

Mandatory Template 1: Child Safeguarding Risk Assessment Template (Landscape version)

Written Assessment of Risk of Scoil Teampall Toinne, Ballyporeen.

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 Scoil Teampall Toinne.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	Child Safeguarding statement and DES procedures made available to all staff. DLP and DDLP to undertake PDST training All staff to review Túsla training module BOM records all records of staff and board training.
One to one teaching	Harm by school personnel	Doors with glass panels Table between teacher and pupil Glass windows in SET room
Toilet Areas	Inappropriate behaviour	Yard / Corridor supervision during breaks Children must ask permission to use the toilet during class and yard time
Curricular provision in respect to SPHE, RSE and Stay Safe	Non-teaching of same	School implements SPHE, RSE and Stay Safe in full over a 2 year cycle.
LGBTQIA+ pupils in the school	Bullying	Anti-Bullying Policy Code of Behaviour SPHE curriculum

School Outings	Harm / Injury to pupils	Teacher supervision Code of Behaviour Health and Safety policy School mobile phone and parents' contact details
Fundraising events involving pupils	Harm to pupils	Teacher supervision Health & Safety policy
School Transport arrangements	Harm / Injury to pupils	Teacher Supervision Health & Safety Policy Code of Behaviour
Administration of medicine and First Aid	Harm / Injury to pupils	Health & Safety Policy Staff training where appropriate First Aid box and supplies in a central location (In the main corridor near the back door)
Bullying amongst pupils	Bullying	Anti-Bullying Policy Talks for students and parents organised
Use of external personnel to supplement the curriculum	Harm to pupils	Teacher supervision Garda Vetting of all individuals
Daily arrival and dismissal of pupils	Harm from older pupils pushing, shoving etc, unknown adults on the school premises	Teacher Supervision
Managing of challenging behaviour amongst pupils, including the appropriate use of restraint	Injury to pupils and staff	Health and Safety Policy Code of Behaviour
Swimming Lessons	Harm / Injury to pupils Unknown adults at the Leisure Centre	Teacher supervision on the bus, in the changing rooms and the swimming pool area.
Classroom teaching	Harm to pupils	Code of Professional Conduct (Teaching Council)

Students participating in work experience	Harm by the student participating	Teacher Supervision Code of Behaviour Health & Safety Policy No 1 to 1 interactions in a private/isolated location
Sporting events for pupils	Harm / Injury to pupils	Anti-bullying policy Code of Behaviour Teacher Supervision Health and Safety Policy List of all contact details of parents and school mobile.
Student Teachers in the school	Harm to pupils	Teacher Supervision All student teachers are Garda Vetted through the relevant colleges.
Use of video / photography / other media to record school events	Inappropriate use of content Bullying	ICT Acceptable Use policy Parental permission sought when using pupil images or footage
Children walking to and from the church to serve at mass and funerals etc.	Children are unsupervised as they walk from the school to the church and back.	A team of local Eucharistic Ministers have volunteered to accompany the children to and from the church. All are Garda Vetted and parents have been informed and agreed to the practice. Volunteers are all known personally to the school staff.
Review of the Child Safeguarding Risk Assessment	Teachers need to be up to date with procedures in the event of a child disclosure.	PDST webinar to be reviewed annually as part of a staff meeting / Croke Park hours
Care of pupils with specific vulnerabilities / needs such as; <ul style="list-style-type: none"> Pupils from ethnic minorities / migrants 	Bullying	Anti-Bullying Policy Code of Behaviour

<ul style="list-style-type: none"> • Members of the Travelling community • LGBTQIA+ children • Pupils perceived to be LGBTQIA+ • Pupils of minority religious faiths • Children in care 		
<p>Recruitment of school personnel</p> <ul style="list-style-type: none"> • Teachers • Ancillary staff • Coaches • External tutors • Guest speakers • Volunteers / Parents in school activities • People present on the school grounds during pupil contact times or after school activities 	<p>Harm not recognised or properly / promptly reported</p>	<p>Child Safeguarding statement and DES procedures made available to all staff</p> <p>Staff to review Túsla / PDST training modules</p> <p>Garda Vetting</p> <p>Teacher Supervision</p>
<p>The spread of Covid-19</p>	<p>Children becoming infected with the virus / spreading the virus to others</p> <p>Staff spreading the virus amongst the student population</p>	<p>School and staff are all aware and follow the ‘Covid-19 Response Plan’ as set out under the DES / Guidelines for the safe return to school.</p> <p>All staff are kept up to date on current HSE advice at staff meetings</p> <p>Contact tracing logs of all visitors to the school who are present in the building for a substantial length of time.</p> <p>Following HSE advice and guidelines</p>
<p>Changes in how Covid is being traced rules surrounding close contacts in schools (Jan 2022)</p>	<p>Contact tracing leaving schools in general.</p> <p>General public’s approach to Covid and a reduction in their alertness to symptoms and keeping children out of school</p>	<p>Hand sanitising and good hygiene practices being reinforced by all staff.</p> <p>Keeping parents informed of symptoms and how to ensure the school stays a safe place for all.</p>

	when sick.	CO2 monitors available to the classroom teachers to ensure adequate ventilation. Following all HSE advice and guidelines
Online / Remote Learning	Inappropriate behaviour online Online bullying Teachers being recorded without consent	Online / Remote learning policy Code of conduct / behaviour Anti-Bullying Policy Dignity in the Workplace legislation
Formal Child Protection Training	BOM / Staff having no training in Child Protection or having gone a long duration without training being updated.	Informal training in school / BOM meeting where members are made aware of procedures and protocols. Formal training requested / facilitated for by the BOM. Child Protection policies in place in the school. Staff regularly reminded of the child protection procedures. Children First E-Learning Course undertaken regularly by school staff to keep skills updated. https://www.tusla.ie/children-first/children-first-e-learning-programme/
Astro-Turf Pitch / Hurling Wall	Injury to pupils/staff using the facility Inappropriate use by pupils Supervision	Code of conduct / behaviour Anti-Bullying Policy Supervision by school staff Appropriate footwear used by users Maintenance of the grounds to an appropriate level
Once-Off / Infrequent visitors to the school who are given access to pupils.	Harm to pupils	Class Teachers remain in charge of the class at all times during these times. No 1 to 1 interactions in a private setting.

Care of Vulnerable Pupils	Pupils who may be emotionally/developmentally vulnerable are cared for by the class teacher or SNA. It is not feasible to have two staff members present at all times due to current resources within the school.	Supervision by school staff.
Toileting	Harm to pupils Harm to staff Allegations against staff	Teacher Supervision Code of Behaviour Health & Safety Policy Two staff members present where possible. Nothing gets done for the child that they are capable of doing themselves appropriately.
Building Works	Construction work to old school house and community walkway and associated dangers e.g. Builders on site / Building works / Machinery / Trips and falls	Safety plan in place by the main contractor. Site insurance in place Site securely fenced off from the main school building. Pupils / Staff not having access to the site Regular checks by the main contractor and principal to ensure the schools walkways are clear, and secured to ensure they are not affecting school users ability to access the school safely.

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 **Tuesday, 21st November 2023**. 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 –
 - 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 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