



St. Clare's N.S. Ballyjamesduff

## Child Safeguarding Risk Assessment

St. Clare's N.S. Ballyjamesduff	List of School Activities	The School has identified the following Risks of Harm	The school has the following procedures in place to address risks identified in this assessment
<b>Board of Management</b>	❖ Familiarisation and Training of all BOM members in updated Child Protection Procedures	<i>Harm not being recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• Copy of DES 'Child Protection Procedures for Primary &amp; Post Primary Schools 2017' by email to each BOM Member</li> <li>• Copy of C.81/2017 by email to all BOM members</li> <li>• All BOM Members to undertake TUSLA online training module and certification</li> <li>• Child Safeguarding Statement and Child Safeguarding Risk Audit &amp; Assessment to be undertaken and ratified by BOM</li> <li>• CPR to be provided at each BOM meeting</li> </ul>
<b>School Staff</b>	❖ Familiarisation and training of all school staff in updated 2017 Child Protection Procedures <i>Teachers, SNAs, Ancillary Staff</i>	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• ISM Meeting to become familiar with C. 81/2017 etc.</li> <li>• School Staff made aware of their obligations under Children First 2015 and revised procedures and responsibilities</li> <li>• DES 'Child Protection Procedures for Primary &amp; Post Primary Schools 2017' available on server and in staffroom for each staff member.</li> <li>• Staff to undertake Túsla online training and receive certification</li> <li>• Staff to participate in PDST online training and be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures</li> <li>• DLP&amp; DDLP to attend PDST face to face training</li> <li>• Record of staff training and certification to be retained for BOM</li> </ul>
<b>Recruitment of Staff/ Volunteers</b>	❖ Recruitment of school personnel i.e. Teachers, SNA's, Ancillary Staff, Sports Coaches, External Tutors/Guest Speakers etc.	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures available to all staff</li> <li>• Vetting of school staff</li> <li>• Vetting of volunteers</li> <li>• Vetting of all coaches</li> <li>• Vetting documentation presented in advance for outside speakers, HSE personnel etc.</li> </ul>
	❖ Volunteers/Parents for school activities	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• Vetting of volunteers ( as appropriate)</li> <li>• Meeting with parents, volunteers in advance of activity</li> <li>• Guidance for Parents' Association volunteers - fundraising events</li> <li>• Pupils under supervision of teachers - never in care of volunteers</li> </ul>
<b>Entry and Dismissal of pupils</b>	❖ Morning entry and home time dismissal of pupils	<i>Unknown adults in the school grounds before school</i>  <i>Inappropriate behaviour</i>	<ul style="list-style-type: none"> <li>• Children collected promptly from assembly area by teachers</li> <li>• Children accompanied to school door in evening time by class teachers</li> <li>• Non-collected pupils go to school office - parents contacted as necessary</li> <li>• Highlighting to Parents/Guardians that the school accepts no responsibility for pupils outside of the official school times/school business</li> </ul>



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		<i>of students in yard</i>  <i>Harm not recognised or reported in accordance with procedure</i>	
<b>Curricular Provision</b>	❖ Curricular provision in respect of SPHE, RSE, Stay Safe.	<i>Non-teaching of the curriculum and relevant lessons</i>	<ul style="list-style-type: none"> <li>• School implements SPHE as a curricular subject taught in all classes as per SPHE Plean Scoile</li> <li>• RSE 'sensitive' lessons taught in classes as per RSE policy.</li> <li>• Stay Safe programme taught bi-annually</li> <li>• Friends Programme to be used where appropriate</li> </ul>
	❖ Use of Information and Communication Technology (ICT) by pupils and school staff during school day	<i>Inappropriate use of school internet - pupils exposed to inappropriate online content or messaging</i> <i>Inappropriate recording of staff or pupils</i>	<ul style="list-style-type: none"> <li>• Acceptable Use Policy for ICT for Pupils and school staff</li> <li>• Code of Behaviour</li> <li>• Data Protection Policy</li> <li>• Mobile phones and Electronic Device Policy</li> <li>• Supervision of pupils while using computers, tablets etc.</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>❖ Classroom teaching</li> <li>❖ One to one teaching</li> <li>❖ Outdoor teaching i.e. PE/Sports etc.</li> </ul>	<i>Risk of child being harmed in the school by a member of school personnel</i>  <i>Harm not recognised or reported in accordance with procedures</i>  <i>Inadequate supervision</i>	<ul style="list-style-type: none"> <li>• Daily recording of pupil attendance (via Aladdin)</li> <li>• Parental permission obtained for one to one teaching</li> <li>• SEN/SET Policy</li> <li>• One to One Teaching and Counselling Policy</li> <li>• Glass in window of all classrooms</li> <li>• Supervision of pupils when being coached by outside coaches</li> <li>• Child Safeguarding Statement and DES procedures</li> </ul>
	<ul style="list-style-type: none"> <li>❖ Care of pupils with specific vulnerabilities/ needs based on race, SEN, religion etc.</li> <li>❖ Care of LGBT or pupils perceived to be LGBT</li> </ul>	<i>Risk of child being harmed in the school by a member of school personnel</i>  <i>Risk of child being harmed in the school by another child</i>  <i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement and DES procedures</li> <li>• School Policy on Intimate Care</li> <li>• Anti-bullying policy</li> <li>• Code of Behaviour</li> <li>• Supervision Policy</li> <li>• Children in our Special Class The Orchard are identified and awareness around needs</li> </ul>



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		<i>Inadequate supervision</i>	
	❖ Use of video/ photography/other media to record school events	<i>online posting of school images and pupils and staff</i>	<ul style="list-style-type: none"> <li>• Acceptable Use Policy</li> <li>• Notice in school newsletter for school events advising parents that recordings etc. are for personal use and not for uploading onto social media sites.</li> <li>• Use of school cameras to record events</li> </ul>
<b>Special Education Needs (SEN)</b>	• Care of pupils with SEN including intimate care needs	<i>Harm by school personnel</i>	<ul style="list-style-type: none"> <li>• School has Child Protection Guidance Document &amp; policy for school staff on areas such as one to one teaching, toileting, care needs etc.</li> <li>• Two members of staff to always accompany child in individual toileting/dressing situations</li> </ul>
	• Managing challenging behaviour including appropriate use of restraint	<i>Harm by school personnel</i> <i>Injury to pupils and staff</i>	<ul style="list-style-type: none"> <li>• Minimum restraint necessary</li> <li>• At least two staff members present if possible</li> <li>• Parents contacted immediately</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour</li> </ul>
<b>Medical Emergencies and First Aid</b>	<ul style="list-style-type: none"> <li>❖ Administration of First Aid Treatment by staff</li> <li>❖ Administration of Emergency Medication by staff</li> </ul>	<i>Harm by school personnel</i>	<ul style="list-style-type: none"> <li>• Supervision of Pupils on yard</li> <li>• First Aid box in all classrooms</li> <li>• First Aid Procedures - teachers on duty at yard time administer initial first aid</li> <li>• Pupil/ staff to come to teacher on in-door duty for First aid thereafter</li> <li>• Nut Allergies -All staff have training in application of epi pen</li> <li>• Administration of Medication documents re procedures in individual cases (asthma etc.) to be ratified by BoM as required.</li> <li>• School Administration of Medicine Policy</li> </ul>
<b>Coaches &amp; Speakers &amp; Visitors to the school for curricular purposes</b>	❖ Use of external personnel to support the delivery of the curriculum	<i>Harm to pupils due to inappropriate behaviour /communication</i>	<ul style="list-style-type: none"> <li>• Supervision of Pupils by staff</li> <li>• Class Teacher always present</li> <li>• Vetting in accordance DES regulations</li> </ul>



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<p><b>After-School Activities and Camps</b></p>	<p>❖ After-school Classes and Camps run by school staff and outside agencies</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> <li>• Supervision of Pupils</li> <li>• Policy on Rental of School Facilities</li> </ul>
<p><b>Behaviour &amp; Supervision of pupils during school hours</b></p>	<p>❖ Recreation Breaks and Lunch breaks and yard time</p>	<p><i>Inappropriate behaviour /communication with pupils</i></p> <p><i>Risk of harm due to bullying of child</i></p> <p><i>Risk of harm due to inadequate supervision of children in school</i></p> <p><i>Risk of child being harmed in the school by another child</i></p>	<ul style="list-style-type: none"> <li>• School security – doors locked/ codes. Buzzer access only</li> <li>• Staff on duty in all yards</li> <li>• Yard duty rota</li> <li>• No returning to toilet unless its necessity</li> <li>• Pupils going into the school with injuries may be accompanied by another pupil</li> <li>• Anti-Bullying Policy</li> <li>• Staff encouraged to circulate through the yard and be vigilant</li> </ul>
	<p>❖ Pupils moving around the school premises to attend SET/EAL teacher or carrying out a message for a teacher or the Principal</p>	<p><i>Risk of harm due to inadequate supervision of children in school</i></p>	<ul style="list-style-type: none"> <li>• Supervision of Pupils by staff/ SET/EAL teacher in question</li> <li>• Classroom and school rules apply</li> <li>• Where possible children on messages will do so in pairs or small groups</li> </ul>
	<p>❖ Toilet areas/other communal school areas</p>	<p><i>Inappropriate behaviour by pupils</i></p>	<ul style="list-style-type: none"> <li>• Classroom rules including toilet permissions- one child at a time</li> <li>• Supervision of changing facilities if used for this purpose</li> <li>• School Supervision Policy</li> </ul>
	<p>❖ Exit and entry to class for recreation time</p>	<p><i>Inappropriate behaviour by pupils</i></p>	<ul style="list-style-type: none"> <li>• Teachers on duty in yard - Class teacher supervises exit of pupils to yard area –</li> <li>• Class teacher collects class after yard time - supervises entry to classroom</li> <li>• No pupils to be left unsupervised in classrooms during break times</li> </ul>



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	<ul style="list-style-type: none"> <li>❖ Prevention and dealing with bullying and misbehaviour amongst pupils</li> <li>❖ Sanctions under the school's Code of Behaviour</li> </ul>	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Inappropriate behaviour by pupils</i></p> <p><i>Risk of harm</i></p> <p><i>Inadequate provision of Supervision of pupils under sanction</i></p>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy and procedures</li> <li>• Friends First programme where appropriate, social groups</li> <li>• Stay Safe programme</li> <li>• Code of Behaviour</li> <li>• Friendship Week and Friendship Board in GP room</li> <li>• Children under sanction to be supervised at all times</li> </ul>
	<ul style="list-style-type: none"> <li>❖ Annual Sports Day</li> </ul>	<p><i>Harm not being recognised or reported in accordance with procedures</i></p> <p><i>Risk of harm not being recognised by school personnel</i></p> <p><i>Unknown adults in the in carpark on the school/football field premises</i></p>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Supervision of pupils by staff</li> <li>• Class Teacher always present</li> </ul>
<p><b>Teaching Practice/ Work Placement</b></p>	<ul style="list-style-type: none"> <li>❖ Students/adults participating in work experience – shadowing</li> <li>❖ Trainee Teachers on teaching placement</li> </ul>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p> <p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Risk of harm not being recognised by school personnel</i></p>	<ul style="list-style-type: none"> <li>• Work Experience Policy</li> <li>• Child Safeguarding Statement</li> <li>• Vetting of student teachers and work placement students/adults</li> <li>• Statutory declarations and Statutory Agreements</li> </ul>



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<b>Fundraising Events</b>	❖ Volunteers assisting at events	Harm not recognised or reported in accordance with procedures	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement.</li> <li>• BOM approval for all school fundraising events</li> <li>• Vetting of some parents</li> </ul>
<b>Parents/Guardians coming to the school</b>	❖ Parents/guardians seeking to collect pupils early/home-time/when pupils unwell etc.  ❖ Parent-Teacher Meetings	Harm to pupils due to inappropriate behaviour /communication Unknown adults in the carpark/on the school premises	<ul style="list-style-type: none"> <li>• Parents/Guardians report to school office – verification of identity where necessary</li> <li>• Parents/Guardians/adults remain in reception area - not permitted to go to classroom areas unless accompanied by member of school staff</li> <li>• School security – buzzer at doors</li> <li>• Parents to sign pupil out in school office</li> <li>• If parents are not collecting children the “nominated adult” to be identified to the school</li> </ul>
<b>School Trips &amp; use of External Facilities</b>	❖ School trips to the Swimming Pool  ❖ School tours/outing involving one or multiple classes to external venues and sporting activities  ❖ Hire of Transport (bus)	Harm not recognised or reported in accordance with procedures  Supervision appropriate to the activity and transport option	<ul style="list-style-type: none"> <li>• Supervision of pupils - teacher and/or SNA</li> <li>• Male member of staff to accompany all classes to the pool so as to access male communal dressing room for supervision purposes</li> <li>• Minimum of two members of staff to attend swimming pool on each trip</li> <li>• No member of staff to accompany an individual pupil in the dressing room</li> <li>• Adequate pupil-teacher ratio adhered</li> <li>• Code of Behaviour</li> <li>• Mobile Phone and Electronic Device Policy for pupils</li> <li>• Ensure private transport providers hired by the school are licensed in accordance with regulations</li> </ul>
<b>School Maintenance Contractors &amp; non curricular visitors to the school</b>	❖ Visitors/contractors in school during school hours & after school hours	Harm to pupils due to inappropriate behaviour /communication	<ul style="list-style-type: none"> <li>• All contractors/ and visitors report to the school office</li> <li>• Contractors work outside of school hours where possible</li> <li>• Contractors/visitors provide identification where necessary</li> </ul>



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### Important Note:

***It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and is not a 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.....***

***It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.***

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
***Chairperson, Board of Management***

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
***Principal/Secretary to the Board of Management***

This Child Safeguarding Risk Assessment should be read in conjunction with our **Child Safeguarding Statement** and **Distance Learning Child Safeguarding Statement** which were updated on \_\_\_\_\_