

Mandatory Template 1: Child Safeguarding Risk Assessment Template (Landscape version)

Written Assessment of Risk of Killurney N.S., Killurney, Ballypatrick, Clonmel, Co. Tipperary

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Killurney 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 -
<p><u>Board of Management</u> -</p> <ul style="list-style-type: none"> •Familiarisation and Training of all BOM members in updated Child Protection Procedures (Risk Level-Low) 	<ul style="list-style-type: none"> •Harm not being recognised or reported in accordance with procedures 	<ul style="list-style-type: none"> • Copy of DES Child Protection Procedures for Primary & Post Primary Schools 2017 sent by email for each BOM Member • Board members invited to attend CPSMA training - 2018 • Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be undertaken and ratified by BOM by 11 March 2018 (Further reviewed and updated on 5th March 2019 following CPSI training) • Child Protection Oversight Report to be provided at each BOM meeting from March 2018
<p><u>School Staff</u></p> <ul style="list-style-type: none"> •Familiarisation and training of all school staff in updated 2017 Child Protection Procedures Teachers, SNAs, Ancillary Staff 	<ul style="list-style-type: none"> •Harm not recognised or reported in accordance with procedures 	<p>School Staff made aware of their obligations under Children First 2015 and revised procedures and responsibilities</p> <ul style="list-style-type: none"> • All staff encouraged to familiarise themselves with DES Child Protection

<p>(Risk Level - Low)</p>		<p>Procedures for Primary & Post Primary Schools 2017 publication. Copy given to staff members</p> <ul style="list-style-type: none"> • All relevant documentation also circulated • Staff to undertake Túsla online training and receive certification <ul style="list-style-type: none"> • DLP & DDLP to participate in PDST online training and be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures • DLP & DDLP to attend PDST face to face training (5/03/18) • Record of staff training and certification to be retained for BOM
<p><u>Recruitment of Staff/ Volunteers</u></p> <ul style="list-style-type: none"> • Recruitment of school personnel i.e. Teachers, SNAs, Ancillary Staff, Sports Coaches, External Tutors/Guest Speakers etc (Risk Level- Medium) <ul style="list-style-type: none"> • Volunteers/Parents for school activities e.g. Sports events (Risk Level - Medium) 	<ul style="list-style-type: none"> • Harm not recognised or reported in accordance with procedures <ul style="list-style-type: none"> • Harm not recognised or reported in accordance with procedures 	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures available to all staff • Vetting of school staff • Vetting of volunteers (as appropriate) • Supervision of Pupils Policy <ul style="list-style-type: none"> • Vetting documentation presented in advance for outside speakers, HSE personnel etc. <ul style="list-style-type: none"> • Vetting of volunteers (as appropriate) • Pupils under supervision of teachers - never in care of volunteers

<p><u>Entry and Dismissal of pupils</u> • Morning entry and home time dismissal of pupils (Risk Level- Medium)</p>	<p>Unknown adults in the school grounds/premises</p>	<ul style="list-style-type: none"> • School doors open for all children at 9.10 am. Once children come into class both entrance doors are locked. There is a buzzer system in place. Only the staff of the school are aware of the code to get in. • School doors are opened again for dismissal of pupils at 2pm and 3pm. • School procedure in place for adults only to open front door. <ul style="list-style-type: none"> • Parent/guardians advised to ensure children are collected at home time - Junior Classes pupils remain under care of teacher until collected • Non-collected pupils -parents/guardians contacted as necessary.
<p><u>Curricular Provision</u> • Curricular Provision in respect of SPHE, RSE and Stay Safe. (Risk Level-Low)</p>	<p>• Non-teaching of the curriculum and relevant lessons</p>	<p>School implements SPHE as a curricular subject and SPHE taught in all classes as per SPHE plan. (SPHE policy to be updated March 2019)</p> <ul style="list-style-type: none"> • School implements RSE, Stay Safe Programme in full. RSE and Stay Safe are taught in full every second year) • School implements social and emotional programme, Friends for Life, when deemed appropriate

<ul style="list-style-type: none"> • Use of Information and Communication Technology (ICT) by pupils and school staff during school day (Risk Level - Medium) 	<ul style="list-style-type: none"> • Inappropriate use of school internet - pupils exposed to inappropriate online content or messaging • Inappropriate recording of staff or pupils 	<ul style="list-style-type: none"> • Acceptable Use policy for ICT for Pupils and school staff • Data Protection Policy • Supervision of Pupils Policy
<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • Classroom teaching • One to one teaching • Outdoor teaching i.e. PE/Sports etc. (Risk Level - Low) <ul style="list-style-type: none"> • Care of pupils with specific vulnerabilities/ needs based on race, disability, religion etc (Risk Level-Low) <ul style="list-style-type: none"> • Use of video/ photography/other media to record school events (Risk Level- Medium) 	<ul style="list-style-type: none"> • Harm not recognised or reported in accordance with procedures • Inadequate supervision <ul style="list-style-type: none"> • Harm not recognised or reported in accordance with procedures <ul style="list-style-type: none"> • Online posting of school images and pupils and staff 	<ul style="list-style-type: none"> • Daily recording of pupil attendance • Supervision of Pupils Policy • Child Safeguarding Statement and DES procedures • Open door policy • Glass in door in SEN Classrooms not to be obstructed • SEN Policy <ul style="list-style-type: none"> • Child Safeguarding Statement and DES procedures • Supervision of Pupils Policy • SEN Policy <ul style="list-style-type: none"> • Acceptable Use Policy • Reminder notice advising parents/guardians that recordings and photos are for personal use only and not for uploading onto social media sites.

<p><u>Special Education Needs (SEN)</u></p> <ul style="list-style-type: none"> • Care of pupils with SEN including intimate care needs (Risk Level- Low) <ul style="list-style-type: none"> • Managing challenging behaviour (including flight risk children) (Risk Level - Medium) 	<ul style="list-style-type: none"> • Harm by school personnel <ul style="list-style-type: none"> • Accidental harm by school personnel • Injury to pupils and staff 	<ul style="list-style-type: none"> • SEN Policy • Supervision of Pupils Policy • Child safe guarding statement • School procedure in place in the event of a toileting incident- parents contacted and parent takes responsibility for changing of clothes <p>At least two staff members present if possible</p> <ul style="list-style-type: none"> • Parents contacted immediately • Health & Safety Policy • Code of Behaviour • Supervision of Pupils Policy • Anti-Bullying Policy • Critical Incidence Policy
<p><u>Medical Emergencies and First Aid</u></p> <ul style="list-style-type: none"> • Administration of First Aid Treatment by staff (Risk Level-Low) • Administration of Medication by staff (Risk Level- Low) 	<ul style="list-style-type: none"> • Accidental Harm by school personnel 	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Administration of Medication Policy and procedures • All school staff receive basic First Aid training (2017) • SNAs trained in the Administration of Medicines that are specific to needs of pupils in school

<p><u>Coach drivers & Speakers & Visitors to the school for curricular purposes</u></p> <ul style="list-style-type: none"> • Use of external personnel to support the delivery of the curriculum (including Mobile library service, sports coaches, etc) <p>(Risk Level - Medium)</p>	<ul style="list-style-type: none"> • Harm to pupils due to inappropriate behaviour /communication 	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Class Teacher always present • Vetting in accordance with CPSMA and DES regulations
<p><u>Fundraising events involving pupils during out of school hours</u></p> <ul style="list-style-type: none"> • Pupils attend fundraising events outside the normal school teaching hours <p>(Risk Level - Medium)</p>	<ul style="list-style-type: none"> • Harm to pupils due to inappropriate behaviour /communication • Unknown adults on premises • Inappropriate videoing/recording of pupils during event by unknown/known adults 	<ul style="list-style-type: none"> • Child Safe-guarding Statement • Acceptable Use Policy • Code of Behaviour Policy • Anti-Bullying Policy • Supervision of Pupils Policy • Health and Safety Policy • School to remind parents/guardians that it is their responsibility to adequately supervise their child/children
<p><u>Behaviour and Supervision of pupils during school hours</u></p> <ul style="list-style-type: none"> • Recreation Breaks and Lunch breaks and yard time <p>(Risk Level - Medium)</p>	<ul style="list-style-type: none"> • Inappropriate behaviour /communication with pupils • Unknown adults on the playground/in school grounds 	<ul style="list-style-type: none"> • Supervision of Pupils Policy, • Teacher and SNA on duty • School procedures in place for classes exiting onto the yard/entering back into the school • Staff on duty in play areas

<ul style="list-style-type: none"> • Exit and entry to class for play time (Risk Level - Medium) • Prevention and dealing with bullying and misbehaviour amongst pupils (Risk Level - Medium) 	<ul style="list-style-type: none"> • Inappropriate behaviour by pupils • Harm not recognised or reported in accordance with procedures 	<ul style="list-style-type: none"> • Teacher on duty in yard • Class teacher/SNAs supervise exit of pupils to yard area • Teacher & SNAs supervise children return to classrooms • Anti Bullying Policy and procedures • Social and Emotional programmes • Stay Safe programme • Code of Behaviour
<p><u>Teaching Practice/ Third-level work Placement/ Secondary School work experience</u></p> <ul style="list-style-type: none"> • Trainee Teachers on teaching placement • Third level students on work placement • Secondary pupils (16 years or over) on work experience (Risk Level - Low) 	<ul style="list-style-type: none"> • Harm not recognised or reported in accordance with procedures 	<ul style="list-style-type: none"> • Child Safeguarding Statement • Vetting of student teacher • Vetting of third level students • Vetting of secondary school students
<p><u>Parents/ Guardians coming to the school</u></p>		<ul style="list-style-type: none"> • Parents/guardians report to teacher • Parents/guardians/adults not permitted to go to

<ul style="list-style-type: none"> • Parents/guardians seeking to collect pupils early/hometime/ when pupils are unwell etc (Risk Level- Medium) 	<ul style="list-style-type: none"> • Harm to pupils due to inappropriate behaviour /communication • Unknown adults on the school premises 	<p>classroom areas unless accompanied by member of school staff</p> <ul style="list-style-type: none"> • School security – bell at main entrance door • All parents/guardians remain at main entrance • If adult unknown, and/or no written permission given to school about adult collecting child, staff will contact parents/guardians to seek clarification
<p><u>School Trips & use of External Facilities</u></p> <ul style="list-style-type: none"> • School tours/outing involving one or multiple classes to external venues • School Sports Day • Hire of Transport (bus) (Risk Level- Medium) <ul style="list-style-type: none"> • Swimming (Risk Level - Medium) 	<ul style="list-style-type: none"> • Harm not recognised or reported in accordance with procedures • Supervision appropriate to the activity and transport option <ul style="list-style-type: none"> • Harm not recognised or reported in accordance with procedures • Supervision appropriate to the activity and transport option • Harm to pupils due to inappropriate behaviour /communication 	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Teacher(s) and/or SNA on duty • Adequate pupil-teacher ratio adhered to • Code of Behaviour • Ensure private transport providers hired by the school are licensed in accordance with regulations • Parents/guardians who assist in school trips are vetted <ul style="list-style-type: none"> • Supervision of Pupils Policy • Adequate pupil-teacher ratio adhered to) • Code of Behaviour • School staff supervise girls dressing room and vetted lifeguard supervises boys dressing room.

<p><u>School Maintenance Contractors & non curricular visitors to the school</u></p> <ul style="list-style-type: none"> • Visitors/contractors in school during school hours & after school hours (Risk Level - Medium) 	<ul style="list-style-type: none"> • Harm to pupils due to inappropriate behaviour /communication • Unknown adults on the school premises. 	<ul style="list-style-type: none"> • All contractors/ and visitors report to the school office • Contractors work outside of school hours where possible • Contractors/visitors provide identification where necessary • Supervision of Pupils Policy
<p>Online Teaching and Learning</p>	<p>-Risk of harm due to inappropriate use of online remote teaching and learning communication platform.</p>	<p>-The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely.</p>
<p>Use of tablet devices and smartphones in the classroom and in the course of the school day.</p>	<p>-Risk of harm associated with misuse, abuse of devices and various associated technologies.</p>	<p>-The school has a whole school policy in place covering the use of tablet devices and smartphones in the classroom and during the school day, as outlined in circular 0038/2018.</p>

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 5th March 2019 . It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: Date

Chairperson, Board of Management

Signed: Date

Principal/Secretary to the Board of Management

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.

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.

Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching

- One-to-one counselling
- Outdoor teaching activities
- 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
- 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 CPNS
- Recruitment of school personnel including -
 - 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
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- 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 bullying of child
- 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
- 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 appropriate 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 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- 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 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 DES 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 in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- 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