

Child Safeguarding Risk Assessment

Scoil Náisiunta Cill Richill

Kilrickle N.S.

Roll No: 16293H



Written Assessment of Risk of Kilrickle National School

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 Leitrim NS.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
School Activities	Risk of Harm	Managing the Risk (Procedures, protocols & policies)
Recruitment/ Appointment of Staff <ul style="list-style-type: none"> ● Teachers, SNA's ● Caretakers/Secretary/Cleaners ● Board of Management ● Sport Coaches ● External Tutors/ ● Guest Speakers/ ● Volunteers/Parents ● Visitors/Contractors 	<ul style="list-style-type: none"> ● All Staff should be Garda Vetted ● Risk of child being harmed by a member of school personnel, volunteer or visitor ● Risk of harm not being recognised by school personnel ● Risk of harm not being reported properly and promptly by school personnel 	<ul style="list-style-type: none"> ● In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website. ● Copy of Garda vetting kept on file. ● Appointment Procedures

		<ul style="list-style-type: none"> ● Current staff are obliged to update vetting in line with Teaching Council requirements and be familiar with the school's Child Safeguarding Statement. ● Act in accordance with school policies ● Refresher courses coinciding with review of this policy ● Child Protection Training ● References
<p>Training of school personnel in Child Protection matters</p> <p>Recognising Student Voice in Child Safeguarding Statement</p>	<ul style="list-style-type: none"> ● Harm not recognised or reported promptly 	<ul style="list-style-type: none"> ● Child Safeguarding Statement and DES procedures made available to all staff. ● DLP and DDLP to update their training. ● All staff to view Tusla training module and any other online training offered by the PDST. ● BoM records and maintains all records of staff and board member training ● Staff are kept up to date with best policy and practice in relation to Child protection. ● An annual review of the Child Protection and Anti- Bullying Policies is undertaken by the BoM ● BoM to fund regular Child Protection Training for staff ● Student Council
<p>Staff member who may be the subject of investigation</p>	<ul style="list-style-type: none"> ● Risk of Child being harmed by a member of school personnel ● Harm not recognised or reported promptly 	<ul style="list-style-type: none"> ● The school adheres to the relevant procedures set out in Chapter 7 of the Child protection Procedures for Primary and Post Primary Schools 2017 and the relevant procedures for school staff which are published on the DES website
<p>Classroom Teaching/ Outdoor Teaching</p>	<ul style="list-style-type: none"> ● Risk of child being harmed by school personnel/member of staff from another organisation 	<ul style="list-style-type: none"> ● Copy of Child Protection/Child Safeguarding Statement made available in the school.

	<ul style="list-style-type: none"> ● Harmful allegations against staff ● Risk of harm not being reported properly and promptly by school personnel ● Risk of child being harmed in school by another child ● Risk of child being harmed by a member of the public who is a child or adult ● Risk of inadequate supervision 	<ul style="list-style-type: none"> ● Ensure all new employees receive a copy of the Child Safeguarding policy and Code of Conduct and procedures for supervision prior to or at the time of issuing an employment contract. ● Code of Discipline Supervision Policy Anti –Bullying Policy ● They must agree to act in accordance with the policies. ● Vetting Procedures are followed, ● Adequate supervision of pupils ● Supervision of classes even when under the direction of external instructors ● Cycle Right Programme every two years ● The same Code of Behaviour applies when children are in class at lunchtime on wet days. From time-to-time board games, books and educational DVDs may be shown. ● At least two staff members for trips
<p>One to one Teaching One to one support SNA One to one counselling/assessment NEPS and other HSE personnel including doctors, nurses, speech therapist O.T and visiting professionals Care of Children with special needs including intimate care needs.</p>	<ul style="list-style-type: none"> ● Harm by school personnel/visiting professionals ● Storing of sensitive information on the child ● Harmful allegations against school staff 	<ul style="list-style-type: none"> ● Table between teacher and student ● Glass in window/ open door ● Training of all professionals ● SEN Policy ● Parents of pupils who are to be involved in one-to-one teaching/assessments will be informed and their permission sought. ● Child Safeguarding Statement given to professionals. ● If needed two SNA's are present.
<p>Daily arrival and dismissal of pupils</p>	<ul style="list-style-type: none"> ● Harm to pupils ● Child Protection ● Road safety – very busy main road – Danger of accident to children and parents at busy drop off and pick up times 	<ul style="list-style-type: none"> ● Gate is open to pupils from 9am. for pupils attending morning hurling. Kilrickle N.S does not assume responsibility for children dropped outside the school gate before gate has been opened ● Morning supervision on staggered entry to school building, from 9:10 – 9:20 am

	<ul style="list-style-type: none"> ● Risk of harm where a child is collected by unauthorised person 	<ul style="list-style-type: none"> ● Supervision Policy ● Pedestrian Crossing ● Safety Statement ● Collection procedure at Assembly Area for staggered exit from building from 2:00 p.m. and 3:00pm – teacher leads class to the front gate and supervises a ‘hand-over’ to parents ● If a person other than the child’s parent is collecting a child, the parent must inform the school by email or phone, and this message must be acknowledged by a staff member on email or phone
<p>School transport arrangements including use of bus escorts</p>	<ul style="list-style-type: none"> ● Harm to pupils by other children/adults ● Road Safety 	<ul style="list-style-type: none"> ● Code of Discipline ● Anti-Bullying Policy ● Seat belts responsibility of the service provider ● Safety Statement ● Garda Vetting Clearance ● Adults will not be permitted to carry children alone in their cars. At least two children must travel with a vetted adult or another adult and child. ● Liability for children in a car is a matter solely for the individual’s own motor insurance.
<p>After school use of school premises by other organisations / personnel</p>	<ul style="list-style-type: none"> ● Third Parties accessing data/information pertaining to pupils 	<ul style="list-style-type: none"> ● BOM Permission sought ● GDPR (Data Protection) Policy ● Secured filing cabinets ● Password accessed laptops ● Informing staff if their room is being accessed ● Staff to take responsibility for GDPR in their own rooms i.e., filing cabinet locked, no confidential paperwork left in plain sight

<p>Use of school facilities by other organisation during school day i.e. Cumann na mBunscol</p>	<ul style="list-style-type: none"> ● Interpersonal conflict ● Bullying incident occurring between pupils from different schools 	<ul style="list-style-type: none"> ● BOM Permission sought ● Supervision Policy ● Code of Discipline ● Anti-Bullying Policy ● Dignity in the Workplace Policy
<p>Recreation breaks for pupils</p>	<ul style="list-style-type: none"> ● Harm due to inadequate supervision of children in school ● Inter pupil bullying ● Ensuring care needs of children with SEN are met ● Risk if harm due to inadequate social supports for children with SEN 	<ul style="list-style-type: none"> ● Supervision Policy and Yard Duty Rota ● Insurance Policy ● Anti-Bullying Policy ● Code of Discipline ● Intimate Care Policy ● SEN Policy ● Toileting facilities ● SNA assistance
<p>Accessing PE Shed</p>	<ul style="list-style-type: none"> ● PE Sheds not to be accessed by pupils unless under the active supervision of a teacher ● The PE Shed door should be left open and member of staff should supervise from outside the shed while the pupil retrieves item 	<ul style="list-style-type: none"> ● Supervision Policy ● Insurance Policy ● Anti-Bullying Policy ● Code of Discipline
<p>Accessing Garden Shed</p>	<ul style="list-style-type: none"> ● Pupils are not to access Garden Shed, Boiler House or other maintenance areas for Health and Safety reasons. ● Harm from sharp implements, risk of harm from substances i.e. petrol etc. 	<ul style="list-style-type: none"> ● Supervision Policy ● Insurance Policy ● Anti-Bullying Policy ● Code of Discipline
<p>Students participating in work experience in the school i.e. TY placement; teaching placement by second level teachers</p>	<ul style="list-style-type: none"> ● Risk of harm not being recognised ● Risk of child being harmed in the school by a member of school personnel or volunteer/visitor to the school 	<ul style="list-style-type: none"> ● Garda Vetting ● Completion of Tusla Children First E-Learning Programme ● Child Protection Training ● References

	<ul style="list-style-type: none"> ● Risk of harm due to inappropriate relationship/communications between child and another child or adult 	<ul style="list-style-type: none"> ● Appropriate supervision of TY students by members of staff personnel ● Ensuring all staff/new staff/volunteers/trainees are given a copy of the school's Child Safe-Guarding Statement. ● TY students not to access the staffroom. TY students eat their lunch in the classroom, and go to the yard during break and lunch times. In this way, they will always be under teacher supervision.
Student teachers undertaking training placement in school	<ul style="list-style-type: none"> ● Risk of harm not being recognised ● Risk of child being harmed in the school by a member of school personnel or volunteer/visitor to the school ● Risk of harm due to inappropriate relationship/communications between child and another child or adult 	<ul style="list-style-type: none"> ● Garda Vetting ● References ● Completion of Tusla Children First E-Learning Programme ● Child Protection Training ● Ensuring all staff/new staff/volunteers/trainees are given a copy of the school's Child Safe-Guarding Statement. ● Ensuring class teachers are always present in the room, including when a student teacher is teaching lessons. Student teachers are not covered to take sole responsibility for a class / pupils.
Sporting Activities	<ul style="list-style-type: none"> ● Harm to Children 	<ul style="list-style-type: none"> ● Vetting of Coaches ● Health and Safety Risk at venues ● Toilet issues – risk assessment at event ● Children go in pairs to toilet monitored by teacher
School Outings / Tours	<ul style="list-style-type: none"> ● Harm to Children 	<ul style="list-style-type: none"> ● Vetting of bus/ venue - check prior to trip ● At least two adults on trip ● SNA must accompany child with special needs. ● Toilet/changing issues to be checked prior to trip ● List of Parent contact numbers ● First Aid Kit
Trips Involving Overnight Stays	<ul style="list-style-type: none"> ● Harm to Children 	<ul style="list-style-type: none"> ● All relevant child safeguarding procedures are adhered to. ● More than two adults attend

		<ul style="list-style-type: none"> ● Garda Vetting
Annual Sports Day	<ul style="list-style-type: none"> ● Risk of child being harmed by another child or adult 	<ul style="list-style-type: none"> ● Supervision Policy ● Anti-Bullying Policy ● Code of Discipline ● First Aid Kits
Use of off-site facilities for school i.e. GAA pitches	<ul style="list-style-type: none"> ● Risk of child being harmed by another child or adult 	<ul style="list-style-type: none"> ● Supervision Policy ● Anti-Bullying Policy ● Code of Discipline ● First Aid Kits
Toilet Area	<ul style="list-style-type: none"> ● Inappropriate behaviour 	<ul style="list-style-type: none"> ● Supervision policy ● School Toilet Procedure (One pupil at a time) ● Children of same age use toilet
Administration of First Aid	<ul style="list-style-type: none"> ● Risk of child receiving incorrect treatment for an injury 	<ul style="list-style-type: none"> ● Child Safeguarding Statement followed ● Parental permission sought for administration of medicine ● Provision of Defibrillator ● Provision of First Aid Resources ● All Staff trained in First Aid ● If required meeting with parent and teacher regarding pupil with medical needs ● Incident/Accident Form ● Insurance Policy 24 hr cover for in-school and out of school activities for all children ● Support Teachers offering supervision cover for classes ● Immediate contact to home for serious injuries and head injuries
Curricular provision in respect of SPHE, RSE, Stay Safe	<ul style="list-style-type: none"> ● Risk of staff not being aware of how to handle disclosures ● Risk of staff responding inappropriately to questions by 	<ul style="list-style-type: none"> ● Full implementation of the SPHE/RSE/ Walk Tall and Stay Safe programme ● Facilitate staff training when available

	children during lessons of a sensitive nature	<ul style="list-style-type: none"> ● Plan in school calendar when the above programmes will be carried out in the classroom ● Reporting on RSE and Stay Safe /Internet Safety at BoM meeting
Training of school personnel in Child Protection matters	<ul style="list-style-type: none"> ● Risk of staff not being sensitive to signs and symptoms of harm in children ● Risk of staff not adhering to child protection protocols 	<ul style="list-style-type: none"> ● Tusla e-learning programme ● PDST e-learning modules ● Opportunities for CPD in matters of child protection ● Encouraging staff and board members to avail of training in this area.
Unauthorised access to school	<ul style="list-style-type: none"> ● Harm to pupils /staff personnel ● Unauthorised collection of pupils from school building 	<ul style="list-style-type: none"> ● Restricted access to Main Entrance with coded door ● All doors kept closed during and after school hours ● All visitors reporting to office
Unauthorised pick up of children from school	<ul style="list-style-type: none"> ● Harm to pupils ● Unauthorised collection of pupils from school building 	<ul style="list-style-type: none"> ● Encourage parents to notify teacher around changes in pick-up of their children ● Encouraging parents to indicate to the class teacher when they are taking their children from the gate. ● Reception / Assembly & Dismissal of Pupils Policy
Pick up of infant children	<ul style="list-style-type: none"> ● Harm to pupils ● Unauthorised collection of pupils from school building 	<ul style="list-style-type: none"> ● Differentiated ‘pick up’ routine for infant children at 2pm ● Hand-over to parents from the Main Entrance Door
Online Safety for Pupils Cyber-bullying of children	<ul style="list-style-type: none"> ● Risk categorised into Content: being exposed to illegal, inappropriate/harmful material ● Contact: harmful online interaction with other users 	<ul style="list-style-type: none"> ● Internet Acceptable Use Policy ● Internet Safety Training for school staff ● Sharing of resources with parents around internet safety ● Liaising with PA around internet safety ● Education of pupils around appropriate actions so they can use ICT safely ● Educating children how to respond to Cyber-Bullying

	<ul style="list-style-type: none"> ● Conduct: personal online behaviour that increases the likelihood of or causes harm ● Risk of harm to pupils by children/adults online ● Risk of harm to pupils playing online games which are rated 12 or older ● Risk of harm to pupils playing/accessing games unsupervised ● Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in school 	<ul style="list-style-type: none"> ● Full implementation of Stay Safe and Walk Tall programmes. ● Anti-Bullying Policy ● Discipline Policy ● Internet Acceptable Use Policy ● Garda Visit for senior classes
Bullying of a child by other child/children	<ul style="list-style-type: none"> ● Risk of harm to pupils by other pupils 	<ul style="list-style-type: none"> ● Child Safeguarding Statement is followed ● Garda Visit ● Anti-Bullying Policy ● Code of Behaviour & Discipline Policy ● Supervision Policy
Children accessing computers/social media	<ul style="list-style-type: none"> ● Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in school 	<ul style="list-style-type: none"> ● Internet Acceptable Use Policy ● Garda Visit ● Supervision Policy
School personnel interacting with children digitally	<ul style="list-style-type: none"> ● Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital devise or other manner 	<ul style="list-style-type: none"> ● Internet Acceptable Use Policy ● Dignity in the Workplace Policy ● Peer Review ● Supervision Policy ● Compliance with agreed disciplinary procedures for teaching staff

<p>Use of toilet/changing/shower areas in sporting events</p>	<ul style="list-style-type: none"> ● Risk of harm due to inadequate supervision ● Risk of harm to child while receiving intimate care ● Risk of harm to a child by an adult who is not a staff member 	<ul style="list-style-type: none"> ● Intimate Care Policy ● Supervision Policy ● Code of Discipline ● Anti-Bullying Policy ● Dignity in the Workplace
<p>Use of video/photography/other media to record school events</p>	<ul style="list-style-type: none"> ● Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner 	<ul style="list-style-type: none"> ● Internet Acceptable Use Policy ● Appropriate storage of images i.e. ● Parental Consent ● Data Protection Policy ● Freedom of Information
<p>Care of pupils with specific vulnerabilities/ needs such as:</p> <ul style="list-style-type: none"> ● 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 Child Protection Notification System (CPNS) 	<ul style="list-style-type: none"> ● Harm to pupils due to inadequate supervision ● Risk of emotional harm due to exclusion of child by teacher or peers ● Heightened risk of bullying of pupils by their peers ● If an SNA is responding to an intimate care need for a child, the SNA informs the class teacher, where the child will be cared for and how long approximately, it will take. 	<ul style="list-style-type: none"> ● Catholic Ethos ● SPHE Curriculum ● Inclusive Environment & Practice ● Supervision Policy ● Raising awareness amongst staff and pupils around difference and Ireland as a pluralistic society ● Visiting speakers ● Close communication with Tusla ● Alternative Supervision ● Redistribution of pupils to other classes during Religious Education ● Differentiated Programmes ● Child Safeguarding Statement ● Liaising with Tusla ● Child Protection File
<p>Managing Challenging Behaviour</p>	<ul style="list-style-type: none"> ● Harm to pupils and staff 	<ul style="list-style-type: none"> ● Behaviour Plan ● Support from NCSE ● Health and Safety Policy

		<ul style="list-style-type: none"> ● Code of Behaviour & Discipline ● Anti- Bullying Policy
Care of pupils with SEN including intimate care	<ul style="list-style-type: none"> ● Inappropriate behaviour ● Harm to Child 	<ul style="list-style-type: none"> ● SEN Policy ● SNA Policy and procedures in place ● Intimate Care Policy ● SPHE Curriculum ● Health Promoting Schools ● Anti- Bully Policy ● Supervision Policy
Critical Incidents	<ul style="list-style-type: none"> ● Risk of Trauma to the child in the event of a critical incident 	<ul style="list-style-type: none"> ● Critical Incident Policy
Children participating in Swimming Programme	<ul style="list-style-type: none"> ● Risk of harm due to inadequate supervision ● Risk of harm to child while receiving intimate care 	<ul style="list-style-type: none"> ● Aquatics Strand in PE ● Supervision Policy ● Insurance Policy ● Intimate Care Policy ● Peer supervision ● Critical Incident Policy
Use of external personnel to support sports and other extra-curricular activities i.e. Sports Coaches etc.	<ul style="list-style-type: none"> ● Harm to pupils ● Risk of child being harmed in the school by volunteer or visitor to the school 	<ul style="list-style-type: none"> ● Garda Vetting ● Child Protection Training ● Supervision Policy ● Insurance Policy ● Volunteers Policy ● Critical Incident Policy
Use of external personnel to supplement curriculum i.e. RSE, Internet Safety, Road Safety etc.	<ul style="list-style-type: none"> ● Harm to pupils ● Risk of child being harmed in the school by volunteer or visitor to the school 	<ul style="list-style-type: none"> ● Respectful of school ethos ● Supervision Policy ● Insurance Policy ● References ● Garda Vetting

Participation by pupils in religious ceremonies/religious instruction external to the school	<ul style="list-style-type: none"> ● Risk of harm due to inadequate supervision ● Risk of harm not being recognised ● Risk of child being harmed in the school by a member of school personnel or volunteer/visitor to the school ● Risk of harm due to inappropriate relationship/communications between child and another child or adult 	<ul style="list-style-type: none"> ● Ensuring classes are supervised even when under the direction of external instructors ● Catholic Ethos ● Supervision Policy ● Grow in Love Curriculum ● Religious Education ● Completion of Tusla Children First E-Learning Programme ● Child Safe-Guarding Statement
Maintenance/Contractors on school site	<ul style="list-style-type: none"> ● Risk of harm to pupils by external personnel 	<ul style="list-style-type: none"> ● Access to classrooms outside of teaching hours ● Work supervised by member of staff ● Supervision Policy ● Restricted access of pupils to school maintenance sheds, boiler house etc.
Potential for abuse of pupils by other pupils	<ul style="list-style-type: none"> ● Risk of harm to pupils by other pupils 	<ul style="list-style-type: none"> ● Supervision Policy ● Full implementation of the SPHE Curriculum and related programmes i.e. Stay Safe, RSE, Walk Tall etc. ● Code of Behaviour & Discipline ● Liaising with Tusla ● Anti-Bullying Policy
Potential for abuse of children by child/adults during field trips/tours/sporting fixtures etc.	<ul style="list-style-type: none"> ● Harm to pupils by another child or adult 	<ul style="list-style-type: none"> ● School Tours Policy ● Supervision Policy ● Critical Incident Policy ● Appropriate teacher-pupil ratio ● SNA Assistance ● Peer Review
Administration of Medicine	<ul style="list-style-type: none"> ● Risk of child being physically harmed due to administration of 	<ul style="list-style-type: none"> ● Administration of Medicine Policy ● Protocol for administering medication

	<p>incorrect dosage or staff members not following protocols</p> <ul style="list-style-type: none"> • Visiting personnel not being made aware of children with particular medical needs 	<ul style="list-style-type: none"> • Pupil Medical File • School Visits by Medical Doctor • Incident/Accident Form • Insurance 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.

The risk assessment has been completed by the Board of Management on the 22nd February, 2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: 

Chairperson of the Board of Management

Date: 22nd February, 2023

Signed: 

Principal/ Secretary to the Board of Management

Date: 22nd February 2023