

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

Established May 2019

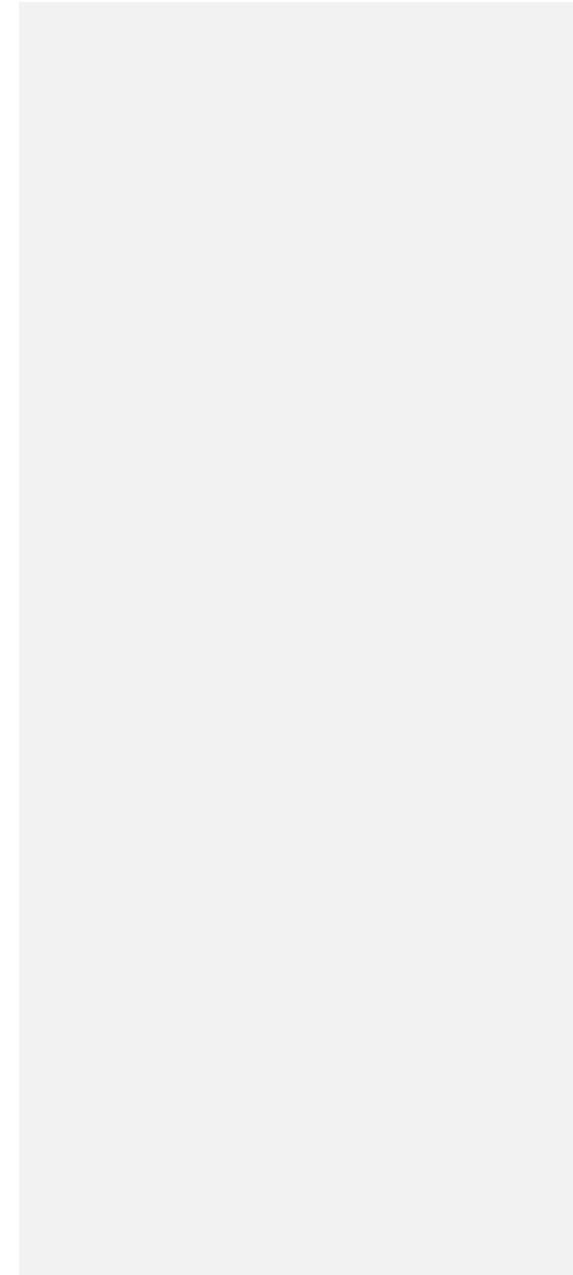
Reviewed Wednesday 3<sup>rd</sup> of June 2020

Reviewed Tuesday 25<sup>th</sup> of August 2020 in light of DES COVID 19 Guidance

Reviewed 27<sup>th</sup> of January 2021

**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	Child Safeguarding Statement & DES procedures made available to all staff DLP&DDL to attend PDST face to face training Ensure all staff avail of relevant child protection training. Child Protection will be a specific item on every staff meeting agenda. BOM retains all records of staff and board training
<p>Daily arrival and dismissal of pupils due to Covid 19 safe guarding regulations will now be at staggered times to ensure social distancing both inside and outside school:</p> <p>JI &amp; SI 8:55 – 1:30pm * 1<sup>st</sup> - 2<sup>nd</sup> 8:45-2:25pm 3<sup>rd</sup> - 4<sup>th</sup> 8:35 – 2:15pm 5<sup>th</sup> – 6<sup>th</sup> 8:30 – 2:10pm</p> <p>* Junior Infants will arrive at 9.05am during the first two weeks of school, 31<sup>st</sup> – 11th Sept</p>	Harm to pupils	<p><u>Drop Off</u></p> <ol style="list-style-type: none"> <li>1. Staff will be at each entry door to supervise the children’s entry to the school and a safe journey to their class. Class teachers will be in their rooms from 8.30am</li> <li>2. Parents will hand off their child to the staff at the door. Children will be guided into their relevant building,</li> <li>3. Parents continue through the pathway and exit through the Griffeen gate only.</li> <li>4. Parents must not exit the grounds through the entrance gate or enter through the exit gate.</li> <li>5. Parents are always expected to socially distance while on school grounds.</li> <li>6. Please adhere to the one-way route to facilitate children getting to their classrooms as quickly as possible especially during bad weather.</li> <li>7. Parents with children in multiple classes may drop off all children at their eldest child’s drop off if they wish- teachers will be in their classes from 8.30am</li> </ol> <p><b>Parents must not wait on school grounds; they must exit the school grounds and return through the entrance at the start time for other siblings</b></p> <p><u>Collection Plan</u></p>

		<ol style="list-style-type: none"> <li>1. Parents /Adults collecting should wait for the Moy Glas gate to be opened</li> <li>2. Parent/Adults should wait at the gate until their child's designated collection time</li> <li>3. Each phase group i.e 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup> etc will be brought to their class line. The gate will then be opened. Parents should not wait on the school grounds between collection times.</li> <li>4. Parent/Adults should wait on the designated markings facing their child's class line – a 3m distance is in operation from the line</li> <li>5. Teachers will release the child from their line to the care of the parent /adult collecting them. Please do not approach the teacher or the class line.</li> <li>6. If you wish to give your child permission to walk home on their own please indicate this on your child's Aladdin profile and e-mail your child's class teacher. You should also send a message to your child's class teacher via the Aladdin profile. This will be enabled on Aladdin from Wednesday 26th of August.</li> <li>7. If an older sibling is collecting a younger sibling they should wait, distanced from other pupils, in the designated sibling collection area.</li> <li>8. You must inform your child's class teacher via Aladdin message if you wish your younger child to be collected by an older sibling.</li> <li>9. Children who have permission to walk home will be released from the line by their teacher and should exit the grounds via the Griffeen Gate- it is very important that this is explained to your child prior to their return to school.</li> </ol>
One to One Teaching	Harm to pupils	<p>SET/EAL will be provided initially via in-class support – this will be reviewed when children have settled back into school and in line with public health guidance. The provision of support will be organised to ensure that our support teachers will work within a limited number of class bubbles.</p> <ol style="list-style-type: none"> <li>1. Support teachers and class teachers will be mindful of maintaining social distance from one another.</li> <li>2. Support teachers will follow HSE guidelines regarding sanitising when moving between bubbles</li> <li>3. Where a child needs to receive support in one of the SET rooms, social distancing of 1 metre will be maintained between the child and teacher</li> </ol>

		<ul style="list-style-type: none"> <li>4. The tables and chairs in SET rooms will be wiped clean in between different groups</li> <li>5. Procedure for one to one teaching in SEN policy (being reviewed at present)</li> <li>6. Glass in door unobstructed (visibility panel)</li> </ul>
Class Teaching	Harm to pupils	<p>Glass in door retains a visibility panel</p> <p>Appropriate distance maintained between teacher and pupils</p> <p>Pupils are not allowed to sit on laps of any adults in the room</p>
Care of Children with special needs, including intimate care needs	Harm to pupils	<ul style="list-style-type: none"> <li>1. School has developed a statement on Intimate Care – see Appendix 1 attached.</li> <li>2. SEN Policy</li> <li>3. Care Plan from Continence Clinic where appropriate</li> <li>4. Due to the number of SNA's allocated to our school by the Department of Education, SNA's will be deployed across different bubbles within the school.</li> <li>5. This will be minimised to as few bubbles as possible. When this occurs HSE guidelines regarding sanitising will be followed.</li> </ul>
Toilet areas	Inappropriate behaviour	<p>Pupils are taught rules for using toilet areas</p> <ul style="list-style-type: none"> <li>1. Only one pupil per stall – children wait at their table until a bathroom is free</li> <li>2. Doors should be closed securely when using the toilets</li> <li>3. Toilet paper should be disposed of correctly</li> <li>4. Toilets should be flushed</li> <li>5. Hands should be washed and dried</li> <li>6. All children should bring a face cloth/hand towel to school for drying their hands after handwashing. This is to be kept in a Ziploc or similar bag in their school bag and should be changed daily. Single use paper towels will also be available.</li> </ul> <p>Toilets are located at the rear of all classrooms so remain under adult supervision during class times. There are also toilets in Jimmy's hall meaning that pupils have access to toilets close by during PE and Music.</p>

		<p>Pupils now using the library as classrooms will use the toilets opposite the library. The class door will be left open under the class teachers supervision while the child uses the toilet.</p> <p>The pupils using Seomra Bianca as a classroom will use the toilets located opposite this room in Jimmy's hall. The class door will be left open under the class teachers supervision while the child uses the toilet.</p> <p>The pupils in prefabs.....</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 To avoid crossover of class groups and pods all after school activities are postponed pending review by the BoM.	Harm to pupils	<p>The following policies are in place and shared with providers of After School Clubs and Sports Coaches</p> <ul style="list-style-type: none"> <li>Anti-bullying</li> <li>Code of Behaviour</li> <li>Child Safeguarding Statement</li> </ul> <p>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</p>

**Commented [AB1]:** Children in senior classes can access toilets at the end of the corridor. Teachers will leave the classroom doors open for supervision purposes.?? ISL can discuss this point.

		<p>Certification of Child Protection training, including Tusla training, must be provided to the school</p> <p>Garda Vetting must be provided to the school</p> <p>Child Safeguarding Statement must be provided to the school</p>
<p>Activities hosted by school personnel after school - To avoid crossover of class groups and pods all after school activities are postponed pending review by the BoM.</p>	Harm to pupils	<p>School policies in place:</p> <ul style="list-style-type: none"> <li>Anti-Bullying</li> <li>Code of Behaviour</li> <li>Child Protection</li> <li>Evidence of TUSLA Child Protection training - provide copy of certification to school</li> <li>Child Safety Statement</li> <li>Risk Assessment</li> </ul>
<p>Students participating in work experiences (Transition Year Students) will not be permitted to this year due to Covid 19 safe guarding regulations</p>	Harm by student to pupil	<p>GVET will only take TY students who are over 16 years of age and Garda Vetted.</p> <p>Child Safeguarding Statement in place</p> <p>Vetting Procedures in place</p> <p>TY students will wear a trainee/visitor badge during their work experience</p> <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>
<p>Student teachers on Teaching Practice (TP)</p>	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>
<p>Substitute teachers &amp; Substitute SNA's</p>	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 will not be permitted to this year due to Covid 19 safe guarding regulations	Harm to pupils	Vetting Procedures in place
Use of Information & Communication Technology by pupils in school	Bullying	ICT Policy Anti-Bullying Policy Code of Behaviour Internet Safety training is provided for pupils, staff and parents on a regular basis with a focus on cyberbullying
Sports Days	Risk of harm due to inadequate supervision Injury to pupils Risk of being harmed by volunteer or visitor	Child Safeguarding Statement Code of Behaviour Anti-Bullying Policy Whole staff meetings to discuss and plan sporting events and safety measures being taken to minimise risks and ensure adequate supervision
Administration of Medicines	Harm to pupils	Health & safety Policy (including section on Administration of Medicines) Request GP Care Plan where applicable
Administration of First Aid	Harm to pupils	Critical Incident Plan in place At present Peggy Meehan (SNA) is our school First Aider Staff have undertaken some basic first aid training during Croke Park Hours – additional training is being sought. A First Aid box is available for each yard and contains basic first aid items 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. 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.



Fundraising Events	Harm to pupils	Visitor book must be signed Visitor Badge must be visible Buddy System in place for children engaged in Fundraising activities
School Outings/Tours	Harm to pupils Adequate supervision	School Tour policy is in place Transport Statement – see Appendix 2 of this document Adequate supervision will be organised for outings/tours
Transport Arrangements	Harm to pupils	Health & safety policy Child Safeguarding Statement Regular bus company used and aware of our procedures School Tour Policy in place
Bullying	Bullying of pupils	School Anti-Bullying Policy in place SPHE/Walk Tall/ RSE/ Learn Together Curriculum Referenced by Principal at every BOM meeting under Child Protection Oversight Report Regular Internet Safety Training for pupils, staff and parents Active school action in relation to bullying e.g Discuss at assembly/Workshops Yard Buddy System in place in Infant Yard
Early collection of children	Harm to pupils Early leave Form signed Ensure designated adult is collecting the child	If an adult must collect a child during the school day, the following arrangements will apply: <ul style="list-style-type: none"> <li>• When the adult arrives at the school gate, they phone to alert the office that they have arrived.</li> <li>• The child will be brought from their class to the adult by a member of staff.</li> <li>• The adult who is collecting will be asked to sign the child out.</li> <li>• No adult may enter the school building, unless invited to do so.</li> </ul>
Care of pupils with specific vulnerabilities: Pupils from ethnic minorities Members of traveller community	Bullying	The following are in place: Anti-Bullying Policy Learn Together Programme SPHE Walk Tall

LGBTQ Pupils perceived to be LGBTQ Children in care CPNS (Child Protection Notification Service-Tusla) Children with Disabilities		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 media to record school events	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 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	<p><u>Ensure adequate supervision in place in the yard at all time</u></p> <p><u>Break times</u> - as children are outdoors during break time, they are not required to remain in their classroom pods. They may mix with all classmates during this time. Upon returning to class all children will be required to wash their hands before re-joining their class pods. Children will have a ten -minute outdoor break in the early morning and twenty- minute outdoor break later in the morning / after midday. Please ensure that your child wears proper outdoor clothing and shoes to school each day. As much as possible contact surfaces and toilets within both buildings will be sanitised during break times to avoid contact with cleaning staff.</p> <p><u>Middle &amp; Senior Pupils on Yard:</u></p> <ol style="list-style-type: none"> <li>1) Class teachers must lead children to yard ensuring that all children exit the classroom with the class.</li> <li>2) Class teacher must remain with class and supervise until yard supervision teacher arrives.</li> <li>3) Yard supervision teachers must make every effort to be in the yard before other classes come out to the yard.</li> <li>4) Children are not permitted to return to the new building once they have been brought to the yard by their class teacher.</li> <li>5) Children should be encouraged to use the toilet before coming to the yard.</li> <li>6) If a child needs to go to the toilet during yard time, they must ask permission from one of the teachers on duty.</li> <li>7) At most two children at a time will be allowed in to use the toilets.</li> <li>8) If other children need to use the toilet, they will need to wait their turn.</li> </ol>

9) 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.

#### Juniors on Yard:

Points 1 to 5 as above in "Middle & Seniors on Yard" and;

6) If a child needs to use the toilet during yard time, they must ask permission from one of the Duty Teachers.

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.

8) Children will use the first classroom to the right-hand side as they enter the building

9) The duty teacher will wait for the pupil outside the open classroom door

10) At most, three children at a time will be escorted to the toilet

11) When play time is over a teacher on duty will blow the whistle.

12) Children will be encouraged to "freeze"

13) A duty teacher will blow a second whistle and children will be encouraged to line up in a prompt and orderly fashion.

14) Duty teachers will ensure that pupils line up in their class line and actively discourage any pushing in the line.

15) Class teachers will stand at the top of their class line and encourage their class to line up appropriately

17) Class teachers will wait for the class ahead of them to leave the yard before moving their class line

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

**Commented [AB2]:** Children will be encouraged to use the toilets before leaving the classroom for yard break. Operation of bubbles will make it very difficult to allow pupils to return to the school from yard to use the toilets. Best to amend this? Using first line above.

		<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"> <li>1. Teachers on duty will patrol the corridors and regularly visit each class for which they are responsible</li> <li>2. Pupils remain in their seats at all times</li> <li>3. Teachers will ensure that a wide range of wet play games and activities are available for pupils to use</li> <li>4. DVD's may be used on occasion they must be certified U</li> <li>5. The use of table-top games and colouring activities are also encouraged on wet play days</li> <li>6. SNA's support the pupils to whom they are assigned – this may include a movement break on the corridor</li> </ol>
No adults, other than staff members should enter the school grounds outside of designated drop off and pick up times.	Harm to pupils	<p>Messages for teachers can be sent by email or by phoning the school office on 016219819</p> <p>Forgotten items (books/lunch) must be clearly labelled with the child's name and placed in the box at the main entrance</p> <p>Parents should then phone reception to arrange delivery of items to class.</p> <p>No adult may enter the school building, unless invited to do so.</p> <p>Parents/ Guardians/ Visitors must not enter the school building beyond reception under any circumstances. Anyone entering the building by prior arrangement will be asked to sign a COVID declaration form and visitors register and to wear a mask.</p>

**Commented [AB3]:** Replace "Duty Teacher" with class teacher? Classes will remain in bubbles with their pupils.....

		<p>Should workers need to enter the building they must adhere to the above and:</p> <p>Visitor Book must be signed</p> <p>Visitor badge must be visible</p> <p>Classroom teacher/GVET staff member must be present at all times while visitors are with the class for a workshop/sports session etc</p> <p>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</p> <p>In the event of an emergency repair a worker may enter the classroom accompanied by a member of staff.</p>
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**Commented [AB4]:** Due to ongoing remediation building work on site should contractors need to enter the building in exceptional circumstances they must complete a Covid Declaration form - QR code at school reception and complete the covid tracing information form. They must also sanitise their hands before entering the building and wear a mask.

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

Principal: Andrea Burke-Khan

Date: 3<sup>rd</sup> 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