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| 1. **List of school activities**
 | 1. **The school has identified the following risk of harm in respect of its activities-**
 | 1. **The school has the following procedures in place to address the risk identified in this assessment -**
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| Training of school personnel in Child Protection matters | Harm not recognised or reported promptly  | Child Safeguarding Statement, DES procedures and Reporting Templates made available to all staff in yellow folders in each room throughout the school and copies to all school transport providers and bus escorts.DLP& DDLP to attend PDST face to face trainingAll Staff to view Túsla training module & any other online training offered by PDST.BOM records all records of staff and board trainingChild Protection on Agenda at all BOM meetings and Oversight Report given by the Principal at the meetingChild Protection on the Agenda at Staff Meetings for clarification and updates |
| Classroom Teaching | Harm by school personnelHarm by school studentsPhysical abuse, Bullying | Teacher planning and preparationClassroom ManagementStaff supervision of students at all timesAwareness that other staff members can/will enter the room at any time.Glass in door of classrooms to allow other school staff to look in and check what adults and staff are doingCode of Behaviour policyTeaching Council Code of PracticeTeaching of SPHE & RSE programmes Stay Safe Programme covered annually and regularly  |
| One to one teaching/activities  | Harm by school personnelHarm by school students | 1:1 working with students is limited and only when absolutely necessaryOpen doors and glass in Resource room and shared areasIntimate care policyOpen plan teaching Areas glass doors and windows so passersby can see into the rooms Glass in window of doors not coveredEasy access to room by other members of staffTable between teacher and pupilTeacher or other staff members to be informed or made aware that a child is having a 1:1 sessionTeaching Council Code of Practice |
| Care of Children with special needs, including intimate care needs | Harm by school personnelHarm by student  | Policy on Intimate Care Other staff to be made aware that the staff member is toileting a pupil. If assistance is required the staff follow the Intimate Care policy.Other staff in the vicinity may check on staff and pupil at any time for child protection reasonsOne student at a time in the Junior and Middle Area toilets.Supervision of students using toilets from door and other staff made awareSPHE teachingSupport from HSE OT (care plan) |
| Use of toilet/changing/shower areas in school | Inappropriate behaviourHarm by other students Harm by school personnel  | Supervision of students by bus escort staff using the toilets before school and others made aware of destination. Escorts stand at the door to the toilets and seen by others. Door kept ajar.Students supervised when they have to come in from the yard to use the toilets. Staff on yard made aware that SNA is accompanying child who is going to the toilets. Staff member stands outside.Students taught how to use the toilets and personal care as part of SPHE Guidance and training given on procedures to new or staff doing a placement in our school School rules on using the toilets taught and reinforced regularly Teaching SPHE, Stay Safe, RSETwo staff members with students using shower, one student in shower area at a time  |
| Curricular Provision in respect of SPHE, RSE, Stay safe. | Non-teaching of same | School implements age/ability appropriate SPHE, RSE, Stay Safe in full every yearTeacher planning and monthly reports record when sessions covered (student attendance noted)Stay Safe programme signed off by teacher in end of year report |
| LGBT Children/Pupils perceived to be LGBT | BullyingHarm to students  | Anti-Bullying PolicySupervision of students by staff Code of BehaviourStaff training by BeLong, CPDSchool implements SPHE, RSE, Stay Safe in full every yearMeetings with professional agencies working with students |
| Daily arrival and dismissal of pupils | Harm from older pupils, unknown adults on the playground | Students permitted into school at 9am. Students coming into school before this must be supervised by staffArrival and dismissal supervised by Teachers, SNA’s and bus escorts. Bus escorts will accompany students into school should they require the toilet before school starts. They will not enter the toilet alone with a child but call on another adult if they need to assist a child in the toilet. Caretaker and staff reporting of unidentified personnel on site & overseeing visitors to the schoolPupils to be escorted back to class by specialist teacher and handover given |
| Managing of challenging behaviour amongst pupils | Injury to pupilsHarm to pupil  | Supervision of students by staff at all timesBehaviour planning by teaching staff, psychologists Ongoing MAPA training for staff No physical restraint as per Behaviour Policy – de-escalation and calming techniques used and resolution after incidents or disagreements Door buzzers to Junior AreasHealth & Safety PolicyCode Of BehaviourKey pad lock |
| Sports Coaches | Harm to pupils  | School teaching staff always in room/area. Students never left alone with visitors or coachesVetting of coaches by school as per circularTeacher or PE teacher always present and SNAs when required to support students |
| Students participating in work experience | Harm by student Harm to pupils | Work experience induction by Principal/Deputy Principal, checks on vetting through college/schoolStudent not to be left alone with pupils or not to be given this responsibility Student shown Child Protection Folder in each classroom and requested to become familiar with it. (Sign-up sheet)Students supervised by teacherChild Safeguarding Statement |
| Recreation/movement breaks for pupils  | Harm to staff Harm to Student | Adequate staffing and dispersal to all areas students are inGlass in doors to allow other staff to look into areasAwareness that staff can enter into areas at anytimeClass teacher direction/behaviour plan of supervised walk breaks – with SNA. Movement breaks/walks confined to path around school so can be seen from classrooms. Principal to be made aware of students who have walk breaks.Code of Behaviour |
| Outdoor teaching activities School Sports/Fun DaysPrize giving  | Harm to studentsHarm to staff | Teacher with SNA support to supervise students at all times All students supervised by school staffStudents made aware of school rules both in and out of school Code of Behaviour Policy Teaching Council code of practice IEP plans and Behaviour plans in place Parents required to inform staff if they are taking their child home or out of the supervision of staff Grounds checked by Caretaker  |
| Sporting Activities | Harm to students Harm to staff | Teacher present always with SNA supportCode of Behaviour |
| Breakfast club  | Harm to students | A teacher on duty Breakfast set out by SNA Health and Safety PolicySupervision and teaching of students using electrical equipment |
| School outings | Harm from pupilsHarm from staffHarm from unknown persons in the community | Class teacher with each classPermission from parents/guardians to attendSNA support with supervisionIntimate care policyVetting for all staff Code of Behaviour Ensure bus driver or others are vetted and not left alone with pupils  |
| School trips involving overnight stay | Harm from pupilsHarm from staffHarm from unknown persons in the community | Adequate supervision and teachers always with studentsTeaching Council Code of PracticeIntimate care policyVetting for all staff Code of BehaviourStay safe and RSE Education for studentsEnsure bus driver is vetted and not left alone with pupilsVetting of staff in appropriate overnight accommodation |
| Fundraising events involving pupils  | Harm from pupilsHarm from unknown adults  | Teacher always with students and SNA’s to supervise and support studentsPermission from parents/guardiansChild Protection PolicyCode of BehaviourSPHE, RSE, Stay Safe teaching |
| Use of off-site facilities for school activities  | Harm to student by persons unknown | Class teacher presentTeacher and SNA supportCode of Behaviour RSE, SPHE, Stay Safe SPHE teaching |
| Care of any vulnerable adult students, including intimate care where needed | Harm from student Harm by staff member | Teacher supervisionIntimate care policyTwo staff when intimate care involves adult interactionOther staff made aware two staff members with student |
| Management of challenging behaviour amongst pupils | Harm from adults Harm to child | Code of BehaviourDe-escalation approach and resolution for studentsSPHE teaching for studentsStay Safe teaching MAPPA trainingBehaviour plan SPHE Interventions from support agencies/NEP’s |
| Administration of MedicineAdministration of First Aid  | Harm to child  | Administration of Medicines policyMedical administration records kept and signed offAlways two adults present or overseeing administration of medsTraining for staff where necessaryFirst Aid trainingManual Handling and Manual Handling moving a person/child |
| Curricular provision in respect of SPHE, RSE, Stay Safe | Student vulnerable to harm | To be taught in January deemed wellness month every year for every student 2018/19Repeated again and reinforced throughout the year In 2019/2020 Stay Safe topics taught each month and adapted for Senior Students aligned with SPHE |
| Prevention and dealing with bullying amongst pupils | Harm to student  | Specific teaching through SPHE Code of BehaviourAnti bullying Policy Bullying reported to BOM as per circular Friendship programmes and initiatives covered by teaching staff  |
| Training of school personnel in child protection matters | Harm to student Failure of adults to follow procedure  | On-line course Tusla regularly undertaken by staff and new staffEPV coursesIn-service courses  |
| Use of external personnel to supplement curriculum  | Harm to student  | Teacher planning documents to include planning of materials coveredCommunication to all school staff of visit – school diary, white board in staff room All staff vetted working with pupils vettedParents/Guardians to be made aware of visitCourse material appropriate to students ability and age overseen by teacherTeaching staff always present and SNA support for students |
| 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
 | Harm to student Bullying | School Mission StatementCode of BehaviourSpecific and explicit teaching of SPHEStay Safe and RSE Programmes to be covered with every class, RE programme Anti bullying PolicySupervision of all students by teacher and SNAs at all times |
| 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
 | Harm not recognised or properly or promptly reported | Child Safeguarding Statement, Templates & DES procedures made available to all staffStaff to view Tusla training module & any other online training offered by PDSTVetting ProceduresChild Protection to be covered in Staff Meetings and CPD Health and Safety PolicyTeacher present and SNA supporting students and assisting with supervisionSecretary/Principal/Deputy or staff to greet visitors and take them to classroom or wait at Principal’s office until they can be assistedNotice of visits recorded in school diary and staffroom notice board |
| Use of school premises by other organisationsTuesday Youth ClubBlood BankArch Club (Saturday) | Harm to studentsHarm to staff | Students supervised by school staff throughout the dayAuthorised or expected visitors to be recorded in diary and on staffroom notice boardVisitors greeted by school staff Office staff and Staff to monitor visitors to the schoolNotice on door requesting visitors to report to office Youth Club leaders on premises before members allowed into the buildingCaretaker overseeing grounds/parking and Security for morning and evening and when parents/visitors comeStaff to stay with visitors Cameras |
| Use of Information and Communication Technology by pupils in school | BullyingIn appropriate use of social mediaStudent harmed  | Students to hand up their phones iPads when in school to be locked awayICT policyFiltering of internet access by NCTEAdditional in school filtering Anti-Bullying PolicyCode of BehaviourData ProtectionDirect teaching of Internet Safety to all studentsParents permission to show imagesAdequate firewall and encryption of computersStorage of school iPad’s and laptops in strong room when not in useStudents supervised on iPads, computers and laptops |
| Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc. | BullyingHarm to student | Students aware of sanctions and given opportunity to change behaviourCode of BehaviourPhone switched off/locked away Parents permission/consultation if phones kept by staffArea staff made aware of students in detention or in time-out (Records of date and length of timeout kept)Students supervisedCare taken by staff that students in detention get time to eat lunch/snackAnti-Bullying Policy |
| Student teachers undertaking training placement in school | Harm to student | Made aware of DLP and Deputy DLPAccess to Child Protection Folders in each room and asked to give an undertaking to make themselves familiar aware of the Not left alone with students Supervised by class teacher or subject teacherCollege supervision and vetting |
| Use of video/photography/other media to record school events JCL2 Assessment | In appropriate imagesIdentified or diagnosis identified and at risk – child protection | Data Protection policyInternet safety taught in class/Stay Safe ProgrammeNo name or personal information on school photos placed on Twitter/school website or other media Parents/guardians permissionSchool cameras/iPad’s provided |
| After school use of school premises by other organisations  | Bullying Harm to students | Organisations vetted and staff vetting Qualified groups or Parents presentPermission from the BOMCaretaker or School Staff present |

**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 *.* It willl 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