Mandatory Template 1: Child Safeguarding Risk Assessment

Written Assessment of Risk of Rathduff 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 2017*, the following is the Written Risk Assessment of Rathduff National School.

1. **List of school activities**

   ➢ Training of school personnel in Child Protection matters.
   ➢ One to one teaching
   ➢ Care of Children with special needs, including intimate care needs.
   ➢ Toilet Areas
   ➢ Curricular Provision in respect of SPHE, RSE, Stay Safe.
   ➢ LGBT Children/ Pupils perceived to be LGBT
   ➢ Daily arrival and dismissal of pupils.
   ➢ Managing of challenging behaviour amongst pupils, including appropriate use of restraint.
   ➢ Sport Coaches
   ➢ Students participating in work experience.
   ➢ Recreation breaks for pupils.
   ➢ Classroom teaching.
   ➢ Outdoor teaching activities.
   ➢ Sporting Activities.
   ➢ School Outings.
   ➢ Use of toilet/ changing/ shower areas in school (swimming)(sporting events).
   ➢ Annual Sports Day.
   ➢ Fundraising event involving pupils
   ➢ (e.g. bag packing, choir outing)
   ➢ Use of off-site facilities for school activities
   ➢ (E.g. School tours, Cór Fhéile, Cork Pops, and Lifetime Lab etc.)
   ➢ School transport arrangements including the use of bus escorts (taxi).
   ➢ Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.
   ➢ Administration of Medicine.
   ➢ Administration of First Aid.
   ➢ Prevention and dealing with bullying amongst pupils.
   ➢ Use of external personnel to supplement curriculum.

   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
   🔲 Children of minority religious faiths

- 🌀 Children in care
- ➢ Children on CPNS
- ➢ Use of school premises by other organisations during the school day.
- ➢ Students participating in work experience in the school.
- ➢ Use of information and Communication Technology by pupils in school.

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
- ➢ Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- ➢ 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.

2. The school has identified the following risk of harm in respect of its activities -

- ➢ Harm not recognised or reported promptly.
- ➢ Harm by school personnel & others.
- ➢ Harm from older pupils, unknown adults in the playground.
- ➢ Harm to pupils.
- ➢ Harm by student.
- ➢ Harm by teacher.
- ➢ Inappropriate behaviour.
- ➢ Non- teaching of S.P.H.E, RSE, Stay Safe.
- ➢ Bullying/ non-inclusion.
- ➢ Injury to pupils and staff.
- ➢ Unauthorised adults in yards.
- ➢ Policies and procedures not implemented.
- ➢ Activity escorts not aware of safety policies & procedures.
- ➢ Lack of training.

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

Child Safeguarding Statement & DES procedures made available to all staff.
- ➢ DLP & DDLP to attend PDST face to face training.
- ➢ All Staff to view Túsla training module & any other online training offered by PDST.

- ➤ Encourages staff to avail of all relevant training.
- ➤ Encourages BOM members to avail of relevant training.
- ➤ BOM members and PA members to avail of on line Tusla Training.
- ➤ BOM records all records of staff, board & PA training.

- ➤ <u>Policies & Procedures in place.</u>
- ➤ School has policy in place for one to one teaching.
- ➤ Open doors,
- ➤ Table between teacher and pupils
- ➤ Glass in window
- ➤ Policy on intimate care.
- ➤ Special Educational Needs Policy.
- ➤ Supervision Policy.
- ➤ Arrival and dismissal supervised by SNA's/ Principal & Deputy Principal. (Teacher from ISM supervises if Principal/Deputy Principal are unavailable)
- ➤ Anti- Bullying Policy.
- ➤ Anti-Cyber Bullying Policy.
- ➤ Child Protection/ Restraint Policy.
- ➤ Inclusion Policy.
- ➤ Health and Safety Policy.
- ➤ First Aid Policy.
- ➤ Garda Vetting Policy
- ➤ Work experience policy.
- ➤ Fire Drill & Evacuation Policy.
- ➤ Swimming Policy.
- ➤ Policy for Sports Day.
- ➤ Excursions Policy. Policy on Administration of Medication (Signed by parent/ guardian on enrolment.)
- ➤ Usage and supervision policy.
- ➤ ICT / Mobile Phone & Electronic Games Policy.
- ➤ Acceptable Usage Policy.
- ➤ Work Experience Policy
- ➤ Policy of Parents/ Volunteers.
- ➤ Policy on Visiting Contractors.

- ➤ The school has a code of conduct for school personnel (teaching and non-teaching staff).
- ➤ Code of Behaviour.
- ➤ Good Practices & Procedures.
- ➤ Vetting Procedures; The school adheres to the requirements of the Garda Vetting legislation and relevant DES circulars in relation to recruitment & Garda Vetting.
- ➤ Abuse by school employees- Guidelines.

- School implements SPHE, RSE, Stay Safe in full.
- Request Safeguarding Statement from off-site facilities.
- Hire of School Premises.
- Staff Training.
- Personnel training in procedures.
- Procedures & Training made available to all staff (First Aid & Manual Handling)
- Review of safety policies and procedures regularly by staff, in particular new staff.

- The school-
- Has provided each member of staff with a copy of the school's Child Safeguarding Statement.
- Ensures all new staff members are provided with a copy of the school's Child Safeguarding Statement.
- Encourages BOM members to avail of relevant training
- Work Experience Policy (Student Teachers).
- Enrolment Form & Consent Form.
- Information & Communication Technology Policy.
- Child Protection Procedures for non-teaching staff

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 .... [date]. 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 –
    o Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
    o Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement

- o Encourages staff to avail of relevant training
- o Encourages board of management members to avail of relevant training
- o 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