



Child Safeguarding Statement and Risk Assessment

ST. JOSEPH'S CO-ED. PRIMARY SCHOOL, EAST WALL, DUBLIN 3

Roll Number: 19774P

Child Safeguarding Statement

St. Joseph's Co-ed. is a primary school providing primary education to pupils from Reception to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Joseph's Co-ed. has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Niall Heneghan.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Lar Keogh.
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:
The school will:
 - recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;

- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of 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
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools child safeguarding statement.

- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
 - In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
 - The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.
- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on **24 January 2022**.

This Child Safeguarding Statement was reviewed by the Board of Management on **24 January 2022**.

Signed: *Maureen O Sullivan*

Chairperson of Board of Management

Date: 24.01.2022

Signed: *Niall Heneghan*

Principal/Secretary to the Board of Management

Date: 24.01.2022

Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Joseph's Co-ed. Primary School

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. Joseph's Co-ed.

1. List of School Activities	2. The School has identified the following Risk of Harm	3. The School has the following Procedures in place to address risk identified in this assessment
(insert list of school activities in this section) Training of school personnel in Child Protection matters	(insert risks of harm identified in this section) Harm not recognised or reported promptly	(insert the procedures in place to address risks of harm in this section) Child Safeguarding Statement & DES procedures made available to all staff 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 or risk of accusation by pupil	School has policy in place for one –to- one teaching Open doors at all times Table between teacher and pupil Glass in window (where possible)
Care of Children with special needs, including intimate care needs	Harm by school personnel Risk of accusation by pupil	<u>Policy</u> on intimate care
Toilet areas	Inappropriate behaviour A child could slip and fall in the toilet	Supervision in area (particularly yard)/classrooms Each class has designated ‘toilet times’ Outside of these times, pupils are given permission ‘one at a time’ to go to the toilet, to avoid congestion in the toilets. In Junior classes, the teacher/SNA waits outside the toilet during toilet breaks. School has put mats in to avoid slips near the sink.
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full ISM member in charge of communicating which programmes need to be covered and also keep track of what topics have been covered on a monthly basis.

LGBT Children/Pupils perceived to be LGBT	Bullying	Anti-Bullying Policy Code of Good Behaviour
Daily arrival and dismissal of pupils	<p>Harm from possibly unruly behaviour Child going home on their own without permission/with somebody not on the approved list from parent/guardian Child who may be a 'flight risk'</p> <p>Injury</p> <p>Dangers main road presents</p>	<p>Arrival and dismissal supervised by teachers. Form filled in by parent/guardian saying whether child can go home on their own or not and who has permission to collect their child from school. Parent/guardian contacts class teacher/office if there is any change to the above. If someone who is not on the assigned collection list for a child wishes to collect the child from school, the teacher consults the principal/deputy before the child is handed over to this person.</p> <p>Signs are visible on the yard stating that no child, whether they are in our school or not, should be playing on equipment in the Junior Yard at drop-off or collection times. They can only play on these amenities when a teacher is present.</p> <p>A teacher is on supervision incase of any injuries. There is also a SNA supervising at the red gate during the morning.</p> <p>Needs to be somebody supervising in Junior Yard and somebody at the red gate at all times to ensure children are leaving the yard safely and with their parent/guardian if collected (i.e. not running off ahead of them).</p>
	Injury to pupils and staff	Health & Safety Policy Code Of Good Behaviour

<p>Sports Coaches/Visiting teachers (extra – curricular- tutors etc.)</p>	<p>Harm to pupils</p>	<p>Teacher present with coach/visiting teacher.</p> <p>Coach/visiting teacher is Garda vetted.</p> <p><i>Exceptions to this rule are:</i></p> <p><i>Tusla School Completion Programme staff (counsellors, sports co-ordinators, play therapists) who are vetted and have Tusla permission to work with individuals and groups or pupils without the class teacher being present.</i></p> <p><i>Private play therapists/counsellors who are vetted and work with pupils individually.</i></p> <p><i>In both cases, the adult must ensure that they have read the school’s child protection safeguarding statement and risk assessment and that if any child protection concern were to occur that they would inform the DLP immediately along with their own line manager.</i></p> <p>If the class teacher needs to leave the room e.g. to use the bathroom or is on their break after being on supervision, the teacher informs a neighbouring teacher to supervise the class for a number of minutes. The visiting teacher/coach/tutor cannot be left alone with the class. There must always be a teacher present.</p>
<p>Running a Summer Camp in the school</p>	<p>Same risks that exist during the school year</p>	<p>-Staff members are Garda vetted -Overseer of camp is a permanent member of staff -Board of Management informs insurance company that camp will take place, in line with ratios of teacher:pupils approved by Department of Education and Skills.</p>

		<p>-Each teacher is given copies of Child Protection, - Health and Safety, Anti-Bullying, Behaviour and Critical Incidents and Health Eating Policies before the start of the summer camp.</p> <p>-Child protection procedures are followed, as per usual.</p> <p>-Health and Safety protocols are followed, as per usual.</p>
Students participating in work experience	<p>Harm by student</p> <p>Risk to pupils</p>	<p>Work experience <u>Policy</u></p> <p>Child Safeguarding Statement.</p> <p>Student is vetted</p> <p>Class teacher is present in the room. If the teacher needs to leave, they knock next door and get their neighbour teacher to cover supervision.</p>
Recreation breaks for pupils	<p>Harm to pupils</p> <p>Risk to the children as teachers are not permitted to administer certain medication and basic first aid.</p>	<p>Teacher supervises their own yard time. If a teacher needs assistance whilst supervising yard time, they call the principal or secretary.</p> <p>If there are 2 classes on the senior yard at one time and a teacher of one class needs to leave the playground for a brief urgent reason, the teacher of the other class on the yard can supervise that teacher's class for a brief period during their absence.</p>
Pupils staying in classroom for break-times	<p>Harm to pupils</p> <p>False accusations against other pupils</p> <p>Risk to the children as teachers are not permitted to administer certain medication and basic first aid.</p>	<p>See Break-time Supervision <u>Policy</u></p> <p>Class teachers do not leave their class to go on their break until they see that the teacher who is on yard duty is present on the corridor.</p> <p>Also, staff on supervision check all teachers are back before they stop supervising on their corridor.</p>

	<p>Risk to pupils if they get out of their seat for any reason e.g. to go to crate, pack away their lunch, get an activity, give out lunches . . .etc.</p> <p>No teacher supervising (if teacher scheduled is absent)</p> <p>Risk to children upstairs if the class teacher forgets to put the windows back on the latch before going for lunch.</p> <p>Risk to children if the supervising teacher forgets to put the windows back on the latch having moved the children to the corridor after the CO2 monitor turns red.</p>	<p>Children not allowed out of their seat unless given permission by the teacher on duty and/or the SNA in the classroom.</p> <p>If a teacher on duty is absent, sub teachers or colleagues will cover their duty.</p> <p>The principal/deputy/secretary will inform those requested to cover duties by 10 am on a given morning.</p> <p>If teacher is on an EPV day and knows in advance that they won't be in school, they can swap their duty with a colleague in advance?</p> <p>Supervising teacher upstairs double checks that the windows are back on the latch.</p> <p>Teacher on yard duty and SNA in the room (where applicable) double check in that windows in the classrooms are on the latch during break/lunchtimes.</p>
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Pupils going to yard and leaving yard	<p>Harm to pupils Risk of a child falling down the stairs</p>	<p>Teacher brings their own class to and from yard time and supervises the line whilst walking out to the yard. Teacher stops halfway to monitor the back of the line.</p>
Curriculum implementation of SPHE	<p>Children aren't always able to identify vulnerable risky situations.</p>	<p>The school implements in full the SPHE curriculum over a 2 year cycle as outlined in the curriculum plan for SPHE. All teachers are required to highlight content objectives covered as part of their Cuntas Míosiúil. Golden rules should be continuously taught and revised.</p>
Parents Volunteering	<p>Parents are vulnerable to false accusations. Children could be at risk of harm. Teachers are culpable if a child is harmed.</p>	<p>Parents should be garda vetted. Training should be given to all parents who volunteer. Sufficient teacher and SNA numbers present with volunteers.</p>
Use of cameras, mobile phones and smart watches	<p>Images and recordings of children and staff being inappropriately used and shared. Pupils accessing inappropriate material during school hours.</p>	<p>Children from 4th Class upwards are allowed to bring a mobile phone to school. Smart watches are not allowed to be worn by pupils in class. Fit bit watches that count steps only are allowed to be worn in class. Children are not permitted to have a phone in their possession within school hours. All phones (and smart watches) should be handed up to the class</p>

		<p>teacher. These phones are locked and stored away at the beginning of the day.</p> <p>Phones are given back to pupils by the teacher at the end of the school day.</p> <p>Reminders can be given through the intercom system to ensure children remember to hand in their phones.</p> <p>Teachers are only allowed to take photos with the school camera and school iPads. The school camera and iPads are never allowed to leave the school building unless instructed by the principal.</p> <p>Teachers are not permitted to use their own personal mobile phones to capture footage of the class during teaching time. Phones must only be used to make calls if needed.</p>
School trips involving overnight stays	<p>Risk of injury to any child while on the trip.</p> <p>Increased opportunities for false accusations against teachers and children (e.g more opportunities for teacher to find themselves alone in vulnerable situations with children).</p> <p>Safety of children while teachers are not able to directly supervise them.</p> <p>Risk of child becoming ill/injured</p> <p>Risk of staff member(s) becoming ill or injured - would impact supervision</p> <p>Risk of children misusing mobile phones while away.</p> <p>Risk to the children as teachers are not permitted to administer certain medication and basic first aid.</p>	<p>Sufficient teaching staff supervision provided on all trips.</p> <p>More than one adult should be present when supervising groups of children.</p> <p>Male and female teachers should be present as appropriate to the pupil numbers involved.</p> <p>Children's mobile phones should not be permitted on any school trips.</p> <p>2 staff members should always be in the general vicinity for supervision (during the day and night).</p> <p>Written permission from parents to administer medication if needed.</p> <p>Principal and dep. principal should be contactable at all times. Parents also need to ensure that they can be easily contacted in case of emergency.</p>
Pupils going to the toilet at lunch time.	<p>Prone to accidents.</p> <p>Opportunity for inappropriate behaviour.</p>	<p>Only teacher on duty should be allowed give permission to children to go to the toilet when a class is in the playground. When a class is eating in the classroom during break and lunchtime, the</p>

		<p>teacher on yard duty and the SNA in the classroom can give permission to a child to go to the toilet. Children go 'one at a time' to the toilet.</p>
<p>Infant child wetting/soiling themselves in school.</p>	<p>Class teacher might not be present. Child might not be able to change themselves. Staff are vulnerable to accusations. Opportunity for the child to be at risk of harm.</p>	<p><u>Toileting Accident Policy</u></p> <p>Parents should be informed that children need to be able to change themselves before entering Reception.</p> <p>Children should have spare clothes in their bag/left in school if they can change themselves if they are prone to accidents.</p> <p>Teacher leaves classroom and brings child who had toileting accident with them to office and informs Principal. School secretary is informed if the Principal is not there. Support will be provided for sub teachers with this, especially as they may not know the child involved.</p> <p>Parents will be contacted.</p> <p>Decision made by Principal re: next steps to address care needs of child who had the 'toileting accident' while we await arrival of parents to the school.</p> <p>Should a 'toileting accident' occur on the playground during yard time, the teacher on yard duty directs the SNA to bring the child to the office. If there is no SNA or the SNA is on break/lunch, the secretary will inform Principal immediately.</p> <p>No teacher or SNA is to direct/accompany a child to the toilet without approval of Principal (DLP) or Dep Principal (DDL), if Principal is unavailable.</p>

		<p>Spare uniforms/underwear are available in the school. For Reception Class, parents leave an extra bag of underwear/change of clothes with the class teacher. The school also purchases extra spare underwear as back up emergency clothes for children.</p> <p>There will also be emergency underwear purchased for older children.</p>
Children asking to speak to the teacher privately/teacher needing to talk to a child privately.	<p>Harm to pupils Opportunities for false accusations against teachers and children</p>	<p>Door left open. Speak to the child out in the corridor outside the classroom door. Teacher must ensure they can still supervise the class at the same time.</p>
Children not collected at 2:30pm.	<p>Opportunities for false accusations against teachers and children Harm to pupils</p>	<p>Teacher calls parent and brings the child to the front of the school (outside the secretary's office). If parents are not contactable, the teacher notifies the principal/deputy. The child can sit on a chair in the foyer or outside the principal's office with the door open. If a teacher is waiting for a child to be collected for more than 10 minutes, they should contact the principal/deputy.</p> <p>In the event that school can't make contact with parent/guardian, the Gardaí will be called.</p> <p>If a child is consistently late being picked up by parents/guardians, communication in the form of phone call, followed by email, followed by meeting in person will take place, ensuring that parent/guardian understands the importance of collecting a child on time from school.</p>

School outings	Harm to pupils	<ol style="list-style-type: none"> 1. Permission note to be signed by parent with contact details of more than one parent 2. Mobile phone needed by teacher 3. High vis vests for all children 4. Adequate supervision for children. While there is no statutory guideline re: recommended supervision ratios, the teachers, SNAs in line with the principal will agree ratios with which all are comfortable in advance of the school outing.
Annual Sports Day	<p>Harm to pupils Risk of injury Being exposed to inappropriate objects in the park</p>	<ol style="list-style-type: none"> 1. Adequate supervision due to high risks both in park and walking down to Fairview Park. 2. When walking adult at beginning and end of line, if possible and depending on age of pupils. 3. Recommended that portaloos are hired for day 4. Designated first aid person(s). Training of staff members in First Aid will take place in Spring 2022. 5. Water available. 6. Liaise with Gardaí in advance to check that the park area is safe before sports day begins.
Fundraising events involving pupils	Harm to pupils	<ol style="list-style-type: none"> 1. Adequate supervision of pupils by teachers.

		<ol style="list-style-type: none"> 2. Ensure no child is left one-to-one with adult- i.e. organising teacher (s) is/are always present 3. Permission note to be signed by parent with contact details of more than one parent if leaving school grounds
Use of off-site facilities for school activities	Harm to pupils	<ol style="list-style-type: none"> 1. Adequate supervision of pupils by teachers/SNA. 2. Ensure no child is left one-to-one with adult- i.e. organising teacher (s) is/are always present 3. Permission note to be signed by parent with contact details of more than one parent 4. High vis jackets 5. Safe and fastest route known by all teachers
Administration of Medicine	Harm to pupils	<ol style="list-style-type: none"> 1. Parent must sign BoM Medication consent form and present a letter from GP. 2. These forms along with signed instructions on how to administer the medication to the child and the medication itself will be given to the class teacher. 3. A list of pupils who take medication and instructions on how to administer this medication are in each teacher's back pack. This info. is highlighted for sub teachers who are new to the school/class. 4. No child can have any medication in their possession in the classroom. 5. All classes medical supplies are with the teacher only in their teacher back pack.
Administration of First Aid	Harm to pupils	<ol style="list-style-type: none"> 1. No plasters are given to any child. 2. Head injuries: ALL head injuries are reported to parents/guardians.

		<ol style="list-style-type: none"> 3. Parent/guardian is contacted in real time by the class teacher/office in relation to any head injury. Class teacher informs principal and secretary of actions taken e.g. if the teacher spoke with parent/how the child is/if the teacher couldn't make contact etc. By the end of the day if nobody in the school can contact the parent/guardian by phone an email suffice from the class teacher will suffice. 4. For serious accidents, teacher records this incident in the accident notebook in the office. 5. Teachers maintain daily notes re: classroom/yard incidents that include details of injuries. 6. Ice pack or wet tissue administered at discretion of principal/deputy 7. Designated first aid person: Staff to be trained/retrained in this.
Prevention and dealing with bullying amongst pupils	Risk to pupils	Adhering to anti-bullying policy.
The Stay Safe Programme is taught as part of the 2 year SPHE cycle	Risk to teacher for possible reaction from parents to sensitive material.	<ol style="list-style-type: none"> 1. The Stay safe programme will be taught in Year 1 of the schools SPHE plan 2. All teachers will be required to teach the programme over the months of November and December. 3. Lessons taught must be highlighted as part of Cuntas Miosiuil. 4. Adhere strictly to guidelines from programme. 5. Parental permission must be given in advance of lessons.

		6. ISM member keeps track of topics covered in classes on a monthly basis.
Changing for games/swimming	Risk to teacher, pupils	1. Teachers and parents will never be left alone in a situation where they will be changing children. To help with this, the children should arrive at school, wearing sports gear underneath their school tracksuit.
Use of external personnel to support sports and other extracurricular activities	Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities.	1. A member of the teaching staff will always be present when external personnel are working with students. If the class teacher needs to leave the classroom for a brief/urgent reason, they must arrange for a colleague to cover their classroom supervision while they are absent. 2. Garda vetting required by external personnel.
School Trips (parents)	Risk to parents, teacher and pupils. Risk to parents – parents need to be informed of appropriate behaviour needed on trip	1. Meet with parents before trip to explain the procedure that will take place. 2. School staff only on trips would significantly reduce any risks
External Visitors	Risk to Pupils Leaving external visitors vulnerable if teacher is not present	A member of the teaching staff will always be present when external personnel are working with students. If the class teacher needs to leave the classroom for a brief/urgent reason, they must arrange for a colleague to cover their classroom supervision while they are absent. 2. Garda vetting required by external personnel.
School Trips (unforeseen incident)	Risk to Pupils, teachers Vulnerability of pupils if anything happens to teacher that another teacher will be present.	1. A minimum of two adults (one teacher + SNA/parent) always on trips when leaving school.

Use of external personnel to supplement curriculum	Risk to pupils	Class teacher / relevant teacher is always present All external personnel to be Garda Vetted and details kept on file Personnel to Sign in / Sign out at the office
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> ● Pupils from ethnic minorities/migrants ● Members of the Traveller community ● Lesbian, gay, bisexual or transgender (LGBT) children ● Pupils perceived to be LGBT, where homophobic terms are used in an insulting and derogatory way ● Pupils of minority religious faiths ● Children in care ● Children on Child Protection Notification System 	Bullying	Anti-Bullying Policy Code of Behaviour SPHE curriculum /Walk Tall programme Workshops organised by H.S.C.L on the topics of bullying Teachers are made aware of targeted children and are highly alert to potential incidents Care Team meetings every 2 weeks to target needs of most vulnerable pupils
Recruitment of school personnel including - <ul style="list-style-type: none"> ● Teachers ● SNAs ● 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	Garda Vetted and on file in office Certificate of child safeguarding statement on file in Office Statutory Declaration up to date and on file in office Proof of Fitness to teach (Medmark clearance) I.D Qualification Teaching Council membership
Use of school premises by other organisation during school day	Harm to pupils	Children are always supervised.
Use of Information and Communication Technology by pupils in school	Bullying	Always use of ICT is supervised by teachers Website access controlled

		<p>Mobile phones to be kept by teacher</p> <p>Pupils sign in and sign out drop off and collection of mobile phones at the start/end of the school day.</p> <p>ICT policy / Mobile phones policy in place</p> <p>A.U.P policy in place</p> <p>IPads / computer room are always locked after use</p> <p>Board of Management pays for an annual internet safety workshop with Zeeko for all parents, pupils and teachers in 3rd, 4th, 5th and 6th Class.</p>
Use of Information and Communication Technology by pupils at home	<p>Online bullying</p> <p>Exposure to unsuitable content</p>	<p>Families are asked to agree to Google Meet Safety Guidelines, which have been created by the school staff.</p> <p>Pupils must always be accompanied by an adult while they attend online lessons with their teacher and classmates</p>
Student teachers undertaking training placement in school	Risk to pupils	<p>Students vetted by college</p> <p>Teacher is always present</p> <p>Appropriate paperwork signed and up to date between principal, class teacher and college</p> <p>Students familiarise themselves of school policies</p> <p>Class teacher provides information of school routine</p> <p>Informs the student of the importance of confidentiality</p>
Use of video/photography/other media to record school events	Risk to pupils	<p>Only school owned equipment can be used e.g. school camera or iPad</p> <p>Teachers own property cannot be used to take any photos</p> <p>No child should be named in a photo</p> <p>At least three children per photo always</p> <p>Signed Consent from parents / Guardians to allow their photos to be taken(List in classroom for teachers to know who can/cant be photographed)</p> <p>Parents are be advised not to take photos/ videos of children during school events</p>

		Parents are reminded regularly throughout the year that use of mobile phones is not permitted for taking photos/ videos/ recordings of children at school events
Pupils possibly bumping into equipment on yard	Harm to pupils	Code of Good Behaviour <u>policy</u> in place Teachers on duty in junior playground to enforce the rule that sprinting is not allowed on the playground. Jogging is allowed. On the senior playground, sprinting is allowed on the enclosed pitch space only. Pupils are allowed to jog in the area outside the pitch. Teacher contacts parents and the office if accidents on the yard happen. Head injuries are reported to Sandra or the class teacher rings the child's parent in real time.
Pupils lining up in the morning/home time/yard time.	Harm to pupils	Duty teacher(s) ensures that pupils are lined up in an orderly manner and are supervised going down the stairs Teacher ensures no running/ pushing in line Pupils advised to walk on the left side of the stairs Hold the banister where appropriate Senior classes to allow Junior classes to go first Adequate time given to pupils to line up/ progress to the yard Pupils are wearing coats properly / chairs are pushed in to prevent accidents
Teachers needing to make calls to other members of staff (due to current Health and Safety C-19 measures) or parents/guardians	Harm to pupils	Teacher stands outside the classroom door. Door is kept open at all times.
Vulnerable Children		Care Team Meetings held every two weeks

		Teachers contact DLP/DDLP in real time about any child protection concerns
Absences	Child missing school	Teacher informs secretary if child is out for 2 days unexplained Teacher contacts principal and HSCL around any concerns here. Tusla Educational Welfare Officer is contacted in relation to all absences of 20+ days. Attendance returns sent to Tusla twice per year.
Isolation Room Protocol	Health and safety matters in relation to spread of Covid-19 virus	See Isolation Room policy and Isolation Room section of C-19 School Response Plan. See guidelines/signage on the door outside the Isolation Room.
Substitute Teachers	Risk of key information not being communicated e.g. head injuries, medication, pupils leaving	ESSENTIAL INFORMATION booklet placed permanently on teacher's desk as well as placed in the teacher's back pack, will be given to all subs on arrival which contains key info. about school, class procedures, medical information, fire drill muster point, permission to have photo/video taken, permission to walk home alone etc. A staff member will be assigned to sub. if they need any help/advice etc. In most cases this will be the class teacher next door to them. A staff member speaks to them that morning and highlights key info. they will need
Front Door during the day	Risk of somebody entering the building that shouldn't	Only designated members of staff (principal, deputy principal, secretary) have permission to open the front door to parents/visitors.

Senior Playground	Risk of harm to children	Teacher will supervise class at all times in the yard Only 4 children on swing at any time. No pushing from behind the swing, from the sides only. Only 4 children on trampoline at any time Children are not allowed sit/climb over railings Children do not go near the equipment when they are entering/exiting the school in the morning/afternoon
Pupils lining up for break-progressing to the yard.	Harm to pupils	Duty teacher(s) ensures that pupils are lined up in an orderly manner and are supervised going down the stairs Teacher ensures no running/ pushing in line Pupils advised to walk on the left side of the stairs Hold the banister where appropriate Senior classes to allow Junior classes to go first Adequate time given to pupils to line up/ progress to the yard Pupils are wearing coats properly / chairs are pushed in to prevent accidents

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
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- 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,

- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- 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, where homophobic terms are used in an insulting and derogatory way

- 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
- 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 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
- 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 its Addendum (2019)
- 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 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 tables devices in the school by pupils as per circular 38/2018
- 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