

## St Mary's, Star of the Sea BNS Child Safeguarding Risk Assessment

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of St Mary's, Star of the Sea BNS.

### Child Safeguarding Risk Assessment

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
<i>Training of school personnel in Child Protection matters</i>	High	<ul style="list-style-type: none"> <li>• Harm not recognised or reported promptly</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school's Child Safeguarding Statement.</li> <li>• The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel.</li> <li>• School personnel are required to adhere to the Child Protection Procedures for Primary and Post Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015.</li> <li>• The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement.</li> <li>• Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement.</li> <li>• Encourages staff to avail of relevant training</li> <li>• Encourages Board of Management members to avail of relevant training.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Maintains records of all staff and board member training.</li> <li>• The school has in place a policy and procedures for the administration of First Aid.</li> <li>• All visiting staff and part time teachers to comply with Garda vetting and to be familiar with the Child Safeguarding Statement.</li> <li>• Child Protection will be on the agenda for all BOM meetings.</li> <li>• Annual review of the Risk Assessment and Child Safeguarding Statement by staff.</li> </ul>
<i>Classroom Teaching</i>	Low	<ul style="list-style-type: none"> <li>• Harm to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting</li> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• All staff to view Túsla and PDST training modules</li> </ul>
<i>One to one teaching</i>	Medium	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• School has policy in place for one to one teaching</li> <li>• Open doors</li> <li>• Transparent glass in the doors in SEN rooms</li> <li>• Comprehensive SEN Policy and procedures in place.</li> </ul>
<i>Care of Children with special needs, including intimate care needs</i>	High	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• The school has an intimate care policy in respect of students who require such care.</li> </ul>

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<i>Toilet areas</i>	High	<ul style="list-style-type: none"> <li>• Inappropriate behaviour</li> <li>• Risk of harm due to bullying of a child</li> <li>• Risk of harm due to inadequate supervision of children in the toilet area</li> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• The school has a Supervision Policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc.</li> </ul>
<i>Curricular Provision in respect of SPHE, RSE, Stay Safe.</i>	Medium	<ul style="list-style-type: none"> <li>• Non-teaching of same</li> </ul>	<ul style="list-style-type: none"> <li>• School personnel are required to adhere to the Child Protection procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015</li> <li>• The school implements in full the Stay Safe Programme</li> <li>• The school implements in full the SPHE curriculum</li> </ul>
<i>Daily arrival and dismissal of pupils</i>	Medium	<ul style="list-style-type: none"> <li>• Harm from older pupils, unknown adults on the school grounds</li> </ul>	<ul style="list-style-type: none"> <li>• Arrival and dismissal supervised by Teachers</li> <li>• Supervision Policy</li> <li>• Health &amp; Safety Policy</li> <li>• The school has a Supervision Policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc.</li> </ul>

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<i>Managing of challenging behaviour amongst pupils, including appropriate use of restraint</i>	High	<ul style="list-style-type: none"> <li>• Risk of harm to children with SEN who have particular vulnerabilities</li> <li>• Injury to pupils and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Restraint Policy – (Cara Training 29<sup>th</sup> August 2018)</li> <li>• SEN Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour Policy</li> </ul>
<i>External Visitors, Teachers, Coaches</i>	High	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Risk of child being harmed in the school by a visitor to the school</li> <li>• Risk of unknown adults on the school grounds</li> </ul>	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• Child Safeguarding Statement.</li> <li>• All visiting staff and part time teachers to comply with Garda vetting</li> <li>• External Personnel Policy</li> </ul>
<i>School Placement students and Transition Year students participating in work experience</i>	Low	<ul style="list-style-type: none"> <li>• Harm by student</li> </ul>	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• Child Safeguarding Statement.</li> <li>• Work Experience Policy</li> <li>• Garda Vetting</li> </ul>
<i>Yard time Supervision Wet Day Supervision</i>	High	<ul style="list-style-type: none"> <li>• Harm by pupils</li> <li>• Injury to pupils</li> <li>• Bullying</li> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Harm not recognised or</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• The school has a Supervision Policy (to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc.</li> <li>• Health &amp; Safety Policy</li> <li>• Anti-Bullying Policy</li> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's</li> </ul>

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		<ul style="list-style-type: none"> <li>Responded to appropriately.</li> </ul>	<p>Anti-Bullying Procedures for Primary and Post-Primary Schools</p> <ul style="list-style-type: none"> <li>Code of Behaviour Policy</li> <li>The school has in place a Code of Behaviour for pupils</li> <li>Yard duty supervision rota</li> <li>Discipline book</li> </ul>
<i>Unannounced Visitors</i>	High	<ul style="list-style-type: none"> <li>Risk of child being harmed in the school by visitor to the school.</li> <li>Risk of unknown adults on the school grounds</li> </ul>	<ul style="list-style-type: none"> <li>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>The school has in place procedures in respect of visitors to the school</li> <li>Visitors "Sign in Sign Out" and "Early Leaver" Book</li> <li>Strict access into school – doors only open by secretary who has an intercom camera.</li> </ul>
<i>Homework club</i>	Low	<ul style="list-style-type: none"> <li>Harm by school personnel</li> <li>Risk of harm due to bullying of a child</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teacher and SNA monitoring and assisting during homework club</li> <li>Doors open</li> <li>Anti-Bullying Policy</li> <li>Homework Policy</li> </ul>
<i>Sporting Activities – Swimming, GAA and Cross Country</i>	High	<ul style="list-style-type: none"> <li>Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in</li> </ul>	<ul style="list-style-type: none"> <li>All school personnel are provided with a copy of the school's Child Safeguarding Statement</li> <li>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>School External Personnel Policy</li> </ul>

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		<p>out of school activities e.g. school trip, swimming lessons</p> <ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities</li> </ul>	
<p><i>School outings</i> <i>Outdoor teaching activities</i></p>	High	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a policy and clear procedures in respect of school outings – Educational Tour Policy</li> <li>• The school has a Health &amp; Safety Policy</li> </ul>
<p><i>Annual Sports Day</i></p>	Low	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Harm not recognised or reported promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Sports Day Plan</li> <li>• Health &amp; Safety Policy</li> <li>• Parental supervision</li> </ul>

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<p><i>Administration of Medicine</i> <i>Administration of First Aid</i></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in the school by a member of school personnel</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Policy</li> <li>• Administration of Medicine Policy</li> <li>• Health &amp; Safety policy</li> </ul>
<p><i>Prevention and dealing with bullying amongst pupils</i></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed due to bullying in the school by a member of school personnel</li> <li>• Risk of child being harmed/bullied in the school by another child</li> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of harm caused by member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools.</li> <li>• The school implements in full the Stay Safe Programme.</li> <li>• The school implements in full the SPHE curriculum</li> <li>• The school has a Supervision Policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets.</li> <li>• The school has in place a Code of Behaviour for pupils.</li> <li>• The school has in place an ICT policy in respect of usage of ICT by pupils.</li> </ul>

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		<p>communicating with pupils inappropriately via social media, texting, digital device or other manner</p> <ul style="list-style-type: none"> <li>• Risk of harm by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or another manner</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place procedures in respect of usage of mobile phones by pupils.</li> </ul>
<p><i>Care of pupils with specific vulnerabilities/ needs such as</i></p> <ul style="list-style-type: none"> <li>• <i>Pupils from ethnic minorities/migrants</i></li> <li>• <i>Members of the Traveller community</i></li> <li>• <i>Lesbian, gay, bisexual or transgender (LGBT) children</i></li> <li>• <i>Pupils perceived to be LGBT</i></li> <li>• <i>Pupils of minority religious faiths</i></li> <li>• <i>Children in care</i></li> </ul>	<p>High</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm not being recognised by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school's Child Safeguarding Statement</li> <li>• The school implements in full the Stay Safe Programme</li> <li>• The school implements in full the SPHE curriculum</li> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools</li> <li>• The school has a Supervision Policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc.</li> <li>• The school has in place a Code of Behaviour for pupils</li> <li>• The school has a Special Educational Needs Policy</li> </ul>



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<ul style="list-style-type: none"> <li>• <i>Children on CPNS</i></li> </ul>			<ul style="list-style-type: none"> <li>• The school has an intimate care policy in respect of students who require such care</li> <li>• The school has in place an ICT policy in respect of usage of ICT by pupils</li> <li>• All staff are made aware of any court orders in place</li> </ul>
<p><b><i>Recruitment of school personnel including -</i></b></p> <ul style="list-style-type: none"> <li>• <i>Teachers</i></li> <li>• <i>SNA's</i></li> <li>• <i>Caretaker/Secretary/Cleaners</i></li> <li>• <i>Sports coaches</i></li> <li>• <i>External Tutors/Guest Speakers</i></li> <li>• <i>Volunteers/Parents in school activities</i></li> <li>• <i>Visitors/contractors present in school during school hours</i></li> <li>• <i>Visitors/contractors present during after school activities</i></li> </ul>	High	<ul style="list-style-type: none"> <li>• Harm not recognised or properly or promptly reported</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• The school –             <ol style="list-style-type: none"> <li>1. Has provided each member of school staff with a copy of the school's Child Safeguarding Statement</li> <li>2. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement</li> <li>3. Encourages staff to avail of relevant training</li> <li>4. Encourages Board of Management members to avail of relevant training</li> <li>5. Maintains records of all staff and board member training</li> <li>6. The school has in place a policy and procedures for the administration of First Aid</li> <li>7. The school has in place procedures for the use of external persons to supplement delivery of the curriculum</li> <li>8. The school has in place a policy and procedures for the use of external sports coaches</li> <li>9. The school has in place procedures in respect of students undertaking work experience in the school</li> </ol> </li> </ul>

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<p><i>Use of Information and Communication Technology by pupils in school</i></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</li> <li>• Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>• The school implements in full the Stay Safe Programme</li> <li>• The school implements in full the SPHE curriculum</li> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools</li> <li>• The school has in place a code of behaviour for pupils</li> <li>• The school has in place an ICT policy in respect of usage of ICT by pupils</li> <li>• The school has in place procedures in respect of usage of mobile phones by pupils</li> </ul>
<p><i>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</i></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools</li> <li>• The school has a Health and safety policy</li> <li>• The school has in place a code of behaviour for pupils</li> <li>• The school has in place an ICT policy in respect of usage of ICT by pupils</li> <li>• The school has in place procedures in respect of usage of mobile phones by pupils</li> </ul>

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<p><i>Use of video/photography and other media to record school events</i></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</li> <li>• Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school's Child Safeguarding Statement</li> <li>• School obtains a signed consent in our enrolment form which is then updated annually through the student's confidential form.</li> </ul>

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**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools 2017*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on 23/10/2018. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

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

**Chairperson, Board of Management**

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

**Principal**