# **Child Safeguarding Risk Assessment**

## **Written Assessment of Risk of Saint Patrick’s Primary School**

In accordance with the requirements of the [Children First Act 2015](http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf), [Children First: National Guidance for the Protection and Welfare of Children 2017](https://assets.gov.ie/25844/b90aafa55804462f84d05f87f0ca2bf6.pdf), [the Addendum to Children First (2019)](https://assets.gov.ie/25819/c9744b64dfd6447985eeffa5c0d71bbb.pdf), the [Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)](https://www.gov.ie/en/collection/12bee3-child-protection-procedures-in-schools/) and [Tusla Guidance on the preparation of Child Safeguarding Statements](https://www.tusla.ie/uploads/content/4214-TUSLA_Guidance_on_Developing_a_CSS_LR.PDF), the Board of Management of St Patrick’s Primary School has agreed the Child Safeguarding Statement set out in this document.

| **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. | High | * Harm not recognised or reported promptly. | * Child Safeguarding Statement, risk assessment & DES procedures made available to all staff. * Staff must familiarise themselves with their responsibilities. * Staff to complete Tusla training module & any other online training offered by PDST. * DLP& DDLP to attend PDST face to face training. * BOM records all records of staff and board training |
| **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 | High | * Harm not recognised or properly or promptly reported | * Child Safeguarding Statement & DES procedures made available to all staff * Vetting Procedures- all staff must be Garda vetted * External Coaches Garda Vetted |
| Classroom teaching | Low | 1. Risk of child being harmed by another child. 2. Risk of harm due to inadequate supervision of children in school. | * Teacher remains in classroom supervising their class ( Supervision Policy) * Code of Behaviour * SEN Policy |
| Induction of Staff | Low | Ensuring that all new members of staff are aware of Child Safeguarding procedures. | The DLP will be responsible for informing all new teachers and ancillary staff of this policy and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* |
| **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** |
| Managing challenging behaviour amongst pupils, including appropriate use of restraint. | Med | * Risk of a child being harmed by another child. * Risk of child being harmed by a member of school personnel. | Children are to be encouraged at all times to play cooperatively and inappropriate behaviour will be addressed under our Code of Behaviour.   * Code Of Behaviour * SEN Policy * Health & Safety Policy |
| Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc. | L on ow | * Risk of harm due to inadequate supervision. * Risk of harm due to bullying of a child. | * Code of Behaviour * Anti Bullying Policy * Mobile Phone Policy |
| Visibility and Supervision of children | Low | - Children may be out of the line of sight of staff. | Teachers will ensure that children are visible in the school yard.  Children will not be allowed to spend time in classrooms where they would not be under adult supervision.  Children on the yard must seek the permission of the teacher on duty to go to the toilet while on yard.  They are not to leave the school yard or to engage with adults who are outside of the school yard.  There is a staff rota for supervision on wet days when children do not go onto the yard.  SNA staff will be present in each yard.   * Yard Procedures |
| One to one teaching | Low | * Risk of child being harmed by school personnel | * All staff are Garda vetted * SEN Policy   (For all 1 to 1 teaching staff either leave door of room open or there is a glass window in the door) |
| Outdoor teaching activities | Low | * Risk of child being harmed by an adult not associated with the school. * Risk of child being harmed by another child. * Risk of harm due to inadequate supervision. | * Supervision Policy * For activities off the school grounds SEN teacher will accompany the class teacher along with the class. |
| Care of Children with special needs, including intimate care needs | Low | * Risk of child being harmed by a member of school personnel while child is receiving intimate care. * Risk of harm to child with SEN who has particular vulnerabilities. | * All staff are Garda vetted * SEN Policy * Training for school staff with regard to intimate care needs if the need arises |
| Intimate care Needs  In a Mainstream Setting | Low | The safety and dignity of pupils is a concern. The protection of staff. | In circumstances where a student of the school requires assistance with toileting or has intimate care needs, a meeting will be convened with the parents/guardians of this student. The purpose of this meeting will be to ascertain the ‘specific’ needs of the student and how the school will meet such needs. The staff involved in the provision of such care will be identified and procedures agreed [in writing] for effecting the same. It is best practice that two members of staff are present where possible to assist students with toileting/intimate care needs. Cognisance will be taken of the age, gender and developmental stage of the student when devising a plan to address such needs. |
| Toileting Accidents | Low | To protect the safety and dignity of pupils. The protect staff. | Clean underwear and replacement clothing [school tracksuits/uniforms] will be kept at the school. Where a toileting accident occurs, the student(s) will be offered a replacement tracksuit and clean underwear. In circumstances where a student is unable to ‘clean’ and/or ‘change’ themselves, the school will contact his/her parent/guardian. In the event that contact cannot be made with a parent/guardian, two members of staff familiar with the student will facilitate. |
| Use of Toilet/Showering areas by children and visitors to the school | Med | * Risk of child being harmed by another child. * Risk of child being harmed by a visitor to the school. * Risk of harm due to inadequate supervision of children. | * Visitors to only use staff toilets * Signs to be placed at entrance to toilets saying they are for children’s use only * Children to use toilet in prefabs only during breaktimes. * Infants placed in classes without toilets in the room will be supervised by class teacher, SET or SNA |
| Physical Contact | Low | Inappropriate physical contact with pupils should not take place | Physical contact between staff of the school and students should be in response to the needs of the student and not the needs of the staff member. While ‘physical contact’ may be used to comfort, reassure or assist a student, cognisance should be taken of the following factors in determining -  (i) Is it acceptable to the child?  (ii) Is it open and not secretive?  (iii) The age and developmental stage of the child. It is strongly advised that staff should avoid doing anything of a personal nature for students that they can do for themselves.  The Stay Safe programme is implemented in full in the school. See SPHE Policy. |
| **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** |
| Changing Areas | Low | * Risk of child being harmed by another child. * Risk of child being harmed by a member of school personnel. * Risk of harm due to inadequate supervision of children. | * Children get changed for school events (Christmas Play, Communion Photos) in the classroom. Teacher not to be in room with only one student. * Parents who are assisting with clothing changes to do so in a classroom and only with their own child. * Children changing uniform due to toilet accidents or dirty uniform to change themselves |
| Curricular Provision in respect of SPHE, RSE, Stay safe. | Low | * Non-teaching of curriculum | * School is legally obliged to and implements SPHE, RSE, Stay Safe in full. * School Plan Reviews. * CPD to be provided to staff in relation to SPHE. |
| Care of Pupils with specific vulnerabilities   * -LGBT Children/Pupils perceived to be LGBT * -Members of the Traveller Community * -Minority Religious Faiths * -Children in Care | Low | * Risk of harm due to bullying of child. * Risk of self harm. * Risk of exclusion | * Anti-Bullying Policy * Code of Behaviour * SPHE Policy * Curricular Provision * The school promotes an acceptance of all cultures and faiths through activities like: Intercultural Day. Green School Activities and RE |
| Use of Information and Communication Technology by pupils in school | Low | * Risk of harm due to bullying of child (including cyberbullying) * Risk of harm to child by others. * Risks of harm due to inadequate supervision of children * (all iPads are securely set to not allow any inappropriate content, also teacher can observe all screens at once on teacher iPad) | * Acceptable Use Policy * ICT Policy * Anti-Bullying Policy * Code of Behaviour * Mobile Phone Policy * All internet connections are filtered through OIDE * Teacher to be in room supervising use of ICT |
| **List of School Activities** |  | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Daily arrival and dismissal of pupils, and break/lunch times | Med | * Risk of harm due to inappropriate communication/relationship with adults. * Risk of harm to child due to inadequate supervision on arrival. * Access to pupils by strangers or other adults. * Risk of harm from other pupils | * Children are supervised by teacher on yard from 9.10am when the gates are opened * Vetted Adults in school until 4pm * Junior Infants cannot leave school unless an adult known to the teacher comes to collect them. * Children are taught each year to return to the school if they have not been collected. * Parents notified in newsletters/notes etc. that gates of school do not open until 9:10am * Arrival and dismissal supervised by Teachers. * Entry doors at the side of the schools are closed to the public. Visitors to the office/reception areas are not given access to children. (doors are fobbed) * School supervision policy and routines will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. SNA staff are on duty during yard breaks in addition to teaching staff. |
| Staff vehicles | Low | Children in the car of a staff member | This will be avoided if at all possible. It may occur in emergency/medical situations. Teachers will not carry children alone in their cars, another member of staff must be present. If another adult is not available at least one or two other children must travel with the teacher/staff member.  RSA safety requirements will be adhered to. |
| School transport arrangements | Med | * Risk of child being harmed by another adult * Risk of harm due to bullying * Risk of harm to child due to inadequate supervision | * School to make parents aware that transport to school (buses) is not organised by the school and to ensure all staff should be garda vetted by company. |
| Transport to school events. | Low | To protect the Health and safety of children and staff | The Board of Management will engage independent contractors to provide transport for all such activities that require the same. It is a matter for the contractor to ensure that the buses provided meet required standards. Supervision by staff will be provided for students attending such activities. |
| Recreation breaks for pupils | Low | * Risk of a child being harmed by another child. * Risk of child being harmed by a member of school personnel. * Risk of harm due to inadequate supervision of children. | * Supervision policy in place * Classes collected from yard by class teacher * SEN teachers have an area to supervise as children enter and exit the school * Gates accessing school are locked during the school day and only access to school via car park gate |
| Collection of Children from Yard | Low | * Risk of harm due to inadequate supervision of children. | * Supervision Policy * Health & Safety Policy * Gates accessing school are locked during the school day * Classes collected from yard by class teacher * SEN teachers have an area to supervise as children enter and exit the school. |
| **List of School Activities** |  | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Children being kept from yard due to illness/injury/other reason | Low | * Risk of harm due to inadequate supervision of children. | * Supervision Policy * Children are to be kept in classroom closest to staffroom so they can be supervised from there * Two children to stay in, not one on their own. |
| Children carrying out messages | Low | * Risk of child being harmed by an adult | * If children are being sent on a message then 2 children are sent together, this only happens within the school grounds, no child leaves the school premises. |
| Access to school grounds/building by adults other than school staff | Low | * Risk of child being harmed by another child. * Risk of child being harmed by a visitor to the school. * Risk of child being harmed by an unknown adult. * Risk of harm due to inadequate supervision of children. | * Gates are locked during the school day and access is only through 1 gate (Middle Gate) * CCTV has been installed to the exterior of the school building. * Children collected by SEN Teacher when being withdrawn from classroom and brought back by SEN teacher. * All doors to school building now require fob access. |
| Administration of Medicine  Administration of First Aid | Low | * Risk of child being harmed by a member of school personnel. * Risk of harm due to inadequate supervision of children. | * Health & Safety Policy. * Parents are contacted immediately if there is concern around the child's well being. * Members of staff have undertaken training in First Aid. * All Staff garda vetted * One SNA trained in the administration of Buccolam for epilepsy |
| Prevention and dealing with bullying amongst pupils | Med | * Risk of harm due to bullying of child | * SPHE Policy * Anti Bullying Policy * Code of Behaviour |
| Children leaving early during the school day  -collection of children | Low | * Risk of child being harmed by an unknown adult | * Adults collecting children early must present themselves first to the office and sign the child out. * Parents to notify school if someone different is collecting a child from school this should be put in writing to the school by the parent/legal guardian. * Secretary collects child and returns to office with them * If this person is not the legal guardian/parent class teacher will ensure they recognise or the child recognises who is collecting them. * Children leaving school during the day must be collected by an adult and cannot leave on their own. |
|  |  |  |  |
| **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** |
| Children who are sick during the school day | Low | * Risk of child being harmed by an unknown adult | * If children are sick during the school day the class teacher will ring the parent. * This person will first present themselves to the office. * Secretary will collect the child from the classroom and return to the office with them. * If a child is extremely sick and no contact can be made with family 2 adults will bring the child to the doctor. |
| Homework club | Low | * Risk of harm due to inadequate supervision of children. * Risk of child being harmed by another child or adult. | * Teacher remains in classroom supervising the homework club * Code of Behaviour * Dismissal of pupils is supervised by the teacher. * Child to return to the school if they have not been collected. |
| The Early Bird’s (Breakfast club-on site) | Low | * Risk of harm due to inadequate supervision of children * Risk of child being harmed by another child/adult | * All staff are Garda vetted * Parental consent obtained before engaging in the breakfast club |
| Altar Servers: Altar servers leaving during the school day for funerals etc (External to the School) | High | * Risk of child being harmed by an unknown adult. * Risk of harm due to inadequate supervision of children. | * Children must get a permission slip signed by parent/ guardian at the beginning of the year to allow them to become an altar server and to leave the school site during the school hours. |
| **List of School Activities** |  | **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 | * Risk of harm caused by a member of school personnel circulating/accessing inappropriate material via social media etc. * Risk of harm due to bullying of a child. | * Acceptable Use Policy * ICT Policy * Anti Bullying Policy * Code of Behaviour * Photos and videos of children from school events are stored on the Drive. When uploading photos to website/X (formally known as Twitter), Instagram etc… only the first name of the child is used and where possible groups of children are photographed. |
| Social Media | Med/ High | Potential for bullying.  Potential for grooming of pupils | Pupils are not permitted to use or turn on mobile phones, smart watches or any digital recording device (audio/visual) to school or to any school events, however permission will be granted in exceptional circumstances. Phones or/ and digital devices must be switched off during the school day until the child has left the school premises at the end of the day.  Every effort will be made by staff to ensure that access to and use of ICT equipment within school will be for age appropriate educational use for staff and students. Permission will be sought from parents/guardians regarding the use of student photographs on the internet   * Anti - bullying policy * Code of Behaviour * Digital Literacy Framework * Internet Safety Week |
| Use of offsite facilities for school activities  St Joseph's Hall/ Youth Cafe  Derry Rovers  Council Field  Football Pitches - Home and Away  St Brigid’s Boxing Club  Edenderry Library  Pitch and Putt Club  Kayak Club  Swimming Pool  Rugby Club  School tour locations | Low | * Risk of harm due to inadequate supervision. * Risk of child being harmed by another adult. | * Supervision Policy |
| Sporting Activities | Low | * Risk of harm due to inadequate supervision. * Risk of child being harmed by another adult. | * Supervision Policy |
| External Sports Coaches to support Curriculum | Low | * Risk of harm due to inadequate supervision. * Risk of child being harmed by another adult/child. | * Supervision Policy * PE Policy * All coaches must be garda vetted * Teacher must supervise their class when an external coach is working in the school. |
| Third party use of School Property. | Low | To help ensure that children on the premises after school are safeguarded. | Groups using the school premises for ‘after-school’ activities involving children will be advised of and given a copy of this policy. They will be requested to acknowledge receipt of same [in writing]. The Board of Management is not a competent body to validate the Child Protection procedures of third parties. It is a matter for these groups to undertake this on their behalf. Should any complaint pertaining to child abuse, be made against any of these groups, the procedures outlined within this policy document will be adhered to. It will be a matter for the Board of Management to review the contract between the school and the group [subject of the allegation] regarding continued use of premises. |
| Swimming | Med | * Risk of child being harmed by an unknown adult * Risk of child being harmed by another child * Risk of child being harmed by a member of school personnel * Risk of child with SEN who has particular vulnerabilities * Risk of harm due to inadequate supervision | * PE Policy * SPHE Policy * Staff Garda Vetted * Swimming Pool closed to public during school lessons * Note goes to parents to emphasise children should be able to change into and out of their swimming gear. |
| **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** |
| School trips involving overnight stay | Med | * Risk of harm due to inadequate supervision. * Risk of child being harmed by a member of school personnel. * Risk of child being harmed by another child/adult. | * Supervision Policy. * Code of Behaviour. * School Tours & Excursions Policy. * Teachers to make contact with host venue with regard to procedures they have in place. |
| School outings | Low | * Risk of harm due to inadequate supervision. * Risk of child being harmed by another child/adult. | * Code of Discipline * Supervision Policy * School Tours & Excursions Policy |
| Annual Sports Day | Med | * Risk of harm due to inadequate supervision. * Risk of child being harmed by a member of school personnel. * Risk of child being harmed by another child/adult. | * Supervision Policy * Code of Behaviour * Parents Association volunteers |
| Fundraising events involving pupils | Low | * Risk of child being harmed by another adult | * Children if involved in fundraising activities are told to only call to houses they know and to go out with an adult |
| Use of external personnel to supplement curriculum | Low | * Risk of harm due to inadequate supervision * Risk of child being harmed by another adult | * SPHE Policy * Supervision Policy * Teacher must supervise their class when an external visitor is working in the school * All professionals must be garda vetted * Use of external personnel will come from recommendations by other schools/INTO etc. |
| Guest Speakers to the school | Low | * Risk of harm due to inadequate supervision * Risk of child being harmed by another adult | * SPHE Policy * Supervision Policy * All professionals must be garda vetted * Teacher must supervise their class when a guest speaker is working in the school |
| Visitors to the school | Low | * Risk of harm due to inadequate supervision * Risk of child being harmed by another adult | * SPHE Policy * Supervision Policy * Teacher must supervise their class at all times when a visitor is working with their class in the school. * Visitors will not have access to students without teacher 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** |
| Student teachers undertaking training placement in school | Low | * Risk of child being harmed by another adult * Risk of harm due to inadequate supervision | * Vetting to be provided to the school * Class teacher will be in the room supervising |
| Students participating in work experience | Low | * Risk of child being harmed by another child/ adult | * Vetting to be provided to the school * Will only have contact with pupils when a teacher is present. |
| Use of school premises by other organisation during school day | Low | * Risk of child being harmed in the school by another adult | * Any organisation using the school premises during the day have no interaction with the students of the school. * Supervision Policy * All staff know if any group is using school during school day. |
| After school use of school premises by other organisations | Low | * Risk of child being harmed in the school by another adult | * Health and Safety Policy * Staff members are in school in the morning to ensure school is safe to open before children have access to building |
| Access to the children during the school day by other services   * Social Workers * School Completion Project Worker * Neps Psychologists * Barnardos * Play Therapist | Low | * Risk of harm due to inappropriate relationship/communications between child and adult * Risk of harm in 1 to 1 teaching, counselling etc | * Parental consent is always sought before children work with any adults in these services * Any member of these services is Garda vetted * For all 1 to 1 situations all of these professionals will either leave door of room open or there is a glass window in the door |
| School Building Works  Access to the children by builders on the school premises | Low | * Risk of harm due to inappropriate relationship/communications between child and adult | -Site foreman reports to the school principal where builders etc need to be on school premises during school hours where children are in the school  Builders report to school principal on arrival and report on where works carried out  All meetings of builders take place in prefab on site and toilet facilities provided on site-school building not open access to builders  All children are in the care and under supervision of their teacher/resource teacher and are not alone in the school |
| Remote/Online Learning | Med | * Risk of harm due to bullying of child (including cyberbullying) * Risk of harm to child by others. * Risks of harm due to inadequate supervision of children. * Risk of harm due to inappropriate relationship/communications between child and adult | -Only approved platforms for online engagement are used (Google Classroom, SeeSaw, Zoom)  -Codes for classrooms are not posted online and are only shared with relevant parents  -Teachers to monitor members of their class and remove any user who should not be there.  -AUP updated and rules for engaging in online learning taught to children  -Teachers to monitor comments for respectful communication  -Respectful communication to be taught as part of SPHE and during Safer Internet Day |
|  |  |  |  |

**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 (revised 2023)*

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 the 16th September 2024 . It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: \_\_\_Eileen Moynihan\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_04/11/2024\_\_\_\_\_\_\_\_\_\_\_\_

[Eileen Moynihan](mailto:eileenmoynihan85@gmail.com)

Chairperson, Board of Management

Signed: \_\_Ann Bracken\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_04/11/2024\_\_\_\_\_\_\_\_\_

Ann Bracken

Principal/Secretary to the Board of Management

**This is the 8th Review of the Action Plan with the 7th Review taking place on 16th October 2023**