

Child Safeguarding Risk Assessment

Written Assessment of Risk of SCOIL BHRÍDE (CAILÍNÍ)

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 Scoil Bhríde (Cailíní).

1. List of school activities

- Daily arrival of pupils at 8.50am
- Dismissal of pupils at 1.30pm and at 2.30p.m.
- Recreation breaks for pupils at 10.50am and at 12.30pm
- Classroom teaching
- One-to-one teaching
- One-to-one counselling (Rainbows)
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Use of external personnel to supplement curriculum
- Sporting Activities
- Sports Day
- Use of external personnel to support sports and other extra-curricular activities
- School outings / field trips
- Outdoor teaching activities
- Use of off-site facilities for school activities
- Participation by pupils in religious ceremonies connected to the Parish
- Use of toilet areas in classrooms and throughout the building
- Care of children with special educational needs, including intimate care where needed
- Care of pupils with specific vulnerabilities/ needs such as:
 - Pupils from ethnic minorities
 - Immigrant pupils
 - Pupils who are members of the Travelling community
 - Pupils who are / are perceived to be LGBT pupils
 - Pupils of minority religious faiths
 - Children in care
 - Children on Child Protection Notification System
- Recruitment of school personnel including -
- Teachers
- SNAs
- Secretary
- Caretaker
- Cleaners
- Sports coaches
- External Tutors/Guest Speakers
- Use of contractors present during the school day

- Use of contractors during after-school activities
- Recruitment of Volunteers, including parents
- Student teachers undertaking placement in the school
- Students on Transition Year Work Experience Placements
- Students on SNA Work Experience Placements
- Training of school personnel in Child Protection Matters
- Administration of Medicines
- Administration of First Aid
- Use of video/photography/other media to record school events
- Use of ICT by pupils in school
- Application of sanctions under the Code of Behaviour
- After school use of school premises by other organisations
- Use of school premises for school-based after-school activities (Sports, Homework Club, Club Gaeilge, Music)
- Use of school premises for Easter/Summer Camps for children and run by school staff and outside personnel.
- Fundraising events involving pupils

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

- 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
- Risks arising from COVID-19

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

- **Child Safeguarding Statement:**
 - All staff have been given a copy of CSS
 - Copy of CSS is in every Plean Scoile Folder in every classroom
 - Displayed in Front Porch
 - Published on school website www.scoilbhridecailini.ie
- **Child Protection Training as follows:**
 - All Staff have attended TUSLA webinar and provided Principal with Certificate of completion
 - All teachers and SNAs have completed the PDST webinar
 - All teachers, SNAs, secretary have a copy of the document "When a Child Makes a Disclosure"
- All Staff know that teachers are mandated persons
- All teachers and SNAs know that the definition of 'harm' is: *'assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or sexual abuse of the child'*.
- All Staff know that the Principal is the DLP and that the Deputy Principal is the DDLP
- The DLP and the DDLP have attended training in Child Protection procedures
- Some BOM members have received training in Child Protection procedures
- All teachers and SNAs are aware of Circular 0091/2017, that it can be accessed on www.education.ie and that there is a hard copy in the Principal's Office.
- All teachers and SNAs are aware that the publication, *Children First National Guidance for the Protection and Welfare of Children and Child Protection Procedures for Primary and Post/Primary Schools 2017* are available on the DES and PDST websites or in hard copy in the Principal's Office.
- These are downloaded on all teachers' desktops/laptops or in hard copy in case of NQTs.
- The contact details for TUSLA, the Gardaí, the Duty Social Worker are readily to hand.
- All staff are made aware of the need to familiarize themselves with the school's CSS and Risk Assessment and any updates to same.
- Child Protection procedures will be brought to the attention of staff at staff meetings during the year.
- All staff are aware of / have contributed to the Risk Assessment document; know that this is a document which is always in development and that it is incumbent upon

them to make the Principal aware of any further issues which may arise in the future and which may need to be included in the Risk Assessment.

- Covid-19
Where the DLP or DDLP becomes aware of a concern/ risk to children's health and wellbeing in the home environment, it will be reported to Tusla.
- All teachers are bound by the code of conduct laid out by the Teaching Council.
- The school complies with the agreed disciplinary procedures for teaching staff.

The ***Stay Safe, RSE and SPHE Programmes*** are fully implemented in Scoil Bhríde (Cailíní). The RSE Programme is taught to children in Junior Infants, First Class, Third Class and Fifth Class. The Stay Safe Programme is taught to children in Senior Infants, Second Class, Fourth Class and Sixth Class.

The following POLICIES AND PROCEDURES are in place to address the risks of harm identified:

- Acceptable Use Policy for Computers
- Administration of First Aid
- Administration of Medicines Policy
- Anti-Bullying Policy
- Aquatics Policy
- Attendance Policy
- Code of Discipline
- Critical Incident Policy
- Equality and Anti-Racism Policy
- Guidelines for Student Teachers
- Health and Safety Policy
- Hire of School Hall Policy
- Intercultural Policy
- Language Policy
- Learning Support Policy
- Mobile Phone Policy
- Procedures for Dealing with Suspicions of Child Abuse
- Relationships and Sexuality Statement
- Substance Use Policy
- Supervision Policy
- Transition Year Work Experience Policy

OTHER:

- Teachers collect their classes from the yard at 8.50am. Supervision is not provided before 8.50am and parents will be informed of this on enrolment and in newsletters. Before that time, the children assemble in the yard on dry days (where they may be

under the supervision of their parents). On wet days Junior and Senior Infants assemble in the front hall and 1st – 6th classes in the P.E. hall from 8.40am.

- Teachers walk their classes to the collection area at 1.30pm and at 2.30pm. Children (Junior Infant to 2nd class) are only given into the care of a known adult.
- Parents who need to collect a child before the end of the school day, must sign a sign out sheet in the Secretary's Office.
- There is a rota displayed in the Staff Room for recreation break supervision for teachers and SNAs. In the case of the supervising teacher / SNA being absent, another teacher / SNA is assigned that duty.
- Restraint of pupils in case of danger to self and others – staff are authorised by the Board to intervene if necessary (in loco parentis).
- If a child needs First Aid during playtime, she is brought to the Staff Room by two senior children. The injured child receives First Aid from a staff member in the presence of other staff personnel.
- Medicines will only be administered in the presence of another staff member.
- If a senior child needs to use the toilet during playtime, she is sent in to the toilet in a designated classroom (1st classroom on right on ground level) in the company of another senior child. They must report back to the supervising teacher on their return to the yard. Junior children are accompanied to the designated classroom by one of the SNAs on duty at that time. Only the child using the toilet may enter the toilet area. The other child / children wait in the classroom.
- Children who have intimate care needs are attended to by two SNAs. In the case of a child soiling herself, the parents are called.
- On wet days, when children cannot play outside, they are supervised in their classrooms by a number of children from Sixth Class (3-4 supervisors per classroom for Junior Infant to 2nd classes) and by one teacher /SNA per block of classrooms. The teacher rotates around all four rooms.
- Classes are not left unattended.
- One-to-one teaching is generally avoided. However, when it is necessary, for example when a child is being tested by the SEN team, the classroom door is always left open and the teacher / SNA and the child are visible from the corridor. Parents are informed when one-to-one teaching is necessary on a regular basis.
- The glass panels in classrooms are not covered with displays.
- Rainbows sessions are conducted by two trained adults.
- Guest speakers / tutors are never left alone in a class. The teacher must always be present.
- Outside coaches / tutors are required to provide copies of their Garda Vetting Clearance Certificates.
- School-based after school activities (apart from Irish Dancing which is supervised by Irish Dancing teacher) are always under the direct supervision of teachers from Scoil Bhríde (Cailíní).
- The teacher is always present at pre and post Confirmation retreats conducted in the Parish Centre.
- On enrolment, parents' permission to take/use photographs of their children is sought. A parent may withhold such permission should they so wish.

- Photographs / video footage should not be taken by teachers on personal devices.
- Parents are reminded at every gathering that they may not take photos of other people's children and / or upload such photos to social media / other internet sites without the permission of the relevant parents.
- Children are sent on school-related messages only and always in pairs.
- Contractors are encouraged to work after school hours. All such personnel must register with the Principal in advance.
- Little Stars use of a room in the school is subject to contract. A copy of their CSS is on file in the Principal's office.
- Children are generally not involved in fund-raising activities. However, when they are, they are under the direct supervision of their class teacher.
- When collecting for school sponsored walk, parents will be informed that children should collect only from family/extended family and should not collect door-to-door. Card will state same.
- All volunteers, including parents, must be Garda vetted.
- All teachers, SNAs and other staff members are recruited in line with current DES best practice. All have submitted a Statutory Declaration and Form of Undertaking to the Principal.
- New staff members are made aware of these procedures by the Principal / Deputy Principal.

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 was completed by the Board of Management in March 2018. It was reviewed in March '19 and again in March and June 2020, as part of the school's annual review of its Child Safeguarding Statement. It was ratified by the Board on June 10th, 2020.

Signed : P. Fitzpatrick Date: 10th June, 2020
Chairperson, Board of Management



Signed : P. Dargan Date: 10th June, 2020
Principal /Secretary to the Board of Management

