**Mandatory Template 1: Child Safeguarding Risk Assessment Template. (Landscape version)**

**Written Assessment of Risk of St. Fiacc’s NS**

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 St. Fiacc’s NS.

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| 1. **List of School Activities** | 1. **The school has identified the following risk of harm in respect of its activities –** | 1. **The school has the following procedures in place to address the risks of harm identified in this assessment -** |
| Daily arrival and dismissal of pupils  Recreation breaks for pupils | Risk of harm from older pupils, unknown adults on the playground  Risk of harm due to inadequate supervision of children in school | Pupils’ Arrival and dismissal are supervised by Teachers  The school has in place 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 and changing rooms. |
| Classroom teaching | Risk of harm not being recognised by school personnel  Risk of child being harmed in the school by a member of school personnel  Risk of harm due to inadequate code of behaviour | The school’s Child Safeguarding Statement & The Child Protection Procedures for Primary and Post Primary Schools 2017 are made available to all staff.  All Staff completed the Túsla E learning programme & PDST online training in 2018  The school has in place a code of conduct for school personnel (teaching and non-teaching staff)  The school complies with the agreed disciplinary procedures for teaching staff  There must be a Glass panel on all doors.  All school personnel are Garda vetted.  The school has in place a Code of Behaviour which is reviewed annually. |
| Managing of challenging behaviour amongst pupils. | Risk of harm due to injury to pupils and staff | The school has in place a Code Of Behaviour/managing challenging behaviour Action Plan. |
| One to one teaching/meetings/counselling | Risk of harm by school personnel | The School has a policy in place for one to one teaching  There is a table between teacher and pupil  There is a Glass Panel in door.  Teachers/staff should never be one to one with a child in a prefab or in a room with no glass panel. |
| Pupils on corridors | Risk of harm due to inadequate supervision  Risk of harm by other pupils | Pupils on duties must wear identification badge. Pupils should never work alone.  Sick pupils sent to office must carry a slip completed by teacher and be accompanied by another pupil |
| Outdoor teaching activities | Risk of harm due to injury | All Teachers adhere to school code of behaviour.  Teacher is accompanied by another staff member if activity is off site. Principal to be notified beforehand |
| Sporting Activities | Risk of harm due to injury | All Sporting Activities are clearly explained by teacher. |
| Training of school personnel in Child Protection matters | 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 | A copy of the Child Safeguarding Statement is provided to all staff members.  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  DLP& DDLP attended PDST Child Protection training on 23/05/18  All Staff have completed Túsla e learning Programme.  All new staff are encouraged to complete Túsla e learning Programme.  All Staff completed online PDST training on 1/06/2018  BOM records all records of staff and board training in Child Protection. |
| Sports Coaches | Risk of harm to pupils | All coaches are Garda vetted.  Pupils are never left alone with coach. |
| Active Sports Week | Risk of harm by volunteers/external coaches. | All coaches/volunteers are Garda vetted.  Pupils are never left alone with coach. |
| Use of external personnel to supplement curriculum  Use of external personnel to support sports and other extra-curricular activities | Risk of harm by volunteers/external personnel. | Policy & Procedures in place  All external personnel are Garda vetted unless it is a supervised once off talk eg Grandparents Day class visit.  Pupils are never left alone with personnel.  The Principal/teacher has a responsibility to check out the credentials of the visitor/guest speaker to ensure the material in use is appropriate.  The school has in place a SPHE Policy |
| Use of toilet/changing/shower areas in school/swimming pool | Risk of harm due to inappropriate behaviour | The school has in place a supervision policy  Pupils are supervised before and after swimming by teachers/SNA |
| Care of Children with special needs, including intimate care needs | Risk of harm to children with SEN who have particular vulnerabilities by school personnel/other pupils | The school has in place a Policy on intimate care &  Special Educational Needs Policy |
| School Tours | Risk of harm by supervisors/inadequate supervision/injury. | The school has in place a Policy on school tours. |
| Administration of Medicine | Risk of symptoms of illness not being recognised by staff.  Risk of injury to pupil. | The school has in place a Policy for the administration of medication to pupils.  Training is provided to relevant staff on diabetes & epilepsy.  There is a Visual display in staffroom and classroom of pupils with chronic conditions.  The school has in place a Safety Statement |
| Administration of First Aid | Risk of symptoms of illness not being recognised by staff.  Risk of injury to pupil. | The school has in place a policy and procedures for the administration of First Aid  There is Adequate supervision of ill/injured pupils in Lobby.  There are Agreed protocols for contacting parents and record keeping.  The school has in place Safety Statement & Supervision Policy  The Staff are trained in First Aid every two years.  The Staff are trained in use of Defibrillator |
| Curricular Provision in respect of SPHE, RSE, Stay safe. | Non-teaching of same | The school implements in full the Stay Safe Programme  The school implements in full the SPHE & RSE curriculum |
| Prevention and dealing with bullying amongst pupils | Risk of harm through Bullying | The school has in place an Anti-Bullying Policy which fully adheres to the requirements of the Department’s *Anti-Bullying Procedures for Primary and Post-Primary Schools* |
| 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 | Risk of harm through Bullying | The school has in place an Anti-Bullying Policy  The school has in place a Code of Behaviour  The school has in place an Inclusion Policy  The school has in place SPHE; RSE and Stay Safe Programmes which are taught annually in full. |
| 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 | 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 relationship/communications between child and another child or adult | 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 provided each member of school staff with a copy of the school’s Child Safeguarding Statement  The school ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement  The school encourages staff to avail of relevant training  The school encourages board of management members to avail of relevant training  The school maintains records of all staff and board member training. All visitors must sign in and wear identity badge. |
| Participation by pupils in religious ceremonies | Risk of harm from unknown adults/other pupils. | All Altar servers must have signed consent to participate in religious ceremonies.  All Servers are accompanied to church by Secretary/Principal.  All Servers are walked back by member of parish office. |
| Use of Information and Communication Technology by pupils in school. | Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school | The school has in place an ICT and AUP 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 (see procedures & Practices). |
| Use of Information and Communication Technology by pupils outside of school. | Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices outside of school. | The school has in place an anti-bullying and anti-cyberbullying policy.  The school has in place an SPHE Policy. |
| Use of Information and Communication Technology by staff in school. | 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 | The school has in place a code of conduct for school personnel (teaching and non-teaching staff)  The school complies with the agreed disciplinary procedures for teaching staff  The school has in place a mobile phone policy in respect of usage of mobile phones by Staff (see procedures & Practices). |
| Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc. | Risk of harm to pupil by school personnel during detention.  Risk of harm to pupil not having phone outside of school to contact parent | If only one pupil is on detention, the teacher shall use library.  If pupil brings phone to school, the pupil’s parent will be contacted to collect it.  The school has in place a code of behaviour that is reviewed annually. |
| Students participating in work experience in the school  Student teachers undertaking training placement in school | Risk of harm to pupils by Student. | The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting  The school ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement  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 |
| Use of video/photography/other media to record school events | Risk of harm to pupil by adults. | The school has in place a Data protection policy.  The school has in place an AUP Policy |
| After school use of school premises by other organisations | Risk of harm to pupils by personnel. | The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to Garda vetting.  The school has in place a Use of school premises policy. |
| Use of school premises by other organisation during school day | Risk of harm to pupils by personnel. | The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to Garda vetting.  The school has in place a Use of school premises policy. |
| Afterschool Groups | Risk of harm to pupils by personnel. | The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to Garda vetting.  Use of school premises policy. School Supervision Policy. |
| Critical Incident | Risk of harm to pupil by traumatic event. | The school has a critical Incident Policy which is reviewed annually. |
| Monitoring of attendance | Risk of harm to pupil by parents through lateness/poor attendance | The school has a statement of strategy as part of its admissions & Participation Policy. |

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| **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 **27/02/2019***.* 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