respect our common desire to put safety above all considerations.

Use of buses

The Board of Management notes that children occasionally travel on Dublin City bus services, which are not hired specifically by the school. Indeed, we appreciate that Dublin City Bus occasionally provide such services free gratis. Notwithstanding the fact that seatbelts are not fitted to these buses, the BOM does not seek to restrict the use of such services. However, the BOM has decided the following:

- (a) *they may only be used for trips within the city, where such buses would normally travel.*
- (b) *there must be only two children per seat*

The behaviour of children while on a bus/coach must also meet the highest standards and we commend them and their teachers on the fact that this has not been a problem for us in the past. However, we wish to make the following clear:

For privately hired buses/coaches

- 1) That children must remain seated at all times.
- 2) That seatbelts must be worn at all times
- 3) That children must obey the instructions of their teachers at all times.
- 4) That children may not eat or drink on a bus/coach unless given permission to do so by their teacher.

- 5) That children must enter and exit a bus/coach quietly and in an orderly manner.
- 6) That children who consistently disobey the above rules will not be permitted to travel with the school on trips

For Dublin Bus regular bus service:

- 1) That children must remain seated at all times (where sufficient seats are available)
- 2) Occasionally in a busy bus, children may have to stand. Standing will be permitted on the lower deck only and children must behave in accordance with Dublin Bus guidelines at all times.
- 3) That children must obey the instructions of their teachers at all times.
- 4) That children may not eat or drink on the bus
- 5) That children must enter and exit a bus quietly and in an orderly manner.
- 6) That children must be mindful of other bus users.
- 7) That children who consistently disobey the above rules will not be permitted to travel with the school on trips