**Written Assessment of Risk of St. Mary’s NS**

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 **St. Mary’s NS.**

|  |  |  |
| --- | --- | --- |
| **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Training of school personnel in Child Protection matters | Harm not recognised or reported promptly | Child Safeguarding Statement is provided to all staff & DES procedures made available to all staff  The school has a range of policies and procedures in place to support the area of Child Protection.  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 |
| One to one teaching | Harm by school personnel  Covid19 exposure | School has policy in place for one to one teaching  Open doors  Glass in window  Ref: Special Education Policy  Covid19 Response Plan |
| Care of Children with special needs, including intimate care needs | Risk of harm to children with SEN who have particular vulnerabilities  Risk of harm to a child while a child is receiving intimate care  Covid19 exposure | 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*.  Ref: Policy on intimate care  Covid19 Response Plan |
| Toilet areas | Inappropriate behaviour  Covid 19 exposure | Supervision policy  Covid19 Response Plan |
| Curricular Provision in respect of SPHE, RSE, Stay safe. | Non-teaching of same | School implements SPHE, RSE, Stay Safe in full |
| LGBT Children/Pupils perceived to be LGBT | Bullying | Anti-Bullying Policy  Code of Behaviour |
| Daily arrival and dismissal of pupils | Harm from older pupils, unknown adults on the playground  Covid 19 exposure | Arrival and dismissal policy in place  Covid19 Response Plan |
| Managing of challenging behaviour amongst pupils, including appropriate use of restraint | Injury to pupils and staff | Health & Safety Policy  Code Of Behaviour |
| Sports Coaches & Sporting Activities | Harm to pupils | Procedures in place  See Appendix 1 – Visitors to the School  Ref: Whole School Plan for Physical Education |
| Students participating in work experience in the school | Risk of child being harmed by volunteer or visitor to school  Covid 19 exposure | Procedures in place  See Appendix 1 – Visitors to the School  Child Safeguarding Statement.  Covid 19 Response Plan |
| Student teachers undertaking training placement in the school | Risk of child being harmed by volunteer or visitor to school  Covid 19 exposure | Procedures in place  See Appendix 1 – Visitors to the School  Child Safeguarding Statement  Covid 19 Response Plan |
| Recreation breaks for pupils | Risk of harm due to inadequate supervision  Covid 19 exposure  Risk of child being harmed in the school by another child | Supervision policy and procedures in place  Ref: Supervision Policy  Ref: Code of Behaviour  Covid 19 Response Plan  Ref: Anti-Bullying Policy |
| Classroom teaching | Risk of harm by a member of school personnel  Covid 19 exposure | 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*.  Covid19 Response Plan |
| Outdoor teaching activities | Risk of harm by a member of school personnel  Covid 19 exposure | 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*.  Covid19 Response Plan |
| School outings | Risk of harm due to inadequate supervision of children while attending out of school activities | Procedures in place  Ref: School Tours Policy  Ref: Supervision Policy  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*. |
| Annual Sports Day | Risk of harm due to inadequate supervision  Risk of child being harmed by another child, volunteer or visitor to the school | Procedures are in place  Ref: Supervision Policy  Ref: Code of Behaviour  Ref: Anti-Bullying Policy  See Appendix 1 – Visitors to the School |
| Fundraising events involving pupils | Risk of harm due to inadequate supervision  Risk of child being harmed by another child, volunteer or visitor to the school | Procedures are in place  Ref: Supervision Policy  Ref: Code of Behaviour  Ref: Anti-Bullying Policy  See Appendix 1 – Visitors to the School |
| Use of off-site facilities for school activities | Risk of harm due to inadequate supervision  Risk of child being harmed by another child, volunteer or visitor to the school | Procedures are in place  Ref: Supervision Policy  Ref: Code of Behaviour  Ref: Anti-Bullying Policy  See Appendix 1 – Visitors to the School |
| School transport arrangements including use of bus escorts | Risk of child being harmed on the bus by another child or a bus escort (if applicable)  Covid 19 exposure | Bus Escort - 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*.  School through the DLP communicates with the bus companies and the bus inspector. DLP also communicates with parents and with pupils through assembly talks  Covid19 Response Plan |
| Administration of Medicine  Administration of First Aid | Risk of harm to child  Covid 19 exposure | Procedures are in place and First Aid training is provided by the Board of Management  Ref: Administration of medicines policy  Ref: Health and Safety Statement  Covid19 Response Plan |
| Prevention and dealing with bullying amongst pupils, including online threats | Risk of child being harmed by another child, in person or online | Procedures are in place  Ref: Supervision Policy  Ref: Code of Behaviour  Ref: Anti-Bullying Policy  Ref: AUP policy |
| Use of external personnel to supplement curriculum | Risk of child being harmed in the school by external personnel supporting a curricular area. | Procedures in place  See Appendix 1 – Visitors to the School  Child Safeguarding Statement. |
| 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 | Risk of harm to children with specific vulnerabilities  Risk of child being harmed in the school by a member of school personnel, by another child or volunteer/visitor to the school.  Risk of harm due to bullying of child. | 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*.  Procedures are in place  Ref: Supervision Policy  Ref: Code of Behaviour  Ref: Anti-Bullying Policy  See Appendix 1 – Visitors to the 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 | Harm not recognised or properly or promptly reported | Child Safeguarding Statement given to all staff & DES procedures made available to all staff  Staff to view Tusla training module & any other online or face to face training offered by PDST  Vetting Procedures  See Appendix 1 – Visitors to the School |
| Use of school premises by other organisation during school day |  | Not relevant at the present time |
| Use of Information and Communication Technology by pupils in school | Risk of harm caused by pupils accessing / communicating inappropriate material.  Risk of harm caused by a member of school personnel communicating with pupils via ICT  Risk of harm caused by member of school personnel accessing/circulating inappropriate material via ICT | Policies and procedures are in place.  School Broadband is provided by NCTE and the filtering is at the highest level for all Student laptops. Teacher laptops have access to YouTube only when using a cable extension, otherwise all internet access is wireless and YouTube is unavailable through a wireless setting.  Ref: ICT Acceptable Usage Policy  Ref: Anti-Bullying Policy  Ref: Code of Behaviour  Ref: Mobile Phone Policy |
| Application of sanctions under the school’s Code of Behaviour including detention for part of break time | Risk of harm due to inadequate supervision | Policies and procedures are in place  Ref: Code of Behaviour  Ref: Supervision policy |
| Use of online teaching and learning remotely | Risk of harm of students accessing inappropriate content on different webpages if unsupervised at home or at school when using chromebooks/ipads | Ref: Code of Behabiour  Ref: Supervision policy  Ref: AUP policy |
| Use of video/photography/other media to record school events | Risk of harm caused by member of school personnel/ visitors accessing and circulating media records of school events. | Procedures are in place for pupils and personnel  Ref: ICT Acceptable Usage Policy  Ref: Anti-Bullying Policy  Ref: Code of Behaviour  Ref: Mobile Phone Policy  Ref: Website policy  See Appendix 1 – Visitors to the School |
| Other relevant policies:  Critical Incident Plan  Garda Vetting Policy | | |

|  |
| --- |
| **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.

**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.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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 learning support
* One-to-one counselling
* Outdoor teaching activities
* Online teaching and learning remotely
* Sporting Activities
* School outings
* Use of off-site facilities for school activities
* Use of toilet/changing/shower areas in schools
* Annual Sports Day
* Fundraising events involving pupils
* 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
* Children with medical needs
* 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, including social media
* 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
* Student teachers undertaking training placement in school
* Use of video/photography/other media to record school events

**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 inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
* Risk of harm due to bullying of child, including online bullying
* Risk of harm due to racism
* 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, including medical 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 an inappropriate 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* and it’s Addendum (2019)
* The school implements in full the Stay Safe Programme
* The school implements in full the SPHE curriculum
* 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 undertakes anti-racism awareness initiatives
* 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 DE 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 an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
* The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
* The school has in place a Critical Incident Management Plan

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management