



# RISK ASSESSMENT

SAINT BRIGIDS'S NATIONAL SCHOOL

BEECHPARK LAWN

CASTLEKNOCK

DUBLIN 15

ROLL NUMBER 00697S

## 2. RISK ASSESSMENT AND PROCEDURES

Below is the risk assessment of potential harm we have identified in our school and procedures we have put in place to manage these risks

**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*

ACTIVITY	RISK IDENTIFIED	PROCEDURES TO MANAGE THE RISK
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly and correctly by any member of staff	<ul style="list-style-type: none"> <li>• All Staff to view online training offered by An Tusla</li> <li>• The DLP and DDLP will avail of training through the CSPMA or Education Centres and online</li> <li>• All staff have access to the Child Protection Procedures for Primary and Post Primary Schools 2017 and Children First 2017 and DES Circular 0081/2017 and <b>must</b> adhere to them</li> <li>• All staff will have a copy of the CSS in their rooms</li> <li>• Each teacher is now a mandated person</li> <li>• The DP or DLP will support the mandated person to ensure procedures are followed correctly and promptly</li> <li>• The CSS is reviewed annually at the September staff meeting</li> <li>• School management will update the staff and the Board on current guidelines and provide any required training</li> <li>• Board of Management records all records of staff and board training</li> <li>• The names of the DP and DLP are displayed in reception</li> <li>• New staff members will be made aware of all procedures around child protection by Deputy Principal</li> </ul>
Recruitment of School Personnel	Harm not recognised	<ul style="list-style-type: none"> <li>• Adherence to garda vetting and recruitment circulars published by the DES</li> <li>• References provided and checked</li> <li>• NQTs mentored by two staff members</li> </ul>
Curricular Provision in respect to SPHE, RSE, Stay Safe	Non-Teaching of same	<ul style="list-style-type: none"> <li>• School implements SPHE, RSE, Stay Safe in full</li> </ul>
Arrival and Dismissal	Harm from older pupils, unknown adults on the playground	<ul style="list-style-type: none"> <li>• Arrival to school is supervised by Teachers and SNAs from 8:40 - 8:50 am and SNAs supervise dismissal in the yards</li> <li>• Children not collected at 2:30 know to return to reception</li> <li>• No adult should ever approach a child on the school grounds in an aggressive manner</li> </ul>

ACTIVITY	RISK IDENTIFIED	PROCEDURES TO MANAGE THE RISK
Collection from school	Harm from an unauthorised adult collecting a child	<ul style="list-style-type: none"> <li>• Names and numbers of those permitted to collect in lieu are collected on enrolment forms</li> <li>• Infants must be collected at classroom doors by a known adult.</li> <li>• Teacher must be informed in advance of any changes in collection arrangements</li> <li>• No adult should approach a child on the school grounds in an aggressive manner</li> <li>• If an adult unknown to the teacher presents to collect an Infant child and the teacher has not been informed the parents/guardians are phoned before the child is released</li> </ul>
Early collection	Harm to a child if leaving school unsupervised	<ul style="list-style-type: none"> <li>• Early collections: A note must be given by parents/guardians /guardians to the teacher and the child must be collected by an adult through reception during office hours.</li> <li>• They must be signed out by an adult</li> <li>• Parents/guardians are asked not to collect children during breaks</li> </ul>
Latecomers and attendance	Harm to pupils	<ul style="list-style-type: none"> <li>• Children arriving after 9:10 am should enter through reception</li> <li>• Same morning confirmation of absence texts are sent to parents/guardians /guardians when a child is absent</li> <li>• Parents/guardians must furnish an explanatory note or send an app message when a child is absent. Teachers record reasons on Aladdin.</li> <li>• Attendance and punctuality are monitored and significant concerns are discussed with parents/guardians and reported to An Tusla</li> </ul>
After school clubs and activities	Harm to pupils	<ul style="list-style-type: none"> <li>• After school child care clubs collect Infants at classrooms.</li> <li>• Clubs run by teachers have a list of children’s names and numbers. Teachers supervise dismissal and collection by a known adult unless permission has been given in writing for them to walk home</li> <li>• Clubs run by external agencies must provide the BoM with details of garda vetting and insurance</li> </ul>
Adult visitors to the school <ul style="list-style-type: none"> <li>- Sports Coaches</li> <li>- Student Teachers</li> <li>- Guest Speakers</li> <li>- Transition Year Students</li> </ul>	Person/s on the premises without the knowledge of principal or staff members	<ul style="list-style-type: none"> <li>• Visitors must enter and sign in at reception</li> <li>• Main entrance has a magnetic lock so visitors can only be given access by a staff member</li> </ul>

<ul style="list-style-type: none"> <li>- Contractors present during or after school</li> </ul>		<ul style="list-style-type: none"> <li>• Side gate is locked at 9:15 am and external doors are kept closed and locked where possible</li> <li>• Adults who are not regular visitors to the school should be accompanied by a staff member when moving around the school</li> <li>• Teachers always remain with their class when a guest/coach is speaking to them</li> <li>• Regular visitors eg. sports coaches, guest speakers or external teachers are Garda vetted or a copy of their vetting and insurance is supplied to the school.</li> <li>• Children are closely supervised by staff during all events at which visitors are invited into the school</li> <li>• Staff members are asked to politely question any unaccompanied visitors they see in the school.</li> <li>• Children go on jobs in pairs</li> <li>• It is at the Principal's discretion if a visiting teacher, student or SNA is to be left in sole charge of a class</li> <li>• Guidelines are given and discussed with Student Teachers and TY Students</li> </ul>
<p>Events held outside of the school e.g. sport venues, choir performances, school tours and use of offsite facilities for school activities</p>	<p>Harm or injury to pupils</p>	<ul style="list-style-type: none"> <li>• Teachers will assess any risks before the event</li> <li>• Teachers bring a list of pupils, contact numbers and medical boxes if required</li> <li>• Pupil: Adult Minimum Ratio 1:15 in older classes and 1:10 in Infants</li> <li>• Teachers <b>closely</b> monitor children when moving to and from areas, using rest rooms and entering and exiting the venue</li> <li>• Teachers closely monitor children when interacting with staff of the centre they are visiting</li> <li>• Photographs may only be taken by staff members and not by parents/guardians who are helping to supervise</li> <li>• Parental written consent must be provided prior to an outing</li> <li>• Teachers must wait until all children are collected after the event unless they have prior permission to walk home</li> <li>• School Code of Behaviour applies</li> <li>• Pupils are NOT permitted to bring mobile phones or digital devices on school outings</li> <li>• Teachers will not travel with only one child in their car</li> </ul>
<p>Altar Servers</p>	<p>Harm or injury to pupils</p>	<ul style="list-style-type: none"> <li>• Must give a written request to teacher from parents/guardians</li> <li>• Pupil must sign in and out a reception</li> <li>• Must return to school immediately after Mass</li> </ul>

School Transfers	Tusla not aware a child has moved schools	<ul style="list-style-type: none"> <li>DLP will inform Tusla if a child who is the subject of a report transfers to another school or secondary school</li> </ul>
Storage and Publication of photos or videos of children	Harm to children from unknown people accessing images	<ul style="list-style-type: none"> <li>Parental consent for school to take and publish photos is requested on the enrolment form</li> <li>Only group images are uploaded to the school app or blog and names are not linked to the images</li> <li>Images of individual children are stored on the school administration system.</li> <li>Teachers are requested to only take group shots and not to <b>store</b> images of children on personal devices for longer than is necessary</li> <li>Images for the school magazine and website are stored in secure online folders and on the deputy principal's password protected computer</li> <li>Parents/guardians should not share, publish or tag images of pupils other than their own on social media if they take photos at a school event</li> <li>Permission is sought from parents/guardians if outside agencies wish to publish images in line with our AUP policy</li> </ul>
Accessing the internet, use of videos and use of mobile devices	Harm to pupils accessing inappropriate content Bullying	<ul style="list-style-type: none"> <li>Children must be supervised when using devices that allow internet access</li> <li>All videos clips must be previewed by teachers</li> <li>All movies shown must be of a Universal or G rating. If a teacher wishes to show a PG they must preapprove the film before showing it</li> <li>Mobile phones are not permitted in school or on outings</li> <li>School internet is filtered by NCTE</li> <li>The school may provide emails to children to access Office 365, Google Classroom and Minecraft but emailing will be blocked</li> </ul> <p>See AUP Policy and Code of Behaviour</p>
Withdrawal of children from class and one to one teaching	Harm to pupil by school personnel	<ul style="list-style-type: none"> <li>Parents/guardians provide consent for withdrawal from class eg. Guided reading and learning support, resource support, OT, sensory room and movement breaks</li> <li>Glass panels are installed on all classroom doors and should not be covered</li> <li>Teachers working in a 1:1 situation should do so in full view from outside the door.</li> </ul>
Sensory Room		<ul style="list-style-type: none"> <li>The sensory room and LS10 have a viewing hole instead of a glass panels</li> </ul>

Use of toilets, changing rooms and intimate care	In appropriate behaviour or harm from school personnel or other pupils	<ul style="list-style-type: none"> <li>• Children ask permission to leave the yard to go to the toilet and admission is limited to one pupil at a time This is supervised by 5<sup>th</sup> class pupils</li> <li>• A change of clothes is provided to any child who has an accident so they can change themselves. If they are unable or they are badly soiled parents/guardians are contacted. If parents/guardians cannot attend two members of staff may provide assistance. These incidents are recorded. Teachers should not remain alone in a toilet with a child. See Intimate Care Policy</li> <li>• In the case of a special needs child requiring intimate care, an agreement on procedures is reached with the parents/guardians at the start of the year including who covers if the designated SNA is absent.</li> </ul>
Use of changing rooms	Harm to pupils	<ul style="list-style-type: none"> <li>• Children changing for training after school do so ten minutes before leaving in classroom toilets</li> <li>• Two members of staff accompany teams to matches. One staff member must be of same gender as pupils</li> <li>• Children are allowed to use the dressing rooms to change in before each game. Teachers should only enter the dressing rooms if accompanied by another adult.</li> </ul>
No Lunch	Possibility of neglect	<ul style="list-style-type: none"> <li>• Parents/guardians are phoned or texted</li> <li>• If a child has no lunch regularly the school will work with the parents/guardians and if necessary provide a lunch</li> </ul>
Use of school by outside agencies	Harm to pupils	<ul style="list-style-type: none"> <li>• All agencies who use the school are responsible for the implementation of their own Child Safeguarding Statement and Garda vetting compliance</li> </ul>
Accidents and Injuries at school	Harm to pupils	<ul style="list-style-type: none"> <li>• Minor injuries are treated in the First Aid room by Ms. Clarkin. The yard supervisor reports these injuries to the class teacher.</li> <li>• Parents/guardians are called in the case of a more serious injury and it is recorded on the school admin system</li> <li>• Children who are ill need a letter to remain indoors.</li> <li>• Children in casts or on crutches must bring a letter and remain indoors</li> <li>• Ms. Clarkin leaves the first aid room door ajar</li> <li>• If parents/guardians cannot be contacted and medical assistance is urgently required the Principal and a member of staff will bring a child to hospital</li> </ul>

<p>Managing challenging behaviour and use of restraint</p>	<p>Injury to pupil or staff</p>	<ul style="list-style-type: none"> <li>• Physical restraint is only used in an emergency situation when the safety of the child or others is at risk</li> <li>• Staff seek assistance from another staff member</li> <li>• Staff must adhere to the schools Code of Behaviour</li> </ul>
<p>School based bullying verbal, physical or psychological</p>	<p>Harm to more vulnerable such as those who are LGBT or those who are perceived to be e.g. Ethnic minorities, and minority faiths</p>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy which fully adheres to the requirements of the Department’s <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>• Restorative practice is implemented and all reported incidents of bullying are recorded ( see anti bullying policy)</li> <li>• Talks for parents/guardians on Cyber bullying and internet safety are given although attendance of usually poor</li> <li>• Bullying of a sexualised nature is reported immediately to the DP</li> <li>• Friends for Life program in 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup></li> <li>• Anti-bullying policy on school website and reception</li> <li>• Culture of openness and respect</li> <li>• SPHE curriculum taught annually</li> <li>• Stay Safe taught annually</li> <li>• Rainbows and Paws B programs for vulnerable children</li> <li>• Adequate supervision is provided in class and yards</li> <li>• Code of Behaviour is displayed in classrooms</li> </ul>
<p><b>Record Keeping</b></p>		<ul style="list-style-type: none"> <li>• <b>Sensitive documents including reports to An Túsla are shared on a need to know basis only and stored securely in a locked cabinet</b></li> <li>• <b>All parties identified in a CP report are given a unique code by the DLP</b></li> <li>• <b>Reports are indexed to allow for easy tracking</b></li> <li>• <b>Confidential data is not stored on external hard drives or usb keys</b></li> </ul> <p><b>See data protection policy</b></p>

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 in March 2018. It will 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