

ST. FELIM'S NS CHILD SAFEGUARDING RISK ASSESSMENT

St.Felim's NS Roll No. 17326B	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	MED	<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' by email to each BOM Member • Copy of C.81/2017 by email to all BOM members • All BOM Members to undertake TUSLA online training module and certification • Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be undertaken and ratified by BOM • CPOR to be provided at each BOM meeting
School Staff	❖ Familiarisation and training of all school staff in updated 2017 Child Protection Procedures <i>Teachers, SNAs, Ancillary Staff</i>	MED	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • ISM Meeting to become familiar with C. 81/2017 etc • School Staff made aware of their obligations under Children First 2015 and revised procedures and responsibilities • DES 'Child Protection Procedures for Primary & Post Primary Schools 2017' by email for each staff member. • Staff to undertake Túsla online training and receive certification • Staff to participate in PDST online training and be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures • DLP & DDLP to attend PDST face to face training (March/April 2018) • Record of staff training and certification to be retained for BOM
Recruitment of Staff/ Volunteers	❖ Recruitment of school personnel ie Teachers, SNA's, Ancillary Staff,, Sports Coaches, External Tutors/Guest Speakers etc	MED	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures available to all staff • Vetting of school staff • Vetting of volunteers (as appropriate) • Vetting of all coaches or obtaining link to vetting and contract agreement • Vetting documentation presented in advance for outside speakers/tutors
	❖ Volunteers/Parents for school activities ie Maths for Fun and other activities,	MED	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Vetting of volunteers (as appropriate) • Meeting with parents, volunteers in advance of activity • Guidance for Parents' Association volunteers - fundraising events • Pupils under supervision of teachers - never in care of volunteers
Entry and Dismissal of pupils	❖ Morning entry and home time dismissal of pupils	MED	<i>Unknown adults in the school grounds before school</i>	<ul style="list-style-type: none"> • School yard supervised from 8.50am - ISM team • Children accompanied to school gate in evening time by class teachers • Deputy Principal and other teachers to remain at steps/road until all pupils have gone • Non-collected pupils go to school office - parents contacted as necessary
	Pupils in Speech & Language arriving and leaving in taxis	MED	<i>Inappropriate behaviour of students in yard</i> <i>Harm not recognised or reported in accordance with procedure</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement and DES Procedures made available to personnel • Vetting of escorts • Supervision of pupils prior to school time • Pupils to be brought to school doors and escorts to pick pupils up there

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Curricular Provision	❖ Curricular provision in respect of SPHE, RSE, Stay Safe.	MED	<i>Non-teaching of the curriculum and relevant lessons</i>	<ul style="list-style-type: none"> School implements SPHE as curricular subject taught in all classes as per SPHE Plean Scoile. RSE 'sensitive' lessons taught in classes as per RSE policy. Stay Safe programme taught annually in Senior Infants and First class in both Speech & Language classes, Second, Third, Fifth Classes.
	❖ Use of Information and Communication Technology (ICT) by pupils and school staff during school day	MED	<i>Inappropriate use of school internet - pupils exposed to inappropriate online content or messaging 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 Use of Mobile phones not permitted in school by pupils Supervision of pupils while using computers, tablets etc
Teaching and Learning	<ul style="list-style-type: none"> Classroom teaching One to one teaching Outdoor teaching ie PE/Sports etc 	MED	<i>Harm not recognised or reported in accordance with procedures Inadequate supervision</i>	<ul style="list-style-type: none"> Daily recording of pupil attendance (via Aladdin) Supervision of pupils when being coached by outside coaches Child Safeguarding Statement and DES procedures Parental permission obtained for one to one teaching Anti-bullying Policy
	❖ Care of pupils with specific vulnerabilities/ needs based on race, disability, religion etc		<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> Child Safeguarding Statement and DES procedures Anti-bullying policy
	❖ Use of video/ photography/other media to record school events		<i>online posting of school images and pupils and staff</i>	<ul style="list-style-type: none"> Acceptable Use Policy (All school staff to abide by procedures in AUP) Parents advised at all school events that recordings etc are for personal use and not for uploading onto social media sites. Use of school cameras to record events Written parental permission sought for publishing of photographs in local papers/ newsletters websites
Special Education Needs (SEN)	• Care of pupils with SEN including intimate care needs	MED	<i>Harm by school personnel</i>	<ul style="list-style-type: none"> School has Child Protection Guidance Document & policy for school staff on areas such as one to one teaching, toileting, care needs etc Two members of staff to always accompany child in individual toileting/dressing situations
	• Managing challenging behaviour including appropriate use of restraint	MED	<i>Harm by school personnel Injury to pupils and staff</i>	<ul style="list-style-type: none"> Minimum restraint necessary At least two staff members present if possible Parents contacted immediately Health & Safety Policy Code of Behaviour
Medical Emergencies and First Aid	<ul style="list-style-type: none"> Administration of First Aid Treatment by staff Administration of Medication by staff 	MED	<i>Harm by school personnel</i>	<ul style="list-style-type: none"> Supervision of Pupils on yard First Aid box in Principal's office First Aid Procedures - teachers on duty at yard time administer first aid Pupil/ staff to come to principal for First aid during class time Nut Allergies -All staff have training in application of epi pen

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				<ul style="list-style-type: none"> Nut allergy: pictures of pupils in staff room and information regarding epi pen Administration of Medication documents re procedures in individual cases (asthma etc) to be ratified by BoM as required. Written parental consent sought for child to administer medication himself under supervision
Coaches & Speakers & Visitors to the school for curricular purposes	❖ Use of external personnel to support the delivery of the curriculum	LOW	<i>Harm to pupils due to inappropriate behaviour /communication</i>	<ul style="list-style-type: none"> Supervision of Pupils by staff Class Teacher always present Vetting in accordance with CPSMA and DES regulations
After-School Activities and Camps	❖ After-school Classes and Camps run by school staff	LOW	<i>Harm to pupils due to inappropriate behaviour /communication</i>	<ul style="list-style-type: none"> Supervision of Pupils Policy on Rental of School Facilities
Behaviour & Supervision of pupils during school hours	❖ Recreation Breaks and Lunch breaks and yard time	MED	<i>Inappropriate behaviour /communication with pupils Unknown adults on the playground, Unknown adults as the pupil go to top yard</i>	<ul style="list-style-type: none"> School security – doors locked/ codes. Buzzer access only Staff on duty in all yards Yard duty rota No pupils go to top yard on their own, if delayed they will have to be escorted by teacher/SNA or remain on lower yard No returning to toilet once in top yard unless accompanied by an adult
	❖ Toilet areas/other communal school areas	MED	<i>Inappropriate behaviour by pupils</i>	<ul style="list-style-type: none"> Classroom rules including toilet permissions Toilet areas specific to each classroom – teacher permission, one child at a time SNA's hold Toilet passes on yard during breaks, Permission granted only by SNA holding Passes
	❖ Exit and entry to class for recreation time	MED	<i>Inappropriate behaviour by pupils</i>	<ul style="list-style-type: none"> Teachers on duty in yard - Class teacher supervises exit of pupils to yard area – Class teacher collects class after yard time - supervises entry to classroom No pupils to be left unsupervised in classrooms during break times (Sanction to be carried out on yard if appropriate or supervised by sanctioning teacher in classroom}
	❖ Prevention and dealing with bullying and misbehaviour amongst pupils ❖ Sanctions under the school's Code of Behaviour	MED	<i>Harm not recognised or reported in accordance with procedures</i> <i>Inadequate provision of Supervision of pupils under sanction</i>	<ul style="list-style-type: none"> Anti-Bullying Policy and procedures Stay Safe programme Code of Behaviour Children under sanction to be supervised at all times
Teaching Practice/ Work Placement	❖ Students/adults participating in work experience – shadowing ❖ Trainee Teachers on teaching placement	LOW	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> All personnel made aware of Child Safeguarding Statement, DLP/DDLP, Child Protection Procedures Vetting of student teachers and work placement students Statutory declarations and Statutory Agreements

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Fundraising Events	❖ Volunteers assisting at events	LOW	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement. • BOM approval for all school fundraising events • Vetting of some parents
Parents/Guardians coming to the school	❖ Parents/guardians seeking to collect pupils early/home time/when pupils unwell etc	MED	<i>Harm to pupils due to inappropriate behaviour /communication Unknown adults in the in carpark/on the school premises</i>	<ul style="list-style-type: none"> • Parents/Guardians report to school office – verification of identity where necessary • Parents/guardians/adults remain in reception area - not permitted to go to classroom areas unless accompanied by member of school staff • School security –doors locked, access only after using buzzer at doors • Parents to sign pupil out in school office
School Trips & use of External Facilities	<ul style="list-style-type: none"> ❖ School trips to the Swimming Pool ❖ School tours/outing involving one or multiple classes to external venues including Libraries, tennis etc ❖ Hire of Transport (bus) 	MED	<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>	<ul style="list-style-type: none"> • Supervision of pupils - teacher and/or SNA • Male member of staff to accompany all classes to the pool so as to access male communal dressing room for supervision purposes • Speech & Language classes to dress in female dressing rooms • No member of staff to accompany pupil alone in dressing room • Code of Behaviour • Mobile Phone Policy for pupils • Ensure private transport providers hired by the school are licensed in accordance with regulations
School Maintenance Contractors & non curricular visitors to the school	❖ Visitors/contractors in school during school hours & after school hours	LOW	<i>Harm to pupils due to inappropriate behaviour /communication</i>	<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

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 is not a 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.***