



MONAGHAN WALDORF SCHOOL CLG

PROCEDURE TO MANAGE RISKS

Commitment to child welfare

Monaghan Waldorf School is committed to ensuring a safe and nurturing environment for all children, colleagues, and volunteers. This procedure outlines the steps taken to identify, address, and minimize risks in the school setting.

Risk identification and assessment

- Conduct regular risk assessments in all areas of the school, including classrooms, outdoor spaces, and common areas.
- Identify potential hazards relating to child safety, health, environmental risks, supervision, and organisational operations.
- Assess risks using a risk matrix to determine their likelihood and severity.

Risk prevention strategies

- Implement child safeguarding policies in line with the Children First Act 2015.
- Ensure that all staff and volunteers are Garda vetted and receive child protection training.
- Maintain adequate supervision ratios in classrooms and outdoor activities.
- Conduct daily safety checks of the school environment, including playgrounds and equipment.
- Establish and enforce hygiene and infection control procedures.

Incident response and reporting

- Provide clear reporting procedures for any incidents or potential risks.
- Designate a Designated Liaison Person (DLP) to handle child protection concerns.
- Document and investigate all reported incidents, following Tusla guidelines where necessary.
- Review near-miss incidents to prevent future occurrences.

Staff training and communication

- Conduct regular staff meetings to discuss risk management and safety concerns.
- Provide ongoing training on health & safety, child safeguarding, and emergency response.
- Encourage open communication among staff, volunteers, and parents regarding potential risks.

Emergency preparedness and response

- Maintain and regularly review an Emergency Response Plan.
- Conduct fire drills and emergency evacuation exercises at least twice per year.
- Ensure first aid kits are available and that at least one staff member is trained in first aid on site.

Continuous monitoring and review

- Regularly review and update risk management policies.
- Conduct annual safety audits and incorporate feedback from staff, parents, and external inspections.
- Adapt policies based on new regulations, identified risks, or lessons learned from incidents.

By implementing these procedures, Monaghan Waldorf School aims to create a secure and supportive environment where children can learn and thrive while minimising risks.

This procedure will be reviewed annually or after any incident that necessitates its use. The review will ensure the procedure remains in compliance with legislative requirements and best practices.

This policy was adopted by Monaghan Waldorf School CLG on this 15th day of February 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: _____

Date: 15/02/2025

Version: 001