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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 -** |
| 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 training  All Staff to view Túsla training module & any other online training offered by PDST.  BOM records all records of staff and board training  Child Protection on Agenda at all BOM meetings and Oversight Report given by the Principal at the meeting  Child Protection on the Agenda at Staff Meetings for clarification and updates |
| Classroom Teaching | Harm by school personnel  Harm by school students  Physical abuse, Bullying | Teacher planning and preparation  Classroom Management  Staff supervision of students at all times  Awareness 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 doing  Code of Behaviour policy  Teaching Council Code of Practice  Teaching of SPHE & RSE programmes  Stay Safe Programme covered annually and regularly |
| One to one teaching/activities | Harm by school personnel  Harm by school students | 1:1 working with students is limited and only when absolutely necessary  Open doors and glass in Resource room and shared areas  Intimate care policy  Open plan teaching Areas glass doors and windows so passersby can see into the rooms  Glass in window of doors not covered  Easy access to room by other members of staff  Table between teacher and pupil  Teacher or other staff members to be informed or made aware that a child is having a 1:1 session  Teaching Council Code of Practice |
| Care of Children with special needs, including intimate care needs | Harm by school personnel  Harm 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 reasons  One student at a time in the Junior and Middle Area toilets.  Supervision of students using toilets from door and other staff made aware  SPHE teaching  Support from HSE OT (care plan) |
| Use of toilet/changing/shower areas in school | Inappropriate behaviour  Harm 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, RSE  Two 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 year  Teacher 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 | Bullying  Harm to students | Anti-Bullying Policy  Supervision of students by staff  Code of Behaviour  Staff training by BeLong, CPD  School implements SPHE, RSE, Stay Safe in full every year  Meetings 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 staff  Arrival 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 school  Pupils to be escorted back to class by specialist teacher and handover given |
| Managing of challenging behaviour amongst pupils | Injury to pupils  Harm to pupil | Supervision of students by staff at all times  Behaviour 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 Areas  Health & Safety Policy  Code Of Behaviour  Key pad lock |
| Sports Coaches | Harm to pupils | School teaching staff always in room/area. Students never left alone with visitors or coaches  Vetting of coaches by school as per circular  Teacher 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/school  Student 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 teacher  Child Safeguarding Statement |
| Recreation/movement breaks for pupils | Harm to staff  Harm to Student | Adequate staffing and dispersal to all areas students are in  Glass in doors to allow other staff to look into areas  Awareness that staff can enter into areas at anytime  Class 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 Days  Prize giving | Harm to students  Harm to staff | Teacher with SNA support to supervise students at all times  All students supervised by school staff  Students 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 support  Code of Behaviour |
| Breakfast club | Harm to students | A teacher on duty  Breakfast set out by SNA  Health and Safety Policy  Supervision and teaching of students using electrical equipment |
| School outings | Harm from pupils  Harm from staff  Harm from unknown persons in the community | Class teacher with each class  Permission from parents/guardians to attend  SNA support with supervision  Intimate care policy  Vetting 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 pupils  Harm from staff  Harm from unknown persons in the community | Adequate supervision and teachers always with students  Teaching Council Code of Practice  Intimate care policy  Vetting for all staff  Code of Behaviour  Stay safe and RSE Education for students  Ensure bus driver is vetted and not left alone with pupils  Vetting of staff in appropriate overnight accommodation |
| Fundraising events involving pupils | Harm from pupils  Harm from unknown adults | Teacher always with students and SNA’s to supervise and support students  Permission from parents/guardians  Child Protection Policy  Code of Behaviour  SPHE, RSE, Stay Safe teaching |
| Use of off-site facilities for school activities | Harm to student by persons unknown | Class teacher present  Teacher and SNA support  Code 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 supervision  Intimate care policy  Two staff when intimate care involves adult interaction  Other staff made aware two staff members with student |
| Management of challenging behaviour amongst pupils | Harm from adults  Harm to child | Code of Behaviour  De-escalation approach and resolution for students  SPHE teaching for students  Stay Safe teaching  MAPPA training  Behaviour plan  SPHE  Interventions from support agencies/NEP’s |
| Administration of Medicine  Administration of First Aid | Harm to child | Administration of Medicines policy  Medical administration records kept and signed off  Always two adults present or overseeing administration of meds  Training for staff where necessary  First Aid training  Manual 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 2018/19  Repeated 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 Behaviour  Anti 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 staff  EPV courses  In-service courses |
| Use of external personnel to supplement curriculum | Harm to student | Teacher planning documents to include planning of materials covered  Communication to all school staff of visit – school diary, white board in staff room  All staff vetted working with pupils vetted  Parents/Guardians to be made aware of visit  Course material appropriate to students ability and age overseen by teacher  Teaching 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 Statement  Code of Behaviour  Specific and explicit teaching of SPHE  Stay Safe and RSE Programmes to be covered with every class,  RE programme  Anti bullying Policy  Supervision 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 staff  Staff to view Tusla training module & any other online training offered by PDST  Vetting Procedures  Child Protection to be covered in Staff Meetings and CPD  Health and Safety Policy  Teacher present and SNA supporting students and assisting with supervision  Secretary/Principal/Deputy or staff to greet visitors and take them to classroom or wait at Principal’s office until they can be assisted  Notice of visits recorded in school diary and staffroom notice board |
| Use of school premises by other organisations  Tuesday Youth Club  Blood Bank  Arch Club (Saturday) | Harm to students  Harm to staff | Students supervised by school staff throughout the day  Authorised or expected visitors to be recorded in diary and on staffroom notice board  Visitors greeted by school staff  Office staff and Staff to monitor visitors to the school  Notice on door requesting visitors to report to office  Youth Club leaders on premises before members allowed into the building  Caretaker overseeing grounds/parking and Security for morning and evening and when parents/visitors come  Staff to stay with visitors  Cameras |
| Use of Information and Communication Technology by pupils in school | Bullying  In appropriate use of social media  Student harmed | Students to hand up their phones iPads when in school to be locked away  ICT policy  Filtering of internet access by NCTE  Additional in school filtering  Anti-Bullying Policy  Code of Behaviour  Data Protection  Direct teaching of Internet Safety to all students  Parents permission to show images  Adequate firewall and encryption of computers  Storage of school iPad’s and laptops in strong room when not in use  Students supervised on iPads, computers and laptops |
| Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc. | Bullying  Harm to student | Students aware of sanctions and given opportunity to change behaviour  Code of Behaviour  Phone switched off/locked away  Parents permission/consultation if phones kept by staff  Area staff made aware of students in detention or in time-out (Records of date and length of timeout kept)  Students supervised  Care taken by staff that students in detention get time to eat lunch/snack  Anti-Bullying Policy |
| Student teachers undertaking training placement in school | Harm to student | Made aware of DLP and Deputy DLP  Access 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 teacher  College supervision and vetting |
| Use of video/photography/other media to record school events  JCL2 Assessment | In appropriate images  Identified or diagnosis identified and at risk – child protection | Data Protection policy  Internet safety taught in class/Stay Safe Programme  No name or personal information on school photos placed on Twitter/school website or other media  Parents/guardians permission  School 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 present  Permission from the BOM  Caretaker 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