

(A) ASSESSMENT OF RISK COMPLETED

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;

St John Bosco Community College

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*.

St John Bosco Community College Safeguarding Risk Assessment

	Activity	Risk Identified	Level of Risk L/M/H	Procedure in Place to manage the risk
1	<p>Interactions between teachers and students including but not limited to:</p> <ul style="list-style-type: none"> ▪ Classroom teaching ▪ Homework club/evening study ▪ Outdoor teaching activities ▪ Sporting Activities 	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of harm due to inappropriate relationship/communications between a student and an adult 		<ul style="list-style-type: none"> ▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel ▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>. ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct. ▪ The school has a Dignity Charter
2	<p>Interaction between students including but not limited to:</p> <ul style="list-style-type: none"> ▪ Recreation breaks for students Movement between classes ▪ Use of toilets ▪ Use of PE changing rooms ▪ Outdoor teaching activities ▪ Sporting Activities 	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students ▪ Risk of harm due to bullying of student ▪ Risk of student being harmed in the school by another student ▪ Risk of harm due to inappropriate relationship/communications between a student and another student 		<ul style="list-style-type: none"> ▪ The school ensures appropriate supervision of students during breaks. ▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ▪ The school has in place a code of behaviour for students ▪ The school has a Dignity Charter

				<ul style="list-style-type: none"> ▪ Students receive written permission in school journal to use toilets during classes.
3	Daily arrival and dismissal of students	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students entering and leaving school. 		<ul style="list-style-type: none"> ▪ The school ensures appropriate supervision of students as per the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.
4	One-to-one teaching	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one teaching situation 		<ul style="list-style-type: none"> ▪ The school has a clear glass panel adjacent to every classroom door or a panel of clear glass in the door. ▪ Teachers are also advised to leave the classroom door ajar if teaching in a one-to-one situation.
5	One-to-one counselling	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one counselling situation 		<ul style="list-style-type: none"> ▪ Both doors in School Chaplain office and Guidance Councillor office have glass panels in place.
6	School outings	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities 		<ul style="list-style-type: none"> ▪ The school has highlighted the need to put an Extra-Curricular Activities Policy in place in academic year 18/19. ▪ Current practice of all groups traveling with one or more teachers, no teacher to take one student on a trip on their own, and all groups have to be signed out on VSWARE are in place.

7	School trips involving overnight stay	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities 		<ul style="list-style-type: none"> ▪ All teachers taking a group of students must travel with a second member of staff and complete a risk assessment before departure. ▪ Extra-Curricular Activities Policy to be created this academic year 18/19.
8	Use of off-site facilities for school activities	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending an off-site facility 		<ul style="list-style-type: none"> ▪ Extra-Curricular Activities Policy to be created this academic year 18/19.
9	Annual Sports Day	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students while attending out of school activities ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities 		<ul style="list-style-type: none"> ▪ Extra-Curricular Activities Policy to be created this academic year 18/19. ▪ A clear procedure/timetable must be in place. First Aid station/Kit readily available. Supply of drinking water made available to all students and staff.

10	School transport arrangements	<ul style="list-style-type: none"> ▪ Risk of student being harmed while student is travelling to/from a school activity. 		<ul style="list-style-type: none"> ▪ Adequate teacher supervision. ▪ Hire of reputable bus operator.
11	Management of challenging behaviour amongst students, including appropriate use of restraint where required	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of student being harmed in the school by another student 		<ul style="list-style-type: none"> ▪ The school has in place a code of behaviour for students (<i>no restraint policy, LCETB to advise</i>)
12	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate code of behaviour 		<ul style="list-style-type: none"> ▪ The school has in place a code of behaviour for students ▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students
13	Care of students with special educational needs, including intimate care where needed.	<ul style="list-style-type: none"> ▪ Risk of harm to students with SEN who have particular vulnerabilities ▪ Risk of harm to student while a student is receiving intimate care 		<ul style="list-style-type: none"> ▪ The school must create a Special Educational Needs policy in academic year 18/19. ▪ The school has created an SNA policy/plan in respect of students who require such care.
14	<p>Care of students with specific vulnerabilities/ needs including:</p> <ul style="list-style-type: none"> ▪ Students from ethnic minorities/migrants ▪ Members of the Traveller community ▪ Lesbian, gay, bisexual or transgender (LGBT) students and students perceived to be LGBT 	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of student being harmed in the school by another student ▪ Risk of harm due to bullying of student 		<ul style="list-style-type: none"> ▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ▪ The school has in place a code of behaviour for students ▪ The school has a Dignity Charter

	<ul style="list-style-type: none"> ▪ Students of minority religions ▪ Children in care ▪ Children on CPNS 			
15	Administration of Medicine	<ul style="list-style-type: none"> ▪ Cause of harm to a student. 		<ul style="list-style-type: none"> ▪ The school has in place a record of students who may require emergency medication. ▪ Trained first responder staff have been advised to contact emergency services in such cases where a student requires emergency medication.
16	Administration of First Aid	<ul style="list-style-type: none"> ▪ Cause of harm to a student. 		<ul style="list-style-type: none"> ▪ The school has in place procedures for the administration of First Aid and staff personnel with First Responder training.
17	Curricular provision in respect of SPHE, RSE	<ul style="list-style-type: none"> ▪ Deprive students of important required knowledge for life. 		<ul style="list-style-type: none"> ▪ The school implements in full the SPHE curriculum ▪ The school is currently working on Wellbeing Programme/Policy for the school. ▪ The school implements in full the Wellbeing Programme at Junior Cycle
18	Participation by students in religious ceremonies/religious instruction external to the school	<ul style="list-style-type: none"> ▪ Inclusion 		<ul style="list-style-type: none"> ▪ Alternative arrangements are made for students who wish to opt out of religious ceremonies following Parental consent.
19	Use of Information and Communication Technology by students in school	<ul style="list-style-type: none"> ▪ Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school 		<ul style="list-style-type: none"> ▪ The school has in place an ICT policy in respect of usage of ICT by students ▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students

20	Students from the school participating in work experience elsewhere	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience 		<ul style="list-style-type: none"> ▪ The school has in place relevant documentation in relation to work experience in external organisations.
21	Recruitment of school personnel including - <ul style="list-style-type: none"> ▪ Teachers ▪ SNAs ▪ Admin staff ▪ Caretaker ▪ Cleaners 	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted 		<ul style="list-style-type: none"> ▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. ▪ All new staff are provided with a copy of the school's Child Safeguarding Statement ▪ The school encourages staff to avail of relevant training
22	Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities <ul style="list-style-type: none"> ▪ Sports coaches ▪ External Tutors/Guest Speakers ▪ Volunteers/Parents in school activities 	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by volunteer or visitor to the school 		<ul style="list-style-type: none"> ▪ The school has in place a Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum ▪ Parents/Guardians who volunteer are required to undergo Garda Vetting through LCETB.

23	Fundraising events involving students	<ul style="list-style-type: none"> ▪ Risk of student been harmed by a member of the public while in the care of school personnel. 		<ul style="list-style-type: none"> ▪ Fundraising events only take place during/outside of school hours under teacher/parental supervision. ▪ Teachers in role of loco parentis during school hours.
24	Use of video/photography/other media to record / at school events	<ul style="list-style-type: none"> ▪ Risk of students identity in public domain without prior permission. 		<ul style="list-style-type: none"> ▪ Parental consent given after enrolment.
25	Use of student images for PR purposes	<ul style="list-style-type: none"> ▪ Risk of students identity in public domain without prior permission 		<ul style="list-style-type: none"> ▪ Parental consent given after enrolment.
26	Student teachers undertaking training placement in school	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a student teacher in training. 		<ul style="list-style-type: none"> ▪ All student teachers have been Garda vetted by their affiliated College/University. ▪ All student teachers have restricted access to student information.
27	After school use of school premises by other organisations	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a visitor to the school 		<ul style="list-style-type: none"> ▪ The hiring of the school sports hall takes place during hours when no students are present.
28	Use of school premises by other organisations during school day	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school a visitor to the school 		N/A
29	Non-curricular related visitors / contractors present in school during school hours	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a visitor/contractor to the school 		<ul style="list-style-type: none"> ▪ The school has a Health and Safety policy.
30	Non-curricular related visitors / contractors present during after school activities	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a visitor/contractor to the school 		<ul style="list-style-type: none"> ▪ The school has a Health and Safety policy.

31	Use of Information and Communication Technology by staff	<ul style="list-style-type: none"> ▪ Risk of harm caused by member of school personnel communicating with students in an 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 	<ul style="list-style-type: none"> ▪ The school has provided each member of school staff with access to a copy of the school's Child Safeguarding Statement ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel ▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>. ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct. ▪ The school complies with the agreed disciplinary procedures for teaching staff.
32	Reporting	<ul style="list-style-type: none"> ▪ Risk of harm not being recognised by school personnel ▪ Risk of harm not being reported properly and promptly by school personnel 	<ul style="list-style-type: none"> ▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel ▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>. ▪ The school encourages staff to avail of relevant training.

				<ul style="list-style-type: none">▪ The school complies with the agreed disciplinary procedures for teaching staff.
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Hazard Type	People affected	Task	Consequence	Risk Controls	P	S	RR	Additional Risk Controls	P	S	RR	Resources (Time/€€)
Covid 19	All Employees Visitors Students Learners Contractors	To ensure the safety, health and welfare of all students/learners and staff who are in situ in the School/Centre	Illness arising from contact with those presenting with symptoms. COVID-19 Absenteeism	<ul style="list-style-type: none"> • Checking of HSE, WHO, Department of Foreign Affairs and other websites for updates • Posters in all bathrooms and in communal areas • Regular Management Meetings • Communication from LCETB Head Office on Business Continuity Planning • Online classes during lockdown • Visitors/Contractors complete a form requesting permission to enter the premises for contact logging and COVID-19 information. <p>Refer to: <i>“A Safe Return To Our School” Protocol 17/08/2020</i></p>	5	5	25	<ul style="list-style-type: none"> • COVID-19 Response Plan in place in line with Department of Education Guidance and the Return to Work Safely Protocol and public health advice • COVID-19 Employee Returning to the Workplace online training • Pre-Return to Work forms in place • COVID-19 Lead Representative Worker Training • COVID-19 Employer Safety Protocol • Employee – What to expect on your return to the Workplace information • Regular communication from Director of Organisation Support and Development and Director of Schools • Regular communication on Wellbeing • Regular communication from 	4	4	16	Laptops Cleaning supplies Sanitizers Sneeze Screens PPE Other resources as required

								<p>Health and Safety Officer</p> <ul style="list-style-type: none">• Regular communication with all staff via Management and C-19 Lead Worker Representative• Reviewing contingency plans for sustained staff shortages (extended working from home etc.) in the event of a further outbreak in the country.• Consideration that staff with caring responsibilities may be impacted and unable to come to work even if they don't get the virus, e.g. in the event of schools being closed, close family illnesses, etc.• Communications Strategy in place• Communication of relevant policies including absence and attendance management		
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| | | | | | | | | <ul style="list-style-type: none">• Senior Management Meetings• Contact Logs in place• Checklists in place | | | |
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								teacher can exit practical classrooms to the outside to avail of a few minutes mask break, while observing social distancing.			
		Access/Egress		<ul style="list-style-type: none"> • Separate access and exit routes 				<ul style="list-style-type: none"> • 1st & 2nd Years enter and exit from the library side door. • 3rd Years enter and exit from the back door. • 5th & 6th Year enter and exit from the main door. 			
		Use of Lifts		<ul style="list-style-type: none"> • Only one person allowed at any one time 				<ul style="list-style-type: none"> • Signage of max. number of persons using lift to be displayed. • Frequent supervision of the lift area. 			
		Use of Stair		<ul style="list-style-type: none"> • Can you facilitate using different stairwells for access and exit or what can you put in place if only one stairwell? 				<ul style="list-style-type: none"> • Movement along the stairs, is from the left side, by all persons. 			
		Staff who present in the vulnerable category		<ul style="list-style-type: none"> • What have you put in place to ensure cover for these staff if they are unable to return/PPE ??? 				<ul style="list-style-type: none"> • All staff have been made aware of the “return to school” procedure and appropriate forms are available from the 			

								<p>subjects as possible and the teacher moves only.</p> <ul style="list-style-type: none"> Teachers of practical subjects collect their junior cycle pupils from their class zone or pod and bring them to their practical class. Senior pupils make their own way to the practical rooms . Break time and lunch times are staggered as follows: Junior classes: Sos: 11.00 to 11.10 Lunch: 1.10 to 1.50 Senior Classes: Sos: 10.20 to 10.30 Lunch: 12.30 to 1.10 		
		<p>School Transport/Drop off by parents</p>	<p>Social Distancing</p>	<ul style="list-style-type: none"> Dependent on how this will operate 				<ul style="list-style-type: none"> Arriving by school bus All students must follow Bus Éireann guidelines while traveling by bus. Maintain social distancing while alighting from school busses and entering school campus. 		

								<ul style="list-style-type: none"> • Arriving by car/walking/otherwise • Maintain social distancing while entering school campus. • Arriving to school late • All students must report to school reception to sign in as normal. • Students use own pen while signing late book. • 		
		Toilet arrangements		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<ul style="list-style-type: none"> • All toilets will display maximum capacity on the door. • Queue markers will be placed on corridor floor to encourage social distancing while waiting in queue for toilets. 			
		Signage		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<ul style="list-style-type: none"> • Specific signage has been developed for our school building in order to remind both students and staff of the importance of staying safe in school. 			
		<i>Hand Hygiene</i>		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<p>Students and staff should perform hand hygiene</p> <ul style="list-style-type: none"> • On arrival at school 			

							<ul style="list-style-type: none"> • Before eating or drinking • After using the toilet • After playing outdoors • When your hands are physically dirty • When you cough or sneeze 			
		Lockers		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<ul style="list-style-type: none"> • In order to avoid high risk congregations of students, the use of school lockers will be suspended until further notice. Students may use their base classrooms/desks to store school material. 			
		Classrooms		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<ul style="list-style-type: none"> • Students will note that classroom layout of desks and chairs will be different. These changes are due to the requirement to maintain social distancing. • Face coverings must be worn in class and in the corridors. 			
		Canteen		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<ul style="list-style-type: none"> • All orders for school lunch from Michael’s Centra must be made before school or in 			

							<p>school between 8.30am & 8.50am.</p> <ul style="list-style-type: none"> • All Canteen tables have been adjusted to allow for social distancing. • All soft benching have been adjusted to allow for social distancing. • Both junior and senior break and lunch will be staggered to reduce interaction. 		
		Outside building		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<ul style="list-style-type: none"> • Social distancing markings will be on display around the school perimeter. • Additional benches will be provided for students around the school campus. • Sheltered areas will be installed once school reopens. 		
		Hand Hygiene		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<p>Students and staff should perform hand hygiene</p> <ul style="list-style-type: none"> • On arrival at school • Before eating or drinking • After using the toilet 		

		School Zones		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				Each Year Group will be assigned a zone which consists of their base classrooms and a corridor. Students are expected to stay within their zones with the exception of using toilet facilities or moving outside the school building during break/lunch.			
		Lunch Orders		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				Lunch orders can be taken in the morning before the first bell. Students will be requested to fill in their choice of lunch on the usual labels. Lunches will be delivered to the school canteen as normal.			
		Breakfast Club		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				Breakfast club will not operate in the first week or so until students and staff acclimatise to our new way of school life. Once in operation, students will be asked to bring in their own travel mug with their name clearly marked on same.			
		After the first bell sounds		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				Moving to assigned class <ul style="list-style-type: none"> • Students will already be within the 			

vicinity of their classroom at first bell, with the exception of specialist rooms.

Procedure on arrival to your classroom

- Students must sanitise their hands on arrival to their classroom and ensure face coverings are in place.

- Students will be given assigned seats in the classroom.

Classroom procedure

- Usual classroom procedure will be maintained in all classes.

Procedure if leaving the classroom/moving to another classroom.

Moving Through Corridors Between Classes (if applicable)

- o Students must walk on the left side of corridor while maintaining social distancing.

Moving to Specialist subject rooms

								(Art, H Econ, Metal , Wood) o Junior classes will be escorted by their class teacher to specialist classrooms. o Senior classes move to specialist rooms while maintaining social distancing.			
		Toilets		<ul style="list-style-type: none"> Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				Restricted use of toilets during class time. <ul style="list-style-type: none"> Students are not encouraged to use toilets during class time as toilets are regarded as high risk areas. Designated toilets. <ul style="list-style-type: none"> All junior girls will use the junior girls toilets All junior boys will use the junior boys toilets All senior boys will use the senior boys toilets All senior girls will use the female toilets beside room 7 Limited occupancy in toilets.			

								Occupancy of each toilet will be clearly marked on each door. Students must adhere to this limit.			
		Break Time		<ul style="list-style-type: none"> Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				<p>Student zones/outside</p> <ul style="list-style-type: none"> Students are encouraged to stay within their zones during break time. <p>Toilet access</p> <ul style="list-style-type: none"> All toilets will be supervised to ensure social distancing is being adhered to. 			
		Lunch Time		<ul style="list-style-type: none"> Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				<p>Student Zoned corridors</p> <ul style="list-style-type: none"> Students can stay within their zones during lunch time. Students are not encouraged to mix with other Year Groups during this time. <p>GP area</p> <ul style="list-style-type: none"> GP Area/Canteen maybe used to consume food during lunch. Social distancing must be maintained. <p>Outside building</p> <ul style="list-style-type: none"> Students are encouraged to move 			

								outside the building for fresh air during lunch time.			
		End of School Day		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				<ul style="list-style-type: none"> • Astro turf will operate for Year Groups as normal. 			
		Leaving School Early		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				<ul style="list-style-type: none"> • Corridors/stairwells • Extra caution must be taken while leaving the school building after school. • Exit routes will be pointed out to students during induction. • Staggered exits/times • Junior students will leave class 5 minutes before the final bell. • Senior students will leave class on final bell. 			
								<ul style="list-style-type: none"> • Prior arrangement • Students leaving school before end of school day must have prior arrangements made before signing out at reception. • Students must present a note to their teacher before they leave class. 			

								<ul style="list-style-type: none"> Parents must sign their son/daughter out before they leave the school building. Accommodating unforeseen need to leave school early Contact must be made with the school by a parent prior to their arrival to school to collect their son/daughter. 		
		Visitors to School Building		<ul style="list-style-type: none"> Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				<p>Access to building</p> <ul style="list-style-type: none"> There will be restricted access to the school building as this is regarded as a high risk. All visitors to the school must make a prior appointment before arrival. <p>Appointments CONTACT TRACING LOG</p> <ul style="list-style-type: none"> All visitors will be asked to fill in their details on the contact tracing log on arrival. 		
		Communication between School and Parents		<ul style="list-style-type: none"> Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				<p>Updates to all members of the school community</p> <ul style="list-style-type: none"> Any updates in relation to public health and the schools COVID-19 		

							<p>response plan will be communicated via notice on the school website.</p> <ul style="list-style-type: none"> An SMS text message will be sent to all parents containing a link to the notice. <p>Communication directly from school to individual parents</p> <ul style="list-style-type: none"> In the event that the school needs to make contact with an individual parent, it is important that both parent number and email address are up to date. 		
		<p>Dealing with a Suspected Case of COVID-19</p>		<ul style="list-style-type: none"> Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<p>Students should not attend school if displaying any symptoms of COVID-19. The following outlines how we will deal with a suspected case that may arise during the school year.</p> <p>A designated isolation area has been identified within the school building. The possibility of having more than one student displaying signs of COVID-19 should</p>		

							<p>be considered and there is a contingency plan for dealing with additional cases put in place. The designated isolation area will be highlighted to all students and staff.</p> <p>If a student displays symptoms of COVID-19 while at school the following are the procedures which will be implemented:</p> <p>If the person with the suspected case is a student, the parents/guardians will be contacted immediately; The student will be isolated and a procedure is in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic student and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.</p> <p>It is important to note that the virus is spread by</p>		
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							<p>droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room. If it is not possible to maintain a distance of 2m, a staff member caring for the student ensure to wear a face covering or mask. It is important that the student continues to wear his/her mask, even though others are not within a 2m distance from them. Parents of the student who is displaying symptoms will immediately receive a phone call to collect their son/daughter and bring them home. Parents will also be asked to call their doctor and continue self-isolation at home. The individual student should avoid touching people, surfaces and objects. Advice will be given to the student presenting with symptoms to cover their mouth and nose with a disposable</p>		
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							<p>tissue provided when they cough or sneeze and put the tissue in the waste bag provided.</p> <p>In the event of the student being too unwell to go home or advice is required, we are obliged to contact 999 or 112 and inform them that the sick person is a COVID-19 suspect. Arrangement will be made for appropriate cleaning of the isolation area and work areas involved.</p> <p>The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and student confidentiality is essential at all times.</p>		
		Addendum to our Code of Behaviour		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 					

Policy during Covid-19

Parents/Guardians

Behaviour Expectations

Parents/guardians are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two metre distance to other families when dropping off or collecting their children from the school and any contact with the school. All visits to the school are required to be made in advance through the school office.

Our school requires every member of the school community to observe and respect the principles of social distancing, cough and sneeze etiquette and make every effort to minimise risk to oneself and others.

This requires us to modify some of our behaviours which include:

- Amended expectations about breaks

							<p>or play times, including where students may or may not congregate</p> <ul style="list-style-type: none"> • Clear rules about coughing or spitting at or towards any other person • Clear rules for students at home about conduct in relation to remote education • Identify any reasonable adjustments that need to be made for students with more challenging behaviour. • School Routines and Procedures 		
		Hygiene and Health Expectations		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<p>Following school instructions on hygiene, such as handwashing and sanitising</p> <p>Expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands</p> <p>Tell an adult if you are experiencing symptoms of coronavirus</p>		

		Wellbeing and Social and Emotional Learning		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				<p>Our school will provide a safe and pleasant environment and spend a considerable amount of time liaising with students on promoting their wellbeing. This will include;</p> <ul style="list-style-type: none"> • Curriculum changes to support students during SPHE, PE and CSPE classes • Additional time devoted to in-class discussions on general wellbeing and development • Additional supports that students can access outside of classroom if required 			
		Students are expected to:		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 				<p>Students are reminded of the following by intercom announcement, Year Head briefings and teachers:</p> <ul style="list-style-type: none"> • Arrive to and depart from school premises at the agreed time • Proceed to the designated classroom without delay • Follow instructions from staff members on 			

							<p>movement throughout the school campus</p> <ul style="list-style-type: none">• Ask for permission to go to the toilet• Wash hands thoroughly before entering school premises and while in school, wash their hands for at least 20 seconds more often than usual with soap and water or hand sanitiser• Wear face coverings in class and in school corridor where 2m physical distancing cannot be maintained. (As per DES protocol)•• Remain in their designated seating within the classroom during classes• Keep a safe distance from other students and refrain from physical contact with their peers• Maintain healthy practise when coughing or sneezing, cover any cough or sneeze with a tissue,		
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							<p>then throw the tissue in a bin</p> <ul style="list-style-type: none"> • Wash hands often with soap and water for at least 20 seconds and avoid touching the mouth, nose and eyes with hands • Adhere to rules in relation to toilet visits and pre-arranged activities. • Refrain from spitting or coughing at or towards other students and members of staff • Maintain responsibility for their own equipment e.g. stationery and water bottles and ensure that these are not shared with other students • Tell a member of staff if they are unwell and are exhibiting signs of Coronavirus. 		
		Declaration Form		<ul style="list-style-type: none"> • Refer to: “A Safe Return To Our School” Protocol 17/08/2020 			<p>A questionnaire must be completed by/on behalf of all student before returning to school.</p> <p>This questionnaire ensures the safe return of your son/daughter.</p>		

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 _____.

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: _____

Chairperson of Board of Management

Date: _____

Signed: _____

Principal

Date: _____

Date of next review: August 2021