

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

### Written Assessment of Risk of [Annagh N.S.]

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 [name of school].

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 -
<p>(insert list of school activities in this section)</p> <p>Training of school personnel in Child Protection matters</p>	<p>(insert risks of harm identified in this section)</p> <p>Harm not recognised or reported promptly</p>	<p>(insert the procedures in place to address risks of harm in this section)</p> <p>Child Safeguarding Statement, Risk Assessment &amp; DES procedures made available to all staff</p> <p>DLP&amp; DDLP to attend PDST face to face training</p> <p>All Staff to view Túsla training module &amp; any other online training offered by PDST</p> <p>BOM records all records of staff and board training</p>
<p>Daily arrival and dismissal of pupils</p>	<p>Harm from other pupils, known and unknown adults.</p> <p>Icy Yards(seasonal)</p>	<p>Rules for pupils and recommendations for parents in pupils Journals, promoting safe practices in the car park and school environment when they are dropping off and picking up their children.</p> <p>Daily Yard Duty roster of Staff in place.</p> <p>Pupils are supervised by the teacher on yard duty between 9.10am and 9.20am.</p> <p>At 9.20am pupils are called to line up in their respective classes by the teacher on yard duty and enter the school beginning with 6<sup>th</sup>class</p>

		<p>During inclement weather, teachers supervise their own classrooms between 9.10am and 9.20am.</p> <p>Dismissal from the classrooms is supervised by each class teacher and by the teacher on yard duty until they leave the premises, between 3pm and 3.10pm.</p> <p>There is an agreed First Aid procedure. CCTV cameras are in operation.</p>
Recreation breaks for pupils	Risk of harm if supervision is inadequate	<p>Daily yard duty Roster. Organised substitute arrangements when an assigned teacher is unavailable.</p> <p>Good Behaviour points system in operation. SNA's on yard duty with specific responsibility for child/children they are assigned to.</p> <p>Code of behaviour and anti-bullying policy in place.</p> <p>Inclement weather – Indoor procedure.</p>
Classroom teaching	Harm by school personnel	The school has codes of conduct practices for school personnel (teaching and non-teaching)
One to one teaching	Harm by school personnel	<p>School has practices in place for one to one teaching. Glass panels in all doors.</p> <p>Parents/Guardians are informed and give permission on the school's enrolment form for their child to receive support, including one to one support. A CCTV camera is in place where one to one activities take place.</p>
One to one counselling/Psychologist	Harm by personnel employed	<p>The school adheres to the requirements of Garda Vetting Legislation and recruitment.</p> <p>Glass panels in all doors. Parents/Guardians are informed and give permission on the school's enrolment form for their child to receive support, including one to one support.</p>

Outdoor teaching activities	Risk of harm if supervision is inadequate	The school has supervision, code of behaviour, anti-bullying policies and procedures in place.
Sporting activities	Risk of harm, risk of bullying	The school has an Anti- Bullying policy a Code of Behaviour and Critical Incidents Policies in place. Coaches are Garda vetted.
School Outings	Risk of harm by another child, school personnel or personnel from another organisation while the child is participating in an activity.	Each teacher is in charge of his/her own class. SET staff accompany the classes if required. The number of staff accompanying the group will depend on the particular activity. SNA will accompany children who have SNA access. Teachers give specific instructions as required on the day.
Swimming Lessons	Risk of harm by another child, school personnel or personnel from another organisation while the child is participating in an activity.	Teachers accompany and supervise the children to and from the swimming lesson, outside of the pool area. Lifeguards are Garda Vetted. Parents agreeing to help dress the Junior & Senior Infants and First Class, must be Garda Vetted early in September and placed on a roster.
Use of toilets/changing areas in the school.	Inappropriate behaviour	Usage practices and supervision policy. Only one boy and girl at a time is allowed to leave the same classroom to use the facilities. During break times, pupils ask the staff member on yard duty for permission to go inside the building to use the toilet facilities. If cubicle is being used, the next pupil must wait in the corridor, not in the toilet area.
Fundraising events involving pupils. Use of offsite activities for school activities	Risk of harm by known and unknown adults	One card given to each family. Children encouraged to fill card from among family members.
School transport arrangements.	Risk of harm by personnel known or unknown	Pupils are supervised by teachers. SNA accompanies assigned pupils as required/available.

Care of Children with special needs, including intimate care needs where needed	Harm by school personnel	Pupil personal plan for pupils with SNA access. Policy on intimate care, specific to individual cases as they arise. If a pupil requires intimate care the parents or second contact number are phoned.
Management of challenging behaviour among pupils, including appropriate use of restraint when required	Injury to pupils and staff	Health and Safety policy, Code of Behaviour, Involvement of parents.
Administration of medicine	Risk of harm if policy is not implemented	Policy and procedures in place for critical incidents. Staff who agree to do so are suitably trained and must follow the procedures agreed. Parents must sign a disclaimer as part of the agreement.
Administration of First Aid	Risk of harm if policy is not implemented	Policy and procedures in place. Pupils are attended to by a staff member. A second staff member is present if an examination involves the removal of an item of clothing. If there is a concern parents are informed. If an accident report is required, it must be completed promptly.
Curricular provision in respect of SPHE, RSE, Stay Safe	Non-teaching of same	School implements SPHE, RSE, and Stay Safe in full. Webwise.ie has useful advice.
Prevention and dealing with bullying amongst pupils	Harm to pupils	Anti-bullying and code of behaviour policies in place, Supervision policy in place.
Use of external personnel to supplement curriculum	Harm to pupils	Procedures in place. Supervision by school Personnel. Class engaged in an activity with external personnel are supervised by the class teacher or another Staff member. All external personnel should be Garda vetted.
Use of external personnel to support sports and other extra - curricular activities.	Harm to pupils	Procedures in place. Supervision by class personnel. Anti-Bullying Policy

		Code of Behaviour Class engaged in an activity with external personnel are supervised by the class teacher, another staff member or a teacher from another parish school, agreement. All external personnel should be Garda vetted.
Care of pupils with specific vulnerabilities / needs such as <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> </ul>	Bullying/ harm	Policy and procedure in place Anti-Bullying Policy Code of Behaviour SPHE, Stay Safe and RSE programmes are taught.
Recruitment of school personnel including- <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present in school during after school activities</li> </ul>	Harm not recognised. Harm not properly or promptly reported	Child Safeguarding Statement, Risk Assessment & DES procedures made available to all staff  Staff to view Tusla training module and any other online training offered by PDST  Vetting Procedures  Parents / Volunteers are supervised by teachers.  Visiting Contractors do not interact with pupils. Classes supervised by teachers and where individual supervision is necessary by SNA/SET

Participation of pupils in religious ceremonies external to the school	Harm by external personnel	RSE and Stay Safe programmes implemented fully. With regards to Altar Servers, parents have given written permission to the Parish Priest.
Use of Information and Communication Technology by pupils in school	Risk of harm due to children inappropriately accessing /using computers, social media, phones and other devices while in school	PDST filter in place. Webwise.ie information for parents and pupils. Acceptable Use Policy in place. Community Garda visits. Computers are covered by CCTV. The school has in place an ICT policy in respect of ICT usage by pupils
Students participating in work experience in the school	Risk of child being harmed	Principal/Deputy Principal/ or Class Teacher meets with the student beforehand. Student/s supervised by class teacher. Students over sixteen must be vetted.
Student Teachers undertaking training placement in the school	Risk of child being harmed	Principal/Deputy Principal/ or Class Teacher meets with the Student Teacher beforehand. Student teachers are supervised by the class teacher and are Garda Vetted.
Use of video / photography/other media to record school events	Risk of bullying	ICT Policy – Permission of all parents received on the enrolment form.
After school use of school premises by other organisations	Risk of harm	Interference with or damage to other children’s work is not permitted, and could lead to the immediate termination of any previously agreed contract. Insurance Policy is required by each renting Organisation.
Breakfast/Lunches	Risk of harm	Defined practices in place

**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 7-3-18. It was reviewed and adopted as part of Annagh N.S. annual review of its Child Safeguarding Statement on the 3/3/20.

Signed: Mary Killeen

Chairperson, Board of Management

Signed : Michael King

Principal/Secretary to the Board of Management (D.L.P.)