



Sandford Park School

Child Safeguarding Risk Assessment

Written Assessment of Risk of Sandford Park School: Roll number 60640C

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Sandford Park School.

1. List of school activities

- Daily arrival and dismissal of students
- Travel on school buses to and from Lansdowne road Dart station
- Recreation breaks for students
- Classroom teaching
- One to one teaching; for example teaching of special needs students
- One to one counselling. Working alone with children
- Supervised evening study for students
- Extracurricular activities such as Sports activities (including the use of external Coaches)
- Annual Sports Day
- Co curricular activities such as Choir, Debating, Drama Club.
- School Tours trips and outings. This includes overnight trips and foreign travel.
- Outside speakers/presenters visiting the school. This includes the use of outside personnel to supplement the curriculum
- School Ancillary staff working in offices, canteens and as caretakers
- Use of toilets/changing/shower rooms
- Intimate care of students with special needs
- Administration of medications
- Administration of First aid
- School open days for prospective students
- Management of challenging behaviour amongst students
- Prevention and dealing with bullying amongst students
- Training of school personnel in child protection matters
- Care of students with specific vulnerabilities/needs such as migrants, members of ethnic minorities, LGBT Gender fluid etc
- Outside contractors working in the school during the school day and after school hours – eg: Plumber/electrician. Outside contractors who may work on more long term projects during the school day
- Recruitment of school personnel including: Teachers/SNA's, office staff, canteen staff, caretakers/grounds personnel, volunteer parents in school activities such as school musicals/plays
- Use of ICT by students/teachers and other adults in school
- Use of Video/Photography and other media to record school events
- Application of sanctions under the school's Code of Behaviour including detention, confiscation of mobile phones/ICT equipment
- Students participating in work experience both inside and outside school

- Student teachers undertaking training and placement in the school
- Outside individuals/groups hiring or using school facilities
- Use of offsite facilities for school activities
- Transportation of students in school owned buses and hired commercial buses
- Curricular provision in respect of SPHE, RSE.
- Language exchange trips for students

2. The school has identified the following risk of harm in respect of its activities –

- Low risk of harm to students in the daily arrival and dismissal of students
- Low risk of harm whilst travelling on school buses to and from Lansdowne road Dart station
- Low risk of harm during recreation breaks for students
- Low risk of harm during classroom teaching.
- Medium risk of harm during one to one teaching; for example teaching of special needs students
- Medium risk of harm during one to one counselling. Working alone with children
- Low risk of harm during supervised evening study for students
- High risk of harm during extracurricular activities such as Sports activities (including the use of external Coaches)
- Medium risk of harm during Annual Sports Day
- Low risk of harm in Co curricular activities such as Choir, Debating, Drama Club.
- High risk of harm during School Tours trips and outings. This includes overnight trips and foreign travel.
- Medium risk of harm with outside speakers/presenters visiting the school This includes the use of outside personnel to supplement the curriculum
- Low risk of harm with School Ancillary staff working in offices, canteens and as caretakers
- Medium risk of harm whilst using toilets/changing/shower rooms
- High risk of harm during intimate care of students with special needs
- Medium risk of harm during administration of medications
- Medium risk of harm during administration of First aid
- Low risk of harm during school open days for prospective students
- Medium risk of harm during management of challenging behaviour amongst students
- Medium risk of harm during prevention and dealing with bullying amongst students
- Low risk of harm during training of school personnel in child protection matters
- Medium risk of harm during care of students with specific vulnerabilities/needs such as migrants, members of ethnic minorities, LGBT Gender fluid etc
- High risk of harm with outside contractors working in the school during the school day and after school hours – eg: Plumber/electrician. Outside contractors who may work on more long term projects during the school day. *School House Building project August 2018 – August 2019: Low Risk of harm as the contractors Are separated from the school by a 7 foot high fence and a closed gate supervised by The site foreman or his representative.
- Low risk of harm during recruitment of school personnel including: Teachers/SNA's, Office staff, canteen staff, caretakers/grounds personnel, volunteer Parents in school activities such as school musicals
- Medium risk of harm with use of ICT by students/teachers and other adults in school
- Medium risk of harm with use of Video/Photography and other media to record school events
- Low risk of harm during application of sanctions under the school's

Code of Behaviour including detention, confiscation of mobile phones/ICT equipment etc

- Medium risk of harm to students participating in work experience both inside and outside school
- Low risk of harm to students from student teachers undertaking training and placement in the school
- Medium risk of harm from outside individuals/groups hiring or using school facilities
- High risk of harm to students using of offsite facilities for school activities
- Low risk of harm during transportation of students in school owned buses and hired commercial buses

3. The school has the following procedures in place to address the risks of harm identified in this assessment –

- The school authorities have provided all personnel with a copy of 'Children First. National Guidance for the Protection and Welfare of Children 2017'. The school will ensure that all new members of staff shall also receive a copy.
- The school authorities have provided all personnel with a copy of the school's Child Safeguarding Statement. All new staff will be provided with a copy of the School's Child Safeguarding Statement.
- The school will encourage staff to avail of all relevant training in Child Protection.
- The school will encourage The Board of Governors members to avail of all relevant training in Child Protection.
- All registered teaching staff are required to adhere to the Children First Act 2015 In full.
- The school implements in full the SPHE Curriculum. This includes using external appropriate speakers
- The school implements in full the Wellbeing Programme at Junior Cycle.
- The school has an Anti-Bullying policy which is reviewed annually. The Policy Adheres to the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools.
- The school has a yard supervision and duty schedule to ensure appropriate supervision of students during, assembly, arrival/dismissal and breaks and in respect of specific areas such as school canteen, locker rooms, changing areas and toilets.
- The school has in place a Trips and Tours policy.
- The school has a Health and Safety Policy.
- The school adheres to and implements fully requirements of the Garda Vetting Legislation(National Vetting Bureau) and relevant DES circulars to recruitment and Garda Vetting.
- The school has a code of conduct for all school personnel (Teaching and Non Teaching staff.)
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has a Special Education Needs Policy.
- The school has in place a policy for the administration of medication to students.
- The school has a policy in place for the administration of First Aid.
- The school has a Code of Behaviour Policy for students.
- The school has an Acceptable Use Policy in respect of ICT usage by students.
- The school has a Mobile Phone Policy in respect of usage by students.
- The school has a Critical Incident Plan
- The school has a policy in place for the use of external sports coaches.
- The school has in place clear procedures for one to one teaching.

- The school has in place clear procedures for one to one counselling.
 - The school has an induction programme in respect of student teachers.

 - The school has a policy and procedures in place in respect of students work experience either within the school or with an external organisation.
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The school has implemented the following practical measures to address identified risk of harm opportunities.

- ✓ Duty teachers to supervise arrivals and dismissal of students.
- ✓ Student recreation/lunch breaks are adequately supervised by teachers.
- ✓ All classrooms have large windows plus they also have a viewing panel in the door.
- ✓ One to one teaching is always as part of a scheduled timetable in a room with A glass panel door. Any additional one to one classes must be notified to the Principal in advance.
- ✓ One to one counselling takes place in the counsellors office which has a glass wall. Counselling which may be of a more emotional nature is notified in advance to school management.
- ✓ Evening study takes place in a room with large windows and it also has a large glass panel in the door.
- ✓ A minimum of two sports coaches' train a squad together. Outside coaches must have current coaching credentials, relevant references and Garda vetting.
- ✓ School management ensures that a large team of teachers are available to supervise students and monitor any external people in attendance.
- ✓ All Co-curricular activities are adequately supervised.
- ✓ The school uses recognised 'School Travel Companies' to organise overnight and foreign trips. The school operates a ratio of 10 students to 1 teacher on overnight trips. Where possible the school operates an 8 to 1 ratio.
- ✓ Outside speakers who are not Garda vetted are always accompanied by a member of the school staff.
- ✓ All ancillary members of staff have been Garda vetted and reference checked before any employment commences in the school.
- ✓ Changing, shower and toilets are well lit and spacious. Teachers who are supervising are nearby but not in the rooms. Teachers will only enter in an emergency situation. Even then the default is to have at least two staff members enter if possible.
- ✓ Staff members responsible for any possible intimate care required by a student must always ensure that a colleague knows where they are providing this service and when they are doing so.
- ✓ Parental/Guardian consent must be given in writing before any medication is Given to a student.
- ✓ Where possible the Sports co-ordinator[trained in First Aid] assesses/ administers first aid. Parents/Guardians are always contacted. Where necessary students are taken to the local Ranelagh Medical Centre. If necessary due to the nature of the injury an ambulance is called and the student is accompanied to hospital until a parent/guardian is available.
- ✓ Medications/pain relief tablets are only administered by reception staff where parents/guardians have signed and returned the medicines form.

- ✓ During open days the teaching staff ensure that all external people are welcomed and that their details are recorded as all visitors must register.
- ✓ The school has a detailed Code of behaviour to apply to ensure any risk to students is at a minimum.
- ✓ The school has a detailed Anti-Bullying policy to apply to ensure any risk to students is at a minimum.
- ✓ Training of school personnel in child protection matters takes place either when students are not in school or else the training takes place offsite.
- ✓ The school follows the SPHE curriculum and also embeds the necessity for inclusiveness and equal treatment of all and that hurtful behaviour is not acceptable.
- ✓ The school will ensure that all visitors sign in at reception. Workmen such as plumbers etc are always accompanied by one of the grounds staff. If long term building work is in progress then the workers must be segregated from the student population. **School House project 2018 – 2019: Segregated compound supervised by the site foreman.**
- ✓ The school will ensure that all employees recruited have the relevant Garda vetting and have impeccable references from previous employers etc.
- ✓ The school will ensure that Parents/Guardians are advised of any sanctions that are to be imposed on their child
- ✓ The school organises a letter re insurance to be sent to companies where TY students are involved in work experience.
- ✓ Student teachers are vetted by their third level college for work in schools.
- ✓ Outside individuals hiring school facilities will normally do so when the students are not in school. If students are in school then the outside individuals shall not have student contact.
- ✓ The school will provide adequate supervision for students using off site facilities for school activities.

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 Governors 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 Governors on 05-02-18. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed  Date 4.2.2019.

Chairperson: Board of Governors. Reviewed 04/02/2019

Signed  Date 4/2/2019

Principal/Secretary to the Board of Governors. Reviewed 04/02/2019