

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Kilnadeema NS

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### Written Assessment of Risk of Kilnadeema National School

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Kilnadeema NS,

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
School Activities	Risk of Harm	Managing the Risk (procedures, protocols & policies)
<b>Recruitment/ Appointment of Staff</b> <ul style="list-style-type: none"> <li>• Teachers, SNA’s</li> <li>• Caretakers/Secretary/Cleaners</li> <li>• Sport Coaches</li> <li>• External Tutors/</li> <li>• Guest Speakers/</li> <li>• Volunteers/Parents</li> <li>• Visitors/Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff should be Garda Vetted</li> <li>• Risk of child being harmed</li> <li>• Risk not being recognised by school personnel</li> <li>• Risk not been reported promptly</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Copy of Garda vetting kept in the Principals office</li> <li>• Appointment Procedures</li> <li>• Current staff are obliged to update vetting in line with Teaching Council requirements and be familiar with the school’s Child Safeguarding Statement.</li> <li>• Act in accordance with school policies</li> <li>• Refresher courses coinciding with review of this policy</li> <li>• Child Protection Training</li> <li>• References</li> </ul>
<b>Training of school personnel in Child Protection matters</b>	<ul style="list-style-type: none"> <li>• Harm not recognised or reported promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement and DES procedures made available to all staff.</li> </ul>

<b>Recognising Student Voice in Child Safeguarding Statement</b>		<ul style="list-style-type: none"> <li>• DLP and DDLP to update their training.</li> <li>• All staff to view Tusla training module and any other online training offered by the PDST.</li> <li>• BoM records and maintains all records of staff and board member training</li> <li>• Staff are kept up to date with best policy and practice in relation to Child protection.</li> <li>• An annual review of the Child Protection and Anti- Bullying Policies is undertaken by the BoM</li> <li>• BoM to fund regular Child Protection Training for staff</li> <li>• Student Council</li> </ul>
<b>Staff member who may be the subject of investigation</b>	<ul style="list-style-type: none"> <li>• Risk of Child being harmed by member of school personnel</li> <li>• Harm not recognised or reported promptly</li> </ul>	<ul style="list-style-type: none"> <li>• 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 the relevant procedures for school staff which are published on the DES website</li> </ul>
<b>Classroom Teaching/ Outdoor Teaching</b>	<ul style="list-style-type: none"> <li>• Risk of harm by school personnel/member of staff from another organisation</li> <li>• Harmful allegations against staff</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of child being harmed by member of the public who is a child or adult</li> <li>• Risk of inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of Child Protection/Child Safeguarding Statement made available in the school.</li> <li>• Ensure all new employees receive a copy of the Child Safeguarding policy and Code of Conduct and procedures for supervision prior to or at the time of issuing an employment contract.</li> <li>• Code of Behaviour, Supervision Policy, Anti –Bullying Policy</li> <li>• They must agree to act in accordance with the policies.</li> <li>• Vetting Procedures are followed,</li> <li>• Adequate supervision of pupils</li> <li>• Supervision of classes even when under the direction of external instructors.</li> <li>• Cycle Right Programme every two years</li> <li>• The same Code of Behaviour applies when children are in class at lunchtime on wet days. From time to time board games, books and educational DVD’s may be shown.</li> <li>• At least two staff members for trips</li> </ul>
<ul style="list-style-type: none"> <li>• <b>One to one Teaching</b></li> <li>• <b>One to one support SNA</b></li> </ul>	<ul style="list-style-type: none"> <li>• Harm by school personnel/visiting professionals</li> <li>• Storing of sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>• Table between teacher and student</li> <li>• Glass in window/ open door</li> <li>• Training of all professionals</li> </ul>

<ul style="list-style-type: none"> <li>• <b>One to one counselling/assessment</b></li> <li>• <b>NEPS and other HSE personnel including doctors, nurses, speech therapist O.T and visiting professionals</b></li> <li>• <b>Care of Children with special needs including intimate care needs.</b></li> </ul>	<ul style="list-style-type: none"> <li>• on the child</li> <li>• Harmful allegations against school staff</li> </ul>	<ul style="list-style-type: none"> <li>• SEN Policy</li> <li>• Parents of pupils who are to be involved on one to one teaching/assessments will be informed and their permission sought.</li> <li>• Child Safeguarding Statement given to professionals.</li> </ul>
<p><b>Daily arrival and dismissal of pupils</b></p>	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Child Protection</li> <li>• Road safety</li> <li>• Risk of harm where a child is collected by unauthorised person</li> </ul>	<ul style="list-style-type: none"> <li>• Doors are open to pupils from 9.10am. Kilnadeema NS does not assume responsibility for children dropped at Assembly Area before doors have been opened</li> <li>• Morning supervision by each class teacher in each class, from 9:10 – 9:20am</li> <li>• Supervision Policy</li> <li>• Safety Statement</li> <li>• Collection procedure at Assembly Area for exit from building at 2pm and 3:00pm – teacher leads class to Assembly Area/ front of school, and supervises a ‘hand-over’ to parents</li> <li>• If a person other than the child’s parent is collecting a child, the parent must inform the school by e-mail or phone, and this message must be acknowledged by a staff member on e-mail or phone</li> </ul>
<p><b>School transport arrangements including use of bus escorts</b></p>	<ul style="list-style-type: none"> <li>• Harm to pupils by other children/adults</li> <li>• Road Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Bus to drop pupils at set down area no earlier than 9.10am</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• Seat belts responsibility of bus service provider</li> <li>• Safety Statement</li> </ul>
<p><b>After school use of school premises by other organisations / personnel</b></p>	<ul style="list-style-type: none"> <li>• Third Parties accessing data/information pertaining to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• BOM Permission sought</li> <li>• GDPR (Data Protection) Policy</li> <li>• Secured filing cabinets</li> <li>• Password accessed laptops</li> <li>• Both secretary’s and principal’s offices under lock &amp; key</li> <li>• Informing staff if their room is being accessed</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff to take responsibility for GDPR in their own rooms i.e. filing cabinet locked, no confidential paperwork left in plain sight</li> </ul>
<b>Use of school facilities by other organisation during school day i.e. Cumann na mBunscol</b>	<ul style="list-style-type: none"> <li>• Inter-personnel conflict</li> <li>• Bullying incident occurring between pupils from different schools</li> </ul>	<ul style="list-style-type: none"> <li>• BOM Permission sought</li> <li>• Supervision Policy</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> </ul>
<b>Recreation breaks for pupils</b>	<ul style="list-style-type: none"> <li>• Harm due to inadequate supervision of children in school</li> <li>• Inter pupil bullying</li> <li>• Ensuring care needs of children with SEN are met</li> <li>• Risk if harm due to inadequate social supports for children with SEN</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy and Yard Duty Rota</li> <li>• Insurance Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Intimate Care Policy</li> <li>• SEN Policy</li> <li>• Toileting facilities</li> <li>• SNA assistance</li> </ul>
<b>Accessing PE Shed</b>	<ul style="list-style-type: none"> <li>• PE Sheds not to be accessed by pupils unless under the active supervision of a teacher</li> <li>• The PE Shed door should be left open and member of staff should supervise from outside the shed while the pupil retrieves item</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Insurance Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> </ul>
<b>Accessing Storage Container</b>	<ul style="list-style-type: none"> <li>• Pupils are not to access Storage container, Boiler House or other maintenance areas for Health and Safety reasons.</li> <li>• Harm from sharp implements, risk of harm from substances i.e. petrol etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Insurance Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> </ul>
<b>Accessing Boiler House / Staffroom/ School Offices</b>	<ul style="list-style-type: none"> <li>• These areas are not for pupil access and are staff access only</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Insurance Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> </ul>
<b>Students participating in work experience in the school i.e. TY placement; teaching placement by second level teachers</b>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised</li> <li>• Risk of child being harmed in the school by a member of school personnel or volunteer/visitor to the school</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting</li> <li>• Completion of Tusla Children First E-Learning Programme</li> <li>• Child Protection Training</li> <li>• References</li> <li>• Appropriate supervision of TY students by members of staff personnel</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring all staff/new staff/volunteers/trainees are given a copy of the school's Child Safe-Guarding Statement.</li> <li>• TY students not to access staffroom. TY students to eat their lunch in the classroom, and go to yard during break and lunch times. In this way, they will always be under teacher supervision.</li> </ul>
<b>Student teachers undertaking training placement in school</b>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised</li> <li>• Risk of child being harmed in the school by a member of school personnel or volunteer/visitor to the school</li> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting</li> <li>• References</li> <li>• Completion of Tusla Children First E-Learning Programme</li> <li>• Child Protection Training</li> <li>• Ensuring all staff/new staff/volunteers/trainees are given a copy of the school's Child Safe-Guarding Statement.</li> <li>• Ensuring class teacher is always present in the room, including when a student teacher is teaching lessons. Student teachers are not covered to take sole responsibility for a class / pupils.</li> </ul>
<b>Sporting Activities</b>	<ul style="list-style-type: none"> <li>• Harm to Children</li> </ul>	<ul style="list-style-type: none"> <li>• Vetting of Coaches</li> <li>• Health and Safety Risk at venues</li> <li>• Toilet issues – risk assessment at event</li> <li>• Children go in pairs to toilet monitored by teacher</li> </ul>
<b>School Outing</b>	<ul style="list-style-type: none"> <li>• Harm to Children</li> </ul>	<ul style="list-style-type: none"> <li>• Vetting of bus/ venue check prior to trip</li> <li>• At least two adults on trip</li> <li>• SNA must accompany child with special needs.</li> <li>• Toilet/changing issues to be checked prior to trip</li> <li>• List of Parent contact numbers</li> <li>• First Aid Kit and any medical supplies relevant to pupils.</li> </ul>
<b>Annual Sports Day</b>	<ul style="list-style-type: none"> <li>• Risk of child being harmed by another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Discipline</li> <li>• First Aid Kits</li> <li>• Defibrillator</li> </ul>
<b>Use of off-site facilities for school i.e. GAA pitches</b>	<ul style="list-style-type: none"> <li>• Risk of child being harmed by another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour, Medical supplies</li> <li>• First Aid Kits</li> </ul>
<b>Toilet Area</b>	<ul style="list-style-type: none"> <li>• Inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policy</li> <li>• School Toilet Procedure (One pupil at a time)</li> <li>• Children of same age use toilet</li> </ul>
<b>Curricular provision in respect of SPHE, RSE, Stay Safe</b>	<ul style="list-style-type: none"> <li>• Risk of staff not being aware of how to handle disclosures</li> </ul>	<ul style="list-style-type: none"> <li>• Full implementation of the SPHE/RSE/ Walk Tall and Stay Safe programme</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk of staff responding inappropriately to questions by children during lessons of a sensitive nature</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate staff training when available</li> <li>• Plan in school calendar when the above programmes will be carried out in the classroom</li> <li>• Reporting on RSE and Stay Safe /Internet Safety at BoM meeting</li> </ul>
<b>Training of school personnel in Child Protection matters</b>	<ul style="list-style-type: none"> <li>• Risk of staff not being sensitive to signs and symptoms of harm in children</li> <li>• Risk of staff not adhering to child protection protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Tusla e-learning programme</li> <li>• PDST e-learning modules</li> <li>• Opportunities for CPD in matters of child protection</li> <li>• Encouraging staff and board members to avail of training in this area.</li> </ul>
<b>Unauthorised access to school</b>	<ul style="list-style-type: none"> <li>• Harm to pupils /staff personnel</li> <li>• Unauthorised collection of pupils from school building</li> </ul>	<ul style="list-style-type: none"> <li>• All doors kept closed during and after school hours</li> <li>• All visitors reporting to reception/ secretary’ office</li> <li>• Late arrival/ Early Leaving Sign Out protocol for pupils</li> </ul>
<b>Unauthorised pick up of children from school</b>	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Unauthorised collection of pupils from school building</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage parents to notify teacher around changes in pick-up of their children</li> <li>• Encouraging parents to indicate to class teacher when they are taking their children from Assembly Area.</li> <li>• Sign Out Protocol for children being collected before 2pm/3pm</li> </ul>
<b>Pick up of infant children</b>	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Unauthorised collection of pupils from school building</li> </ul>	<ul style="list-style-type: none"> <li>• Differentiated ‘pick up’ routine for infant children at 2pm</li> <li>• Hand-over to parents from Front of school</li> </ul>
<b>Online Safety for Pupils Cyber-bullying of children</b>	<ul style="list-style-type: none"> <li>• Risk categorised into Content: being exposed to illegal, inappropriate/harmful material</li> <li>• Contact: harmful online interaction with other users <ul style="list-style-type: none"> <li>• Conduct: personal online behaviour that increases the likelihood of or causes harm</li> <li>• Risk of harm to pupils by children/adults online</li> <li>• Risk of harm to pupils playing online games which are rated 12 or older</li> <li>• Risk of harm to pupils playing/accessing games unsupervised</li> <li>• Risk of harm due to children inappropriately accessing/using</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• ICT Acceptable Use Policy</li> <li>• Cyber-Bullying Policy</li> <li>• Internet Safety Training for school staff</li> <li>• Sharing of resources with parents around internet safety</li> <li>• Liaising with PA around internet safety</li> <li>• Education of pupils around appropriate actions so they can use ICT safely</li> <li>• Educating children how to respond to Cyber-Bullying</li> <li>• Full implementation of Stay Safe and Walk Tall programmes.</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour Policy</li> <li>• Garda Visit for senior classes</li> </ul>

	computers, social media, phones and other devices in school	
<b>Bullying of a child by other child/children</b>	<ul style="list-style-type: none"> <li>Risk of harm to pupils by other pupils</li> </ul>	<ul style="list-style-type: none"> <li>Child Safe Guarding Statement is followed</li> <li>Garda Visit</li> <li>Anti-Bullying Policy (recorded in Appendix 3)</li> <li>Code of Behaviour Policy</li> <li>Supervision Policy</li> </ul>
<b>Children accessing computers/social media</b>	<ul style="list-style-type: none"> <li>Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in school</li> </ul>	<ul style="list-style-type: none"> <li>ICT Acceptable Use Policy</li> <li>Garda Visit</li> <li>Supervision Policy</li> </ul>
<b>School personnel interacting with children digitally</b>	<ul style="list-style-type: none"> <li>Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>ICT Acceptable Use Policy</li> <li>Peer Review</li> <li>Supervision Policy</li> <li>Compliance with agreed disciplinary procedures for teaching staff</li> </ul>
<b>Use of toilet/changing/shower areas in sporting events</b>	<ul style="list-style-type: none"> <li>Risk of harm due to inadequate supervision</li> <li>Risk of harm to child while receiving intimate care</li> <li>Risk of harm to a child by an adult who is not a staff member</li> </ul>	<ul style="list-style-type: none"> <li>Intimate Care Policy</li> <li>Supervision Policy</li> <li>Code of Behaviour</li> <li>Anti-Bullying Policy</li> </ul>
<b>Use of video/photography/other media to record schools events</b>	<ul style="list-style-type: none"> <li>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>ICT Acceptable Use Policy</li> <li>Appropriate storage of images i.e. Parental Consent</li> <li>Data Protection Policy</li> <li>Freedom of Information</li> </ul>
<b>Care of pupils with specific vulnerabilities/ needs such as:</b> <ul style="list-style-type: none"> <li>Pupils from ethnic minorities/migrants</li> <li>Members of the Traveller community</li> <li>Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>Pupils perceived to be LGBT</li> <li>Pupils of minority religious faiths</li> <li>Children in care</li> </ul>	<ul style="list-style-type: none"> <li>Harm to pupils due to inadequate supervision</li> <li>Risk of emotional harm due to exclusion of child by teacher or peers</li> <li>Heightened risk of bullying of pupils by their peers</li> <li>If an SNA is responding to an intimate care need for a child, the SNA informs the class teacher, where the child will be cared for and how long approximately, it will take.</li> </ul>	<ul style="list-style-type: none"> <li>Catholic Ethos</li> <li>SPHE Curriculum</li> <li>Inclusive Environment &amp; Practice</li> <li>Supervision Policy</li> <li>Raising awareness amongst staff and pupils around difference and Ireland as a pluralistic society</li> <li>Visiting speakers</li> <li>Close communication with Tusla</li> <li>Alternative Supervision</li> <li>Redistribution of pupils to other classes during Religious Education</li> <li>Differentiated Programmes</li> </ul>

<ul style="list-style-type: none"> <li>• Children on Child Protection Notification System (CPNS)</li> </ul>		<ul style="list-style-type: none"> <li>• Child Safe-Guarding Statement</li> <li>• Liaising with Tusla</li> <li>• Child Protection File</li> </ul>
<b>Managing Challenging Behaviour</b>	<ul style="list-style-type: none"> <li>• Harm to pupils and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour Plan</li> <li>• Support from NCSE</li> <li>• Health and Safety Policy</li> <li>• Code of Behaviour</li> <li>• Anti- Bullying Policy</li> </ul>
<b>Care of pupils with SEN including intimate care</b>	<ul style="list-style-type: none"> <li>• Inappropriate behaviour</li> <li>• Harm to Child</li> </ul>	<ul style="list-style-type: none"> <li>• SEN Policy</li> <li>• SNA Policy and procedures in place</li> <li>• Intimate Care Policy</li> <li>• SPHE Curriculum</li> <li>• Health Promoting Schools</li> <li>• Anti- Bully Policy</li> <li>• Supervision Policy</li> </ul>
<b>Critical Incidents</b>	<ul style="list-style-type: none"> <li>• Risk of Trauma to the child in the event of a critical incident</li> </ul>	<ul style="list-style-type: none"> <li>• Critical Incident Policy</li> </ul>
<b>Children participating in Swimming Programme</b>	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision</li> <li>• Risk of harm to child while receiving intimate care</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatics Strand in PE</li> <li>• Supervision Policy</li> <li>• Insurance Policy</li> <li>• Intimate Care Policy</li> <li>• Peer supervision</li> <li>• Critical Incident Policy</li> </ul>
<b>Use of video/photography/other media to record schools events</b>	<ul style="list-style-type: none"> <li>• Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>• ICT Acceptable Use Policy</li> <li>• Appropriate storage of images i.e. Parental Consent</li> <li>• Data Protection Policy</li> <li>• Freedom of Information</li> </ul>
<b>Use of external personnel to support sports and other extra-curricular activities i.e. Sports Coaches etc.</b>	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Risk of child being harmed in the school by volunteer or visitor to the school</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting</li> <li>• Child Protection Training</li> <li>• Supervision Policy</li> <li>• Insurance Policy</li> <li>• Volunteers Policy</li> <li>• Critical Incident Policy</li> </ul>
<b>Use of external personnel to supplement curriculum i.e. RSE, Internet Safety, Road Safety etc.</b>	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Risk of child being harmed in the school by volunteer or visitor to the school</li> </ul>	<ul style="list-style-type: none"> <li>• Respectful of school ethos</li> <li>• Supervision Policy</li> <li>• Insurance Policy</li> <li>• References</li> </ul>

		<ul style="list-style-type: none"> <li>• Garda Vetting</li> </ul>
<b>Participation by pupils in religious ceremonies/religious instruction external to the school</b>	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision</li> <li>• Risk of harm not being recognised</li> <li>• Risk of child being harmed in the school by a member of school personnel or volunteer/visitor to the school</li> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring classes are supervised even when under the direction of external instructors</li> <li>• Catholic Ethos</li> <li>• Supervision Policy</li> <li>• Grow in Love Curriculum</li> <li>• Religious Education</li> <li>• Completion of Tusla Children First E-Learning Programme</li> <li>• Child Safe-Guarding Statement</li> </ul>
<b>Maintenance/Contractors on school site</b>	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by external personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Access to classrooms outside of teaching hours where possible</li> <li>• Work supervised by member of staff</li> <li>• Supervision Policy</li> <li>• Restricted access of pupils to school maintenance sheds, boiler house etc.</li> </ul>
<b>Potential for abuse of pupils by other pupils</b>	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by other pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Full implementation of the SPHE Curriculum and related programmes i.e. Stay Safe, RSE, Walk Tall etc.</li> <li>• Code of Behaviour</li> <li>• Liaising with Tusla</li> <li>• Anti-Bullying Policy</li> </ul>
<b>Potential for abuse of children by child/adults during field trips/tours/sporting fixture etc.</b>	<ul style="list-style-type: none"> <li>• Harm to pupils by another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• School Tours Policy</li> <li>• Supervision Policy</li> <li>• Critical Incident Policy</li> <li>• Appropriate teacher-pupil ratio</li> <li>• SNA Assistance</li> <li>• Peer Review</li> </ul>

<b>Administration of Medicine</b>	<ul style="list-style-type: none"> <li>• Risk of child being physically harmed due to administration of incorrect dosage or staff members not following protocols</li> <li>• Visiting personnel not being made aware of children with particular medical needs</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of Medicine Policy</li> <li>• Protocol for administering medication</li> <li>• Pupil Medical File</li> <li>• School Visits by Medical Doctor</li> <li>• Incident/Accident Form</li> <li>• Insurance Policy</li> <li>• Agreed care plan with Parents</li> </ul>
<b>Administration of First Aid</b>	<ul style="list-style-type: none"> <li>• Risk of child receiving incorrect treatment for an injury</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement followed</li> <li>• Parental permission sought for administration of medicine</li> </ul>

		<ul style="list-style-type: none"> <li>• Provision of Defibrillator</li> <li>• Provision of First Aid Resources</li> <li>• All Staff trained in First Aid</li> <li>• If required meeting with parent and teacher regarding pupil with medical needs</li> <li>• Incident/Accident Form</li> <li>• Insurance Policy 24 hour cover for in-school and out of school activities for all children</li> <li>• Immediate contact to home for serious injuries and head injuries</li> <li>• Support Teachers offering supervision cover for classes</li> </ul>
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<b>Play Area during breaks</b>	<ul style="list-style-type: none"> <li>• Risk of child being physically harmed</li> </ul>	<ul style="list-style-type: none"> <li>• Padding added to poles to prevent injury</li> <li>• Supervision Policy</li> <li>• Insurance Policy</li> <li>• Incident/Accident Form</li> <li>• Insurance Policy</li> <li>• Enforce a ‘walking only’ rule on access to astro</li> <li>• Double gates closed during play time</li> </ul>
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**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 (revised 2023)*.

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.

Signed: Gary Winters

Chairperson of the Board of Management

Date: 25/09/2024

Signed: Brendan McDonald

Principal/ Secretary to the Board of Management

Date: 25/09/2024

## **Examples of activities, risks and procedures**

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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 (revised 2023)*.

## **Examples of School Activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely

- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
  - Pupils from ethnic minorities/migrants

- Members of the Traveller community
- Lesbian, gay, bisexual or transgender (LGBT) children
- Pupils perceived to be LGBT
- Pupils of minority religious faiths
- Children in care
- Children on Tusla's Child Protection Notification System (CPNS)
- Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNAs
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day

- Breakfast club
- Homework club/evening study

### **Examples of Risks of Harm**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation

- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate 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

### **Examples of Procedures to address risks of harm**

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care

- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school staff with a copy of the school’s Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tables devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations