

Mandatory Template 1: Child Safeguarding Risk Assessment

Written Assessment of Risk of Newtown N.S.

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 **NEWTOWN NATIONAL SCHOOL**

List of school activities

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching
4. One-to-one teaching
5. Sporting Activities on and off school premises
6. School outings/trips
7. Use of toilet/changing areas in schools
8. Dealing with an emergency sick child/toileting issue
9. Annual Sports Day
10. Fundraising events involving pupils
11. School transport arrangements
12. Care of children with special educational needs
13. Management of challenging behaviour amongst pupils including appropriate use of restraint
14. Administration of Medicine
15. Administration of First Aid
16. Curricular provision in respect of SPHE, RSE, Stay Safe
17. Prevention and dealing with bullying amongst pupils
18. Training of school personnel in child protection matters
19. Use of external personnel to supplement curriculum
20. Care of pupils with specific vulnerabilities/needs such as:
 - from ethnic minorities/migrants,
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT)
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children on CPNS
21. Recruitment of school personnel
 - 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
22. Participation by pupils in religious ceremonies
23. Use of Information and Communication Technology by pupils in school
24. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
25. Students participating in work experience in the school
26. Student teachers undertaking training placement in school
27. Use of video/photography/other media to record school events
28. Sports Coaches
29. Outdoor Teaching Activities
30. Physically Restraining Children – where child puts themselves or others in danger

31. Visitors/Guest Speakers
32. Children with specific toileting/intimate care needs
33. Toileting Accidents
34. Changing for PE/Swimming
35. Changing for Christmas Play/Drama shows etc
36. One-to-One Teaching
37. Photographs of Pupils
38. School Website
39. Use of Bicycles
40. Distance Learning – children not in school, but if teacher hears/sees anything onscreen or in any other way that causes concern, the teacher is mandated to report
41. Video Conferencing and other communication with pupils

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

1. Harm from older pupils, unknown adults on the playground
2. Adults may enter the yard Bullying
3. Harm by school personnel. Harm by other pupils.
4. Harm by school personnel
5. Harm by pupils including bullying. Harm by school personnel. Harm by adults.
6. Harm by pupils including bullying. Harm by school personnel. Harm by adults.
7. Inappropriate behaviour. Harm from other children. Harm from school personnel.
8. Harm from school personnel. Harm from other children
9. Inappropriate behaviour. Harm from other children. Harm from school personnel.
Harm from a parent/adult
10. Inappropriate behaviour. Harm from other children. Harm from school personnel.
Harm from a parent/adult
11. Harm from adults
12. Harm by school personnel. Harm from other pupils
13. Injury/harm to pupils and staff
14. Harm to school personnel. Harm to pupil/pupils
15. Harm to pupil. Harm by school personnel
16. Non-teaching content
17. Bullying
18. Harm not recognised or reported promptly
19. Harm by external personnel
20. Bullying. Harm from personnel. Harm from pupils. Harm from adults.
21. Harm from personnel
22. Harm by external personnel
23. Harm by adults. Bullying – Cyber Bullying,
24. Harm by other pupils
25. Harm by student
26. Harm by student teacher
27. Harm by adults. Bullying.
28. Harm by adults. Harm by other pupils.
29. Harm by adults. Harm by other pupils.
30. Harm by adults. Harm by other pupils.
31. Harm by adults/Guest speakers.
32. Harm by adults
33. Harm by adults
34. Harm by adults. Harm by other pupils.
35. Harm by adults. Harm by other pupils.
36. Harm by adults.
37. Harm by adults. Harm by other pupils.
38. Harm by adults. Harm by other pupils.
39. Harm by adults. Harm by other pupils.
40. Risk of Harm not being reported properly and promptly by school personnel
41. Harm by adults, harm by other pupils, cyber bullying

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

1. Arrival and dismissal supervised by teachers. Termly letter to parents, Arrival and Dismissal Policy Practice and Policies in School
2. Code of Behaviour. Entry to the school is by permission only with use of specific doors
3. Glass panel in the doors. Other adults visit are present. Other children present.
4. Open door. Table between teacher and pupil
5. Buses are for transport. Garda Vetting is required by all parents accompanying on bus. Code of Behaviour. Changing of gear takes place before the activity in the school or at Venue.
Children must return to the school during school hours. In-school activities are supervised by each class teacher.
6. Transport is arranged by school. Garda Vetting is required by all parents involved. Teachers supervise the changing of gear from outside changing rooms. Children must return to the school. Vetting, Practices & Procedures In-School
7. Child Safeguarding Statement. Toileting – one child at any time. Entering cloakroom one child at a time.
8. Child Safeguarding Statement. Toileting accidents – 2 adults must supervise and record in Incident Book in staffroom and report to parents. If incident occurs on yard 2 further teachers will be called to supervise – children never left unattended.
9. Child Safeguarding Statement. Teachers supervise their class during all activities. Vetted Parents only.
10. Code of Behaviour. Anti-Bullying Policy. Child Safeguarding Statement.
11. Accompanying parents, must be vetted. Details of what to do in an emergency are provided.
12. Code of Behaviour. Child Safeguarding Statement. Anti-Bullying Policy.
13. Code of Behaviour. Health & Safety Policy. Child Safeguarding Statement.
14. Administration of Medicines Policy. Training arranged as required.
15. Health & Safety Policy. First Aid Training. Doors must remain open.
16. School implements SPHE, RSE, Stay Safe in full.
17. Anti-Bullying Policy. Code of Behaviour.
18. Child Safeguarding Statement & DES procedures made available to staff. DLP & DDLP to attend PDST face to face training module and any online training offered by PDST BOM records all records of staff and Board training.
19. All adults, visitors to the school and volunteers are properly screened and vetted. The Class Teacher must remain with their class when supported by external personnel. All external personnel require Garda Vetting.
20. Anti-Bullying Policy. SPHE Programme taught in its entirety. Code of Behaviour. Child Safeguarding Statement.
21. Current vetting procedures are carried out when recruiting. All existing school employees are vetted. All adults, visitors to the school and volunteers are properly screened and vetted. Joint Vetting Agreement applicable for those vetted by other organisations. All adults, visitors to the school and volunteers are supervised & not left alone while on campus. Proper records of vetting are stored in school.
22. Transport is arranged by school when applicable. Children supervised by teacher. Children accompanied by parents. Child Safeguarding Statement.
23. Mobile phone/Electric Games Policy. Anti-Bullying Policy. Restricted access to the internet. Training arranged for staff & parents when available. Child Safeguarding Statement.; Child Safeguarding Statement. Code of Behaviour. Mobile Phones/Electronic Games Policy.
24. Student must be supervised by the relevant teacher. Garda Vetting is required for all students over 16 years. (done by own school) Joint Vetting Agreement. Under 16 cannot be vetted and not taken in the school.
25. Student teacher must be supervised by the relevant teacher. Garda Vetting is required for all students. Joint Vetting Agreement.

26. Parental permission is required. Only school camera/equipment is used. Anti-Bullying Policy. Code of Behaviour. Child Safeguarding Statement. Disclaimer read out before School events e.g. Christmas Plays.
27. Garda Vetting. Child Safeguarding Statement. Teacher supervises. Joint Vetting Agreement.
28. Child Safeguarding Statement. Code of Behaviour. Teacher supervision. Joint Vetting Agreement.
29. Child Safeguarding Statement. Code of Behaviour, Practices & Procedures in school.
30. Child Safeguarding Statement. Vetting, Code of Behaviour, Code of Behaviour for External Agencies.
31. Child Safeguarding Statement, Special Education Policy. Practices & Procedures in school. Vetting.
32. Child Protection Policy, Special Education Policy, Practices & Procedures in school. Vetting.
33. Child Protection Policy, Practices & Procedures in school. Vetting. Swimming policy. Code of Behaviour for External Agencies.
34. Child Protection Policy/Risk Assessment, Practices & Procedures in School, Vetting.
35. Child Protection Policy/Risk Assessment, Practices & Procedures in School, Vetting, Special Education Policy. One to One teaching policy.
36. Child Protection Policy/Risk Assessment, Practices & Procedures in School, Data Protection Policy, A.U.P.
37. Child Protection Policy/Risk Assessment, Practices & Procedures in School, Data Protection Policy, A.U.P.
38. Use of Bicycles Policy, Child Protection Statement/Risk Assessment, Practices & Procedures in School.
39. Child Protection Statement/Risk Assessment, Practices & Procedures in School.
40. Child Protection Statement and Risk Assessment, Practices and Procedures in School, AUP, Anti- Bullying Policy
41. AUP, Child protection statement and Risk Assessment, Practices and procedures in school,

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 24th October 2018. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed John Lynch Date 26/6/2020

Chairperson, Board of Management

Signed Bairde O'Sullivan Date 26/6/2020

Principal/Secretary to the Board of Management

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.

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 counselling
- Outdoor teaching activities
- 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
- 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
- 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
- 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 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

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 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 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 DES 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 –
 - 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 policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils

- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- 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
- The staff attended CPD on distance learning, parental consent obtained for video conferencing, SEESAW and updated policies in respect of this.