

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of [name of 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 Scoil Naomh Iosef.

<p>1. List of school activities</p> <p>Training of school personnel in Child Protection matters</p>	<p>2. The school has identified the following risk of harm in respect of its activities –</p> <ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<p>3. The school has the following procedures in place to address the risks of harm identified in this assessment -</p> <ul style="list-style-type: none"> <li>• Child Safeguarding Statement and Risk Assessment available to all Staff</li> <li>• Children First and DES Guidelines available to all staff</li> <li>• Training for staff – TUSLA &amp; PDST</li> <li>• Children Protection listed on full staff meeting agendas</li> <li>• Garda Vetting of all school personnel</li> </ul>
<p>One to one teaching (S.E.T. etc.)</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed by school</li> </ul>	<ul style="list-style-type: none"> <li>• Intimate Care Policy</li> </ul>

	personnel	<ul style="list-style-type: none"> <li>• Appropriate Qualifications</li> <li>• Garda Vetting of all school personnel</li> <li>• Special Educational Needs Policy</li> </ul>
Care of children with special needs (intimate care needs)	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Risk of harm to children who have particular vulnerabilities</li> <li>• Risk of harm to children while receiving intimate care</li> </ul>	<ul style="list-style-type: none"> <li>• Intimate Care Policy</li> <li>• Appropriate Qualifications</li> <li>• Garda Vetting of all school personnel</li> <li>• Special Educational Needs Policy</li> <li>•</li> </ul>
Student Toileting	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of harm due to inadequate supervision of children</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Curricular Provision	<ul style="list-style-type: none"> <li>• Risk of harm due to bullying</li> <li>• Risk of harm not being reported to an adult/teacher</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• SPHE Policy</li> <li>• Annual teaching in full of the Stay Safe Programme</li> <li>• Friday Worries</li> <li>• Anti-bullying Policy – reviewed annually and reviewed by the diocesan office</li> <li>• Principal review of Cúntas Míosúil</li> </ul>
Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised</li> <li>• Risk of harm by another child</li> <li>• Risk of harm by others</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children</li> </ul>	<ul style="list-style-type: none"> <li>• Information circulated bi-annually to parents regarding hours of supervision</li> <li>• Procedures for lining up in the morning and dismissal in the evening</li> <li>• Requirement to notify the school in writing if a child has permission to walk home from school</li> <li>• Supervision by teacher's in from 09.10-09.20 in the morning.</li> <li>• Supervision at home time by Principal or another teacher</li> <li>• Friday Worries –Children have the opportunity to share any concerns or worries they may have</li> </ul>
Managing of challenging behaviour	<ul style="list-style-type: none"> <li>• Risk of child being harmed by another child</li> <li>• Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Behaviour – agreed by all pupils on enrolment and following reviews</li> <li>• Staff Training in appropriate and suitable restraint could be provided if required</li> <li>• Consultation with Parents</li> <li>• Supervision Policy</li> <li>• Anti-Bullying Policy</li> <li>• Health and Safety Policy</li> </ul>
Sports Coaches	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of child being harmed in coaching situation</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting or statement of Garda Vetting from umbrella body</li> <li>• Supervision by teacher (Supervision Policy)</li> </ul>

	<ul style="list-style-type: none"> <li>• SPHE lessons for children – Stay Safe / RSE</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>
Play-time / Recreation breaks for children	<ul style="list-style-type: none"> <li>• Risk of harm by other children</li> <li>• Risk of harm due to bullying</li> <li>• Risk of harm due to inadequate Supervision</li> <li>• Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision ( Supervision Policy)</li> <li>• Code of Behaviour</li> <li>• Anti-bullying Policy</li> <li>• Yard Incident Book which is reviewed</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Classroom based activities	<ul style="list-style-type: none"> <li>• Risk of harm by other children</li> <li>• Risk of harm by school personnel</li> <li>• Risk of harm due to inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel are Garda Vetted</li> <li>• Prudent Supervision in line with supervision policy</li> <li>• SPHE Curriculum and Stay Safe Programme</li> <li>• Child Safe Guarding Statement and Risk Assessment available to all staff and parents</li> <li>• Teaching Council Code of Conduct</li> <li>• The school complies with the agreed disciplinary procedures for teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Sporting Activities	<ul style="list-style-type: none"> <li>• Risk of harm by school personnel</li> <li>• Risk of harm by other child</li> <li>• Risk of harm by others- coaches, sports Officials, instructors etc</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy – School</li> <li>• Personnel remain with children at all times</li> <li>• SPHE Lessons- (incl. Stay Safe)</li> <li>• Suitable and appropriate gear – helmets, mouth guards</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• Suitable and appropriate changing facilities</li> </ul>		<ul style="list-style-type: none"> <li>• Suitable and appropriate changing facilities</li> </ul>
School Outings	<ul style="list-style-type: none"> <li>• Risk of harm by employees on destination, bus driver etc.</li> <li>• Risk of harm due to inadequate supervision</li> <li>• Other visitors at the destination</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Class Teachers remain with the children</li> <li>• Statement of vetting from the destination / bus company etc.</li> <li>• SPHE Lessons- Stay Safe &amp; RSE</li> </ul>	
Annual Sports Day	<ul style="list-style-type: none"> <li>• Risk of harm by other students</li> <li>• Risk of harm by school personnel</li> <li>• Risk of harm due to inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Children attend in their sports clothes – not changing in the school</li> <li>• Child Safeguarding Statement and Risk Assessment available to students, parents and staff</li> </ul>	
Use of off-site facilities – Swimming pool	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by other children</li> <li>• Risk of harm by school personnel</li> <li>• Risk of harm by others using facilities</li> <li>• Risk of harm by instructors</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy – teachers remain at pool supervising</li> <li>• Male and Female vetted adult accompany the children to swimming</li> <li>• Intimate Care Policy</li> <li>• Teaching Council Code of Conduct</li> <li>• Child Safe-guarding Statement and risk assessment</li> </ul>	
Administration of First Aid / Medicine	<ul style="list-style-type: none"> <li>• Risk of harm not being identified</li> <li>• Risk of harm by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Medicine is not administered by school personnel without written</li> </ul>	

	<ul style="list-style-type: none"> <li>• Risk of incorrect administration of first aid</li> <li>•</li> </ul>	<p>request and training from a parent /medical professional</p> <ul style="list-style-type: none"> <li>• Regular First Aid training for school personnel ( every 2-3 years)</li> <li>• A policy will be developed regarding the administration of medicines if the need arises</li> <li>• Training for SNAs and relevant staff</li> <li>•</li> </ul>
<p>Recruitment of school personnel</p>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised or Promptly reported</li> <li>• Harm to pupils by school personnel</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting is a requirement of all appointments made to the school in line with St. Senan's Diocesan Office requirements</li> <li>• Garda Vetting as a requirement of the teaching council</li> <li>• Child Safeguarding Statement and Risk Assessment provided to all staff ( incl. new staff) and reviewed annually</li> <li>• Children First and DES procedures provided to all staff incl. New staff as a download.</li> <li>• Encourage all staff to attend relevant training</li> <li>• Encourages BOM members to attend relevant training</li> <li>•</li> </ul>
<p>Contractors etc. entering the school grounds during school hours</p>	<ul style="list-style-type: none"> <li>• Risk of harm to children</li> <li>• Risk of harm not being identified and promptly reported</li> </ul>	<ul style="list-style-type: none"> <li>• All visitors to the school must report to the office Mond – Wed ( 9-12.30) or to the principal outside of these hours</li> </ul>

	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• It is requested that all contractors we engage with conduct their business outside of teaching hours, when children are in the building. Failing this, work / visits to the school should take place during secretary's hours to ensure supervision.</li> <li>• Vetting is requested from companies such as Rentokil , Apex Fire etc.</li> <li>• Any ongoing works during school hours will require contractors to be Garda Vetted and copies of the Child Safeguarding Statement and Risk Assessment will be provided to them.</li> <li>•</li> </ul>
<p>Use of school premises by other organisation</p>	<p>Risk of harm to children</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• An occupancy licence is required for organisations using the school premises. This licence is an agreement between the diocesan office and the organisation. A child-safeguarding statement is a requirement of this licence. There are no such activities currently using the school premises.</li> <li>•</li> </ul>
<p>Use of Information and Communication Technology by pupils/Online Safety</p>	<ul style="list-style-type: none"> <li>• Risk of harm to children due to inappropriately accessing / using computers ,social media , phones and other devices while at school</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place an Acceptable Usage Policy in respect to the use of ICT in school</li> <li>• Use of NCTE Schools Broadband filtering</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk of harm to children by other children</li> <li>• Risk of bullying</li> <li>• Risk of harm to children by school personnel</li> <li>• Risk of harm due to inadequate supervision</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Children are not permitted to bring mobile phones to school or on school outings</li> <li>• SPHE- Stay Safe,</li> <li>• Use of web-wise resource for teachers</li> <li>• Training and information evenings for parents regarding Internet and Smart Device usage</li> <li>•</li> </ul>
Online Teaching	<ul style="list-style-type: none"> <li>• Risk of harm to children</li> <li>• Risk of bullying</li> <li>• Risk of harm to children by school personnel</li> <li>• Risk of inadequate supervision</li> <li>• Risk of harm not being recognised</li> <li>• or promptly reported</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers must comply with Garda Vetting</li> <li>• Policy of 2 teachers being present on Zoom classes</li> <li>• Child Safeguarding Statement and Risk Assessment provided to all teachers</li> <li>• Teaching Council Code of Conduct</li> <li>•</li> </ul>
Student Teachers completing school placement	<ul style="list-style-type: none"> <li>• Risk of harm to children</li> <li>• Risk of inadequate supervision</li> <li>• Risk of harm not being recognised or promptly reported</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• All Student Teachers must provide the school with Garda Vetting</li> <li>• Class Teacher remains with their class at all times – Supervision Policy</li> <li>• Child Safeguarding Statement and Risk Assessment provided to all student teachers on placement</li> <li>• Teaching Council Code of Conduct</li> <li>•</li> </ul>



Volunteers completing work experience placements	<ul style="list-style-type: none"> <li>• Risk of harm to children</li> <li>• Risk of inadequate supervision</li> <li>• Risk of harm not being recognised or promptly reported</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to children</li> <li>• Risk of inadequate supervision</li> <li>• Risk of harm not being recognised or promptly reported</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to children</li> <li>• Risk of inadequate supervision</li> <li>• Risk of harm not being recognised or promptly reported</li> </ul>
Prevention and dealing with Bullying Amongst Pupils	<ul style="list-style-type: none"> <li>• Risk of harm by other children</li> <li>• Risk of harm not being identified and promptly reported</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm by other children</li> <li>• Risk of harm not being identified and promptly reported</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy ( reviewed annually and approved by the diocesan office)</li> <li>• SPHE Lessons including Stay Safe Friday Worries</li> <li>• Supervision Policy</li> <li>• Yard Incident Book</li> </ul>
Use of video / photography / other media to record school events	<ul style="list-style-type: none"> <li>• Risk of harm to children due to inappropriate use of video footage / photography</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to children due to inappropriate use of video footage / photography</li> </ul>	<ul style="list-style-type: none"> <li>• Data Protection Policy in line with GDPR regulations</li> <li>• Consent is sought on Enrolment form</li> <li>• Any outside agencies such as Active Taisce, Active Schools etc. who wish to take photographs must seek the consent of parents in advance.</li> </ul>

**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 no 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.

This risk assessment has been completed by the Board of Management on 12/10/23. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed Ebblin Wash Date 12/10

Chairperson, Board of Management

Signed  Date 12/10/2023

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.

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