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## Child Safeguarding Statement

Saint Michael's National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Saint Michael's National School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Kate Gleeson**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Sally Fossitt**
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect staff members from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

*Under the patronage of the Church of Ireland*

Saint Michael's National School, 11, Barrington Street, Limerick V94 A0K7

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training

The Board of Management maintains records of all staff and Board member training

- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.

- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.
- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on the 14<sup>th</sup> September 2021.

Signed: \_\_\_\_\_  
**Chairperson**  
Date: 15/9/21

Signed: \_\_\_\_\_  
**Principal**  
Date: 15/9/21

## Child Safeguarding Risk Assessment Template

### Appendix 1

#### Written Assessment of Risk of Saint Michael's National School

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 Saint Michael's National School.

#### 1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities
- School outings
- Use of toilet/changing in schools
- Sports Day
- Swimming lessons offsite
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements
- Care of children with special educational needs, including intimate care where needed,
- Management of challenging behaviour amongst pupils
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports & other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
  - Children in care
- Recruitment of school personnel including -
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school

and at home

- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day

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

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

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

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection*

*Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*

- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place clear procedures in respect of school outings
- The school has a Health and Safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school staff adhere to the Teaching Council Code of Professional Conduct
- The school complies with the agreed disciplinary and complaints procedures for teaching staff in line with professional teaching body guidelines
- The school has a Special Educational Needs policy
- The school has an Intimate Care Policy in respect of students who require such care
- The school has in place procedures for the administration of medication to pupils (\*To be completed by end of 2019/2020 school year)
- The school -
  - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
- The school has in place procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils both at home and in school
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place procedures for the use of external sports coaches
- The school has in place clear procedures for one-to-one teaching activities
- The school has in place procedures in respect of student teacher placements
- The school has in place procedures in respect of students undertaking

**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 endeavored 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 22<sup>nd</sup> October 2019. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: \_\_\_\_\_



Date 15/1/21.

Chairperson, Board of Management

## **Appendix 2**

The following programmes are taught in Saint Michael's National School in order to increase awareness around pupil protection issues and for the prevention of abuse in any form:

- Relationship & Sexuality Programme (RSE) - Mandatory - Completed in Term 2
- Stay Safe Programme New edition January 2017 - Mandatory - Completed in Term 2
- Walk Tall Programme
- SPHE Curriculum & Making the Links (A useful manual which links the first 3 programmes to the content objectives of the SPHE curriculum).



### **Appendix 3:**

#### **School Policies with Regards to Pupil Protection**

The following school policies have relevance for pupil protection and are available for viewing in the school office.

- Safeguarding Statement
- Health & Safety Statement
- Code of Behaviour
- Anti-Bullying Policy
- School Attendance Policy
- Supervision Policy
- Intimate Care Needs
- SEN Policy
- Acceptable Use of the Internet Policy (ICT) / Mobile Phone Policy
- Disciplinary & Grievance Procedures in line with guidelines from professional teaching bodies
- Data Protection Policy
- Critical Incident Policy

#### Appendix 4 - Identifying and Managing Risks

	List of School Activities	Risk Level	The School has identified the following Risks of Harm	The school has the following procedures in place to address risks identified in this assessment
<b>Board of Management</b>	❖ Familiarisation and Training of all BOM members in updated Child Protection Procedures	Low	<i>Harm not being recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>New board members will undertake relevant training and will be provided with the relevant documents in regards to Child Safeguarding on appointment</li> <li>Copy of DES 'Child Protection Procedures for Primary &amp; Post Primary Schools 2017' sent by email for each BOM Member</li> <li>Copy of C.81/2017 by email to all BOM members</li> <li>CPMSA training will be attended by members of the BOM and noted in the minutes accordingly</li> <li>Child Safeguarding Statement and Child Safeguarding Risk Audit &amp; Assessment to be undertaken and ratified by BOM as required</li> <li>Child Protection Oversight Report to be provided at each BOM meeting</li> </ul>
	❖ Familiarisation and training of all school		<i>Harm not recognised or</i>	<ul style="list-style-type: none"> <li>School Staff are made aware of their obligations under <i>Children First 2015</i> and revised procedures and responsibilities when updates are available</li> </ul>

<b>School Staff</b>	<p>staff in updated 2017 Child Protection Procedures <i>Teachers, SNAs, Ancillary Staff</i></p>	Low	<i>reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• All staff encouraged to familiarise themselves with DES 'Child Protection Procedures for Primary &amp; Post Primary Schools 2017' publication.</li> <li>• Staff are made aware of all relevant documentation at a staff meeting</li> <li>• School ensure that all staff have Túsla online training certification</li> <li>• DLP &amp; DDLP participated in PDST online training and be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures</li> <li>• DLP attended IPPN talk (19/02/2018)</li> <li>• DLP &amp; DDLP to attend PDST face to face training ( 29/05/2018)</li> <li>• Record of staff training and certification to be retained for BOM</li> </ul>
<b>Recruitment of Staff/ Volunteers</b>	<p>❖ Recruitment of school personnel i.e. Teachers, SNAs, Ancillary Staff, Sports Coaches, External Tutors/Guest Speakers etc.</p>	Medium	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures available to all staff</li> <li>• Vetting of school staff</li> <li>• Vetting of volunteers ( as appropriate)</li> <li>• Supervision of Pupils Policy</li> <li>• Vetting documentation presented in advance for outside speakers, HSE personnel etc.</li> </ul>
			<i>Harm not recognised or</i>	<ul style="list-style-type: none"> <li>• Vetting of volunteers ( as appropriate)</li> </ul>

	❖ Volunteers/Parents for school activities e.g. Sports events	Medium	reported in accordance with procedures	<ul style="list-style-type: none"> <li>Pupils under supervision of teachers – never in care of volunteers</li> </ul>
Entry and Dismissal of pupils	<ul style="list-style-type: none"> <li>Morning entry and home time dismissal of pupils</li> </ul>	Medium	Unknown adults in the school grounds/premises	<ul style="list-style-type: none"> <li>Access control system installed ensures that there is secure access to the building at all times</li> <li>School gate (St. Joseph's Street entrance) closed at all times. School gate (Barrington Street entrance) opened just before 8.40am daily. Automated pedestrian gate at the side of the new classroom gives school full control of who accesses the building.</li> <li>School's main entrance door will be locked at all times.</li> <li>Front door monitored by school secretary and staff.</li> <li>School procedure in place for adults only to open front door.</li> <li>Parent/guardians advised to ensure children collected at home time - Junior Classes pupils remain under care of teacher until collected</li> <li>Non-collected pupils go to school office – parents/guardians contacted as necessary</li> <li>If a different adult is collecting a pupil, parents/guardians must give written notification to pupil's class teacher</li> <li>If person collecting child is unknown to staff the pupil's Admissions Acceptance Form is checked and parent/guardian contacted for clarification.</li> </ul>

				<ul style="list-style-type: none"> <li>Gardaí contacted if a pupil is not collected after a reasonable length of time (1 hour). Two staff members will stay with pupil until Gardaí arrive.</li> </ul>
	❖ Curricular provision in respect of SPHE, RSE, Stay Safe.	Low	<i>Non-teaching of the curriculum and relevant lessons</i>	<ul style="list-style-type: none"> <li>School implements SPHE as a curricular subject and SPHE taught in all classes as per SPHE plan using discretionary time as required.</li> <li>School implements RSE, Stay Safe Programme in full.</li> <li>School implements social and emotional programme, Friends for Life, when deemed appropriate in various classes.</li> </ul>
<b>Curricular Provision</b>	❖ Use of Information and Communication Technology (ICT) by pupils and school staff during school day	Medium	<i>Inappropriate use of school internet - pupils exposed to inappropriate online content or messaging</i>  <i>Inappropriate recording of staff or pupils</i>	<ul style="list-style-type: none"> <li>Acceptable Use policy for ICT for Pupils and school staff</li> <li>Data Protection Policy</li> <li>Supervision of Pupils Policy</li> <li>Yearly talk on Cyber Safety</li> <li>Teachers use Webwise where appropriate/necessary</li> </ul>
	❖ Classroom teaching ❖ One to one teaching	Low	<i>Harm not recognised or reported in</i>	<ul style="list-style-type: none"> <li>Daily recording of pupil attendance ( via Aladdin)</li> <li>Supervision of Pupils Policy</li> </ul>

Teaching and Learning	❖ Outdoor teaching i.e. PE/Sports etc.		<i>accordance with procedures</i>  <i>Inadequate supervision</i>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement and DES procedures</li> <li>• Open door policy</li> <li>• Glass in door in SEN Classrooms not to be obstructed</li> <li>• SEN Policy &amp; SNA Policy</li> </ul>
	❖ Care of pupils with specific vulnerabilities/needs based on race, disability, religion etc	Low	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement and DES procedures</li> <li>• Supervision of Pupils Policy</li> <li>• SEN Policy &amp; SNA Policy</li> </ul>
	❖ Use of video/photography/other media to record school events	Medium	<i>Online posting of school images and pupils and staff</i>	<ul style="list-style-type: none"> <li>• Acceptable Use Policy</li> <li>• Reminder notice posted each term on school website and on school newsletter and verbal reminders for school events advising parents/guardians that recordings are not allowed and photos are for personal use only and not for uploading onto social media sites.</li> <li>• Posters up around the school building</li> </ul>
	❖ Care of pupils with SEN	Low	<i>Harm by school personnel</i>	<ul style="list-style-type: none"> <li>• SEN Policy &amp; SNA Policy</li> <li>• Supervision of Pupils Policy (to be drafted in March/April 2018)*</li> </ul>

Special Education Needs (SEN)	including intimate care needs			<ul style="list-style-type: none"> <li>• Child safe guarding statement</li> <li>• School procedure in place in the event of a toileting incident- parents contacted and parent takes responsibility for changing of clothes</li> <li>• Intimate Care Policy</li> </ul>
	❖ Managing challenging behaviour (including flight risk children)	Medium	<i>Accidental harm by school personnel</i>  <i>Injury to pupils and staff</i>	<ul style="list-style-type: none"> <li>• At least two staff members present if possible</li> <li>• Parents contacted immediately</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour</li> <li>• Supervision of Pupils Policy</li> <li>• Anti-Bullying Policy</li> <li>• Critical Incidence Policy</li> <li>• Use of staff Whatsapp group/Aladdin to alert others immediately if there is a problem</li> </ul>

<b>Medical Emergencies and First Aid</b>	<ul style="list-style-type: none"> <li>❖ Administration of First Aid Treatment by staff</li> <li>❖ Administration of Medication by staff</li> </ul>	<p>Low</p> <p>Low</p>	<p><i>Accidental Harm by school personnel</i></p>	<ul style="list-style-type: none"> <li>• Supervision of Pupils Policy</li> <li>• Administration of Medication Policy and procedures (Policy to drafted in 2019/2020 school year)*</li> <li>• All school staff received basic First Aid training Nov 2019</li> <li>• SNA's trained in the Administration of Medicines that are specific to needs of pupils in school</li> </ul>
<b>Coach drivers &amp; Speakers &amp; Visitors to the school for curricular purposes</b>	<ul style="list-style-type: none"> <li>❖ Use of external personnel to support the delivery of the curriculum (including Mobile library service, sports coaches, etc)</li> </ul>	<p>Medium</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> <li>• Supervision of Pupils Policy</li> <li>• Class Teacher or SNA always present and supervising</li> <li>• Vetting in accordance with CIPsMA and DES regulations</li> <li>• Sign in Sign Out book for unknown visitors will be kept</li> </ul>



<p><b>Fundraising events involving pupils during out of school hours</b></p>	<p>❖ Pupils attend fundraising events outside the normal school teaching hours</p>	<p>Medium</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p> <p><i>Unknown adults on premises</i></p> <p><i>Inappropriate videoing/recording of pupils during event by unknown/known adults</i></p>	<ul style="list-style-type: none"> <li>• Child Safe-guarding Statement</li> <li>• Acceptable Use Policy</li> <li>• Code of Behaviour Policy</li> <li>• Anti-Bullying Policy</li> <li>• Supervision of Pupils Policy</li> <li>• Health and Safety Policy</li> <li>• School to remind parents/guardians that it is their responsibility to adequately supervise their child/children</li> </ul>
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<p><b>Behaviour &amp; Supervision of pupils during school hours</b></p>	<p>❖ Recreation Breaks and Lunch breaks and yard time</p>	<p>Medium</p>	<p><i>Inappropriate behaviour /communication with pupils</i></p> <p><i>Unknown adults on the playground/in school grounds</i></p> <p><i>Inappropriate videoing/recording of pupils in the yard by unknown adults from houses looking onto school yard</i></p>	<ul style="list-style-type: none"> <li>• Supervision of Pupils Policy,</li> <li>• Teacher and SNA on duty</li> <li>• School procedures in place for classes exiting onto the yard/entering back into the school</li> <li>• Staff on duty in all play areas</li> <li>• School site fully secure due to security upgrade works</li> <li>• Staff on yard duty to be vigilant when out in school yard and report suspicious videoing/recording of pupils to the principal who will liaise with the Gardaí on the matter</li> <li>• Inappropriate behaviour (in relation to Child Safeguarding) on yard will be recorded in the yard book and DLP will be informed</li> </ul>
	<p>❖ Toilet areas/other communal school areas</p>	<p>Medium</p>	<p><i>Inappropriate behaviour by pupils</i></p>	<ul style="list-style-type: none"> <li>• Classroom rules including toilet permissions</li> <li>• In the event that a child needs access to the building from the yard- children will go in pairs (pair from the same classroom) from the yard to the toilet in the school. Adult permission must be given.</li> <li>• Code of Behaviour</li> </ul>

	❖ Exit and entry to class for play time	Medium	<i>Inappropriate behaviour by pupils</i>	<ul style="list-style-type: none"> <li>• Teacher on duty in yard</li> <li>• Teacher on duty and SNA's supervise the children entering the yard</li> <li>• Class teacher/SNAs supervise exit of pupils from yard area</li> </ul>
	❖ Prevention and dealing with bullying and misbehaviour amongst pupils	Medium	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy and procedures</li> <li>• Social and Emotional programmes</li> <li>• Stay Safe programme</li> <li>• Code of Behaviour</li> </ul>
<b>Teaching Practice/ Third-level work Placement/ Secondary School work experience</b>	❖ Trainee Teachers on teaching placement ❖ Third level students on work placement ❖ Secondary pupils (16 years or over) on work experience	Low	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Ensuring student teachers, third level students and secondary school students have garda vetting from relevant organisations.</li> <li>• Secondary school students must be over 16 years of age</li> </ul>

<p><b>Parents/ Guardians coming to the school</b></p>	<p>❖ Parents/guardians seeking to collect pupils early/hometime/when pupils unwell etc</p>	<p>Medium</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i>  <i>Unknown adults on the school premises</i></p>	<ul style="list-style-type: none"> <li>• Parents/guardians report to school office – verification of identity where necessary</li> <li>• Parents/guardians/adults not permitted to go to classroom areas unless accompanied by member of school staff</li> <li>• School security procedures in place</li> <li>• All parents/guardians remain at main entrance</li> <li>• If adult unknown, and/or no written permission given to school about adult collecting child, staff will contact parents/guardians to seek clarification</li> <li>• Parents/guardians/adults sign book at front entrance stating who they are collecting and time of collection</li> </ul>
<p><b>School Trips &amp; use of External Facilities</b></p>	<p>❖ School tours/outing involving one or multiple classes to external venues</p> <p>❖ School Sports Day</p> <p>❖ Hire of Transport (bus)</p> <p>❖ Use of Public Transport</p>	<p>Medium</p>	<p><i>Harm not recognised or reported in accordance with procedures</i>  <i>Supervision appropriate to the activity and transport option</i></p>	<ul style="list-style-type: none"> <li>• Supervision of Pupils Policy</li> <li>• Teacher(s) and/or SNA on duty</li> <li>• Adequate pupil-teacher ratio adhered to (according to the age of pupils)</li> <li>• Code of Behaviour</li> <li>• Ensure private transport providers hired by the school are licensed in accordance with regulations</li> <li>• Parents/guardians who assist in school trips are vetted</li> </ul>

				<ul style="list-style-type: none"> <li>• Supervision of Pupils Policy</li> <li>• Adequate pupil-teacher ratio adhered to (according to the age of pupils)</li> <li>• Code of Behaviour</li> <li>• School staff supervise from a distance/outside the changing room door but if a safety risk is identified two staff members will intervene</li> </ul>
			<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Supervision appropriate to the activity and transport option</i></p> <p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	
		Medium		
	❖ Swimming			

<b>School Maintenance Contractors &amp; non curricular visitors to the school</b>	❖ Visitors/contractors in school during school hours & after school hours  ❖ Contractors/Builders/ Personnel involved in the build of the school extension	Medium    Medium	<i>Harm to pupils due to inappropriate behaviour /communication</i>   <i>Harm to pupils due to inappropriate behaviour /communication</i>  <i>Unknown adults on the school premises</i>	<ul style="list-style-type: none"> <li>• All contractors/ and visitors report to the school office where they will sign in and sign out</li> <li>• Contractors work outside of school hours where possible</li> <li>• Contractors/visitors provide identification where necessary</li> <li>• Supervision of Pupils Policy</li> <li>• The BOM and principal will ensure that personnel completing work on school/in the school grounds will do so outside of school hours or during school holidays if possible.</li> <li>• If work does need to take place during school hours all necessary precautions will be taken and adhered to by staff in accordance with this document.</li> </ul>
<b>Covid 19</b>	❖ Teaching via Zoom  ❖ Appropriate use of Seesaw	Low   Low	<i>Harm to pupils due to inappropriate behaviour /communication</i>	<ul style="list-style-type: none"> <li>• The school have set out specific guidelines for staff to mitigate risks that may arise through the use of zoom in the event of school closure – see Addendum to Acceptable Usage Policy</li> <li>• The school have set out specific guidelines for staff to mitigate risks that may arise through the use of Seesaw in the event of school closure – see Addendum to Acceptable Usage Policy</li> </ul>

	❖ Lack of contact with school staff	Medium		<ul style="list-style-type: none"> <li>• At risk pupils may be further at-risk during school closure periods. Staff will try to make contact with parent and pupil to ensure everything is okay at home even if they are not regularly engaging with formal online activities.</li> </ul>
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