

Scoil Mhuire National School Risk Assessment

In understanding this risk assessment, the board of Management of Scoil Mhuire National School, following in-service with PDST (DLP and DDLP) and CPSMA (BOM members) during April and May 2018, has endeavoured to identify as far as possible, the risks of harm that are relevant to our school to ensure that adequate procedures are in place to manage all risks identified.

While it is not possible to foresee and remove all risks of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

Important Notice: 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.

In accordance with Section 2 of the Children First Act, 2015 the defined threshold of “harm” in relation to a child is as follows:

“harm” means, in relation to a child –

- a) 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
- b) Sexual abuse of the child,

whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise;”

Child Safeguarding Risk Assessment (of any potential harm)

	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
	Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<ul style="list-style-type: none"> • Scoil Mhuire National School Child Safeguarding Statement, Child Safeguarding Risk Assessment & DES procedures made available to all staff. • Staff members will acknowledge receipt of Scoil Mhuire’s Child Safeguarding Statement, and Child Safeguarding Risk Assessment. • DLP& DDLP have attended PDST face to face training on May 17th 2018. • All Staff, including bus escorts have viewed Túsla training module & any other online training offered by PDST. • BOM members have been invited to avail of CPSMA Child Protection Training on 1st May 2018. • BOM records all records of staff and board training
	One to one teaching/counselling	Harm by school personnel/visitor	<ul style="list-style-type: none"> • School has policy in place for one to one teaching. • Parents are informed and provide written consent if children are withdrawn from class for additional supports. • Garda Vetting Secured Policy & Child Protection Awareness & Training Procedures in place • Adequate supervision by school personnel. • Doors open as often as possible • Table between teacher and pupil where possible/ furniture arranged for adult to be visible from outside • Glass panel in the door. • Glass panels will not be obstructed in any way. •

	Care of Children with special needs, including intimate care needs	Harm by school personnel	<ul style="list-style-type: none"> • Policy on intimate care- on school Shared Drive.
	Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full. Appendix A guidelines 'Induction of Pupils'.
	Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground	<ul style="list-style-type: none"> • Arrival and dismissal supervised by Teachers • Supervision & Attendance • School gate in place, opened to coincide with school times. • The BOM has a yard/playground supervision rota commencing at 9.05 am for assembly to ensure appropriate supervision of children during, assembly and recreation breaks. • Parents are reminded regularly that no supervision is available before 9.05 am. • All adults are required to report to reception prior to entering the school building. • Pupils are requested not to leave the care of teacher until they are safely collected by their parents / guardians. • Our front door is fitted with an intercom so visitors must state their business and only allowed access by a staff member. • Parents of pupils in all classes must ensure they have satisfactory arrangements in place for the collection of pupils. • Up-to-date contact number must be available to the school at all times with any change of number notified to the office with immediate effect.
	Hand-over of children to an appointed adult	Risk of child being harmed in the school by another adult. Risk of harm not being recognised by school staff.	<ul style="list-style-type: none"> • Names and contact number of 2 adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data -base. • Up-to-date contact number must be available to the school at all times with any change of number notified to the office with immediate effect. • Children are lined up exiting the school and released to their appointed adult. • If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc) and the school has not been informed beforehand in writing by a parent, the class teacher calls the parents to confirm the child has permission to go with an

		<p>adult.</p> <ul style="list-style-type: none"> • In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult. • If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately.
<p>Late drop-offs, early pick up collection, late pick up, attendance</p>	<p>Risk of child being harmed in the school by another adult</p>	<ul style="list-style-type: none"> • In line with our School Attendance Policy • Latecomers must be signed in by an adult from 9.30 am onwards. Adults are not permitted to accompany latecomers to class. • Early leavers must be signed out by an appointed adult. The appointed adult must wait in the reception area while the child is called from class by a staff member. • Significant concerns in relation to timekeeping are recorded, retained and reported to the Education Welfare Officer. These records are inputted on the school online data system.
<p>Preventing of and dealing with school-based bullying behaviour amongst pupils.</p>	<p>Risk of harm pupil to pupil due to bullying of a child.</p>	<p>The school Anti-Bullying Policy is available to all staff online on the Shared Drive.</p> <ul style="list-style-type: none"> • Strict adherence to the above and Code of Behaviour. • Anti-Bullying policies on our school website to inform parents. • Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries. • Adequate supervision is provided to ensure the code of behaviour is being followed. • Stay Safe / Walk Tall / RSE and Web wise programmes are offered to the appropriate classes annually. • Child Protection Awareness and Training.
<p>Managing of challenging behaviour amongst pupils.</p>	<p>Injury to pupils and staff</p>	<p>As outlined in Department of Education & Skills Primary Curriculum 02/05 some pupils with serious difficulties may require more urgent action.</p> <ul style="list-style-type: none"> • Should these cases present, they will, with parent /guardian permission, be discussed with the relevant Special Needs Education Officer (SENO) and / or NEPS Psychologist. • This may lead to a more detailed behavioural management programme being implemented at home or in class or to a referral for further specialist assessment. • SNA's and support teachers will follow educational plans for these particular students. • Intervention plans will be agreed with the parents / guardians. • The school will engage the services of the Special Education Support Services (SESS) to support teaching and non-teaching staff when required.

		<ul style="list-style-type: none"> • Garda Vetting Secured Procedures • Appendix A - Bullying • Child Protection Awareness & Training • Health & Safety Policy • Code Of Behaviour
Sporting Activities and Sports Day	Harm to pupils/ unknown adults/public in the environs	<ul style="list-style-type: none"> • Garda Vetting Secured Policy & Child Protection Awareness & Training Procedures in place • Adequate supervision
Recreation breaks for pupils	Harm from other pupils/school personnel	<ul style="list-style-type: none"> • The school has a yard/playground supervision roster for both the teaching staff and SNA's to ensure appropriate supervision of children during the recreation breaks. • Appointed adults wishing to collect a pupil during recreation time must report to reception and are not permitted to enter school yards. • School staff will ensure that no member of the public engages any child in conversation during yard time. • Yard duty rota in place/sub cover in case of absence/ • Mission Statement
Lack of or insufficient lunch.	Child at risk of neglect.	<ul style="list-style-type: none"> • Teachers will monitor children's lunches and ensure that all children are provided with a reasonable quantity of healthy food each day. School lunches are provided under the School Meals Scheme. • If a child is not provided with any lunch in school, the school phones the parents and asks them to bring the lunch to school, using the "late lunch box" facility. • If a lunch is not provided the DLP or DDLP will be informed immediately and best efforts are made to ensure the child is adequately fed throughout the day. • If a child is regularly provided with insufficient lunch the class teacher discusses it with the parents in the first instance. If the situation does not improve the class teacher will take appropriate action to ensure resolution.
Classroom teaching	Harm to pupils Harm by school personnel	<ul style="list-style-type: none"> • All school staff will be supplied with a hard copy of the school Child Safeguarding Statement and Child Safeguarding Risk Assessment. • Glass viewing panels installed in S.E.T. Classrooms. • Glass viewing panels will not be obstructed in any way. • Garda Vetting Secured Procedures

		Harm from other pupils	<ul style="list-style-type: none"> • Child Protection Awareness & Training • Mission Statement & Code of Behaviour
	School Outings	Harm to pupils, unknown adults/public in the same environs	<ul style="list-style-type: none"> • Venue suitability checked & where possible, exclusive use secured for our pupils for the duration. • Adequate supervision by garda vetted personnel. • Appendix A – Tours/Trips
	School transport arrangements.	Risk of child being harmed by another adult.	<p>In line with our school Transport Policy</p> <ul style="list-style-type: none"> • The school will only use transport operators that have a "Road Passenger Transport operator's Licence" • All our bus escorts are garda vetted and have studied the Túsla Child Protection Training module and submitted their assessment certificate for our records. <p>Furthermore</p> <ul style="list-style-type: none"> • Pupils will not be permitted to board or remain on a bus without teacher supervision. • Bus escorts will notify the DLP / DDLP of any notable child protection concerns. • The school shall receive confirmation from any service provider that their employees are suitably vetted.
	Homework club	Harm to pupils.	<ul style="list-style-type: none"> • Garda Vetting Secured Procedures • Child Protection Awareness & Training
	Use of toilet/changing areas in schools	Inappropriate behaviour causing potential harm to pupils.	<p>During pupil contact time:</p> <ul style="list-style-type: none"> • Class teachers will supervise pupil's use of toilet facilities. • Only one pupil at a time permitted in the toilet cubicle. <p>During recreation breaks:</p> <ul style="list-style-type: none"> • Pupils must get permission from the teacher on yard duty to enter the school to use their class toilets. • Only one pupil at a time permitted in toilet cubicles. • Pupils can only access the building through the nearest doors. • Two senior children assist in supervision outside the toilet areas.

			<ul style="list-style-type: none"> Usage & supervision under our Appendix A guidelines: 'Intimate care needs' heading.
	Fundraising events involving pupils	Harm to pupils	<ul style="list-style-type: none"> Adequate supervision by Garda Vetted Personnel & School Staff
	Use of off-site facilities for school activities	<p>Harm from other adults at the venue.</p> <p>Harm from other pupils.</p>	<p>In line with our Supervision Policy and Health & Safety Policy</p> <ul style="list-style-type: none"> All teachers will exercise a Duty of Care to pupils during sporting activities whether undertaken on site off-site. When off-site teachers will as far as is practicable have a second staff member with them to safeguard the supervision and care of pupils. Adequate supervision by Garda Vetted Personnel.
	School transport arrangements including use of bus escorts	Harm to pupils	<ul style="list-style-type: none"> Adequate supervision by Garda Vetted Personnel
	Administration of Medicine	<p>Risk of child being harmed in the school by another adult.</p> <p>Check expiry dates on medicines.</p>	<p>In line with our school Administration of Medicines Policy.</p> <ul style="list-style-type: none"> Parents are welcomed into the school to administer medication to pupils. Older pupils may self-administer medication following detailed guidance on the matter by parents / guardians and teacher briefed on the topic by parents / guardians..
	Administration of First Aid	<p>Harm to pupils</p> <p>Risk of child being harmed in the school by another adult.</p>	<p>In line with the Accident & Injury Policy</p> <ul style="list-style-type: none"> All staff will exercise their duty of care to pupils for the duration of the school day. <p>In the event of Accident or Injury to a pupil:</p> <ul style="list-style-type: none"> Minor accidents / injuries will be treated by the relevant staff member in the presence / view of other pupil/s. Accidents / injuries that involve treatment of minor cuts, bumps etc that are not exposed, will be alerted to the child's parents / guardians for them to be called and bring the child home for treatment .

		<ul style="list-style-type: none"> • Garda Vetting Secured Procedures • Child Protection Awareness & Training • First Aid Training/Diabetes Training from Diabetes Nurse, defibrillator training, photocopying room (glass panel in door) to be used if need be.
Use of external personnel to supplement curriculum – volunteers/Parents	Harm to pupils	<ul style="list-style-type: none"> • Garda Vetting Procedures Secured • Child Protection Awareness & Training • Adequate supervision by school personnel
Interaction with visitors to the school / external coaches	<p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognised by school staff.</p>	<ul style="list-style-type: none"> • Visitors and external coaches must check in at reception at the front entrance before accessing the main school. • Regular visitors e.g. guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school. • Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organisation and a copy of any appropriate insurance. <p>In line with our school Health and Safety Statement :</p> <ul style="list-style-type: none"> • Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.
<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> • General learning difficulties /developmental language delay • 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 	Harm to pupils, bullying.	<p>In line with our school Mission Statement</p> <ul style="list-style-type: none"> • Scoil Mhuire N.S. will be welcoming and caring and respectful towards the needs of all pupils. • Parents will be notified of any changes from agreed procedures. • At all times the dignity and privacy of the pupil will be paramount. • Staff will facilitate, as far as is practicable professional report recommendations. <p>Practices and procedures in this regard are detailed in various school policies such as</p> <ul style="list-style-type: none"> • Code of Behaviour • Anti-Bullying Policy • Anti Cyber Bullying Policy • S.P.H.E. Policy • Supervision Policy • Mobile Phone Policy • Acceptable usage Policy

<ul style="list-style-type: none"> • Children in care • Children on CPNS 		<ul style="list-style-type: none"> • School Tours Policy • Garda Vetting Procedures Secured. • Child Protection Awareness & Training • Adequate supervision by school personnel
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • 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 	<p>Harm not recognised or properly or promptly reported</p>	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures made available to all staff • Staff to view Tusla training module & any other online training offered by PDST • Vetting Procedures Secured • Policy for Parents / Volunteers • Policy on Visiting Contractors • Adequate supervision by School Personnel
<p>Participation by pupils in religious ceremonies/religious instruction external to school</p>	<p>Harm to pupils</p>	<p>In line with our school Supervision Policy</p> <ul style="list-style-type: none"> • Pupils will not be permitted to make their way to the church unaccompanied. • Teachers will ensure there is effective supervision at all times both en route to, from and in the church. • Where ceremonies are conducted outside of school time it is parents responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location. • Where ceremonies take place as part of a scheduled mass outside of school time it parents responsibility to ensure that their child/children are adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony.

		<ul style="list-style-type: none"> • Garda Vetting Secured Procedures • Child Protection Awareness & Training • Adequate supervision by school personnel
<p>Use of Information and Communication Technology by pupils in school</p>	<p>Risk of harm due to children inappropriately access/using computers, social media, phone and other devices while at school.</p> <p>Harm to pupils - Bullying</p>	<ul style="list-style-type: none"> • Access to internet is filtered by PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorised as Personal such as blogs and Social Networking such as Flickr or Face Book <p>In line with our schools' Acceptable Use Policy (AUP)</p> <ul style="list-style-type: none"> • Each child signs an iPad contract, the conditions attached are revised annually. • Internet session will always be supervised by a teacher. • Access to the Internet is under the guidance of the teacher. • See AUP for more details. <ul style="list-style-type: none"> • ICT policy including firewall software. • Anti-Bullying Policy • Appendix A guidelines – Internet Safety. • Code of Behaviour • Adequate supervision by school personnel • Awareness & Training of staff/pupils : Webwise
<p>Storage and publication of photos of children.</p>	<p>Risk of pupil images being accessed and used inappropriately.</p>	<p>In line with the Data Protection Policy</p> <ul style="list-style-type: none"> • Parental consent to take photos is obtained by the school on Enrolment. • Class teachers are made aware of any children in his or her class who do not have permission to be in school photos. • Pupils names are not published with photos uploaded to the school website or class blogs. • Pupils are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes only. • Pupils are not permitted to have in their possession or use their own personal camera phones / digital devices during the school day or at school events.
<p>Data Protection</p>	<p>Risk of personal information regarding</p>	<p>In line with the Data Protection Policy(PENDING)</p>

		pupils being accessed and used inappropriately.	<ul style="list-style-type: none"> Confidential documents relating to children in the school are stored securely in the school. Hard copies are stored in locked filing cabinets. Soft copies are stored in a secure online database. A username & password is required to access the documents. Documents are only shared with staff on a need to know basis.
	<p>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p>	<p>Harm to pupils</p> <p>Harm from other pupils</p> <p>Harm by School Personnel</p>	<p>In line with school Policy on Detention of Pupils and the School Code of Behaviour:</p> <ul style="list-style-type: none"> In line with the school Code of Behaviour and Policy on Detention of Pupils, detention of pupils during recreation breaks may be used as a sanction for challenging behaviour. During detention periods pupils will be supervised by the Principal or another appointed staff member. <p>In line with the school Policy on Use of Mobile Phones.</p> <ul style="list-style-type: none"> Phones if brought into school by a pupil are their responsibility and must be switched off. Any pupil found with a phone switched on or using a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent / guardian. ICT policy including firewall software. Anti-Bullying Policy Code of Behaviour Adequate supervision by school personnel Awareness & Training of staff/pupils : Webwise
	<p>Student teachers undertaking training placement in school</p>	<p>Risk of child being harmed in the school by another adult.</p>	<p>In line with our school Charter on Students on Teaching Placement.</p> <p>Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with response from :</p> <ul style="list-style-type: none"> Written request to the Board of Management to apply for placement. Written verification that the placement is supported by and indemnified by the college in which the student is attending. Confirmation that Scoil Mhuire N.S. vetting obligations (as per DES circular 31/2016)

		<ul style="list-style-type: none"> will be complied with in advance of commencing teaching placement. Teachers will remain in the classroom at all times. Garda Vetting Procedures Secured Code of Behaviour Adequate supervision by school personnel
Students participating in work experience.	Risk of child being harmed in the school by another adult.	<p>In line with our school guidelines on Students on work Experience</p> <ul style="list-style-type: none"> The school requires confirmation from the school/college, in writing that Scoil Mhuire N.S. vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement. Students must be able to provide current NVB vetting documentation which should be processed in <u>advance</u> of placement start date through the students post-primary school or the relevant colleges. Due to current legislation the school will not offer work experience / TY placement to students who cannot meet vetting obligations (under 16 years of age).
Parental involvement in school activities.	Risk of child being harmed in school by another adult	<ul style="list-style-type: none"> Where parents visit the school to take part or assist in school activities on a one off or irregular basis the responsibility for supervision and care of pupils rests with the relevant teacher. Where parents visit the school to take part or assist in school activities on regular basis they will be required to undergo vetting through Meath Diocesan Office.
Use of the school premises by outside groups / individuals	Risk from other adults	<ul style="list-style-type: none"> Access to the school will not be granted to any outside group for use during the school day from 9.15 am to 3 pm except by Board of Management consent in advance. <p>In line with our schools Use of School Premises Policy</p> <ul style="list-style-type: none"> In the event of individuals / groups using the school premises out of school hours where there will be unrestricted access to children, it is essential that those who have said access provide evidence of up to date vetting to the BOM. These children are supervised at all times by the adults.
Use of video/photography/other media to record school events	Harm to pupils via Inappropriate Social Media Use	<p>It is school policy that:</p> <ul style="list-style-type: none"> Parents will be informed annually that any photographs or videos of school events or

			<p>school related taken by parents or other individuals are for private, personal use only.</p> <ul style="list-style-type: none"> • Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others (e.g. Facebook) • • Adequate supervision by school personnel • Code of Ethical Conduct
	<p>After school use of school premises by other organisations – Music tuition, Red Cross, Taekwondo</p>	<p>Inappropriate behaviour causing potential harm to pupils.</p>	<p>In line with our school's Use of the School Premises Policy</p> <ul style="list-style-type: none"> • Individuals/groups using the facilities of Scoil Mhuire N.S are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards. • Responsibility lies solely with the individual/Group using the premises for communicating with Parent about Start/Finishing times; Cancellations or re-scheduling. A contact number should be provided to parents. • Garda Vetting Procedures Secured • Behaviour Code • Adequate supervision by organisation personnel
	<p>Children not collected from after school activities.</p>	<p>Risk from other pupils Risk from other adults</p>	<p>In line with our school Use of the School Premises and Supervision Policy</p> <ul style="list-style-type: none"> • In the case of school related activities, all parents are made aware of the finishing time of activities and that pupils must be collected on time. If a pupil is not collected on time the teacher(s) in charge must make contact with the parents. • Teachers will remind parents of their obligation to ensure that the Scoil Mhuire's data base has accurate contact information at all times. • In the event of a teacher being unable to make contact with either a parent or a nominated emergency contact, the teacher shall ring the TUSLA Duty Social Worker to advise, record details of same and take the appropriate action as advised. • Individuals/groups using the facilities of Scoil Mhuire N.S are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards and toileting. . • Responsibility lies solely with the individual / group using the premises for communicating with Parents about Starting / Finishing times. Cancellations or re-scheduling. A contact number should be provided to parents.

Scoil Mhuire School's Safeguarding Statement has been developed in line with requirements under the **Children First Act 2015**. The **Children First: National Guidance for the Protection and Welfare of Children 2017** and Túsla's **Child Safeguarding: A Guide for Policy, Procedure and Practice**. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while there are availing of our service.

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 28th 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