

**Child Safeguarding Risk Assessment**  
**Written Risk Assessment of Scoil Aodh Rua agus Nuala**

**In accordance with Section 11 of 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 Scoil Aodh Rua agus Nuala.**

| <b>List of School Activities</b>                                                                                                                                                                                                        | <b>The school has identified the following risks of harm in respect of it's activities.</b> | <b>The school has the following procedures in place to address the risk of harm identified</b>                                                                                                                     |
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| <u><b>Recruitment of School Personnel</b></u><br><b>Teachers</b><br><b>SNA's</b><br><b>Secretary/ Caretaker/Cleaner</b><br><b>External Tutors</b><br><b>Guest Speakers</b><br><b>Work Shop Facilitators</b><br><b>Volunteer Parents</b> | Harm from members of staff or School support personnel                                      | <p>All staff and school personnel interacting with pupils are Garda vetted before appointment to any position in school.</p> <p>All recruitment procedures are strictly adhered to by the Board of Management.</p> |

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| <p><b>Training of School Personnel in Child Protection Matters.</b></p> | <p>Harm not recognised, monitored or reported properly as outlined in Child Safeguarding Statement (CSS).</p> <p>All mandatory documents Child Safe Guarding Statement not reviewed and amended accordingly by the BOM annually.</p> | <p>Child Safeguarding Statement and Department of Education Procedures made available to all staff.</p> <p>Child Safe Guarding Statement reviewed annually by BOM and staff DLP AND DDLP to attend PDST face-to-face training.</p> <p>All school staff to view TUSLA Training module and PDST training modules.</p> <p>All staff will be informed via email when training is offered by PDST or any external providers.</p> <p>Board of Management records all records of staff and Board training.</p> <p>DLP/DDLP signage on display in school Foyers.</p>                                                             |
| <p><b>Curricular Provision in respect of SPHE, RSE, Stay Safe</b></p>   | <p>RSE and or/Stay Safe programmes not implemented or completed in full.</p> <p>Parents/Guardians withdrawing pupils from either/both programmes.</p>                                                                                | <p>The school implements the SPHE, RSE and Stay Safe curriculum in full. Records in Cuntas Miosúil of curriculum covered.</p> <p>CPD is arranged for teachers to support their teaching in these areas through Croke Park and/or policy review during staff meetings.</p> <p>Parents can withdraw their children from sensitive areas/ discrete lessons of RSE programme provided they take responsibility for educating their children on this aspect of the curriculum .Permission must be sought in writing.</p> <p>Stay Safe Programme is mandatory. Parents cannot withdraw their children from this programme.</p> |

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| <p><b>One to One teaching</b></p> <p><b>One to One Counselling</b></p> <p><b>One to One SNA Support.</b></p> <p><b>Small groups Tuition.</b></p> | <p>Harm stemming from particular vulnerabilities that pupils receiving one-one tuition may have including but not limiting to:</p> <ul style="list-style-type: none"> <li>• Special Education Needs</li> <li>• Language difficulties</li> <li>• Social, emotional and behavioural difficulties.</li> <li>• Physical difficulties.</li> </ul> <p>Harm due to the development of an inappropriate relationship between a member of staff and a pupil through one-one teaching and learning.</p> <p>Harm due to inadequate supervision when pupils are going from or returning to classroom</p> | <p>Garda Vetting Procedures and Staff Recruitment Procedures adhered to.</p> <ul style="list-style-type: none"> <li>• Code of Professional Conduct for teachers as per Teaching Council.</li> <li>• Special Education Needs Policy in place.</li> <li>• Glass panels in all classroom doors.</li> <li>• Pupils in junior classes are collected from their classroom and escorted back by SET.</li> <li>• Written permission will be sought from parents in the event that 1:1 teaching is necessary for the educational progress of the child.</li> <li>• The SET support the classroom teacher – to deliver areas of the Stay Safe/RSE programmes for pupils attending Learning Support if necessary.</li> <li>• A differentiated version of the Stay Safe is in place for pupil in special educational class.</li> </ul> |
| <p><b>Class Teaching</b></p>                                                                                                                     | <p>Harm stemming from inadequate supervision.</p> <p>Harm from other pupils.</p> <p>Harm due to inappropriate relationships between a pupil and a member of staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>The Board of Management ensures that all staff are vetted before appointment to a teaching /sna position in the school.</p> <p>The Principal ensures that the school's Supervision Policy is reviewed regularly and made available to new staff/substitute staff.</p> <p>Individual classroom rules are drawn up by pupils and class teacher at the beginning of each school year.</p> <p>If a teacher needs to leave their class he/she will ask neighbouring teacher or member of SET to supervise both classes until the/she returns.</p>                                                                                                                                                                                                                                                                            |

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|                                                                                                                                                                                        |                                                                                                                                                                                                                                                                          | <p>Teachers ensure that they interact professionally with pupils at all times and adhere to the Code of Professional Conduct for teachers as per the teaching council.</p> <p>Class panels in each door.</p>                                                                                                                                                                                                                                                                                        |
| <b>Outdoor Teaching Activities</b>                                                                                                                                                     | <p>Harm due to inadequate supervision.</p> <p>Harm from an unknown person who is in the outdoor activity space at the same time.</p> <p>Harm from another student.</p> <p>Risk of harm to pupils with SEN or other vulnerabilities during outdoor teaching sessions.</p> | <p>Teacher surveys the outdoor space in advance of an activity to ensure that it is safe.</p> <p>The school has a Supervision Policy in place to ensure appropriate supervision.</p> <p>Additional supervision is provided by SET teachers/ Sna's/ volunteer parents if deemed necessary with some classes needing more supervision than others.</p> <p>Teacher remains with class at all times and ensures that all pupils are in sight.</p> <p>Implementation of Health and Safety Statement.</p> |
| <p><b>WORK PLACEMENTS</b></p> <p><b>Student Teachers undertaking teaching practice placement.</b></p> <p><b>SNAs, Child Care Students, Student Nurses etc, on work experience.</b></p> | <p>Harm to pupils by known/unknown adults.</p> <p>These personnel lacking awareness of Child Protection Issues.</p>                                                                                                                                                      | <p>All are Garda Vetted before undertaking placement and insurance documents sought.</p> <p>CSS document made available to all.</p> <p>Work Experience and Procedures Policy in place.</p> <p>Class teachers remain in classroom at all times.</p> <p>Class teacher reports any concerns to DLP/DDLP.</p>                                                                                                                                                                                           |

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| <b>Transition Year Pupils on work experience</b>                 |                                                                                                                                  | Transition Year Pupils must be 16 years or over.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Daily Arrival and Dismissal of Pupils.</b>                    | <p>Harm from other pupils.</p> <p>Harm from unknown adults in the school yard.</p> <p>Harm caused by inadequate supervision.</p> | <p>Parents are informed in newsletters of official school times 9.10am-1.50/2.50 pm.</p> <p>Parents are continually asked not to have pupils on the school campus before 9.10 am.</p> <p>Pupils are supervised leaving the school building.</p> <p>Pupils not collected are told to return to school building and parent/guardian will be contacted.</p> <p>Pupils from Junior Infants to 1<sup>st</sup> Class are handed over to a <b>known</b> adult at the school door.</p> <p>Pupils from 2<sup>nd</sup> class up –Teachers will not be checking that they are collected by a familiar /known adult. Parents are reminded to be punctual and to make arrangements with their children regarding collection points.</p> |
| <b>Collection/Dropping Off of pupils outside Official Times.</b> | <p>Harm from strangers they may encounter.</p>                                                                                   | <p>Written notifications from parent if pupils are late/leaving early.</p> <p>Parents are reminded to collect from/accompany pupils to classroom door on return.</p> <p>If class is engaging in activities elsewhere – pupil goes to the classroom next door.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Collection of Pupils after School Activities</b>              | <p>Harm from strangers or other pupils.</p>                                                                                      | <p>Class teacher makes arrangements in advance with parents/guardians regarding collection.</p> <p>Teacher contacts parents if pupils are not collected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>Pupils leaving school for Altar Serving.</b> | Harm from strangers.                                                                                                                                                                                                                                    | <p>Written permission sought from parent/guardian allowing pupils to leave class to serve mass for Weddings/Funerals.</p> <p>Pupils will always go in two's.</p> <p>Sacristan personnel vetted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Pupils moving from Campus to Campus</b>      | Harm from known/unknown adults                                                                                                                                                                                                                          | <p>Pupils will always be accompanied by SNA/Teacher when moving from Campus to Campus.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Recreation Breaks for pupils.</b>            | <p>Harm not being recognised due to inadequate supervision.</p> <p>Harm from other pupils including but not limited to bullying.</p> <p>Harm not being reported by teacher/sna/bystander.</p> <p>Harm from unknown /known adults on the playground.</p> | <p>Supervision Roster in place to ensure appropriate supervision of pupils at all times during breaks both indoors and in playground.</p> <p>Infant class teachers escort their classes to the yard and wait until the teacher on yard supervision is present.</p> <p>Staff ensure they are visible on the yard and that all pupils are visible.</p> <p>There are out of bounds areas where pupils must not go.</p> <p>Staff are aware of the need to approach unauthorised personnel on the school playground.</p> <p>Teachers return to their classroom promptly after breaks.</p> <p>Pupils are continuously reminded of the importance of telling a</p> |

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|                                                                                                                                                                                                                                                                              |                                                                                                                                                         | <p>teacher/sna on yard duty if there is an issue with themselves or another pupil.</p> <p>Anti-Bullying and Code of Behaviour policies in place. The schools Anti-Bullying Policy adheres to the requirement of the DES Anti-Bullying Procedures for Primary and Post Primary schools.</p> <p>Fun Friends and Friends for Life Programme delivered to support positive social interaction.</p>                                             |
| <b>Swimming Lessons</b>                                                                                                                                                                                                                                                      | <p>Access to pupils by strangers or other adults.</p> <p>In appropriate behaviour by other pupils.</p>                                                  | <p>Garda vetting of all swimming coaches, teachers/sna's and volunteers.</p> <p>Adequate supervision of pupils while walking to and from the pool.</p> <p>Teachers observe pupils in pool from public viewing gallery.</p> <p>Teachers/snas supervise pupils by being present in dressing rooms. No outside adults in dressing rooms at the same time as pupils.</p> <p>No outside adults in dressing room at the same time as pupils.</p> |
| <p><b>School Tours</b></p> <p><b>Class Outings</b></p> <p><b>Nature Walks</b></p> <p><b>Visits to the library</b></p> <p><b>Field Trips</b></p> <p><b>Sport Events including Sports Day</b></p> <p><b>Carol Singing</b></p> <p><b>Fundraising Events –bake sale etc.</b></p> | <p>Harm due to access to pupils by strangers.</p> <p>Harm due to inadequate supervision of pupils.</p> <p>Dangers posed by unfamiliar environments.</p> | <p>Teacher surveys the outdoor space in advance of an activity to ensure that it is safe.</p> <p>Supervision and Code of Behaviour Policy in place.</p> <p>Adequate planning in preparation by teacher to reduce the risk of inappropriate behaviour.</p> <p>Extra support from SET /SNA staff/Volunteer parents if necessary.</p>                                                                                                         |

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|                                                                                    |                                                                                                | <p>Teacher remains with class at all times and ensures that all pupils are in sight.</p> <p>Supervision of pupils when using public conveniences including public toilets.</p> <p>Mobile Phone Policy in place.</p> <p>Parents/Guardians and school staff are continually reminded that photographs and video recordings of school events are for private viewing only and must not be uploaded to social media sites.</p>       |
| <b>Care of Pupils with Special Education Needs, including Intimate Care Needs.</b> | Harm from member of staff meeting intimate care needs of a child with special education needs. | <p>Garda Vetting of all staff.</p> <p>Intimate Care Policy in place.</p> <p>Permission sought from parents to meet Care Needs through consultation regarding IEPS.</p> <p>As far as possible two adults will be present.</p> <p>In mainstream classes, there may be only one adult available to meet intimate care needs. Should a SEN pupil with such needs be present, specific written permission will then be requested.</p> |
| <b>Use of toilets by pupils including during break times</b>                       | Harm/Bullying by pupils in toilet area.                                                        | <p>Toilet Procedures established and practised at the beginning of the year within individual classroom.</p> <p>Specific toilet blocks allocated to different classes.</p>                                                                                                                                                                                                                                                       |

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|                                   |                                                                                                                                                | <p>Teacher on yard duty supervises children in toilet areas after breaks.</p> <p>During break time children are permitted to the toilet one by one. They must ask permission from sna/teacher on duty and check in with them on return to the yard.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Toileting Accidents</b>        | Harm by school personnel                                                                                                                       | <p>Clean underwear and suitable clothing is kept in school for children to change into.</p> <p>In Junior classes sna/teacher will assist if necessary.<br/>In some instances parents will have to be sent for.<br/>Incident communicated to parent – school journal, verbally or folder.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Administration of Medicine</b> | <p>Harm by a member of staff while medication is being administered.</p> <p>Harm by member of staff while First Aid is being administered.</p> | <ul style="list-style-type: none"> <li>• Administration of Medicine Policy in place.</li> <li>• As much as possible medication will be administered by the child themselves in the classroom and supervised by teacher/sna.</li> <li>• If medicine needs to be administered outside the classroom/another room/area – permission will be sought from parents.</li> <li>• SNA will be present.</li> <li>• Where <b>emergency medicine</b> is being administered by a member of staff – authorisation is sanctioned by the board for same following request by parent.</li> <li>• Parents must forward a Care Plan to the school outlining procedures to be followed.</li> <li>• Staff training for specific medical conditions.</li> <li>• First Aid will be administered in a public place – corridor as much as possible.</li> <li>• If administered in staffroom – other staff will be present.</li> <li>• In the case of an emergency– First Aid will be administered without delay.</li> <li>• Ambulance will be called</li> </ul> |

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|                                                                                                                                                  |                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Parents will be notified and First Aid will be administered</li> </ul>                                                                                                                                                                                                                                                                                                    |
| <b>School Transport Arrangements for school tours, football matches, etc.</b>                                                                    | <p>Harm from another pupil.</p> <p>Harm due to inadequate supervision on a bus.</p> <p>Harm from volunteer coaches.</p>                                                                                                            | <p>Vetting of all personnel including Bus Escorts, travelling on bus.</p> <p>Additional supervision – supported from SET, Sna’s – if transporting pupils during the school day.</p> <p>A member of staff is never permitted to transport children in their own vehicles for any reason.</p>                                                                                                                      |
| <b>Prevention and Dealing with Bullying amongst pupils including but not limited to Cyber, Racist, Homophobic, Physical and Verbal bullying.</b> | <p>Harm to pupils due to pupils/pupil not reporting bullying.</p> <p>Steps as set out in Anti-Bullying Policy not being followed by staff.</p> <p>Anti-Bullying programmes/lessons/initiatives not being implemented by staff.</p> | <p>Anti-Bullying Policy in place which adheres to the requirements of the Departments Anti-Bullying Procedures for Primary and Post-Primary schools.</p> <p>Policy reviewed regularly.</p> <p>Friendship Week/Anti-Bullying Week held annually with formal anti-bullying lessons taught.</p> <p>Anti-Bullying posters displayed in the school.</p> <p>Fun Friends and Friends for Life programmes delivered.</p> |

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| <p><b><u>Care of pupils with specific vulnerabilities including but not limited to needs e.g.:</u></b></p> <p><b>Pupils from special education classes.</b></p> <p><b>Pupils from Ethnic minorities/migrants.</b></p> <p><b>Members of the Traveller community.</b></p> <p><b>Pupils of minority religious faiths.</b></p> <p><b>Pupils perceived to be LGBT.</b></p> <p><b>Children in care.</b></p> <p><b>Children on CPNS.</b></p> | <p>Harm not recognised or reported properly.</p> <p>Harm by a member of staff.</p> <p>Harm caused by another student.</p> | <p>Professional Code of Conduct. (Teaching Council for teachers).</p> <p>All staff Garda vetted.</p> <p>Code of Behaviour – Anti-Bullying and Supervision Policy.</p> <p>Staff regularly reminded of Schools Ethos Statement.</p> <p>Through SPHE Curriculum and discretely through other curricular areas pupils are provided with the opportunity to appreciate, understand and accept differences.</p> <p>IEP's in place for all pupils with Special Education Needs.</p> <p>Staff will liaise with TUSLA re: children in care and children on CPNS.</p> <p>Principal/Deputy Principal will inform staff of relevant child safeguarding issues on a need to know basis.</p> |

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| <b>Management of Challenging Behaviour amongst pupils, including appropriate use of restraint where required.</b> | <p>Harm due to inadequate supervision of pupil presenting with challenging behaviour.</p> <p>Harm due to inadequate application of School's Code of Behaviour.</p> <p>Harm/Injury to pupils/staff.</p> <p>Harm from a member of staff.</p> | <p>Behaviour plans/IEPs drawn up for pupils with Special Education Needs and/or Challenging Behaviour.</p> <p>Continuum of Support Guidelines for teachers.</p> <p>Support sought from NEPS, SESS, CAMHS and other professionals supporting individual children, if deemed necessary.</p> <p>Incidents sheets completed where necessary.</p> <p>School's Code of Behaviour and Supervision Policies adhered to.</p> <p>Staff only take actions as per a prudent parent.</p> |
| <b>Use of Sensory Room</b>                                                                                        | <p>Risk of Harm due to:</p> <p>Inadequate supervision of pupils in sensory room.</p> <p>Harm from member of staff.</p>                                                                                                                     | <p>All staff Garda Vetted.</p> <p>Supervision policy in place for sensory room.</p> <p>As much as possible a member of staff will not use the sensory room with a single child.</p> <p>Activities and staff interaction with pupils within the sensory room are aimed at meeting the specific needs of pupils as outlined by O.T. and documented in the I.E.Ps.</p> <p>As much as possible the pupil's sensory needs will be met without physical contact from staff.</p>   |

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|                        |                                                                                                                            | <p>If regular physical contact is needed – written permission will be sought from parent.</p> <p>Glass panels in sensory room.</p>                                                                                                                                                                                                                                                                                                                           |
| <b>Use of Internet</b> | <p>Risk of Harm to pupils accessing in-appropriate material.</p>                                                           | <p>Acceptable Use Policy.</p> <p>Code of Behaviour and Anti-Bullying policies in place.</p> <p>NCTE school Filtering in Place on school broadband access.</p> <p>Internet access supervised by teacher/sna.</p> <p>An Internet Safety – Webwise Programme taught in middle and Senior classes.</p> <p>Outside speakers facilitating workshops for pupils in middle and senior classes.</p> <p>Workshop for parents/guardians have also been facilitated.</p> |
| <b>Social Media</b>    | <p>Potential for Bullying.</p> <p>Risk of harm through contact.</p> <p>Potential for strangers for grooming of pupils.</p> | <p>Mobile Phone Policy.</p> <p>Pupils are not allowed mobile phones or electronic devices in school or on school outings/activities.</p> <p>Anti-Bullying Policy – Cyber Bullying included.</p>                                                                                                                                                                                                                                                              |

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| <p><b>Use of Video/Photography to record school events</b></p>                                | <p>Risk of Harm from an unknown person.</p> <p>Risk of harm from students.</p> <p>Risk of harm from member of staff</p> | <p>Parents/Guardians/School Staff are continually reminded that photographs and video recordings of school events are for private viewing only and must not be uploaded to social media.</p> <p>Photographic permission is sought from parents/guardians on enrolment.</p> <p>Photographs/videos uploaded to our school website are not captioned with pupils/' names.</p> <p>Photographs/Videos can only be recorded on school I.T. devices.</p> <p>Staff are not allowed to use their phones or other personal devices to record school events.</p> |
| <p><b>Display of Photographs in Church, School, corridor, foyer or other public areas</b></p> | <p>Harm to pupils (Pupil Identification).</p>                                                                           | <p>Name captions are never attached to photographs</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <p><b>Parents, visitors, maintenance personnel, contractors entering the school building during school hours.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Harm to pupils</p> | <p>Visiting Contractors/Maintenance personnel carry out work outside of school hours when possible.</p> <p>When it is necessary for Contractors /Maintenance personnel to carry out work during the school day – they will have no contact with pupils.</p> <p>All visitors including Parents/Contractors/Maintenance personnel report to Principal/Secretary in the Nuala Building and Deputy Principal or Mrs Currums in Special Needs Unit on entering the school.</p> <p>The Board of Management is to explore the possibility of installing a buzzer system at entrances.</p> |
| <p><b>IMPORTANT NOTE:</b> 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.</p> <p>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.</p> <p>This risk assessment has been completed by the Board of Management on _____.</p> <p>It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.</p> <p>Signed: _____ Date: _____</p> <p>Chairperson, BOM</p> |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Signed:

\_\_\_\_\_  
Principal/Secretary, BOM

Date:

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