

CHILD SAFEGUARDING RISK ASSESSMENT Working Document

LIST OF SCHOOL ACTIVITIES	RISK LEVEL	THE SCHOOL HAS IDENTIFIED THE FOLLOWING RISK OF HARM	THE SCHOOL HAS THE FOLLOWING PROCEDURE IN PLACE TO ADDRESS RISK IDENTIFIED IN THIS ASSESSMENT
<p>1. Daily arrival and dismissal of pupils</p>	<p>High</p>	<ul style="list-style-type: none"> • Risk of harm from other pupils. • Risk of harm from unknown adults. 	<ul style="list-style-type: none"> • The class teacher collects children promptly from the yard. • Parents are advised to stay in the yard until 9am. • SEN monitor at the doorways/stairs/hallways on arrival of pupils • The school has in place Morning, Lunch-time and Evening Procedures
<p>2. Recreation breaks for pupils</p>	<p>High</p>	<ul style="list-style-type: none"> • Risk of harm from other pupils. • Risk of harm from strangers due to proximity of the road/playground. • Risk of harm due to bullying of child. • Risk of harm due to inadequate supervision of children. • Risk of harm due to injury. • Risk of harm due to children 	<ul style="list-style-type: none"> • The school has in place yard supervision and clear procedures in respect of supervision. • The school has a code of conduct for school personnel (teaching and non-teaching staff). • The school has in place a policy and procedures for the administration of medication to

		<p>using mobile phones.</p> <ul style="list-style-type: none"> • Risk of harm to children who may be a flight risk exiting gates • Risk of harm due to access to yards by adults/ parents passing by 	<p>pupils.</p> <ul style="list-style-type: none"> • The school has in place a policy and procedures for the administration of Medicines. • The school has in place a code of behaviour for pupils. • The school has in place a Critical Incident Management Plan. • The school has in place a policy on the use of mobile phones. • The school has in place yard books identifying children with specific needs • The school has in place S.N.A supervision of identified children at risk • The school has in place an incident report book where incidents are recorded. • The school has a Health and Safety policy. • The school has in place Emergency Procedures when on yard
<p>3. Classroom teaching</p>	<p>Med</p>	<ul style="list-style-type: none"> • Risk of child being harmed in the school by another child • Risk of child being harmed by a member of school personnel 	<ul style="list-style-type: none"> • The school has an Anti-Bullying Policy • The school implements in full the Stay Safe Programme • The school implements in full

			<p>the SPHE curriculum</p> <ul style="list-style-type: none"> • School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>
4. One-to-one teaching	High	<ul style="list-style-type: none"> • Risk of harm in one-to-one teaching, counselling, coaching situation • Risk of child being harmed in the school by a member of school personnel • Risk of harm due to inappropriate relationships/ communications between child and another child/adult • Risk of accusation of harm towards child by school personnel • Risk of harm to children with SEN who have particular vulnerabilities 	<ul style="list-style-type: none"> • School policy and procedures for one-to-one teaching activities e.g. open door & blinds, table between teacher & pupil • The school adheres to the code of professional conduct for school personnel (teaching & non-teaching staff) • The school has a Special Educational Needs policy
5. One-to-one counselling	High	<ul style="list-style-type: none"> • Risk of harm in one-to-one teaching, counselling, coaching situation 	<ul style="list-style-type: none"> • School policy and procedures for one-to-one counselling e.g. glass in doors, open door &

		<ul style="list-style-type: none"> • Risk of child being harmed in the school by a member of school personnel • Risk of child being harmed in the school by volunteer or visitor to the school • Risk of harm due to inappropriate relationships/ communications between child and another child/adult • Risk of accusation of harm towards child by school personnel • Risk of harm to children with SEN who have particular vulnerabilities 	<p>blinds, table between teacher & pupil</p> <ul style="list-style-type: none"> • The school adheres to the code of professional conduct for school personnel (teaching and non-teaching staff) • The school has a Special Educational Needs policy • School policy and procedures for use of external persons to supplement delivery of curriculum • School has a Critical Incident Management Plan • School has an intimate care plan in respect of students who require such care.
<p>6. Outdoor teaching activities</p>	<p>High</p>	<ul style="list-style-type: none"> • 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 harm due to inadequate 	<ul style="list-style-type: none"> • The school adheres to the code of professional conduct for school personnel (teaching & non-teaching staff) • School Anti-Bullying Policy which fully adheres to the requirements of the Department’s Anti-Bullying Procedures for Primary schools • School Health & Safety Policy

		<p>supervision of children while attending out-of-school activities</p> <ul style="list-style-type: none"> • Risk of harm due to inappropriate relationships/ communications between child and another child/adult • Risk of harm to children with SEN who have particular vulnerabilities • Risk of harm due to inadequate code of behaviour 	<ul style="list-style-type: none"> • Minimum of 2 school personnel for every outdoor trip. • List of emergency contact details for all students • First Aid Kit to be carried if deemed necessary depending on circumstances. • Administration of Medicines Policy • School Tours/Excursions Policy
7. Sporting Activities	High	<ul style="list-style-type: none"> • Risk of harm pupil to Pupil • Risk of harm by school personnel and outside personnel to the pupil. • Risk of harm to pupils from spectators 	<ul style="list-style-type: none"> • The school has in place a Health and Safety Policy • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • The school has in place a Visitor Policy • The school implements a Code of Behaviour
8. School Outings	High	<ul style="list-style-type: none"> • Risk of harm from Pupil to pupil • Risk of harm from staff to pupil • Road safety. • Risk of harm to pupil from outside personnel-tutors and helpers at tour sites 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • The school has in place a Health

			<p>and Safety Policy</p> <ul style="list-style-type: none"> • School tour/Excursions Policy •
<p>9. Use of toilet areas in schools Use of shower areas in schools</p>	High	<ul style="list-style-type: none"> • Inappropriate behaviour • Risk of harm from school personnel • Risk of harm from other pupils 	<ul style="list-style-type: none"> • Stay Safe Policy – help identify appropriate behaviour. • Supervision on yard by school personnel. • The school has an intimate care policy in place • Classrooms one person permitted in toilets at any one time. • <u>Notify other staff</u>
<p>10. Annual Sports Day</p>	High	<ul style="list-style-type: none"> • Risk of injury to pupil by pupil • • Risk of harm by school personnel to pupil. • Risk of harm in administering first aid & Meds • Risk of harm from visitors/parents in the school 	<ul style="list-style-type: none"> • The school has in place a Health and Safety Policy • The school has in place an Administration of Medicine Policy • The school has in place protocol for dealing with Intimate care needs
<p>11. Fundraising events involving pupils</p>	Medium	<ul style="list-style-type: none"> • Risk of harm to children with SEN who have particular vulnerabilities. • Risk of child being harmed in school by another child. • Risk of child being harmed in school by a volunteer or visitor 	<ul style="list-style-type: none"> • The school implements in full the Stay Safe Programme. • 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.

		<p>to the school.</p> <ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of children in school. • Risk of harm not being recognized by school personnel or reported properly and promptly. 	<ul style="list-style-type: none"> • The school has in place a policy and procedures for the Administration of Medicines. • The school has in place a code of behaviour for pupils. • The school has a supervision policy in place
<p>12. Use of off-site facilities for school activities</p>	<p>High</p>	<ul style="list-style-type: none"> • Risk of harm not being recognized or reported properly and promptly by school personnel • Risk of child being harmed by a member of school personnel, a member of staff of another organization or other person, while the child is participating in out of school activities, e.g. school trip, swimming lessons. • 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 to children with SEN who have particular vulnerabilities. • Risk of harm to child while a 	<ul style="list-style-type: none"> • The school implements in full the Stay Safe Programme. • The school has in place a policy and clear procedures in respect of school outings. • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. • The school has a code of conduct for school personnel (teaching and non-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.

		<p>child is receiving intimate care.</p> <ul style="list-style-type: none"> • Risk of harm to child due to easier access by members of the public 	<ul style="list-style-type: none"> • 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 in place a Critical Incident Management Plan.
13.School transport arrangements including bus escorts	Med	<ul style="list-style-type: none"> • Risk of harm by bus personnel • Inadequate safety measures on particular buses • Inadequate supervision Health and Safety issues 	<ul style="list-style-type: none"> • Vetting of bus escorts and bus drivers • Use of vehicles with appropriate safety standards, roadworthy, functioning, seatbelts etc. • School supervision policy • Policy on school tours and outings
14. Care of children with special needs, including intimate care needs	High	<ul style="list-style-type: none"> • Risk of harm by school Personnel 	<ul style="list-style-type: none"> • 2:1 policy of staff to child when dealing with intimate care needs where possible • The school has in place a Special Educational Needs Policy-notify other staff when you leave
15. Management of challenging behaviour amongst pupils, including appropriate use of restraint when required	High	<ul style="list-style-type: none"> • Risk of the child being harmed in the school by a member of school personnel. • Risk of the child harming another child or staff member. • Risk of child being harmed in the school by another child. • Risk of harm to children with SEN who have particular 	<ul style="list-style-type: none"> • The school has in place a code of behaviour for pupils. • The school has in place a Critical Incident Management Plan. • The school has a Health and Safety policy. • The school adheres to the code of professional conduct for

		vulnerabilities.	school personnel (teaching & non-teaching staff)
16. Administration of medication	High	<ul style="list-style-type: none"> • Risk of harm to child due to inappropriate medication administered; medication not administered promptly enough; medication not administered correctly or inadequate aftercare given. • Risk of harm to child while a child is receiving intimate care. 	<ul style="list-style-type: none"> • The school has in place a policy and procedures for the Administration of Medication to pupils. • The school ensures that staff are trained in the use of anapen/epipen • The school has systems in place for the storage of vital medication
17. Administration of First Aid	Med	<ul style="list-style-type: none"> • Vulnerable position for school personnel. • Risk of harm to child while a child is receiving First Aid. • Risk of contamination. 	<ul style="list-style-type: none"> • The school has in place a policy and procedures for the administration of medicines • The school has a Health and Safety policy. • Accident report forms are maintained. • School personnel are Garda Vetted. • If necessary, school personnel should call on second adult. • Members of staff are trained in first aid and in the use of defibrillator
18. Curricular provision in respect of SPHE, RSE, Stay Safe	Med/High	<ul style="list-style-type: none"> • Non-teaching of essential curricula such as Stay Safe & RSE programmes in SPHE which may 	<ul style="list-style-type: none"> • School policy which implements and supports in full the SPHE curriculum & Stay Safe

		<p>indirectly lead to child being unaware they are being harmed</p> <ul style="list-style-type: none"> • Omission of pupils from programme by parents 	<p>programme</p> <ul style="list-style-type: none"> • School RSE policy devised and implemented in full at age-appropriate levels • Record of the teaching of programmes such as Stay Safe maintained
19. Prevention & dealing with bullying in school	High	<ul style="list-style-type: none"> • Risk of harm from Pupil to pupil • Risk of harm to pupils by school personnel 	<ul style="list-style-type: none"> • Yard supervision policy • Anti-Bullying and cyber-bullying Policy. • Policies put up online for parents • Implementation of SPHE and Stay safe programmes • The school fully engages with Friendship/Wellbeing week • A record of bullying incidents is kept with each class
20.. Training of school personnel in Child Protection Matters	High	<ul style="list-style-type: none"> • Risk of harm not being recognised or reported promptly. 	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures made available to all staff. • DLP & DDLP to attend PDST face to face training. • All Staff to view TUSLA training module & any other online training offered by PDST. • BOM records all records of staff and board training. • Annual review of Child

			Safeguarding Statement and Risk Assessment and procedures in place
<p>21 Use of external personnel to supplement curriculum</p>	<p>Med/High</p>	<ul style="list-style-type: none"> • Risk of child being harmed in the school by volunteer or visitor to the school. • Risk of child being harmed in the school by another child. • Risk of harm due to inadequate supervision of children. • Risk of harm due to inappropriate relationships/ communications between child and another child/adult • Risk of harm to children with SEN who have particular vulnerabilities • Risk of harm due to inadequate code of behaviour • Risk of harm not being recognised by school personnel • Risk of harm not being reported properly and promptly by school personnel 	<ul style="list-style-type: none"> • School policy to adhere to the requirements of Garda Vetting legislation and relevant DES circulars • School policy in place setting out clear guidelines and procedures for the use of external personnel to support delivery of curriculum e.g. class teacher to supervise his/her students at all times who must never be left in the care of external personnel only – Guidelines for Visitors Policy
<p>22. Use of external personnel to support sports and other extra-curricular activities.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Risk of harm in one-to-one teaching, counselling or coaching situation. 	<ul style="list-style-type: none"> • The school implements in full the Stay Safe Programme. • The school implements in full

		<ul style="list-style-type: none"> • Risk of child being harmed in the school by a volunteer or visitor to the school. • Risk of harm due to inadequate supervision of children in the school or while attending out of school activities. • Risk of harm due to inappropriate relationship/communications between child and another child or adult. 	<p>the SPHE curriculum.</p> <ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. • The school has a code of conduct for school personnel (teaching and non-teaching staff). • The school has in place a Critical Incident Management Plan. • The school has in place a policy and procedures for the use of external sports coaches. • The school has in place a policy and procedures for the use of external persons to supplement the delivery of the curriculum.
<p>23. Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> • 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 CPNS 	<p>Med/High</p>	<ul style="list-style-type: none"> • Verbal abuse / discrimination from other pupils/school personnel • Risk of harm from unknown adults-more vulnerable students e.g. children in care/special educational needs etc. 	<ul style="list-style-type: none"> • The school fully Implements Stay Safe/S.P.H.E/R.S.E policies • The school has an Anti-Bullying policy • School Code of Behaviour/Conduct • Staff members –anti-bullying Officer • Record book for bullying incidents in each class • Wellbeing/Friendship Week

<p>24. Recruitment of school personnel including -</p> <ul style="list-style-type: none"> - Teachers/SNA's - 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 - People seeing work experience - Transition year students 	<p>Med</p>	<ul style="list-style-type: none"> • Risk of harm to children if proper vetting/recruitment procedures aren't adhered to • Risk of harm to children by external tutors, volunteers, parents, visitors during school hours 	<ul style="list-style-type: none"> • All employees are recruited in accordance with procedures laid down by the D.E.S • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • The school provided each member of school staff with a copy of the school's Child Safeguarding Statement • The school ensures all new staff are provided with a copy of the school's Child Safeguarding Statement • The school implements a Guidelines for Visitors Policy, no 1:1 access permitted-no un-supervised access
<p>25.Participation by pupils in religious ceremonies/religious instruction external to the school</p>	<p>Low</p>	<ul style="list-style-type: none"> • Risk of harm from unknown adults during external instruction from school • Inadequate supervision. • Road Safety 	<ul style="list-style-type: none"> • Vetting of personnel connected to external instruction of students • Road Safety • Supervision policy • School Tours/Excursions Policy • Stay safe/R.S.E Policies

<p>26. Use of information & communication technology by pupils in school.</p>	<p>High</p>	<ul style="list-style-type: none"> • Access to inappropriate material • School personnel communicating with pupil in an inappropriate manner. 	<ul style="list-style-type: none"> • The school implements Stay Safe. • The school implements Cyber-bullying policy. • The school implements an Acceptable Use Policy for I.C.T • The school implements an I.C.T Policy • The school has Blocks/filters on computers. • 'No mobile Phone' policy. • Written records in Anti-bullying journals, monitored by anti-bullying co-ordinator.
<p>27. Application of sanctions under the school's Code of Behaviour including confiscation of phones etc.</p>	<p>Med</p>	<ul style="list-style-type: none"> • Risk of child due to access to phones, teachers, others • Risk of harm due to inappropriate communication between child and another adult 	<ul style="list-style-type: none"> • Code of Behaviour • Acceptable Use Policy
<p>28. Students participating in work experience in the school</p>	<p>Med</p>	<ul style="list-style-type: none"> • Risk of harm to children if proper vetting procedures aren't adhered to • Risk of harm to children if placed in a 1:1 situation 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • The school implements a Guidelines for Visitors Policy, no 1:1 access permitted and no

			unsupervised access
30. Student teachers undertaking training placement in school	Med	<ul style="list-style-type: none"> • Risk of harm to children if proper vetting procedures aren't adhered to 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • The school implements a Work Experience Policy no 1:1 access permitted
31. Use of video/photography/or other media to record school events.	High	<ul style="list-style-type: none"> • Sharing of pictures without parental consent. • Misuse of photographs/videos. 	<ul style="list-style-type: none"> • Teacher's phones are not permitted for recording – school equipment available for photographs or recording. • Parental consent obtained on enrolment.
32. After school use of school premises by other organisations	Med	<ul style="list-style-type: none"> • Risk of harm to children if proper vetting procedures aren't adhered to • Risk of harm to children in the event of an accident 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • All organisations have their own public liability insurance • All organisations sign a contract with Scoil Bhríde which clearly outline their roles and responsibilities

<p>33. Use of school premises by other organisation during school day</p>	<p>High</p>	<ul style="list-style-type: none"> • Risk of harm to children 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • All organisations sign a lease agreement with Scoil Bhríde which clearly outline their roles and responsibilities
<p>34. Homework Club/Evening Study</p>	<p>Med/High</p>	<ul style="list-style-type: none"> • Risk of child being harmed in the school by volunteer or visitor to the school. • Risk of child being harmed in the school by another child. • Risk of harm due to inadequate supervision of children. • Risk of harm due to inappropriate relationships/ communications between child and another child/adult • Risk of harm to children with SEN who have particular vulnerabilities • Risk of harm due to inadequate code of behaviour • Risk of harm not being recognised 	<ul style="list-style-type: none"> • School policy to adhere to the requirements of Garda Vetting legislation and relevant DES circulars • School Anti-Bullying Policy which fully adheres to the requirements of the Department’s Anti-Bullying Procedures for Primary schools • Minimum Adult : Pupil ratio implemented • Garda Vetting and reference checks mandatory prior to facilitating access to students, school grounds or equipment • Code of Behaviour

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		by school personnel • Risk of harm not being reported properly and promptly by school personnel	
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