



## **St Laurence's National School, Chapelizod**

### **Risk Assessment Document**

April 2018

## Risk Assessment

	School Activity	Risk of Harm	Risk Level	Procedures in place to address risk
1.	Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	Low	<ul style="list-style-type: none"> <li>• St. Laurence's National School's Child Safeguarding Statement, St. Laurence's National School Child Safeguarding Risk Assessment and the Department of Education and Skills procedures are made available to all staff.</li> <li>• DLP and DDLP will attend PDST face-to-face training.</li> <li>• All staff members will view Túsla and PDST training modules.</li> <li>• Board of Management will record all instances of staff and board training.</li> </ul>
2.	Daily arrival and dismissal of pupils.	<p>Risk of child being harmed by another child.</p> <p>Risk of child being harmed in the school by another adult.</p>	<p>Medium</p> <p>Low</p>	<ul style="list-style-type: none"> <li>• The Board of Management has a suitable yard/ playground supervision agreement in place to ensure appropriate supervision of children during arrival and dismissal periods. This begins at 8.40am when parents / guardians supervise children prior to entering the school at 8.50am and ends at 2.30pm when teachers hand over the children to parents/ guardians at the school gate.</li> </ul>

		Risk of harm not being recognised by school staff.	Low	
3.	Recreation breaks for pupils.	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognised by school staff.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> <li>The school has a suitable yard/ playground supervision roster for both teaching staff and the SNA to ensure appropriate supervision of children during recreation breaks.</li> </ul>
4.	After school clubs	<p>Risk of child being harmed by another child.</p> <p>Risk of child being harmed in school by another adult.</p>	<p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> <li>Individuals/ groups using the facilities of St. Laurence's National School are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision of pupils waiting beforehand and waiting to be collected afterwards.</li> <li>In line with the school's Child Safeguarding procedures all activities must be supervised by at least two, Garda vetted adults.</li> </ul>

5.	Late drop- offs, early collection, late pick up, attendance.	Risk of child being harmed in school by another adult.	Low	<ul style="list-style-type: none"> <li>• Latecomers must buzz the school gate on arrival and make their way to the school office where the school secretary will admit them.</li> <li>• Early leavers must be signed out in the early leavers book in the school office by an appointed adult. The adult must wait in the reception area until the child is summoned.</li> <li>• Significant concerns in relation to timekeeping are reported to the Education Welfare Officer.</li> <li>• Pupils' attendance at school will be monitored with an absence slip completed by a parent / guardian for all missed days.</li> <li>• Absences of 20 days or more are reported to the Education Welfare Officer.</li> </ul>
6.	Classroom teaching.	<p>Risk of child being harmed in the school by a member of school personnel.</p> <p>Risk of child being harmed in the school by another child.</p>	<p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> <li>• Copies of the school's Child Safeguarding Statement and Child Safeguarding Risk Assessment are made available to school staff.</li> <li>• Glass viewing panels are installed in all doors where possible.</li> <li>• Glass viewing panels will not be obstructed in any way.</li> </ul>

7.	One to one teaching.	Risk of harm in one-to-one teaching.	Low	<ul style="list-style-type: none"> <li>• Parents/ guardians are required to provide written consent in instances where a child is withdrawn from class for supplementary teaching.</li> <li>• Glass panels are installed in the doors of support teaching rooms.</li> <li>• Glass panels will not be obstructed in any way.</li> </ul>
8.	Application of sanctions under the school's Code of Behaviour including detention of pupils.	Risk of child being harmed in the school by a member of school personnel.	Low	<ul style="list-style-type: none"> <li>• In line with the school's Code of Behaviour, detention of pupils during recreation breaks may be used as a sanction for unacceptable behavior. During detention periods pupils will remain in the senior room classroom where two members of staff will supervise them.</li> </ul>
9.	School-based bullying, verbal, physical or psychological.	Risk of harm due to bullying of child.	Medium	<ul style="list-style-type: none"> <li>• The school's Anti Bullying Policy is available to all staff.</li> <li>• The Anti Bullying Policy is available to parents/ guardians in the school.</li> <li>• Adequate supervision is provided to ensure codes of behaviour are being followed.</li> <li>• The school fully implements the Social Personal and Health Education (SPHE) curriculum including Walk Tall, Stay Safe and RSE programmes.</li> </ul>

10.	Administration of first aid.	Risk of child being harmed in the school by another adult.	Low	<ul style="list-style-type: none"> <li>• School personnel strictly adhere to the school's Accident and Injury Policy.</li> </ul> <p>In the event of accident or injury to a pupil:</p> <ul style="list-style-type: none"> <li>• The relevant staff member in the presence/ view of another adult treats minor accidents/ injuries.</li> </ul>
11.	Administration of medicine.	Risk of child being harmed in the school by another adult.	Low	<ul style="list-style-type: none"> <li>• Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents/ guardians and agreed by the principal/ chairperson of the Board of Management.</li> </ul>
12.	Toilet areas.	Risk of harm due to inappropriate relationship/ communications between child and another child or adult.	Low	<p>During pupil contact time:</p> <ul style="list-style-type: none"> <li>• Class teachers will supervise pupil's use of toilet facilities.</li> <li>• Only one pupil at a time permitted in the class toilets.</li> </ul> <p>During recreation breaks:</p> <ul style="list-style-type: none"> <li>• Pupils must get permission from the teacher on yard duty to enter the school to use their class toilet.</li> <li>• Only one pupil at a time permitted in class toilets.</li> <li>• Pupils can only access the building through doors in the junior corridor.</li> </ul>

13.	Information Communication Technology and other digital devices.	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.	Medium	<ul style="list-style-type: none"> <li>• The PDST Technology in Education filters access to Internet. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has permits access to YouTube but blocks websites that are categorized as Personal such as blogs, and Social Networking such as Flickr and Facebook.</li> </ul> <p>In line with our school's Acceptable Usage Policy:</p> <ul style="list-style-type: none"> <li>• A teacher will always supervise Internet sessions. If there is no teacher in the room, access to the Internet is prohibited.</li> <li>• Pupils are not permitted to use personal devices in school unless they are requested to bring it to school by a member of the teaching staff for use during school for educational purposes.</li> <li>• See Acceptable Usage Policy for more details.</li> </ul>
14.	Storage or publication of photos of children.	Risk of pupil images being accessed and used inappropriately.	Medium	<ul style="list-style-type: none"> <li>• Parental consent to take photos of children is obtained in writing by the school at the beginning of each school year.</li> <li>• Class teachers are made aware of any children in his or her class who do not have permission to be in school photos</li> <li>• Photos are taken on one specific school device (android tablet), which remains on school property.</li> </ul>

				<ul style="list-style-type: none"> <li>• Children’s names are not published with photos uploaded to the school website, published in the school newsletter or other relevant publications.</li> <li>• Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes.</li> <li>• Children are not permitted to use camera phones/digital devices during the school day or at school events</li> </ul>
15.	Data Protection.	Risk of personal information regarding pupils being accessed and used inappropriately.	Low	<p>In line with the school’s Data Protection Policy:</p> <ul style="list-style-type: none"> <li>• Confidential documents relating to children in the school are stored securely in the school.</li> <li>• Hard copies are stored in locked filing cabinets.</li> <li>• Documents are shared with staff on a need to know basis.</li> </ul>
16.	Interaction with visitors to the school/ external coaches.	Risk of child being harmed in the school by another adult.	Low	<ul style="list-style-type: none"> <li>• Visitors and external coaches must check in at reception at the front entrance before accessing the school building.</li> </ul>



		Risk of harm not being recognized by school staff.	Low	<ul style="list-style-type: none"> <li>• Regular visitors to the school, eg external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school.</li> <li>• Persons administering external programmes (eg GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organization and a copy of any appropriate insurance.</li> </ul> <p>In line with our school's Health and Safety Statement:</p> <ul style="list-style-type: none"> <li>• Staff members closely supervise children during all school events in which visitors are invited to or are present in the school.</li> </ul>
17.	Student teachers undertaking training placement in school.	Risk of child being harmed in school by another adult.	Low	<p>Prior to accepting a student on teaching placement, it is the responsibility of said student to provide the school with:</p> <ul style="list-style-type: none"> <li>• Written verification that the placement is supported by and indemnified by the college in which the student is attending.</li> <li>• Confirmation that St. Laurence's National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement.</li> <li>• Teachers to remain with the class at all times.</li> </ul>

18.	Students participating in work experience in the school.	Risk of child being harmed in school by another adult.	Low	<ul style="list-style-type: none"> <li>• The school requires confirmation from the school college, in writing, that St. Laurence's National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement.</li> <li>• Students must be able to provide current NVB vetting documentation, which should be processed in advance of placement start date through the student's post primary school or the relevant colleges.</li> <li>• Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations.</li> </ul>
19.	Sporting Activities and Annual Sports Day.	<p>Risk of child being harmed in school by a member of school personnel.</p> <p>Risk of child being harmed in school by another child.</p> <p>Risk of child being harmed by another person while participating in</p>	<p>Low</p> <p>Low</p> <p>Medium</p>	<ul style="list-style-type: none"> <li>• All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site.</li> <li>• Teacher responsibilities in this regard are detailed in the school policies.</li> </ul>

		out of school activities.		
20.	Use of off-site facilities for school activities including school outings.	Risk of child being harmed by a member of school personnel, a member of staff of another organization or other person while child is participating in out of school activities.	Medium	<ul style="list-style-type: none"> <li>• All teachers will exercise their Duty of Care to pupils during school activities whether undertaken off site.</li> <li>• Prior to the use of off-site facilities teachers will satisfy themselves as to the suitability of the venue.</li> <li>• Teacher responsibilities in this regard are detailed in the school policies.</li> </ul>
21.	Fundraising events involving pupils.	Risk of child being harmed by a member of school personnel, a member of staff of another organization or other person while child is participating in out of school activities.	Medium	<ul style="list-style-type: none"> <li>• All teachers will exercise their Duty of Care to pupils during fundraising activities whether undertaken on site or off site.</li> <li>• Teacher responsibilities in this regard are detailed in the school policies.</li> </ul>

22.	Care of pupils with specific vulnerabilities/ needs.	<p>Risk of child being harmed by a member of school personnel.</p> <p>Risk of child being harmed in the school by another child.</p>	<p>Low</p> <p>Medium</p>	<p>In line with our school Mission Statement:</p> <ul style="list-style-type: none"> <li>• St. Laurence's National School provides an inclusive environment where pupils with specific vulnerabilities are valued and supported.</li> <li>• In as far as is possible the pupil and parents/ guardians will be involved in identification of his/her personal requirements.</li> <li>• A written copy of any parental agreement that exists on matters will be kept on the pupil's enrolment file.</li> <li>• Parents will be notified of any changes from agreed procedures.</li> <li>• At all times the dignity and privacy of the pupil will be paramount.</li> </ul> <p>Practices and procedures in this regard are detailed in various school policies such as:</p> <ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Anti Bullying Policy</li> <li>• S.P.H.E Policy</li> <li>• Acceptable Usage Policy</li> <li>• School Tours Policy</li> </ul>
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23.	Recruitment of school personnel.	Risk of child being harmed in the school by a member of school personnel.	Low	<ul style="list-style-type: none"> <li>• Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in St. Laurence's National School.</li> <li>• All temporary and permanent teachers are registered with the Teaching Council.</li> <li>• All Special Needs Assistants and ancillary staff employed by the Board of Management must undergo and successfully complete vetting by the National Vetting Bureau in advance of commencing employment.</li> <li>• References from previous employers are obtained before employment commences in the school.</li> <li>• A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.</li> </ul>
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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 the 14<sup>th</sup> February 2018. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.