Scoil Chomhgháin Naofa Risk Assessment

In undertaking this risk management, the Board of Management of Scóil Chomhgháin Naofa (Killeshin N.S), following consultation with all members of the school community, has endeavoured to identify as far as possible, the risks of harm that are relevant to our 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.

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*

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 –

1. 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
2. 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;”

Risk Assessment

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|  | School Activity | Risk of harm | Risk level | Procedures in place to address risk |
| 1. | Training of school personnel in Child Protection matters | Harm not recognised or reported promptly | **LOW** | * Killeshin National School’s Child Safeguarding Statement, Killeshin National School Child Safeguarding Risk Assessment & Department of Education & Skills procedures are made available to all staff. * Staff members will acknowledge receipt of Killeshin National School’s Child Safeguarding Statement, Child Safeguarding Risk Assessment in writing. * Staff members will acknowledge, in writing, that they are aware of their responsibility to be familiar with and implement consistently, the contents of Killeshin National School’s Child Safe Guarding Statement, Killeshin National School Child Safeguarding risk Assessment. * DLP & DDLP will attend PDST face to face training on April 25th 2018. * All staff members will view Túsla training module & any other online training offered by PDST. * BOM records all records of staff and Board training |
| 2. | Daily arrival and dismissal of pupils. | Risk of child being harmed in the school by another child.  Risk of child being harmed in the school by another adult.  Risk of harm not being recognised by school staff | **MEDIUM**  **MEDIUM**  **LOW** | As detailed in our school **Supervision Policy:**   * The BOM has a suitable yard/playground supervision rota to ensure appropriate supervision of children during, assembly and dismissal and recreation breaks. * All adults are required to report to reception prior to entering the school building. * Front entrance to the school has a magnetic lock so visitors must be provided with access by a staff member. * Parents of pupils in classes from Rang 1 to Rang 6 must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day. |
| 3. | Recreation breaks for pupils | Risk of child being harmed in the school by another child.  Risk of a child being harmed in school by another adult.  Risk of harm not being recognised by school staff | LOW  LOW  LOW | In line with our School Health & safety Policy:   * The school has a suitable yard/playground supervision roster for both teaching staff and SNA’s to ensure appropriate supervision of children during recreation breaks. * Appointed adults wishing to collect a pupil during recreation time must report to reception and are not permitted to enter the school yard. |
| 4. | Hand-over of children to an appointed adult at Infant collection time (2pm). | Risk of child being harmed in the school by another adult.  Risk of harm not being recognised by school staff | LOW  LOW | * Children are lined up in the school yard 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 by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult. * 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. |
| 5. | After-school clubs/Childcare providers | Risk of child being harmed in the school by another child  Risk of child being harmed in the school by another adult. | LOW  LOW | In line with our school’s **Use of the School Premises Policy:**   * Individuals/groups using the facilities of Killeshin NS 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 afterward. * 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. * Children are collected and supervised by personnel from the relevant childcare providers who are required to have suitable vetting. * Childcare providers are required to provide the names of individuals who will be collecting pupils. |
| 6. | Late drop-offs, early collection, late pick up, attendance | Risk of child being harmed in the school by another adult | LOW | * In line with our **School Attendance Policy:** * 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 over the public address system. * Significant concerns in relation to timekeeping are reported to the Education Welfare Officer. * Children’s attendance at school will be monitored with an explanation required for any missed days. * Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral. |
| 7. | Classroom teaching | Harm by school personnel. Harm from other pupils. | LOW | * 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 all doors. * Glass viewing panels will not be obscured in any way. |
| 8. | One to one teaching and counselling. | Risk of harm in one-to-one situation. | LOW | * Parents are informed and provide written consent if children are withdrawn from class on a regular basis. * Glass panels are installed in the doors of all classrooms in the school. * Glass panels will not be obscured in any way. |
| 9. | Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc | Harm by school personnel | LOW | In line with school **Policy on Detention of Pupils** and the **School code of Behaviour:**   * 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 negative behaviour. During detention periods pupils will be supervised by the Principal or other appointed staff member.   In line with school **Policy on Use of Mobile Phones:**   * Any pupil found in possession of 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. |
| 10.  11. | School-based bullying, verbal, physical or psychological  Management of challenging behaviour amongst pupils, including appropriate use of restraint where possible | Risk of harm due to bullying of child  Harm by school personnel | MEDIUM  LOW | The school **Anti Bullying Policy** has been given to all staff   * 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 Code of Behaviour is being followed.   As outlined in **Department of Education & Skills Primary Circular 02/05** some pupils with serious difficulties may require more urgent action.   * 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 and or in class or to a referral for further specialist assessment. * SNAs 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. |
| 12. | Administration of First Aid | Risk of child being harmed in the school by another adult | LOW | In line with our school **Accident & Injury Policy:**   * All staff will exercise their duty of care to pupils for the duration of the school day.   In the event of Accident or Injury to a pupil:   * Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s. |
| 13. | Administration of medicine | Risk of child being harmed in the school by another adult. | LOW | In line with our school **Administration of Medicines Policy:**   * Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson of the Board of Management |
| 14. | Care of pupils with specific vulnerabilities/needs such as  Pupil from ethnic minorities/migrants  Members of the Traveller Community  Lesbian, gay, bisexual or transgender (LGBT) children  Pupils perceived to be LGBT  Pupils of minority religious faiths  Children in care  Children on CPNS | Harm by personnel  Harm from other pupils.  Harm from adults at the venue | LOW  Medium  Low | In line with our school **Mission Statement:**   * Killeshin N.S. will be welcoming and caring towards the needs of pupils with specific vulnerabilities. * In as far as is possible the pupil and parents will be involved in identification of his/her personal requirement, wishes etc. * A written copy of any parental agreement that exists on matters will be kept on the pupils enrolment file. * Parents will be notified of any changes from agreed procedures. * At all times the dignity and privacy of the pupil will be paramount.   Practices and procedures in this regard are detailed in various school policies such as   * Code of behaviour * Anti Bullying Policy * Anti Cyber Bullying Policy * S.P.H.E. Policy * Supervision Policy * Mobile Phones Policy * Acceptable usage Policy * School Tours Policy |
| 15. | Participation by pupils in religious ceremonies/religious instruction external to the school | Harm from other pupils | LOW | In line with our school **Supervision Policy:**   * 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 and in the church * Where ceremonies are conducted outside of school time it is parents responsibility to ensure that there are suitable arrangement sin 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 is 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. |
| 16. | Toilet Areas | Inappropriate behaviour | Low | **During pupil contact time:**   * Class teachers will supervise pupil’s use of toilet facilities. * Only one pupil at a time permitted in the class toilet   **During recreation breaks:**   * Pupils must get permission from the teacher on yard duty to enter the school to use the toilet. * Only one pupil at a time permitted in toilets. * Pupils can only access the building through front doors |
| 17. | Information Communication Technology and other digital devices. | Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school | MEDIUM | * Access to internet is filtered by the 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 Flicker and Face Book.   In line with our school’s **Acceptable Usage Policy:**   * Internet sessions will always en supervised by a teacher. If there is no teacher in the room, access to the Internet is prohibited. * Pupils are not permitted to use personal devices in school unless they are requested to bring same to school by a member of the teaching staff for use during school for educational purposes. * See Acceptable Usage Policy for more details. |
| 18. | Storage of publication of photos of children | Risk of pupils images being accessed and used inappropriately | MEDIUM | In line with the school **Data Protection Policy:**   * Parental consent to take photos of children 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 * Photos taken by staff are removed from personal devices at the end of each school day. * Photos are stored securely on the school online storage space. * Children’s names are not published with photos uploaded to the school website or class blogs. * Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes. * Children are not permitted to use camera phones/digital devices during the school day or at school events. |
| 19. | Data Protection | Risk personnel information regarding pupils being accessed and used inappropriately. | LOW | In line with the school’s **Data Protection Policy:**   * Confidential documents relating to children in the school are stored securely in the school. * Hard copies are stored in locked filing cabinets or in the strong room. * Soft copies are stored in a secure online database. A password is required to access the documents * Documents are shared with staff on a need to know basis. |
| 20. | Use of video/photography/other media to record school events | Bullying Harm from adults  Harm from other pupils | MEDIUM  LOW | It is the policy that:   * Parents will be informed annually that any photographs or videos of school event or school related events taken by parents or other individuals are for private, personal use only. * Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any websites to be viewed by others (e.g. Face book). |
| 21. | Interaction with visitors to the school/external coaches. | Risk of child being harmed in the school by another adult.  Risk of harm not being recognised by school staff | LOW  LOW | * Visitors and external coaches must check in at reception at the front entrance before accessing the main school building. * Regular visitors to the school, e.g. external teachers, 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.   In line with our school’s **Health and Safety Statement:**   * Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school. |
| 22. | Interaction with visitors to the school/external coaches | Risk of child being harmed in the school by another adult | LOW | In line with our school **Policy on Students on Teaching Placement:**  Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with:   * Written verification that the placement is supported by and indemnified by her college in which the student is attending * Confirmation that Killeshin National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement. * Teachers to remain with the class at all times. |
| 23. | Students participating in work experience | Risk of child being harmed in the school by another adult. | LOW | In line with our school **Policy on Students on Work Experience:**   * The school requires confirmation from the school college, in writing, that Killeshin National Schools 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 advance of placement start date through the student’s 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. |
| 24. | Use of school premises by outside groups/individuals | Risk from other adults | MEDIUM | * Access to the school will not be granted to any outside group for use during the school day, from 9.20am to 3pm   In line with our school’s **Use of the School Premises Policy:**   * In the event of individuals/groups using the school premises outside 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. |
| 25. | Children not collected from after school activities | Risk from other pupils  Risk from other adults | MEDIUM  MEDIUM | In line with our **Use of the School Premises Policy and Supervision Policy:**   * 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. * In the event of a teacher being unable to make contact with either a parent or a nominated emergency contact, the teacher shall ring TUSLA Duty Social Worker for advice, record details of same and take the appropriate action as advised. * Individuals/groups using the facilities of Killeshin National School 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 individuals/group using the premises for communicating with Parents about Starting/Finishing times, cancellations or re-scheduling. A contact number should be provided to parents. |
| 26. | Lack of, or insufficient lunch | Child at risk of neglect | LOW | * Teachers will monitor children’s lunches and ensure that all children are provided with a sufficient quantity of healthy food each day. * 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. * If a lunch is not provided 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 |
| 27. | School transport arrangements | Risk of child being harmed in the school by another adult | LOW | In line with our school **Transport Policy:**   * The school will only use transport operators that have a “Road Passenger Transport Operators Licence”   **Furthermore:**   * Pupils will not be permitted to board or remain on a bus without teacher supervision. * The school shall receive confirmation from any service provider that their employees are suitably vetted |
| 28. | Parental involvement in school activities | Risk of child being harmed in the school by another adult | LOW | * 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 Kildare and Leighlin Diocesan Office. |
| 29. | Sporting Activities and Annual Sports Day | Harm by school personnel  Harm from other pupils  Harm from other adult at the venue | LOW  LOW  MEDIUM | In line with our school **Supervision Policy and Health and Safety Policy:**   * All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site * Teacher responsibilities in this regard are detailed in the aforementioned policies. |
| 30. | Use of off-site facilities for school activities | Harm from other adults at the venue | MEDIUM | In line with our school **Supervision Policy and Health and Safety Policy:**   * All teachers will exercise their Duty of Care to pupils during the school activities whether undertaken on site or off site. * Prior to use of off-site facilities teachers will satisfy themselves as to the suitability of the venue. * Teacher responsibilities in this regards are detailed in the aforementioned policies. |
| 31. | Use of external coaches/instructors during off-site activities | Harm from unknown adults at the venue | MEDIUM | In line with our school **Supervision Policy and Health and Safety Policy:**   * All teachers will exercise their Duty of Care to pupils during school activities undertaken off site * Organisers of off-site activities involving the use of external coaches/instructors must receive confirmation in writing from the host organisation that their coaches/instructors have suitable vetting * Teacher responsibilities in this regard are detailed in the aforementioned policies. |

Killeshin National School’s child Safeguarding Statement has been developed in line with requirements under the Child first Act 2015, the Children First: National Guidance for the protection and Welfare of Children 2017 and Tusla’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 they are availing of our service:

Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service

* Minor complaints about staff are managed in line with the complaint’s procedure, as outlined in our Parental Complaints Procedure which is available on our school website.
* Allegations against staff of abuse or misconduct are managed in line with the provisions of section 5.6 of the DES Child Protection Procedures for Primary and Post Primary Schools 2017.

Procedure for the recruitment and selection of workers and volunteers to work with children

* Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in Killeshin National School. All temporary and permanent teachers are registered with the Teaching Council.
* All Special Needs Assistants and ancillary staff employed by the Board of Management must undergo and successful complete vetting by the National Vetting Bureau in advance of commencing employment. This vetting will be processed through Kildare & Leighlin Diocesan Office.
* References from previous employers are obtained before employment commences in the school.
* A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.
* Parents and volunteers who attend the school on a regular basis to assist in school related activities will be vetted by the BOM through Kildare & Leighlin Diocesan Office.

Procedures for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm

* School staff members are given a hard copy of Killeshin National School’s Child Safeguarding Statement along with a hard copy of Killeshin National School’s Child Safeguarding Risk Assessment.

The following documents are readily available to school staff and a hard copy will be placed in each teachers planning folder.

* Killeshin National School’s Child Safeguarding Statement
* Killeshin national School’s Safeguarding Risk Assessment

Teachers will download the pdf version of the following documents to a Child Protection Folder on the Desktop on their teaching computer.

* DES Child Protection Procedures for Primary and Post Primary Schools 2017
* Primary Circular 0081/2017
* Children First: National Guidance for the Protection and Welfare of children 2017
* School staff members are informed of school child-protection and anti-bullying procedures during staff induction and at the beginning of each school year.
* Other relevant school policies are available to all school staff
* School staff will avail of online training made available by TUSLA and the PDST
* The DLP/DDLP will engage with face to face Child Protection training with the PDST on April 25th in Laois Education Centre.
* School management will keep updated on current child Protection guidelines and circulars.

Procedures for the reporting of child protection or welfare concerns to Tusla

* All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
* The DLP, Conor Denieffe or in his absence/unavailability, DDLP, Caroline Coyle, shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
* On completion by the mandated person, a report shall be forwarded to the relevant duty Social Worker by the DLP, DDLP or Mandated Person.
* In the event the report is forwarded by the DLP or DDLP, the Mandated Person shall be informed in writing that the report has been forwarded.
* In the event that the report is forwarded by a mandated person without the assistance of the DLP/DDLP, the DLP or DDLP shall be informed in writing and copies provided will be stored securely in a locked filing case in the strong room.

Procedure for maintaining a list of the persons in the relevant service who are mandated persons

All members of the teaching staff of Killeshin National School are mandated persons. Mandated persons, as defined in the Children First Act 2015, have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.

Procedure for appointing a relevant person

The Board of Management of Killeshin National School, at a meeting held on the 5th March 2018, appointed the school principal, Conor Denieffe, as DLP, the relevant person in accordance with Children First Act 2015.

The Board of Management of Killeshin National School, at a meeting held on the 5th March 2018, appointed the school deputy principal, Caroline Coyle, as DDLP, The DDLP will deputise for the DLP in his absence.

The name and contact details of the current DLP and DDLP will be displayed in the school reception area and are included on the Child Safeguarding Statement available on the school website.

In Killeshin National School we are committed to the implements of our Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

All staff members acknowledge their responsibilities to safeguard our pupils while in our care.

Communication

This document will be published on our school website and will be circulated to all members of our school community including parents and staff. A hard copy of the policy will be made available on request.

Ratification and Review

This risk assessment has been completed by the Board of Management of Killeshin National School on 23rd March 2018.

This Risk Assessment will be reviewed as part of the school’s annual review of its Child Safeguarding Statement and will take place no later than 23rd March 2019

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Mrs Mary Hennessy

Chairperson,

Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Mr. Conor Denieffe,

Principal,

Secretary to the Board of Management