

Mandatory Template 1: Child Safeguarding Risk Assessment Template

Written Assessment of Risk of Monaleen National 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 Monaleen National School.

Risk Assessment of Monaleen NS compiled and ratified by the BOM on 19/2/2019

Reviewed & Updated on 10th November, 2020. Ratified by the BOM on 25th November 2020.

1. List of school activities

- Familiarisation and training of all BOM members in updated Child Protection Procedures.
- Familiarisation and training of all school staff in updated 2017 Child Protection Procedures – Teachers, SNAs, Ancillary Staff.
- Recruitment of school personnel, ie. Teachers, SNAs, Ancillary Staff, Sports Coaches, External Tutors/Guest Speakers, Volunteers for school activities etc.
- Morning entry and home time dismissal of pupils.
- Curricular provision in respect of SPHE, RSE and Stay Safe.
- Use of information and Communication Technology (ICT) by pupils and school staff during the school day.
- Class room teaching.
- One to one teaching.
- Outdoor teaching, e.g. PE/Sports.
- Care of pupils with specific vulnerabilities or needs based on race, religion, disability etc.
- Use of video/photography/other media to record school events.
- Care of pupils with SEN.
- Managing challenging behaviour (including flight risk children)
- Administration of First Aid Treatment by staff.
- Administration of Medication by staff.
- Use of external personnel to support the delivery of the curriculum (including creative therapies, sports coaches, local engineers etc.)
- After school classes run by school staff or external personnel.
- Supervision of Recreation breaks and lunch breaks and yard time and also toilet areas/communal school areas.
- Exit and entry to class for play time.
- Prevention of and dealing with bullying and misbehaviour amongst pupils.
- Sanctioning of children under the school's Code of Behaviour.
- Parents attending events/activities in the school.
- Parents/guardians seeking to collect pupils early.
- School tours/outings involving one or multiple classes to external venues.
- School Sports Day.
- Hire of Transport.
- Use of Public Transport.
- Staff bringing pupils in their own cars.
- Participation by pupils in religious ceremonies/religious instruction external to the school.
- Visitors/contractors in school during school hours and after school hours.
- Additional tasks due to Covid 19 – additional cleaning in rooms (desks/door handles/ books/materials), hand sanitizing, wearing of masks, social distancing, pod/ bubble system

2. The school has identified the following risk of harm in respect of its activities -

- Harm not being recognised or reported in accordance with procedures.
- Unknown adults in the carpark/on the school grounds.
- Non-teaching of the curriculum and relevant lessons.
- Inappropriate use of school internet – pupils exposed to inappropriate online content or messaging. Inappropriate recording of staff or pupils.
- Inadequate supervision.
- Online posting of school images (pupils and staff).
- Harm by school personnel.
- Injury to pupils and staff.
- Harm to pupils due to inappropriate behaviour/communication.
- Inappropriate behaviour/communication with pupils from unknown adults on the playground/ in the carpark. Inappropriate videoing/recording of pupils in the yard by unknown adults.
- Inappropriate behaviour by pupils.
- Inadequate provision of supervision of pupils under sanction.
- Supervision not appropriate to the activity and transport option.
- Covid 19

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

Please note some additional activities in the school have been curtailed due to Covid 19

- Covid Risk Assessment to Minimise risk of being exposed to Covid 19 (completed August 2020) – sent to all staff, BOM and on school website for parents to access
- Covid Response Plan (completed August 2020) – copy sent to all staff, BOM and on school website
- Covid Procedures being followed in the school to minimise risks i.e. cleaning rotas, contact tracing logs, masks, staggered drop offs and collections – See Covid Response Plan 2020
- Copy of DES ‘*Child Protection Procedures for Primary & Post Primary Schools 2017*’ a hard copy & copy by email for each BOM Member (March 2018) (Nov 2020)
- Copy of C.81/2017 by email to all BOM members (Nov 2020)
- Chairperson, Principal & Teacher Nominee to attend CPSMA training – 2018
- All BOM Members advised to undertake TUSLA online training module and certification
- Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be undertaken and ratified by BOM by 11 March 2018 (completed)
- Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be reviewed and ratified by BOM by November 2020
- CPOR to be provided at each BOM meeting from March 2018
- School Staff made aware of their obligations under Children First 2015 and revised procedures and responsibilities (January 2018)(Reminder via Aladdin Message to all staff November 2020)

- DES ‘*Child Protection Procedures for Primary & Post Primary Schools 2017*’ -all staff encouraged to familiarise themselves with this publication. (February 2018)(Reminder via Aladdin Message to all staff November 2020)
- Staff to undertake Túsla online training and receive certification which will be held by the Principal (14/02/18)(Reviewed and updated Nov 2020)
- Staff to participate in PDST online training and be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures (April ‘18)
- DLP & DDLP to participate in PDST online training for Safeguarding Statement and Risk Assessment (26/02/ 2018)(online Jan 2021)
- DLP & DDLP to attend PDST face to face training (12/03/2018)
- Record of staff training and certification to be retained for BOM
- Child Safeguarding Statement & DES procedures available to all staff (Updated Nov 2020)
- Vetting of school staff
- Vetting of volunteers (as appropriate)
- Supervision of Pupils Policy (updated March 2018)
- Policy on Parents / Volunteers (Updated October 2019)
- Vetting documentation presented in advance for outside speakers, HSE personnel etc.
- Meeting with parent volunteers in advance of activity
- All visitors must report to the Office and sign in and out.
- Pupils under supervision of teachers – never in care of volunteers
- Classes from 2nd to 6th go swimming every year in U.L but parents do not attend. If there is a child with Additional Educational Needs who needs help with changing, a parent may be given special permission by the Principal to attend. In this case, however, the parent takes the child to a changing cubicle. He/she does not enter the squad rooms or engage with the other children.
- School entrance (by Halla door) opened for arrival and dismissal times. School personnel supervise yard from 8.40am until 9am bell. Doors closed after school starts. Doors opened again at 1.40pm (infant home time) and 2.30pm (1st to 6th class home time) for dismissal.
- Due to Covid 19 there are staggered drop off and collection times in operation in the school. Parents/guardians from 1st to 6th are not allowed to enter the school yard during morning/evening drop off/collection times. JI and SI may enter the gate, to wait in the yard with a parent/ guardian at 8:40am. All teachers are in their classrooms ready to receive children from JI, SI and their siblings at 8:45am. The remainder of the children may enter the school gate at 8:50am and go straight to their classrooms. Both school gates are supervised. The school yard is also supervised by staff personal.
- Front door monitored by school secretary/Principal. Keypad system in operation.
- School procedure in place for infant classes to be collected by an adult and supervised by class teacher until collection.
- School personnel supervise yard from 2.35pm until 3pm. Children in 1st & 2nd class leave the school at 2:35pm. The remainder of the classes leave at 2:40pm. Staggered exit due to Covid.
- Non-collected pupils remain at the gate with the teacher on duty who rings the secretary to contact parents as necessary.
- School implements SPHE as curricular subject taught in all classes as per SPHE plan.
- School implements RSE, Stay Safe Programme in full.
- School implements a wide variety of social and emotional programmes (eg Friends for Life, Stop, Think, Do, Talkabout, Rainbows).
- Acceptable Use Policy for ICT for Pupils and school staff (revised October 2018)
- Data Protection Policy (Updated September 2020)
- Laptop/IPAD Policy for pupils (to be updated in Term 3, 2021)
- Daily recording of pupil attendance, late arrival and early leaving(via Aladdin)
- Open door policy

- Glass in door in SEN Classrooms
- SEN Policy (April 2019)
- SNA Policy (to be completed in Term 3 2021)
- Flight Risk and Physical Intervention Policy (January 2019)
- Extra-curricular activities policy (February 2019)
- Parents advised that recordings etc are for personal use and not for uploading onto social media sites.
- School procedure in place in the event of a toileting incident- parents contacted and parent takes responsibility for changing of clothes or two appropriate school personnel attend to the child.
At least two staff members present if possible. Parents contacted immediately
- Health & Safety Policy (Updated August 2020)
- Code of Behaviour
- Supervision Policy (March 2018)
- Anti-Bullying Policy (Updated May 2019)
- Critical Incident Policy (updated 2018)(Reviewed and updated Nov 2020)
- Administration of Medication Policy and procedures (Updated August 2020)
- Vetting in accordance with CPSMA and DES regulations
- School procedure in place- Visitors will wear visitor tags and sign in
- School procedures in place for classes exiting onto the yard/entering back into the school
- School security – external doors closed. Key fob/keypad system in place. Secretary has visual of persons wishing to gain access to reception.
- Staff on duty in all play areas
- Classroom rules including toilet permissions
- Toilets in the old school are communal- teachers are asked to ensure both access doors are kept closed at all times (except during play times when toilets may need, on occasion, to be accessed by children but at these times the yard is monitored by teachers and SNAs).
- Teacher on duty in yard - Class teacher supervises exit of pupils to yard area
- Class teachers collect class punctually after yard time - supervised entry to classroom
- Social and Emotional programmes (in class and SEN setting)
- Stay Safe programme
- Vetting of student teachers
- Parents/Guardians report to school office – verification of identity where necessary
- Parents/Guardians must receive a ‘Yellow Card’ signed by an appropriate member of school personnel and this must be handed to the class/supervising teacher prior to the child being released from the teacher’s care. (Due to covid parents contact the secretary by phone when they are at the door, parents sign the child out while they await the arrival of their child. Parents are encouraged to notify the school/ class teacher via aladdin of any early collections/ late arrivals.)
- School security – bell at door
- Teachers and/or SNA on duty
- Adequate pupil-teacher ratio adhered to (according to the age of pupils)
- Ensure private transport providers hired by the school are licensed in accordance with regulations. Children are only permitted to sit in seats with working seatbelts. Teachers check that each child is correctly strapped in before the bus alights.
- School procedure in place- either two extra children and/or an SNA/teacher accompanies
- All contractors/ and visitors report to the school office and sign in.
- Contractors work outside of school hours where possible
- Contractors/visitors provide identification where necessary

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 25th November, 2020[date]. 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