Child Safeguarding Risk Assessment

Written Assessment of Risk of Kildimo N.S.

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Kildimo N.S.

1. **List of school activities**

In School Activities:
Use of ICT by pupils.
Children left unattended in yard in morning/evening.
Administration of medicine by school personnel.
Children having mobile phones at school.
School personnel having mobile phones at school.
Persons unknown to staff collecting pupils where the school has not been notified by parents.
School events which involve the presence of adults (known or unknown) on the premises e.g.
Parent-teacher meetings, school celebrations, fundraising events etc.
Taking of images of pupils in school by school personnel.
Taking images of pupils at school related events.
SNA accompanying children with special needs to the toilet.
Administration of First Aid/Tending to children after accidents on yard.
Children going to toilet from the yard.
Children having toileting accidents.
Outside coaches/ volunteers/guest speakers visiting the school.
Parents volunteering in the school.
Outside contractors visiting the school.
Staff members being alone with a child. One to one teaching/interaction by staff.
 Outside personnel using school facilities.
Care of pupils with vulnerabilities especially children with special educational needs.
(Movement breaks) Handling pupils.
Children bringing messages to classes, especially from main building to prefab.
Recruitment of school staff.
Curricular provision in respect of SPHE, RSE and Stay Safe
Student teachers on teaching practice.
Students on work experience.
LGBT: Children/pupils perceived to be LGBT
Training of school personnel in Child Protection matters.

Out of School Activities:

School tours
School outings eg Exhibitions, sporting events, matches, debating, quizzes, visits to other school etc (list is not exhaustive)
Swimming lessons.
Athletics Day.
After school training.
Sports Day.
Visit to church in preparation for sacraments etc.
Online engagement from home for remote teaching and learning

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

High Risk

Children using toilets in public places when visiting other facilities.
Children in open environments…risk of getting lost, meeting with strangers.
Risk of images taken of pupils at outside events.
Risk of images of pupils being taken by pupils with mobile phones.
Risk of images taken by staff with mobile phones.
Risk of being approached/harm and images of pupils being taken by adults at school event.
Risk of allegation of inappropriate behaviour by school personnel during intimate care.

Medium Risk

Risk of harm when administering medicine.
New school staff unaware of school policies/procedures.
Risk of harm to children in a one to one teaching setting.
Risk of harm during admin of first aid.
Children changing at swimming pool.
Supervision risk if teacher is alone with children.
Supervision risk if teacher is alone with children.
Exposure to inappropriate images/content online.
Risk of harm by person known /Unknown/staff personnel when alone on yard in the morning/evening.
Exposure to adults visiting the school in coaching/volunteering capacity.
Risk of harm from parents volunteering/visiting the school
Strangers/passers-by approaching children on yard during school hours.
Risk of harm from other pupils/strangers in changing room at swimming/after school training school sporting activities.
LGBT bullying
Risk of harm by student teachers/Work experience students.
New school staff unaware of school policies/procedures.
Online engagement from home for remote teaching and learning

Low Risk

Risk of exposure to strangers online.to strangers online.
Risk to pupils sent in from yard after accident.
Risk of harm when pupils leaving the classroom/yard to go to the toilet.
Risk when attending to children who have had toileting accident.
Non-teaching of SPHE etc
Risk of personnel not trained and not reporting/following procedures.
Risk of harm by persons collecting pupils who are unknown to staff.

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

School Policies
Kildimo National School Child Safeguarding Statement.
Anti-Bullying Policy.
Code of Behaviour.
Health and Safety policy.
SNA Policy.
Intimate Care Needs /Toileting Policy.
Mobile Phone Policy.
Supervision Policy
Acceptable Usage Policy.
SNA Policy
SEN Policy.
Parents as Partners Policy.
Administration of medicine policy.
RSE Policy.
Swimming policy.
Remote Teaching and Learning Plan

Implementation of the Relationships and Sexuality, Social Personal and Health Education and Stay Safe Programmes.
Garda vetting procedures for teachers through the Teaching Council.
Garda vetting procedures for Special Needs Assistants and Ancillary Staff through the Diocesan Office.
Garda vetting for coaches through their own sporting organisations etc.
Supervision of yard morning and evening by school personnel.
Buzzer system on front door and prefab.
Sign in and sign out book for pupils.
Announcements by Principal/ Chairperson BOM at school related events regarding the taking and posting on social media sites of images of our pupils.
Glass panel in doors/door left open when teaching on a one to one basis.
Minimal one to one teaching. Mostly in class support and team teaching by SET team.
Wedges for toilet doors…doors open onto corridor.
Student teachers are vetted through colleges of education.
Work experience students are vetted by their own school.
Oversight by school leadership and BOM.
CCTV camera installed in school hall to protect children and staff.

Proposed new measures
Policy on volunteering.

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
- 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
- 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
  - 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 it's 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 –
    o Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
    o Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
    o Encourages staff to avail of relevant training
    o Encourages board of management members to avail of relevant training

- o Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- 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