



# Robertstown National School

## Child Safeguarding Risk Assessment (of any potential harm)

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<p>Child Safeguarding Statement &amp; DES procedures made available to all staff</p> <p>DLP&amp; DDLP has attended CPSMA face to face training DLP attended face to face Inspectorate training All Staff to view Túsla training module &amp; any other online training offered by PDST</p> <p>BOM records all records of staff and board training</p> <p>All school personnel are provided with a copy of the school's "Child Safeguarding Statement"</p> <p>The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel.</p>
One to one teaching	Harm by school personnel	School has policy in place for one to one teaching Open doors / Glass in window Glass in window
Care of Children with special needs, including intimate care needs	Harm by school personnel	Policy on intimate care
Toilet areas	Inappropriate behaviour Harm by other Pupils	Usage and supervision policy Code of Behaviour
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full Review of SPHE Policy



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Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground	Arrival and dismissal supervised by Teachers / SNAs Morning supervision for 10 mins to start at front of school from September 2020
Managing of challenging behaviour amongst pupils	Injury to pupils and staff	Health & Safety Policy Review Code of Behaviour - 2020 Anti-Bullying Policy
Sports Coaches	Harm to pupils	Policy & Procedures in place The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
Students participating in work experience	Harm by student	Work experience Policy Child Safeguarding Statement. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
Recreation breaks for pupils	Harm from older pupils, Bullying	Recreational Breaks supervised by Teachers and SNAs – Yard Supervision Rota Anti-Bullying Policy Code of Behaviour Children unable to go outside sit in designated area at window and notify teacher on supervision that they are there at start of lunch for supervision
Classroom teaching	Harm by school personnel	The school personnel adhere to codes of conduct.
Outdoor teaching activities	Inadequate Supervision Harm to Pupils Bullying	The school personnel adhere to codes of conduct. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Anti-Bullying Policy Code of Behaviour
Sporting Activities Use of toilets/ changing areas in school	Inadequate Supervision Harm to Pupils Harm by school personnel	The school personnel adhere to codes of conduct.



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	Bullying	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Anti-Bullying Policy
Homework club/evening study	Inadequate Supervision Harm to Pupils Harm by school personnel Bullying	The school personnel adhere to codes of conduct. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Anti-Bullying Policy Code of Behaviour
School outings	Inadequate Supervision Harm to Pupils by School Personnel Bullying	The school personnel adhere to codes of conduct. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Anti-Bullying Policy Code of Behaviour
Use of toilet/changing/shower areas in schools	Harm to children with SEN who have a particular vulnerability	Procedures for Intimate care needs
Annual Sports Day	Harm to children by school personnel/ volunteer/ other children / visitor	The school personnel adhere to codes of conduct. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Anti-Bullying Policy Code of Behaviour
Fundraising events involving pupils	Harm to children by school personnel/ volunteer/ other children / visitor	The school personnel adhere to codes of conduct. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Anti-Bullying Policy



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		Code of Behaviour
Use of off-site facilities for school activities	Harm to children by school personnel/ volunteer/ other children / external coach	The school personnel adhere to codes of conduct. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Anti-Bullying Policy Code of Behaviour
School transport arrangements	Harm to children by school personnel/ volunteer/ other children	The school personnel adhere to codes of conduct. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Anti-Bullying Policy Code of Behaviour School Tour Policy
Administration of Medicine Administration of First Aid	Harm to pupils	First Aid Policy Procedures for First Aid Administration of Medicines Policy
Prevention and dealing with bullying amongst pupil	Bullying by other pupils	Code of Behaviour Anti-Bullying Policy
Use of external personnel to supplement curriculum	Harm to pupils	Policy of Parents / Volunteers Garda Vetting Procedures School Safeguarding Statement
Recruitment of school personnel including - <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> </ul>	Harm not recognised properly or promptly reported	Child Safeguarding Statement & DES procedures made available to all staff  Staff to view Tusla training module & any other online training offered by PDST



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<ul style="list-style-type: none"> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>		<p>Policy of Parents / Volunteers</p> <p>Policy on Visiting Contractors</p>
Use of school premises by other organisation during school day	Harm to pupils by visitors	<p>Garda Vetting Procedures</p> <p>School Safeguarding Statement</p> <p>Policy of Parents / Volunteers</p>
Use of Information and Communication Technology by pupils and staff both inside and outside of school	Bullying	<p>ICT Policy</p> <p>AUP</p> <p>Anti-Bullying Policy</p> <p>Code of Behaviour</p> <p>Remote Teaching and Learning Policy</p>
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	<p>Bullying</p> <p>Harm by School Personnel</p>	<p>Anti-Bullying Policy</p> <p>Code of Behaviour</p> <p>Staff Code of Conduct</p> <p>Agreed Complaints Procedure</p>
Student teachers undertaking training placement in school	Harm to pupils by students	<p>Garda Vetting Procedures</p> <p>School Safeguarding Statement</p> <p>Staff Code of Conduct</p>
Use of video/photography/other media to record school events	Cyberbullying	<p>ICT Policy</p> <p>Data Protection Policy</p> <p>Anti-bullying Policy</p>
After school use of school premises by other organisations	Harm to pupils by visitors	<p>Garda Vetting Procedures</p> <p>School Safeguarding Statement</p>
Use of staffroom by pupils	Harm to pupils	Chn not to enter staffroom without an adult
Use of washroom by pupils	Harm to pupils	Health and Safety Policy
Parents entering school	Harm to pupils	<p>Child Safeguarding Statement &amp; DES procedures made available to all staff and parents</p> <p>School Policy on communication with parents.</p>



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		All parents must enter the school via reception at all times
Online teaching and learning/ Blended Learning – Conference calls	Harm to pupils Harm by school personnel and other pupils Inappropriate behaviour	ICT Policy Acceptable Use Policy Code of Behaviour Child Safeguarding Statement Anti-Bullying Policy Remote Teaching and Learning Policy

**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 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 22<sup>nd</sup> September 2021. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed :  
William Byrne Date: 22nd September 2021

Chairperson, Board of Management

Signed :  
William O’ Donoghue Date 22<sup>nd</sup> September 2021

Principal/Secretary to the Board of Management



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## Appendix 1 – Covid 19 Risk Assessment

Covid-19 is a respiratory illness and the primary transmission route is through person to person contact and through direct contact with respiratory droplets generated when an infected person coughs or sneezes. People can contact Covid-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within 1metre of a person with Covid-19 they can catch it by breathing in droplets coughed out or exhaled by them.

The school has identified the following activities and the procedures in place to address the risk of transmission of Covid-19:

<u>School Activity</u>	<u>Risks</u>	<u>Control measures</u>
<b>Managing Work Protocols</b>	<ul style="list-style-type: none"> <li>➤ Follow public health guidance from HSE re hygiene and respiratory etiquette</li> <li>➤ Complete School COVID-19 Policy Statement</li> <li>➤ Return to Work Forms received and reviewed</li> <li>➤ Induction Training provided</li> <li>➤ Contact log in place</li> </ul>	<p><b>Protocols in Place;</b></p> <ul style="list-style-type: none"> <li>• The school community kept up to date with information and guidance received by the school</li> <li>• Policy statement updated and shared with the school community</li> <li>• Staff have complete RTW forms through google form or hard copy and are checked by school management</li> <li>• New members of staff are advised to complete induction training and are sent the links and information on this.</li> <li>• Contact log is checked and maintained at school office to monitor and keep track of staff and visitors to the school.</li> </ul>



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<p><b>Morning Assembly</b></p>	<ul style="list-style-type: none"> <li>➤ Pupils not lining up</li> <li>➤ Pupils interacting with other pupils</li> <li>➤ Parents late</li> <li>➤ Pupils not queueing to hang up coats</li> <li>➤ Pupils not hand sanitising</li> <li>➤ Pupils not sitting in their own seats on arrival into class</li> </ul>	<p><b>Protocols for Arrival at School:</b></p> <ul style="list-style-type: none"> <li>• Between 8.40-8.55am all pupils enter school grounds and proceed to their designated area on yard, maintaining social distancing</li> <li>• Children can access the school via the main entrance.</li> <li>• Morning supervision roster for staff to provide adequate supervision and support</li> <li>• Parents are asked to leave the school entrance promptly, to avoid congregation at the gates.</li> <li>• Parents of Junior &amp; Senior Infants are permitted to observe their child meet a member of staff while walking towards their class entry point.</li> </ul> <p><b>Pupils should enter their class through the correct door/ gate.</b></p> <table border="1" data-bbox="920 928 2092 1254"> <tr> <td>Junior Infants</td> <td>Gate at Tower</td> </tr> <tr> <td>Senior Infants</td> <td>Gate at Tower</td> </tr> <tr> <td>1<sup>st</sup> Class</td> <td>Gate through Carpark at Hall</td> </tr> <tr> <td>2<sup>nd</sup> Class</td> <td>Gate through Carpark at Hall</td> </tr> <tr> <td>3<sup>rd</sup> Class</td> <td>Gate through Carpark at Hall</td> </tr> <tr> <td>4<sup>th</sup> Class</td> <td>Gate through Carpark at Hall</td> </tr> <tr> <td>5<sup>th</sup> Class</td> <td>Gate at Tower</td> </tr> <tr> <td>6<sup>th</sup> Class</td> <td>Gate at Tower</td> </tr> </table> <ul style="list-style-type: none"> <li>• Children must walk on the footpath around by the office window.</li> <li>• A staff member will supervise this area.</li> </ul>	Junior Infants	Gate at Tower	Senior Infants	Gate at Tower	1 <sup>st</sup> Class	Gate through Carpark at Hall	2 <sup>nd</sup> Class	Gate through Carpark at Hall	3 <sup>rd</sup> Class	Gate through Carpark at Hall	4 <sup>th</sup> Class	Gate through Carpark at Hall	5 <sup>th</sup> Class	Gate at Tower	6 <sup>th</sup> Class	Gate at Tower
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		<ul style="list-style-type: none"> <li>• Parents or other siblings are not permitted to enter school grounds.</li> <li>• Parents should contact the office by phone or email to discuss any concerns.</li> <li>• School will provide supervision on the yard from 8.40-8.55am.</li> <li>• All children must be in class by 8.55am at latest.</li> <li>• Pupils will sanitise their hands before entering the classroom. On entering the classroom, the children will take their assigned seats.</li> <li>• The class teacher will send each pod in turn out to hang up their coats in the hall.</li> </ul>
<p><b>Classroom Environment</b></p>	<ul style="list-style-type: none"> <li>➤ Risk of social distancing not being maintained within the room (H)</li> <li>➤ Risk of transmission of virus via hands touching common areas (H)</li> <li>➤ Risk of transmission of virus through coughing and sneezing in close proximity (H)</li> <li>➤ Risk of transmission of virus through airborne particles (H)</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers to teach             <ul style="list-style-type: none"> <li>-correct lining up protocols</li> <li>-entering and leaving the school</li> <li>-sanitising of hands on entry</li> <li>-rules re hand hygiene/respiratory hygiene, staying in seat</li> <li>-yard protocols</li> </ul> </li> </ul> <p><b><u>Physical distancing controls</u></b></p> <ul style="list-style-type: none"> <li>• A class is termed a 'bubble'.</li> <li>• A group of 4 or 6 children is in a pod, as an additional measure to manage physical distance.</li> <li>• Children must stay in their pods and avoid contact with other pods when in the classroom, in so far as is feasibly possible.</li> <li>• Each pod is separated by at least 1metre from each other <i>where possible</i>.</li> <li>• Teachers must limit the movement of students around the classroom</li> </ul>



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- Within pods, children must use their own materials. They are not permitted to share items such as pencils, rubbers, rulers, glue sticks, scissors etc. Please label these belongings
- Other school activities e.g. assembly will not take place in the hall.
- PE will take place outdoors unless in small groups.
- Children from 3<sup>rd</sup> – 6<sup>th</sup> advised to wear a face mask/ covering

## Enhanced cleaning regimes

- Each classroom will undergo enhanced cleaning after school each day.
- During the day, the teacher and students will maintain their workspaces.
- Desks and chairs will be cleaned down regularly (using anti-bacterial wipes or spray)
- Common touch areas (door handles and taps) will be wiped down during the day
- Teacher's desk must be wiped down each day
- Any shared equipment (PE Equipment, maths resources, toys etc.) must be cleaned in a systematic way
- All rubbish must be disposed of in the appropriate bins provided.

## Staff PPE

- Staff members should wear face coverings in the following situations:
  - When physical distancing is not possible. It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.



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		<ul style="list-style-type: none"> <li>- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in the very high-risk groups, or may be living with those who are in the very high risk category</li> <li>- Teachers must be mindful that a face mask will conceal facial expressions and make communication difficult. In certain situations the use of clear visors should be considered, for example staff interacting with pupils with hearing difficulties or learning difficulties.</li> <li>- Teachers are provided with medical grade masks, gloves and disposable aprons for use when cleaning</li> </ul>
<p><b>Dismissal</b></p>	<ul style="list-style-type: none"> <li>➤ Social distancing not being maintained by parents</li> <li>➤ Parents not abiding by line up regulations (H)</li> </ul>	<p><b><u>Daily Dismissal: See Exit Plan below</u></b></p> <ul style="list-style-type: none"> <li>• Pupils from Junior and Senior Infants will leave the school at 1.35pm as normal.</li> <li>• They will exit the school using external class doors. Teacher will escort children to the front of the school. Parents will collect their child from the school gate.</li> <li>• Parents should leave the front of the school promptly once they collect their child/ren.</li> </ul>



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	<ul style="list-style-type: none"> <li>➤ Late pick-ups (H)</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils from 1<sup>st</sup> - 6<sup>th</sup> class will leave school through external class doors at 2.35pm. Teachers will walk class to the front of school to class cone. Teachers will disperse children in an orderly fashion to avoid congestion at the school gates.</li> <li>• Pupils are encouraged to walk/ cycle home from school where possible to avoid unnecessary congestion at the front of school. Parents and pupils should leave the front of school promptly once they collect their child/ren.</li> </ul> <p><b>Actions to be carried out:</b></p> <ul style="list-style-type: none"> <li>• The principal will inform all parents of these protocols and of the importance of ensuring that they come in time to collect their child. – prior to school reopening.</li> <li>• If a parent is late on more than one occasion they will be given a warning from the Board</li> <li>• Parents are asked to leave the front of the school as soon as their child is dismissed.</li> <li>• Parents are asked to comply with social distancing regulations at the school gate</li> </ul>
<p><b>Special Education</b></p>	<ul style="list-style-type: none"> <li>➤ Size of the rooms. Risk of social distancing not being maintained (H)</li> <li>➤ Mixed groups</li> </ul>	<p><b>Risk Assessment SEN</b></p> <ul style="list-style-type: none"> <li>• Smaller groups will be created for withdrawal.</li> <li>• Pupils from the same class only will attend the Support Teacher together</li> <li>• Sanitisers will be placed at the entrance to corridors and pupils must sanitise before entering a SEN room.</li> </ul>



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	<ul style="list-style-type: none"><li>➤ Tactile children - Risk of transmission of virus via hands(H) – desks, chairs, equipment, materials/ resources</li><li>➤ Risk of transmission of virus through coughing and sneezing in close proximity (H)</li><li>➤ Risk of transmission of virus through airborne particles (H)</li></ul>	<ul style="list-style-type: none"><li>• Staff will wear a mask/face covering where physical distancing cannot be maintained.</li><li>• Pupils will have their own Ziplock folders and Plastic boxes which will contain their books/copies/whiteboard/markers writing materials etc. Pupils will have their own supplies in their folder.</li><li>• Pupils from 3<sup>rd</sup> – 6<sup>th</sup> encouraged to wear a face mask/ covering where applicable</li><li>• SEN staff to prepare back- up materials using sandwich bags</li><li>• Teachers will avoid crouching down or sitting next to students, preferable to remain standing</li><li>• After each group a teacher will use sprays and cloths to wipe down desks and door handles</li><li>• Cloths will be washed daily in school.</li><li>• Children will be escorted to and from SET rooms by SET /SNA</li><li>• Where necessary desk/book shelves on wheels to be removed to declutter and create extra space.</li><li>• SET rooms must be kept ventilated</li></ul>
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<p><b>Care of children with SEN, including intimate care</b></p>	<ul style="list-style-type: none"> <li>➤ Risk of social distancing not being maintained</li>   <li>➤ Risk of transmission of virus from touching common surfaces (toilet, sink, door handle, light switch)</li>   <li>➤ Risk of transmission from close proximity to respiratory droplets</li> </ul>	<ul style="list-style-type: none"> <li>• Child with special educational needs might find it very difficult to maintain distance with care giver.</li> <li>• Parent, SNA &amp; teachers to maintain heightened awareness of any symptoms or changes in baseline health</li>   <li>• Beware of curricular resources going into mouths and requiring subsequent cleaning/isolation</li> <li>• SNAs must wear appropriate PPE when attending a child with intimate care needs (Face mask, gloves, apron)</li> <li>• Assist pupil with hand washing after toilet</li> <li>• Clean down all surfaces after use with all-purpose disinfectant</li> <li>• Assist pupils with hand washing/sanitizing before and after lessons, yard breaks, food breaks, after sneezing/coughing etc.</li> <li>• Provide regular prompts to help learn all the health &amp; safety protocols in place (how to line up, wash hands, use the toilet, tidy up, and prepare for going home...)</li> </ul>
<p><b>Teaching activities in multi-purpose room (Aistear Room or Hall)</b></p>	<ul style="list-style-type: none"> <li>➤ Risk of transmission of virus by touching common surfaces in hall or shared classroom</li>   <li>➤ Risk of coming into contact with students from other bubbles when moving through the corridor</li> </ul>	<ul style="list-style-type: none"> <li>• Aistear will take place in both the Junior Infants and Senior Infants Classroom.</li> <li>• There will be no sharing of toys between class bubbles.</li> <li>• CO2 monitor on display in hall</li> <li>• Doors and windows to remain open during activities</li> </ul>



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	<ul style="list-style-type: none"><li>➤ Risk of transmission from sharing Aistear toys and equipment</li></ul>	
<b>Classroom Arrangement</b>	<ul style="list-style-type: none"><li>➤ Risk of transmission from sharing books and equipment</li><li>➤ Risk of transmission of virus by touching common surfaces in hall or shared classroom</li><li>➤ Risk of social distancing not being maintained</li></ul>	<ul style="list-style-type: none"><li>• Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable.</li><li>• Pupils to use their own materials only where possible—No sharing of personal equipment -glue sticks, ruler.</li><li>• Pupils will sanitise <b>before and after every activity</b>. eg using the IWB, art materials, table top activities.</li><li>• Teachers to restrict pupil movement around the room as much as possible</li><li>• Pupils in younger classes to have assigned coat hooks</li><li>• Markings will be on the floor beyond which a child should not go so as to maintain distance between teacher and pupils in classes from third up.</li><li>• Where physical distance cannot be maintained staff are now required to wear a mask/face covering</li><li>• All pupil resources should clearly be labelled. Parents to be requested to do this.</li></ul>



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		<ul style="list-style-type: none"> <li>• No station teaching for term 1. Teachers will prepare specific differentiation for all pupils within their own class.</li> <li>• Aistear will take place in the classroom. Teachers will clean toys regularly as per guidelines.</li> <li>• School will be deep cleaned before children return to school.</li> <li>• Teachers also have to sanitise hands regularly if correcting copies.</li> <li>• Use of velcro shoes in junior, senior infants and first classes so as not to have to tie laces in the yard.</li> <li>• Lessons to cover all of the protocols to be taught during first week back in school.</li> <li>• Children from 3<sup>rd</sup> – 6<sup>th</sup> encouraged to wear a face mask/covering</li> </ul>
<p><b>Breaks</b></p>	<ul style="list-style-type: none"> <li>➤ Risk of pupils not lining up correctly.</li> <li>➤ Risk of social distancing not being maintained at entrances and exits (H)</li> <li>➤ Risk of students congregating in groups and mixing with other classes on the yard (H)</li> </ul>	<ul style="list-style-type: none"> <li>• Usual rainy day supervision protocols will apply. Pupils may read/play games in their pods in class.</li> <li>• Teachers may wish to wear gloves doing yard duty/carry their own pen.</li> <li>• All classes will leave classroom through external door going out to yard.</li> <li>• Teachers are to sanitise hands if asked to open items by the children.</li> </ul>





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- Risk of transmission of virus if sharing footballs, basketballs, skipping ropes (H)

## Lessons to be completed on:

- **Lining up**
- **Maintaining social distancing**
- **Hand hygiene**
- **Food hygiene**

- Each class will exit through their external classroom door (exception S.1).
- Yard areas have been split so that bubbles do not mix at breaktimes.
- Children will sanitize/wash hands (by pod) before leaving the classroom and when re-entering the classroom
- Each class must play within their designated areas and not mix with other class groupings
- Any sports equipment used outside must be cleaned after use
- Each senior class will use their own footballs at lunchtime where applicable.
- Yard injuries will be dealt with by the designated First Aider on duty
- Once the bell has sounded for the end of break, students are expected to freeze and then walk to their coloured coded Pod marking to line-up before re-entering the school building

## First Aid

**Sick/ Injured children:** If a child becomes sick or gets hurt the yard teacher will evaluate the child and if she/he deems it necessary for the child to receive first aid. The following protocols will apply -

Junior Yard - child will be brought to the first aid station outside hall by an SNA through the door in front of the hall



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		<p>Senior Yard - child will be brought to the first aid station outside hall by an SNA through the door in front of the hall</p> <p>Children will be taught the importance of staying away from the children in the playground</p> <ul style="list-style-type: none"> <li>• If the injury is only a scratch etc, the teacher/SNA will use the First Aid box to apply treatment such as plasters/wiping of graze</li> <li>• SNA to sanitise hands first and wear gloves and apron when administering first aid.</li> <li>• First Aid Area will be limited to those who are seriously hurt – head injury, bad fall, nose bleed</li> <li>• Injured children must sit 2 metres apart while receiving First Aid treatment in the First Aid area,</li> <li>• The reception area must be ventilated when used as First Aid Station.</li> <li>• All other accidents will be documented and treated appropriately; parents will be notified of bumps to head, bad falls, nose bleeds etc.</li> <li>• First Aider must bag up all used tissues, paper towels etc. and dispose directly after break</li> </ul>
<p><b>Administration</b></p>	<p>➤ Risk of social distancing not being maintained when administering first aid</p>	<ul style="list-style-type: none"> <li>• Children with asthma must have an updated asthma plan agreed between parent, child and the school.</li> <li>• Epi Pens must be easily accessed and the location known by relevant personnel</li> </ul>



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<b>of Emergency Medication</b>	<ul style="list-style-type: none"> <li>➤ Risk of spread of respiratory droplets (asthma attack, upset child)</li> </ul>	<ul style="list-style-type: none"> <li>• PPE should be worn (Face mask (apron &amp; visor where applicable), sanitize hands) before attending child</li> <li>• Emergency procedures for any other administration of medicines must be discussed and agreed with school management</li> </ul>
<b>Use of Toilets</b>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>➤ Risk of spread of transmission of virus through shared use of toilets and sinks</li> <li>➤ Risk of transmission via hands touching contaminated surfaces</li> <li>➤ Risk of social distancing not being maintained in shared toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Parents encouraged to get children to go to toilet before coming to school/wash hands</li> <li>• Toilet times will be staggered in classes where there are toilets.</li> <li>• Designated toilets for staff.</li> <li>• Pupils must use their own class toilets at all times.</li> <li>• Lessons on toilet hygiene/lining up to use toilets</li> <li>• Effective hand washing must be done following toilet use</li> <li>• Teachers will give regular prompts to students to wash and dry their hands properly when in the toilet</li> <li>• Teachers will set up a system for using the toilets, ensuring that all children have the opportunity to go throughout the day</li> <li>• Toilet times will be staggered around lunch breaks</li> <li>• Signage and posters will be displayed at all sinks, reminding children to wash their hands</li> <li>• Toilets will be checked daily and cleaned daily</li> <li>• All sinks and taps will be cleaned daily</li> <li>• Door handles in toilets will be cleaned twice daily</li> </ul>
<b>Staffroom</b>	<ul style="list-style-type: none"> <li>➤ Risk of social distancing not being maintained in staffroom</li> </ul>	<ul style="list-style-type: none"> <li>• Those in the high-risk category ideally should remain in their own rooms.</li> <li>• All staff should wash their hands before entering staffroom.</li> <li>• The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing (2m)</li> <li>• A second staffroom will be set up in the kitchen off the hall.</li> </ul>



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	<ul style="list-style-type: none"> <li>➤ Risk of transmission through common touch surfaces (H)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to clean their own utensils.</li> <li>• Maximum numbers in the staffroom - 5 people</li> <li>• Maximum number in hall area - 8 people</li> <li>• Staff to ensure that their own area has been cleaned up after use.</li> <li>• Staff to maintain social distancing while using the microwave/hot water.</li> <li>• Staff to sanitise before and after using any items</li> <li>• Signs have been displayed in both staffrooms to remind staff of social distancing and hotspots in the staffroom eg fridge handle</li> <li>• Face coverings must be worn if physical distance cannot be maintained</li> <li>• Avoid bringing personal items, such as phones to staffroom</li> <li>• HEPA filter to be turned on in staffroom</li> </ul>
<p><b>PE</b></p> <p><b>PE equipment</b></p> <p><b>External Coaches</b></p>	<ul style="list-style-type: none"> <li>➤ Risk of transmission through common touch surfaces (H)</li> <li>➤ Risk of transmission via hands touching contaminated surfaces</li> <li>➤ Risk of students congregating in groups and mixing with other classes on the yard (H)</li> <li>➤ Risk of transmission of virus if sharing footballs,</li> </ul>	<ul style="list-style-type: none"> <li>• All pupils to sanitise hands before and after PE sessions</li> <li>• Each class has their own PE equipment. Should there be a need for more equipment an adult only should enter/exit the PE shed</li> <li>• All PE will take place outside unless it is safe and feasible to take place in the hall.</li> <li>• External sports coaches will only attend the school this year with approval from the BOM and strict adherence to COVID 19 best practice protocols.</li> </ul>



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	basketballs, skipping ropes (H)	
<b>Use of Shared Equipment</b>  <b>Eg iPads, Maths / Science / music equipment</b>	<p>➤ Risk of transmission through common touch surfaces (H)</p>	<ul style="list-style-type: none"> <li>• All pupils to sanitise hands before and after use of devices</li> <li>• Rota for class use of iPads in place - three sessions per day for in-class use</li> <li>• Teachers to wipe down iPads after each session.</li> <li>• Class teacher collects trolley at the start of the day/each session</li> <li>• Trolley to be left back in the storage area (wiped down)</li> <li>• Timetable designed to minimise journey of trolley between classes during the day.</li> <li>• Maths/ science / music equipment must be cleaned by class teacher before it is returned to storeroom</li> </ul>
<b>School / Classroom Libraries</b>	<p>➤ Risk of transference of virus through shared use</p>	<ul style="list-style-type: none"> <li>• Classes from 2<sup>nd</sup>-6<sup>th</sup> class will visit the school library as per rota.</li> <li>• Pupils may take up to 2 books for the week.</li> <li>• All books are returned on Friday to basket in classroom.</li> <li>• Books will remain in basket over weekend and be returned to library Monday morning.</li> <li>• Each pod in junior classes will have a basket for their library books.</li> </ul>
<b>Suspected Case of Covid 19</b>	<p>➤ Risk of transmission of Covid-19 throughout school</p>	<ul style="list-style-type: none"> <li>• Implement Suspected Case Procedure</li> <li>• In the case of a pupil, the parents/guardians need to be contacted immediately</li> <li>• Isolate pupil by bringing them to the isolation area, provide a mask for the pupil before moving through the school</li> </ul>



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		<ul style="list-style-type: none"> <li>• Accompany pupil to the isolation area, via the isolation route, keeping at least 2 metres away from the symptomatic person and making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times</li> <li>• The isolation area does not have to be a room but if it is not a room, it should be 2 metres away from others in the room</li> <li>• Staff member caring for a pupil should wear a face covering/face mask.</li> <li>• Assess whether the pupil can be immediately be brought home by parents, who will call their doctor and continue self-isolation at home</li> <li>• If it is a staff member, assess if the person can be directed to go home immediately</li> <li>• Facilitate the pupil/staff member presenting with symptoms to remain in isolation if they cannot go home immediately and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. They should cover their mouth and nose with tissues provided when they cough/sneeze and put the tissue in the waste bag provided</li> <li>• If the person is well enough to go home, arrange for them to be transported by a family member, as soon as possible. Public transport should not be used.</li> <li>• If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect</li> <li>• Carry out an assessment of the incident which will form part of determining follow-up actions and recovery</li> <li>• Arrange for appropriate cleaning of the isolation area and work areas affected</li> <li>• The HSE will inform any staff/parents who have come into close contact where a diagnosis of Covid-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times</li> </ul>
<p><b>Visitors to the school</b></p>	<p>➤ Risk of transmission of virus into the school building</p>	<ul style="list-style-type: none"> <li>• Access to the school will be restricted to essential purposes only</li> <li>• Access inside the building must be controlled in order to minimise the risk of Covid-19 entering the building</li> <li>• Visitors can only enter the building, if they have prior approval/agreed appointment time, at a specific contact point</li> </ul>



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	<ul style="list-style-type: none"> <li>➤ Risk of social distancing not being maintained</li> <li>➤ Risk of transmission by touching common touch surfaces at reception</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/care giver of a pupil who has been isolated with suspected Covid-19 will be notified as soon as possible and arrangements for collection made</li> <li>• Essential visits by parents, contractors, DES Inspectorate must be arranged so that the school secretary can implement new Visitor protocols</li> <li>• A detailed sign in/sign out log of everyone entering the building must be maintained</li> <li>• Daily roll call of pupils will be conducted by class teacher at 10am and absences noted for contact tracing purposes</li> <li>• School secretary will manage the visitor contact log book</li> <li>• <b>Visitor protocol:</b></li> <li>• Visitors are asked to wear a mask when arriving at reception.</li> <li>• Knock on the window in reception to alert the school secretary</li> <li>• School secretary will speak to visitors through open the glass panel</li> <li>• School secretary will ask the visitor to sanitize hands immediately (and remind them that a mask has to be worn, if not already wearing one)</li> <li>• Visitor must wait in reception until Contact Log is filled out</li> <li>• Secretary can ask visitor to wait in reception while notifying Principal/teacher of arrival</li> <li>• Secretary responsible for follow up cleaning of the contact point (wipe down/isolate pen, hatch)</li> <li>• The Contact Log is school data and must be processed in compliance with the GDPR and Data Protection Acts</li> </ul>
<p><b>Implementation of Covid-19 Response Plan</b></p>	<ul style="list-style-type: none"> <li>➤ Risk of virus not being minimised and managed</li> <li>➤ Risk of staff and pupils not understanding and following the daily protocols</li> </ul>	<ul style="list-style-type: none"> <li>• School management and Covid-19 Response Team will continue to promote awareness of Covid-19 symptoms</li> <li>• The Lead Worker Representative (LWR) is appointed and will liaise with staff members regarding any concerns/observations in relation to Covid-19 and report them to the Principal/BOM</li> <li>• All staff will undertake and complete Covid-19 Induction Training prior to the start of the school year.</li> </ul>



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		<ul style="list-style-type: none"><li>• The training will cover the following: Latest up to date advice and guidance on public health Covid-19 symptoms What to do if a staff member or pupil develops symptoms of Covid-19 while at school Outline of the Covid-19 response plan</li><li>• Supplementary induction training will also be provided on enhanced cleaning regimes</li><li>• A national information campaign to support parents and pupils will be conducted prior to reopening</li><li>• Curricular time will be allocated to teaching all the health and safety protocols to children in all classes</li><li>• Advise staff and pupils that have symptoms not to attend school, to phone their doctor and follow HSE guidance on self-isolation</li><li>• Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with Covid-19 and to follow HSE advice on restricting movement</li><li>• Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly</li><li>• Ensure that the staff and pupils know the protocol for managing a suspected case of Covid-19 in school</li><li>• Everyone entering the school building needs to perform hand hygiene with hand sanitiser</li><li>• Visitors to the school should be by prior arrangement and should be received at a specific contact point</li><li>• Physical distancing (of 2m) should be maintained between staff and visitors where possible</li></ul>
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