

Appendix 4 - Identifying and Managing Risks

	List of School Activities	Risk Level	The School has identified the following Risks of Harm	The school has the following procedures in place to address risks identified in this assessment
Board of Management	❖ Familiarisation and Training of all BOM members in updated Child Protection Procedures	Low	<i>Harm not being recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Copy of DES 'Child Protection Procedures for Primary & Post Primary Schools 2017' sent by email for each BOM Member • Copy of C.81/2017 by email to all BOM members • Two Board members attended CPSMA training – 2018 (Jennifer O'Leary and Dean Niall Sloane) • Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be undertaken and ratified by BOM by 11 March 2018 • Child Protection Oversight Report to be provided at each BOM meeting from March 2018
	❖ Familiarisation and training of all school staff in updated 2017 Child		<i>Harm not recognised or reported in</i>	<ul style="list-style-type: none"> • School Staff made aware of their obligations under <i>Children First 2015</i> and revised procedures and responsibilities (February 2018)

<p>School Staff</p>	<p>Protection Procedures <i>Teachers, SNAs, Ancillary Staff</i></p>	<p>Low</p>	<p><i>accordance with procedures</i></p>	<ul style="list-style-type: none"> • All staff encouraged to familiarise themselves with DES 'Child Protection Procedures for Primary & Post Primary Schools 2017' publication. (January 2018) & this has been emailed to all staff • All relevant documentation also circulated for staff by email • Staff undertook Túsla online training and receive certification (February 2018) • DLP & DDLP participated in PDST online training and be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures • DLP attended IPPN talk (19/02/2018) • DLP & DDLP to attend PDST face to face training (29/05/2018) • Record of staff training and certification to be retained for BOM
<p>Recruitment of Staff/ Volunteers</p>	<p>❖ Recruitment of school personnel i.e. Teachers, SNAs, Ancillary Staff, Sports Coaches, External Tutors/Guest Speakers etc.</p>	<p>Medium</p>	<p><i>Harm not recognised or reported in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures available to all staff • Vetting of school staff • Vetting of volunteers (as appropriate) • Supervision of Pupils Policy • Vetting documentation presented in advance for outside speakers, HSE personnel etc.

	<ul style="list-style-type: none"> ❖ Volunteers/Parents for school activities e.g. Sports events 	Medium	<p><i>Harm not recognised or reported in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Vetting of volunteers (as appropriate) • Pupils under supervision of teachers – never in care of volunteers
<p>Entry and Dismissal of pupils</p>	<ul style="list-style-type: none"> ❖ Morning entry and home time dismissal of pupils 	Medium	<p><i>Unknown adults in the school grounds/premises</i></p>	<ul style="list-style-type: none"> • School gate (St. Joseph’s Street entrance) closed during school hours. School gate (Barrington Street entrance) opened just before 8.40am daily. School’s main entrance door opened for arrival and dismissal times. Door closed after school starts. Doors opened again at 1.20pm and 2.20pm for dismissal and closed after dismissal. • Front door monitored by school secretary and staff. • School procedure in place for adults only to open front door. • Parent/guardians advised to ensure children collected at home time - Junior Classes pupils remain under care of teacher until collected • If a different adult is collecting a pupil in Junior or Senior Infants, parents/guardians must give written notification to pupil’s class teacher • If a different adult is collecting an pupil before the end of the official school day, parents/guardians must give written notification to pupil’s class teacher • Non-collected pupils should return to school building – parents/guardians contacted as necessary by teacher on duty

				<ul style="list-style-type: none"> • If person collecting child is unknown to staff the pupil's Admissions Acceptance Form is checked and parent/guardian contacted for clarification. Children will not be released to unauthorised persons. • Gardaí contacted if a pupil is not collected after a reasonable length of time (1 hour). Two staff members will stay with pupil until Gardaí arrive.
Curricular Provision	❖ Curricular provision in respect of SPHE, RSE, Stay Safe.	Low	<i>Non-teaching of the curriculum and relevant lessons</i>	<ul style="list-style-type: none"> • School implements SPHE as a curricular subject and SPHE taught in all classes as per SPHE plan. • School implements RSE, Stay Safe Programme in full. • School implements social and emotional programme, Friends for Life, when deemed appropriate in various classes.
	❖ Use of Information and Communication Technology (ICT) by pupils and school staff during school day	Medium	<i>Inappropriate use of school internet - pupils exposed to inappropriate online content or messaging</i> <i>Inappropriate recording of staff or pupils</i>	<ul style="list-style-type: none"> • Acceptable Use policy for ICT for Pupils and school staff • Data Protection Policy • Supervision of Pupils Policy

Teaching and Learning	<ul style="list-style-type: none"> ❖ Classroom teaching ❖ One to one teaching ❖ Outdoor teaching i.e. PE/Sports etc. 	Low	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Inadequate supervision</i></p>	<ul style="list-style-type: none"> • Daily recording of pupil attendance (via Aladdin) • Supervision of Pupils Policy • Child Safeguarding Statement and DES procedures • Open door policy • Glass in door in SEN Classrooms not to be obstructed • SEN Policy & SNA Policy
	<ul style="list-style-type: none"> ❖ Care of pupils with specific vulnerabilities/ needs based on race, disability, religion etc 	Low	<p><i>Harm not recognised or reported in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Child Safeguarding Statement and DES procedures • Supervision of Pupils Policy • SEN Policy & SNA Policy
	<ul style="list-style-type: none"> ❖ Use of video/ photography/other media to record school events 	Medium	<p><i>Online posting of school images and pupils and staff</i></p>	<ul style="list-style-type: none"> • Acceptable Use Policy • Reminder notice posted each term on school website and on school newsletter and verbal reminders for school events advising parents/guardians that recordings are not allowed and photos are for personal use only and not for uploading onto social media sites.
		Low		<ul style="list-style-type: none"> • SEN Policy & SNA Policy

Special Education Needs (SEN)	❖ Care of pupils with SEN including intimate care needs		<i>Harm by school personnel</i>	<ul style="list-style-type: none"> • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Child safe guarding statement • School procedure in place in the event of a toileting incident- parents contacted and parent takes responsibility for changing of clothes • Intimate Care Policy
	❖ Managing challenging behaviour (including flight risk children)	Medium	<i>Accidental harm by school personnel</i> <i>Injury to pupils and staff</i>	<ul style="list-style-type: none"> • At least two staff members present if possible • Parents contacted immediately • Health & Safety Policy • Code of Behaviour • Supervision of Pupils Policy • Anti-Bullying Policy • Critical Incidence Policy
Medical Emergencies and First Aid	❖ Administration of First Aid Treatment by staff	Low	<i>Accidental Harm by school personnel</i>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Administration of Medication Policy and procedures (Policy to drafted in March/April 2019)* • All school staff received basic First Aid training Nov 2017 • SNAs trained in the Administration of Medicines that are specific to needs of pupils in school Feb 2018
	❖ Administration of Medication by staff	Low		

Coach drivers & Speakers & Visitors to the school for curricular purposes	❖ Use of external personnel to support the delivery of the curriculum (including Mobile library service, sports coaches, etc)	Medium	<i>Harm to pupils due to inappropriate behaviour /communication</i>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Class Teacher or SNA always present • Vetting in accordance with CIPSMA and DES regulations
Fundraising events involving pupils during out of school hours	❖ Pupils attend fundraising events outside the normal school teaching hours	Medium	<i>Harm to pupils due to inappropriate behaviour /communication</i> <i>Unknown adults on premises</i> <i>Inappropriate videoing/recording of pupils during event by unknown/known adults</i>	<ul style="list-style-type: none"> • Child Safe-guarding Statement • Acceptable Use Policy • Code of Behaviour Policy • Anti-Bullying Policy • Supervision of Pupils Policy • Health and Safety Policy • School to remind parents/guardians that it is their responsibility to adequately supervise their child/children

Behaviour & Supervision of pupils during school hours	❖ Recreation Breaks and Lunch breaks and yard time	Medium	<i>Inappropriate behaviour /communication with pupils</i> <i>Unknown adults on the playground/in school grounds</i> <i>Inappropriate videoing/recording of pupils in the yard by unknown adults from houses looking onto school yard</i>	<ul style="list-style-type: none"> • Supervision of Pupils Policy, • Teacher on duty • SNA's assigned to children with access • School procedures in place for classes exiting onto the yard/entering back into the school • Gate (St Joseph's St entrance) is closed at all times during school hours • Gate (Barrington Street entrance) locked before children enter the yard and opened again when pupils return to class • Staff on yard duty to be vigilant when out in school yard and report suspicious videoing/recording of pupils to the principal who will liaise with the Gardaí on the matter
	❖ Toilet areas/other communal school areas	Medium	<i>Inappropriate behaviour by pupils</i>	<ul style="list-style-type: none"> • Classroom rules including toilet permissions • School procedure in place for children to go to toilet from the yard – Children go in pairs (pair from the same classroom) from the yard to the toilet in the school. Adult permission must be given. • Code of Behaviour

	<ul style="list-style-type: none"> ❖ Exit and entry to class for play time 	Medium	<i>Inappropriate behaviour by pupils</i>	<ul style="list-style-type: none"> • Teacher on duty in yard • Class teacher/SNAs supervise exit of pupils to yard area • Teacher on duty in yard & SNAs supervise children return to classrooms
	<ul style="list-style-type: none"> ❖ Prevention and dealing with bullying and misbehaviour amongst pupils 	Medium	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Anti Bullying Policy and procedures • Social and Emotional programmes • Stay Safe programme • Code of Behaviour
Teaching Practice/ Third-level work Placement/ Secondary School work experience	<ul style="list-style-type: none"> ❖ Trainee Teachers on teaching placement ❖ Third level students on work placement ❖ Secondary pupils (16 years or over) on work experience 	Low	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement • Vetting of student teachers • Vetting of third level students • Vetting of secondary school students

<p>Parents/ Guardians coming to the school</p>	<ul style="list-style-type: none"> ❖ Parents/guardians seeking to collect pupils early/hometime/when pupils unwell etc 	<p>Medium</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p> <p><i>Unknown adults on the school premises</i></p>	<ul style="list-style-type: none"> • Parents/guardians report to school office – verification of identity where necessary • All parents/guardians remain at main entrance • Parents/guardians/adults not permitted to go to classroom areas unless accompanied by member of school staff • School security procedures in place • If adult unknown, and/or no written permission given to school about adult collecting child, staff will contact parents/guardians to seek clarification • Parents/guardians/adults sign book at front entrance stating who they are collecting and time of collection • Pupils will not be release to unauthorised adults
<p>School Trips & use of</p>	<ul style="list-style-type: none"> ❖ School tours/outing involving one or multiple classes to external venues ❖ School Sports Day ❖ Hire of Transport (bus) 	<p>Medium</p>	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Supervision appropriate to the</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Teacher(s) and/or SNA on duty • Adequate pupil-teacher ratio adhered to (according to the age of pupils) • Code of Behaviour • Ensure private transport providers hired by the school are licensed in accordance with regulations • Parents/guardians who assist in school trips are vetted

External Facilities	<ul style="list-style-type: none"> ❖ Use of Public Transport ❖ Swimming 	<p>Medium</p>	<p><i>activity and transport option</i></p> <p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Supervision appropriate to the activity and transport option</i></p> <p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Adequate pupil-teacher ratio adhered to (according to the age of pupils) • Code of Behaviour • School staff supervise from a distance/outside the changing room door but if a safety risk is identified two staff members will intervene
School Maintenance Contractors	<ul style="list-style-type: none"> ❖ Visitors/contractors in school during 	<p>Medium</p>	<p><i>Harm to pupils due to inappropriate behaviour</i></p>	<ul style="list-style-type: none"> • All contractors/ and visitors report to the school office • Contractors work outside of school hours where possible • Contractors/visitors provide identification where necessary

<p>& non curricular visitors to the school</p>	<p>school hours & after school hours</p> <p>❖ Contractors/Builders/ Personnel involved in the build of the school extension</p>	<p>Medium</p>	<p><i>/communication</i></p> <p><i>Harm to pupils due to inappropriate behaviour</i></p> <p><i>/communication</i></p> <p><i>Unknown adults on the school premises</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • When work on the school extension commences the BOM and principal will ensure that personnel on school grounds remain on the building site. Works in the school building to be completed during school holidays and after school hours
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