



Child Safeguarding Risk Assessment (of any potential harm)

In accordance with section 11 of the Children First Act 2015 and with the requirement of Section 8.8 of the Child Protection Procedures for Primary and Post-Primary Schools 2017, the following is the Written Risk Assessment of St. Francis Special School.

List of School Activities	Risk Level	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	Med	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff DLP& DDLP to attend PDST face to face training All Staff to complete Túsla training module & any other online training offered by PDST BOM maintains all records of staff and board training
One to one teaching or working with a Pupil	Med	Harm to pupil	Code of Professional Conduct for Teachers. Open doors or glass panelled doors / windows where possible Staff co-operation <i>Note: Areas of concern to also include:</i> <i>Classrooms, therapy rooms, 'Visual Room', Leisure Areas, Gym, Sensory Rooms</i>
Care Needs, including intimate care needs	High	Harm to pupil Harm not recognised or properly or promptly reported	<i>Child Safeguarding Statement</i> <i>The Child Protection Procedures for Primary and Post-Primary Schools 2017</i> Health and Safety policy (needs to be revised) Substance use policy SFSS Policy on intimate care
Toilet areas	Low	Inappropriate behaviour	Health and safety Policy Code of Behaviour Intimate care policy



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Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same Pupils in classes specifically for those with Severe and Profound GLD's depend completely on adults to ensure their safety.	SPHE, RSE, Stay Safe programmes in SFSS
		Trips, slips and falls when walking in playground, in school grounds or in Campus	Staff mindful of Health & Safety issues and extra care taken in icy conditions
Daily arrival and dismissal of pupils	Med	Injury to pupils and staff	Supervision by Staff Traffic Management Health & Safety Policy
Management of challenging behaviour amongst pupils, including appropriate use of restraint	High	Harm to pupils and Staff Harm not recognised or properly or promptly reported	Positive Handling and MAPA Training Health & Safety Policy Code of Good Behaviour Leisure areas in classes Appropriate furniture Electronic alarms to help speedily secure help from other Staff
Sports Activities	Low	Harm by/to pupil	<i>Child Safeguarding Statement</i> <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> <i>Children First Act 2015</i> Health & Safety Policy Supervision by PE Teacher, Class teacher and/or SNAs
Third-level pupils participating in work experience	Low	Harm from peer pupils Inappropriate behaviour	Supervision of Students on Work experience Child Safeguarding Statement Induction by staff member(s) of Students on Work Placement
Recreation breaks for pupils	High	Harm not recognised or properly or promptly reported	Intimate Care Policy Anti-bullying policy Code of Behaviour Staff supervision of pupils



List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Classroom teaching	Low	Harm to pupils	Code of Professional Conduct for Teachers All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>
Outdoor teaching activities	Med	Harm to pupil Harm by pupil	Code of Behaviour Health and Safety Policy Stay Safe Programme Careful planning and supervision Staff Vigilance
School outings	Med	Harm to pupils Inappropriate behaviour Harm not recognised or properly or promptly reported	<i>Child Safeguarding Statement</i> <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> <i>Children First Act 2015</i> Health and Safety Statement Intimate Care Policy Careful planning and supervision
Use of toilet/ changing/ shower areas in schools	Med	Injury to pupils	Intimate care policy Health and Safety policy
Annual Sports Day	Med	Harm to pupils	Games rules Health and Safety Policy Careful planning and supervision and involvement by classes on a staggered basis



List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Use of off-site facilities for school activities	Med	Harm to pupils Harm from peer pupils Bullying Inappropriate behaviour Harm not recognised or properly or promptly reported	Child Safeguarding Statement Child Protection Procedures for Primary and Post-Primary Schools 2017 Health & Safety Policy Code of Good Behaviour Careful planning and supervision
School transport arrangements including use of bus escorts	High	Harm to pupil Inappropriate behaviour Harm not recognised or properly or promptly reported	Child Safeguarding Statement Child Protection Procedures for Primary and Post-Primary Schools 2017 Positive Handling Policy MAPA Training Stay Safe Programme Health & Safety Policy Code of Behaviour Child safeguarding statement
Administration of Medicines Administration of First Aid	High	Harm to Pupil(s) Inappropriate behaviour Harm not recognised or properly or promptly reported	Child Safeguarding Statement Child Protection Procedures for Primary and Post-Primary Schools 2017 Administration of Medicines policy
Prevention and dealing with bullying amongst pupils	Med	Harm not recognised or properly or promptly reported Harm to pupil Inappropriate behaviour	Anti-bullying policy Code of good behaviour Child safeguarding statement Staff supervision
Use of external personnel to supplement curriculum	Low	Harm to pupil	Health and Safety Statement Child Protection Procedures for Primary and Post-Primary Schools 2017 Child Safeguarding Statement Staff vigilance and supervision



List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners • Sports coaches • School Nurse • Visiting Chaplain • External Tutors/Speakers • Volunteers/Parents in school activities • Visitors/contractors present in school during school hours • Visitors/contractors present during after school activities 	Med	Harm to pupil	<p>Child Safeguarding Statement & DES procedures made available to all staff</p> <p>Staff to complete Tusla training module & any other online training offered by PDST</p> <p>Vetting Procedures in operation</p>
Use of school premises by other organisations during school day	Med	<p>Bullying</p> <p>Harm not recognised or properly or promptly reported</p> <p>Harm to pupil</p> <p>Inappropriate behaviour</p>	<p>Child Safeguarding Statement</p> <p>Child Protection Procedures for Primary and Post-Primary Schools 2017</p> <p>Health & Safety Policy</p> <p>Liaising with KIDS management</p> <p>Insurance provided by outside groups</p> <p>Working in visible areas - glass panels on doors and windows in rooms</p>



List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Use of Information and Communication Technology by pupils in school	Low	Harm to Pupil(s) Bullying Access to inappropriate material	ICT policy Anti-Bullying Policy Code of Behaviour Supervision by school staff
Students participating in work experience in the school	Med	Harm to student Harm not recognised or properly or promptly reported	Code of Conduct for students Code of Behaviour Child Safeguarding Statement Child Protection Procedures for Primary and Post-Primary Schools 2017 Anti-bullying Policy Adequate supervision by regular school staff Liaising with colleges of students on placement guidelines / issues
Students using Hydrotherapy Pool on Campus	Med	Harm to Student Harm not recognised or properly or promptly reported	Child Safeguarding Statement Code of Behaviour "National Code of Ethics & Good Practice for Children" as issued by Irish Water Safety A Trained Lifeguard Present Co-Operative Staff Supervision Safety Statement of Hydrotherapy Pool Intimate Care Policy
Student teachers undertaking training placement in school	Med	Harm to pupil Harm not recognised or properly or promptly reported	Code of Behaviour Child Safeguarding Statement Child Protection Procedures for Primary and Post-Primary Schools 2017 Liaising with Colleges of Education



List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Use of video/photography/ other media to record school events	Low	Harm to participants	IT policy Media Policy Parental permission sought
After school use of school premises by other organisations	Low		Health and Safety Policy Liaising with management of relevant groups

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 February 7th 2018. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Finnian Gallagher Date 7.02.2018
Chairperson, BoM

Signed Liam Twomey Date 7/2/2018
Principal/Secretary to the BoM



Appendix A

Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- Outdoor teaching activities
- Sporting Activities
- School outings
- 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,
- Care of any vulnerable adult pupils, 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
- 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
- Nursing Staff
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Pupils participating in work experience in the school
- Pupils 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
- Feeding of Pupils
- Use of Hydrotherapy Pool on Campus

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 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 in one-to-one teaching
- Feeding of Pupils

Appendix B

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 the Stay Safe Programme
- The school implements 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 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 clear planning 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 complies with the agreed disciplinary procedures for teaching staff
- The school has an intimate care policy/plan in respect of pupils 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 code of behaviour for pupils
- The school has access to advice on appropriate steps to take to manage and where necessary report Critical Incidents