

Child Safeguarding Statement

Shaheeda Zainab Independent Muslim Primary School caters for 61 students providing an Arabic Education as well as the Primary education to students from Junior Infants to fourth class. Currently the school is on one site but there are plans with full permission to build a new school. The school currently has a Principal, Curriculum & Arabic teachers, one Resource teacher, one of which have student in the school and one Administrator.

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 Shaheeda Zainab Independent Primary School has agreed the Child Safeguarding Statement set out in this document.

- 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.
- The Designated Liaison Person (DLP) is Dr. Muhammad Taufiq A. Sattar
Email: drtaufiqsattar@hotmail.com
Contact No: 0861521260
- The Deputy Designated Liaison Person (Deputy DLP) is Christine Grundy
- 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 workers 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

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- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

The Following Child Protection policy& procedures 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 above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the 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

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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 risk assessment document can be updated as often as necessary and any updates will be available on the school website.

- 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.
- This statement has been published on the school's website and has been provided to all members of school personnel 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 of Education if requested.
- 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. We anticipate a complete review prior to our amalgamation and move to our new school.

Child Safeguarding Statement

Child Safeguarding Risk Assessment

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 Shaheeda Zainab Independent Primary School.

The school has identified areas of potential risk of harm to students in the school environment. The table below lists potential risks and the procedures and policies in place for managing those risks.

List of school activities	Risk Level	The school has identified the following risk of harm in respect of its activities	The school has the following procedures in place to address the risks of harm identified in this assessment
Daily arrival and dismissal of students	Low	Harm from older pupils, unknown adults on the school premises	Arrival & dismissal supervised by each class teacher and met by each child's parent or guardian.
Recreation breaks for students	Low	Adults entering the school. Bullying	Supervision Policy Entry to the school is by permission only with use of specific gate.
Classroom teaching	Low	Harm by school personnel Harm by other pupils	Other teachers visit or are present Other children present
One-to-one teaching	Low	Harm by school	Open door at all

<p>Sports Activity/Swimming Lessons/Sports Events</p>	<p>Medium</p>	<p>personnel Harm by school personnel/Activity Leader. Access to pupils by strangers or other adults</p>	<p>times. Children wear tracksuits. Garda Vetting is required by all leaders. Class teachers present at all times. Trained lifeguards in pool In-school activities are supervised by each class teacher</p>
<p>School outings/trips</p>	<p>High</p>	<p>Harm by pupils including bullying Harm by school personnel. Harm by adults</p>	<p>Transport is arranged by the school Garda Vetting is required by all parents involved Children must return to the school Children must wear the school uniform School Tour policy followed</p>
<p>Use of toilet/changing areas in schools</p>	<p>High</p>	<p>Inappropriate behaviour Harm from other children. Harm from school personnel</p>	<p>Supervision Policy Toileting – one child at any time. In the case of children who need extra assistance 2 adults are present. The door must remain unlocked when assisting with changing</p>

Dealing with an emergency sick child/toileting issue	Medium	Harm from school personnel Harm by other children	Supervision Policy Code of Behaviour Supervision Policy
Fundraising events involving pupils	Medium	Harm from school personnel Harm from a parent/adult	Supervision Policy Code of Behaviour Anti-Bullying Policy
Care of children with special educational needs	Medium	Harm by school personnel Harm by other pupils	Supervision Policy Anti-Bullying Policy
Management of challenging behaviour amongst pupils including appropriate use of restraint	Medium	Injury/harm to pupils and staff	Code of Behaviour Health & Safety Policy
Administration of Medicine	Medium	Harm to school personnel Harm to pupil/pupils	Administration of Medicines Policy Training arranged as required
Administration of First Aid	High	Harm to pupil Harm by school personnel	Health & Safety Policy Doors must remain open Records kept in office
Curricular provision in respect of SPHE, Stay Safe	Medium	Non-teaching of content	School implements SPHE, Stay Safe in full

<p>Prevention and dealing with bullying amongst pupils</p>	<p>Low</p>	<p>Bullying</p>	<p>Anti-Bullying Policy Code of Behaviour</p>
<p>Training of school personnel in child protection matters</p>	<p>Medium</p>	<p>Harm not recognised or reported promptly</p>	<p>Child Safeguarding Statement & DES procedures made available to staff. All staff complete any online training offered by PDST BOM records all records of staff and Board training.</p>
<p>Use of external personnel to supplement curriculum</p>	<p>High</p>	<p>Harm by external personnel</p>	<p>All adults, visitors to the school and volunteers are properly screened and vetted. The Class Teacher must remain with their class when supported by external personnel. All external personnel require Garda Vetting</p>
<p>Recruitment of school personnel</p> <ul style="list-style-type: none"> • Teachers/SNA's • Caretaker/Secretary/Cleaners • Sports coaches • Volunteers/Parents in school activities • Visitors/contractors present in school during school hour 	<p>High</p>	<p>Harm from personnel</p>	<p>Current vetting procedures are carried out when recruiting. All existing school employees are vetted.</p> <p>All adults, visitors to the school and volunteers are properly screened and vetted.</p> <p>Proper records of</p>

Application of sanctions under the school's Code of Behaviour including detention of pupils	Low	Harm by other pupils	vetting are stored in the school. Supervision Policy Code of Behaviour
Students participating in work experience in the school	Low	Harm by student	Student must be supervised by the relevant teacher
Student teachers undertaking training placement in school	Low	Harm by student teacher	Student teacher must be supervised by the relevant teacher Garda Vetting is required for all students
Use of video/photography/other media to record school events	High	Harm by adults Bullying	Parental permission is required Only school camera/equipment is used Anti-Bullying Policy Code of Behaviour

Social Media Policy

Introduction

This Social Media Policy was a collaborative school process, involving teachers, staff, parent representatives and the Board of Management.

Rationale

Shaheeda Zainab School recognises that teachers, students and parents engage with social media applications.

All members of the Shaheeda Zainab School are expected to uphold the values of the school in all Social Media interactions. Staff, students and parents will not act in such a way that the image of Shaheeda Zainab School is brought into disrepute nor in a way that harms members of the school community.

Therefore, it is expected that Shaheeda Zainab staff, students and parents use Social Media in a respectful and responsible manner. Social Media should not be used to insult, present offensive or inappropriate content or to misrepresent Shaheeda Zainab School.

Aims

The aim of the Social Media Policy is to set standards of behaviour for the use of Social Media that are consistent with the values and expectations of Shaheeda Zainab School aims to protect the safety and wellbeing of students, teachers and the school community. If however, there is a breach of Shaheeda Zainab School Social Media Policy the school will undertake disciplinary action and will be dealt with on a case by case basis.

All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Gardaí where the school is required to do so.

Definitions

Social media refers to the means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks.

Rights and Responsibilities

Staff, students and parents are expected to show respect to all members of the school.

Staff will: Plan for the inclusion of cyber safety awareness within the curriculum with guidance from relevant education authorities.

Parents will: Be responsible for being aware of and informed about their children's online activity and be proactive in the supervision and guidance of their children taking into account this policy and in particular the school's core values.

STUDENT GUIDELINES

When using Social Media, students are expected to ensure that they:

- Read and agree to the terms and conditions of various Social media sites as many of them have age restrictions for their use.
- Are not permitted to join a staff member's areas on networking sites. If students attempt to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents will be informed if this happens.
- Will not access social networking sites during the school working day.
- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another member of the school.
- Do not bully, intimidate abuse, harass or threaten other members of the school.
- Do not make defamatory comments towards other members of the school.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the school.
- Do not harm the reputation of Shaheeda Zainab School
- Do not upload video, audio or photographs of any member of the Shaheeda Zainab School (student, parents or staff).
- Do not upload any video or photographs of any student where they can be identified as a Shaheeda Zainab School student by their uniform or any other means.

PARENT GUIDELINES

Classroom blogs and other Social Media tools open up communication between students, parents and teachers. This kind of communication and collaboration can have a large impact on learning at Shaheeda Zainab School. The school encourages parents to participate in such activities when appropriate but requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the school, but will be a model for our students as well.

Parents should:

- Be aware that many Social Media sites have age restrictions that **DO HAVE** implications for their primary aged children. Parents need to monitor their

children's online social media activity, and read the terms and conditions of various Social Media sites and applications their children are interested in using.

- Be aware that they are in breach of terms and conditions if they set up a personal account for their children to use if they knowingly understand that age restrictions apply.
- Before uploading photos, audio or video, parents need to seek appropriate permission from any individual involved. This most particularly applies in relation to the privacy of the staff of Shaheeda Zainab School.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Be conscious of the fact that expert advice given is that all users of Social Media sites should do whatever they can to not identify any child by name or associate them with a particular school.
- Parents should not participate in spreading false or unsubstantiated rumours or false information in regard to the Shaheeda Zainab School and its members.
- Parents assisting with classroom activities should not make use of social media sites while involved in such activities.

STAFF AND TEACHER GUIDELINES

Social Media in relation to staff and teacher relates to blogs, wikis, podcasts, digital images and video, instant messaging and mobile devices.

- Social networking sites such as Facebook or Instagram must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites.
- Staff and student online interaction must occur only in an educational context.
- Staff are advised to NOT accept ex-students or parents of current students as friends on personal Social Media sites.
- Staff must not discuss students or colleagues or publicly criticise school policies or personnel on social networking sites.
- While staff have permission to post photographs of students to the school website they do not have permission to post detail that would identify any child.
- Staff are personally responsible for content they publish online. Staff need to be mindful that what they publish will be public for a long time.
- The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with Shaheeda Zainab School then they need to be aware that they are by definition representing the entire school. Staff should ensure that content associated with them is consistent with their work at the school and the school's values and ethos.
- Staff should not participate in spreading false or unsubstantiated rumours or false information in regards to the Shaheeda Zainab School and its members.
- When contributing online, staff should not post confidential student information.
- Staff should visit their profile's security and privacy settings on social networking sites. At a minimum, staff should have all privacy settings set to 'only friends'.

MANAGING CHANGE AND ISSUES ARISING

- We acknowledge that technology changes rapidly. If any member of the Shaheeda Zainab School has a concern or question pertaining to Social Media or Social Networking sites, this should be directed to the Principal.
- Parents, students or staff who have a complaint or issue arise from Social Media should contact the principal.

Review and Implementation.

The Social Media Policy will be available on the school's website: www.szainabschool.com

The Social Media Policy was formally approved by the Board of Management.

Health and Safety Statement

Rationale

The Shaheeda Zainab Independent Muslim Primary School BOM is committed to securing high standards of health and safety in and around the school. It strives at all times to create a working and learning environment that is safe and healthy for all that use it, namely staff, pupils, parents/guardians and relevant members of the public. The school will apply the provisions of all applicable health, safety and welfare legislation and codes of practice to ensure that places and systems of work are safe and without risk to health. Continuous improvements in health and safety performance will be sought, but interventions will reflect the reality of identified risks.

Aims

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

Responsibilities

BOM

The BOM is the employer of the school's staff. As such, it has overall responsibility for ensuring healthy and safe places and systems of work for staff, as well as a duty of care to all other building users. The BOM will ensure that an up-to-date Safety Statement is in place and displayed prominently in the school. It will undertake a risk assessment at least once per year and will ensure that identified hazards are eliminated or minimised as far as is reasonably practical. The BOM will devote sufficient resources to ensuring health and safety in the school and will ensure that there is adequate insurance in place to cover the activities of the school.

Principal and Deputy Principal

The Principal (Dr. Taufiq) is the link between the BOM and the staff. He will ensure that all staff, including temporary and part-time staff, receive induction, ongoing training and regular information on health and safety matters and will consult with them, on behalf of the BOM, at least annually on such matters. He will support and assist staff to enable them to reach correct decisions about health and safety and will check at intervals that safe working methods are being observed that are in accordance with school and statutory procedures. He will also receive and deal initially with any health and safety concerns that she receives from staff, parents, guardians and others. The Deputy Principal (Christine Grundy) will take on the duties of the Principal in his absence.

Other employees

All staff, including temporary and part-time staff, are required to cooperate with the BOM and others to ensure health and safety law in general, and this policy in particular, are implemented. They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. This applies to any work they do on behalf of the school, both within the school premises and outside. Specifically, in terms of child welfare, teachers are in loco parentis and are expected to do what a reasonably careful parent would do in any situation involving risk.

Staff must use available facilities and equipment and other forms of protection to ensure work practices are performed in the safest manner possible and must never intentionally or recklessly interfere with or misuse any such facilities, equipment or protection. Staff may not be under the influence of an intoxicant to the extent that it endangers their own or another person's safety and must inform the Principal if they are suffering from any injury, disease or illness that adds to risks within the school. Any dangerous practices or situations that staff become aware of must be reported to the Principal without unreasonable delay.

Staff Safety

The Principal is the Staff Safety Representative who will have the right to:

- Represent employees on health and safety matters
- Inspect the place of work on health and safety grounds
- Investigate accidents and dangerous occurrences
- Investigate health and safety complaints made by employees
- Accompany a health and safety inspector carrying out an inspection
- Make representations to, and receive information from, an inspector
- Make representations to the BOM on health and safety matters
- Liaise with other relevant persons engaged in health and safety matters
- Receive appropriate training for this role.

Parents and guardians

Parents and guardians are requested to cooperate with the BOM and others to ensure health and safety law in general and this policy, are implemented. They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. Parents are especially reminded that they must not allow their children to engage in dangerous play in and around the school.

Once a pupil enters the school building, the teachers are in loco parentis and thus primarily responsible for the child's health, safety and welfare. Parents and guardians, however, must take specific responsibility for other children, especially young children, accompanying them in the school and its environs. Parents and guardians are requested to report any health and safety concerns to the Principal and/or the Chairperson of the BOM). High risk concerns must be reported promptly to the Principal. Parents and guardians are also entitled to receive information on, and be consulted on, the school's health and safety policy and procedures.

Pupils

Pupils will be advised of any relevant health and safety procedures and are required to comply with the staff and BOM in implementing these.

Members of the public

Members of the public who visit the school will be informed of any relevant health and safety regulations in place and will be required to abide by these. Reasonable efforts will be made to ensure that any outside contractors used by the school are covered by adequate insurance and comply with health, safety and welfare legislation.

Emergencies

Emergency routes and exits

The school has, and will maintain, an adequate number of emergency routes and exits, which meet statutory regulations. These will always be clearly signed and kept free from obstruction. School evacuation will be practiced as part of regular fire drills.

Fire protection

The school has, and will maintain, appropriate fire detection and fire-fighting equipment, which meets statutory obligations. Fire drills will be held at least three times per school year and a logbook will be maintained of all such drills. A fire safety audit will be done as part of the school's general health and safety risk assessment. Staff will be trained in the use of fire-fighting equipment.

Any contractor completing hot work (including welding, soldering, use of blow lamps, blow torches and cutting equipment) must be qualified to do so, must carry a fully charged fire extinguisher and must make a full check one hour after completion of the work.

Emergency contact details

Emergency contact details of the parents and guardians of all children in the school as well the next of kin of all staff, will be kept in the school office. These will be updated regularly.

First aid

The school recognises the importance of taking the appropriate measures in cases of accidents and injury, including, where necessary, securing the site and immediately telephoning the emergency services. The school accepts that it needs a minimum of one occupational first aider, whose certification is renewed every two years. Certification details will be kept in the school office. If available, occupational first aiders will administer any first aid in the first instance. However, in the absence of such a person, any competent adult will make every effort to attend to an injured person.

There will be first aid boxes in the school, one located in each classroom and one in the school office. The first aid box in the school office is stocked in accordance with guidelines issued by the Health and Safety Authority. Medication may never be stored in first aid boxes.

Investigation, recording and reporting

It is important that all instances of ill health, accident and 'near miss' that result from compromised health and safety circumstances are recorded and investigated, to ensure relevant lessons are learnt for the future. To this end, the school maintains a logbook of all

such instances, which will be recoded on Aladdin. The Principal will report on these at the next meeting of the BOM (and sooner to the Chairperson of the BOM if the instance is deemed sufficiently serious). Any incident involving a child will also be notified on the day itself to the relevant parent/guardian, ordinarily by the class teacher.

Furthermore, the Principal will make a report to the Health and Safety Authority in the case of dangerous occurrences, death or serious accidents (that is, an accident requiring absence from work/school for more than three days, not including the day of the accident itself, or requiring medical treatment by a registered medical practitioner or hospital).

Emergency closures

In the event of, for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, death or critical incident, the Principal will consult as soon as feasible with the Chairperson of the BOM to decide whether it is in the interests of all parties to close the school. If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the BOM. Exceptional closures will be kept to an absolute minimum. Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (SMS, email, telephone calls, posting on school website, message on school voicemail, note at school gate, etc). If school is open when an incident occurs, staff will remain on the premises until all children have been collected.

Safety

Traffic management

The school recognises that great numbers of staff, pupils, parents, guardians and other members of the public travel within the direct vicinity of the school. The BOM wants traffic in and around the school to be managed as safely as possible, but this requires the full cooperation of all parties concerned. Staff, parents/guardians and children are informed on an ongoing basis that there are no car parking facilities available to the school.

Safe access and egress routes

Every effort will be made to ensure that all building users can safely access, egress and move around the school grounds and building. Entrances will be kept free from obstruction.

Children arriving at school

School starts at 8:30 am. Children should line up once the first bell rings. Children will walk to their classes from their designated lines.

Children leaving school

Parents or guardians of children in Junior and Senior Infants must collect them from the gate

area at 2.50 pm. First to Fourth Class children are dismissed from their classrooms at 3.30 pm and will exit the school via the school gate to be collected to Parents/Guardians. If pupils need to leave school early (for example, for a dental appointment), the parents or guardians must notify the school in advance. If a person other than a parent or guardian is collecting the child, the parent/guardian must give written permission to the class teacher (unless it is an emergency, in which case the school office may be contacted by telephone). Any child who leaves early must be signed out from their classroom/the yard prior to leaving the premises.

Supervision of children during the school day

To ensure children remain inside the school premises during the school day, measures will be taken to ensure children cannot exit by themselves. Similarly, measures will be taken to ensure that uninvited persons do not enter the school.

Children are supervised throughout the school day, by their class teachers and/or colleagues. If class teachers are absent, deputies are assigned immediately, and children may be divided up between the other classes for the school day. In cases of longer-term absences, substitute teachers may be engaged.

On occasion, a teacher may have to leave the classroom for a short period of time. If so, s/he will ensure that a colleague will provide temporary supervision cover. Sometimes children may be allowed to leave their classrooms for limited periods of time to undertake specific errands. They should always be accompanied by another child.

During yard time a class teacher will ordinarily supervise the school yards. The yard supervision rota will be displayed in the staff room. If the weather is inclement, children will remain inside in the classroom for quiet activities. Care will be taken during activities that are more likely to pose potential hazards, such as outdoor play during icy conditions, physical education and arts and crafts. Parents and guardians are requested to ensure that their children attend school in appropriate clothing and footwear and that they do not wear loose jewelry during physical exercise.

School excursions

Safety is taken very seriously during all excursions away from the school grounds, whether local or further afield. Weather conditions will be assessed on the day and if they are considered unsuitable for the activity it may be postponed or cancelled until further notice. Wherever possible, a small number of parents and guardians will be asked to accompany school groups on excursions. They may not bring younger children with them. There will be an adequate number of supervisory adults present. Where transport is required, the school will hire buses that are adequate for the size of the group from a reputable company that provides safe vehicles and drivers. Every effort will be made to source buses that have seat belts and all passengers will be required to make use of these. Pupils are paired up for each excursion and must follow their teacher's instructions at all times. A teacher or other

responsible adult always leads the way and the group is required to stay together, using waiting points where necessary. Children are counted when leaving school and at various points during the excursion. Specifically, in the case of swimming, teachers will inspect the changing rooms on arrival and children will be required to get ready for the pool quickly. They may not run and must not enter the pool until the instructor gives the go ahead. No shampoos, soaps, deodorants, body sprays or similar may be used. A Teacher or other responsible adult will carry a fully charged mobile phones in the case of an emergency. Emergency phone numbers and contact details must be held by the teacher or other responsible adult for each trip and available to all supervisors and students where the need arises. Fully stocked first aid kits are to be brought on all excursions. Students will always be made aware of action to take if separated from the excursion group.

Other

The school will provide safe equipment for both its staff and pupils, including where necessary, guards and appropriate personal protective equipment. Equipment will be appropriately certified, maintained to a high standard and disposed of if it poses a safety risk. Electrical equipment will only be used and maintained by staff qualified to do so. Wherever possible, fuses and power breakers shall be used, and all portable power equipment shall operate on 110V.

Equipment and substances for maintenance, cleaning, catering and similar will be stored securely away from children. Cleaning and maintenance will normally be done outside of school hours. Appropriate training will be provided in the safe handling and use of equipment and hazardous substances. This will include training in manual handling, which will focus on: avoidance of manual handling wherever possible, reduction of manual handling through the use of mechanical aids and the sharing of loads, and skills for safe manual handling. Work at height will be avoided wherever possible and must never take place without other people being on the premises. Safe ladder practice must be observed, and ordinary school furniture must never be used to undertake work at height.

Health

Facilities

The building and grounds will be maintained on an ongoing basis according to a defined maintenance schedule. The school will adhere to, and exceed where possible, statutory regulations regarding asbestos, room dimensions, air space, freedom of movement, temperature, ventilation, light and other general welfare matters. Good levels of hygiene will be observed, including regular cleaning and collection of litter. Any spills etc. will be dealt with immediately. Warm water, soap and towels will be made available at every sink. Drinking water is available in each classroom. Appropriate attention will be given to the

design and use of workstations and audiovisual displays including computer screens and interactive whiteboards. Smoking will not be allowed anywhere in the school and its grounds.

Illness

Parents and guardians will be required to complete a form listing any long-term allergies and illnesses that their children suffer from when enrolling in school (this includes any plaster allergies or similar). This will also include information about what can and cannot be done in an emergency. All class teachers will have access to the forms and a folder of the medical information will be stored in the school office. All staff are also requested to provide this information. Appropriate provisions will be made for any person who takes ill in school, including taking the individual to the doctor or hospital if deemed necessary.

Administration of medicines

Any medication belonging to a child is kept in a locked drawer in the school office with the exception of asthma inhalers, which are kept in children's own bags.

No teacher will be required to administer medicines or to supervise children taking medicines. If teachers are willing to do so, specific authorization will be given in writing by the BOM, who will inform the school's insurers accordingly. Parents and guardians of children requiring medication will need to fill in a form annually. They will also be required to complete an indemnity form in respect of any liability that may arise from the administration of medication. They will inform the teacher(s) how the medication should be administered. Parents and guardians will have responsibility to check each morning that the authorised teacher(s) is/are in school, that the teacher(s) has/have the medication on trip/swimming days, and that the medication is available and in date.

If possible, any medication should be self-administered, under the supervision of an authorised adult. A record of the date and time of administration will be filled out by the teacher and recorded on Aladdin (except for asthma inhalers). The child's parent/guardian will be informed on the same day that medication has been administered.

Communicable disease

In the case of any infectious disease, parents and guardians will be informed as soon as possible and appropriate action will be taken by the Principal and BOM to limit the associated risks.

Health promotion

The school will promote safe and healthy living, both through the curriculum and in other ways. For example, walking and cycling will be encouraged, and guidelines will be issued to parents and guardians about the content of healthy lunch boxes.

Other welfare issues

Animals

No animals may be brought into the school grounds at any time.

Other policies

Child protection, dignity at work and play are dealt with in separate school policies

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 8th January 2019. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Review

Shaheeda Zainab
Independent Primary School
Warrenstown house
Blanchardstown
Dublin15

This policy will be monitored on an ongoing basis. Health and Safety risk assessments will take place at least annually, and sooner if circumstances require this.

Signed: _____

Signed: _____

Chairperson of BOM

Principal

Date: _____

Date: _____