



Scoil Mhuire Maigh Cuilinn

Child Safeguarding Risk Assessment Template

Written Assessment of Risk of Scoil Mhuire

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 Scoil Mhuire

1. List of School Activities

Training of School Personnel in Child Protection Matters

Class Teaching

One-to-One Teaching

Care of Children with Special Needs (including intimate care needs)

Toilet Areas

Curricular Provision in respect of SPHE, RSE, Stay Safe

Prevention and dealing with Bullying amongst Pupils

Care of Pupils with Specific Vulnerabilities or Needs

- Pupils from Ethnic Minorities/Migrants
- Members of the Travelling Community
- Lesbian/Gay/Bisexual/Transgender (LGBT) Pupils and Pupils perceived to be LGBT
- Pupils of Minority Religious Faiths
- Pupils on the Child Protection Notification System

Daily Arrival and Dismissal of Pupils

- Morning Supervision Period 8:40 a.m. to 8:50 a.m.
- Infant Dispersal 1:30 p.m.
- Dispersal of Classes 1st to 6th 2:30 p.m.

Recreation Breaks

- Am Sosa 10:40 a.m. to 10:50 a.m.
- Am Lóin 12:30 p.m. to 1:00 p.m.

Managing of Challenging Behaviour amongst Pupils (including appropriate use of restraint)

Engagement of External Personnel to supplement the Curriculum:

- Music Teachers

Sports Coaches

Parents Volunteering to assist in School Activities

- Swimming
- School Tours
- Book Fair
- In-School Fundraising Events
- Science Week
- Arts Week

Contractors present in school during and after school hours

- IT Contractors
- Cleaning Contractors
- Photocopier/Printer Technician

School Bus

Swimming Lessons in Leisureland

- Swimming Instructors
- Members of General Public

Students on Teaching Practice Placement

Students on Work Experience Placements



Outings/Trips/Tours

- School Tours
- Field Trips
- Cinema/Theatre/Concert/Library

Sporting Activities

- Hurling/Football/Soccer/Handball

School Transport Arrangements

- Bus Drivers

Fundraising Events/Community Events conducted during School Time involving Pupils

Use of Off-Site Facilities for School Activities

Participation by Pupils in Religious Ceremonies/Religious Instruction external to the school

- Confirmation
- Confession
- Communion
- Religious Instruction

Administration of Medicine

Administration of First Aid

Recruitment of School Personnel including -

- Teachers
- SNAs
- Caretaker
- Secretary

Use of Information and Communication Technology by Pupils in school

Application of Sanctions under the school's Code of Behaviour including Detention of Pupils, Confiscation of phones etc.

Use of Video/Photography/Other Media to record School Events

2. The school has identified the following risk of harm in respect of its activities -

- Harm not recognised
- Harm not reported promptly or correctly
- Harm by School Personnel: Teachers
- Harm by School Personnel: Special Needs Assistants
- Harm by School Personnel: Ancillary Staff
- Harm to children with SEN who have particular vulnerabilities
- Harm to children with SEN while receiving intimate care
- Inappropriate behaviour by Pupils
- Harm to a Pupil due to bullying by another Pupil/Group of Pupils
- Harm to younger Pupils from older Pupils
- Harm due to inadequate supervision of Pupils in school
- Harm due to inadequate supervision of Pupils outside the school premises
- Harm to Pupils from Unknown Adults on the playground
- Harm from Unknown Adults outside the school premises
- Injury to Pupils and Staff
- Harm to Pupils by External Personnel on the school premises
- Harm to Pupils by External Personnel outside the school premises
- Harm to Pupils by Volunteer/Visitor to the school
- Harm to Pupils by Sports Coaches
- Harm to Pupils by Volunteer Parents
- Harm to Pupils by Contractors
- Harm to Pupils by Bus Drivers
- Harm to Pupils by Swimming Instructors



Harm to Pupils by Volunteer Parents assisting in the supervision of Pupils
Harm to Pupils by Unknown Adults
Harm to Pupils by Students on Teaching Practice
Harm to Pupils by Students on Work Experience
Harm to Pupils by Celebrants/Instructors/Unknown Adults
Harm due to Pupils inappropriately assessing Internet Capable Devices at school
Harm to Pupils due to exposure to inappropriate material via the internet
Harm to Pupils by member of School Personnel communicating with Pupils in an inappropriate manner, e.g. via social media, text message

3. The school has the following procedures in place to address the risks of harm identified in this assessment –

The following have been made available to all staff:

- Child Safeguarding Statement
- Procedures for Primary and Post Primary Schools 2017
- Children First National Guidance for the Protection and Welfare of Children

All mandated persons maintain a Child Protection folder containing the above

All Teachers are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017

All Teachers and Special Needs Assistants have engaged in the TUSLA eLearning Programme "Introduction to Children First", taken the online assessment and provided a copy of certification to the Principal

All Teachers have engaged in the PDST eLearning module on the Child Protection Procedures for Primary and Post-Primary Schools 2017

All Staff are encouraged to avail of the relevant training in relation to Child Safeguarding and Protection

DLP & DDLP have engaged in the PDST eLearning Programme on Risk Assessment and the Development of a child Safeguarding Statement

DLP& DDLP have attended PDST face to face training

The BOM will maintain records of all staff and BOM training relating to Child Protection and Safeguarding

Child Protection is on the agenda of every Staff Meeting

Child Protection is on the agenda of every Board of Management Meeting

The school has adopted the Code of Professional Conduct for Teachers (Updated 2nd Edition 2016)

The school complies with the Revised Procedures for Suspension and Dismissal of Teachers outlined in DES Circular 60/2009 as per Section 24(3) of the Education Act (1998)



The school complies with agreed disciplinary procedures for teaching staff. See Grievance Procedures and Complaints Policy.

The school has a Health and Safety Statement and Policy.

The school will assemble a Critical Incident Management Team.

The school will develop a Critical Incident Plan.

The school will develop a First Aid and Administration of Medicines Policy

Basic First Aid will be administered by the Supervising Teacher in the School Yard

Supplementary First Aid will be administered in the School Reception Area by 2 Staff members

The school has a Special Educational Needs (SEN) Policy

Teachers have received training from the Special Educational Support Service in Managing Challenging Behaviour

The school has an Intimate Care Policy

The school will develop a Policy for One-to-One teaching

Staff will observe best practice in relation to teaching children on a one-to-one basis pending the development of the above policy. Best practice in relation to One-to-One teaching will be discussed at a staff meeting. Guidelines will be issued to staff based on this discussion

Glass panels will be installed in all SEN room doors

The school has a Substance Use Policy

The school has an ICT Policy of which Acceptable Use is a section, and will develop a stand-alone Acceptable Usage Policy

The school implements SPHE, RSE and the Stay Safe Programme in full

Staff are reminded of their responsibilities regarding the above on a regular basis at staff meetings

The school has in place an Anti-Bullying Policy. This policy is currently being revised

The school has a Code Of Behaviour

Pupils supervised by Teachers from 8:40 am to admission time at 8:50 am each day

Pupils dismissed by Teachers at 2:30 pm each day

Pupils are supervised by Teachers in the playground at break times

The school will develop a Supervision Policy

The school adheres to the requirements of Garda Vetting legislation and relevant DES Circulars in relation to recruitment and Garda Vetting



The school has secured Garda Vetting in respect of existing External Personnel and will do so when engaging new External Personnel

Class Teacher will be present in classroom with External Personnel **and/or** External Personnel will work in the General Purpose Hall which is open, exposed and has a good deal of through traffic

External Personnel will only engage with whole class or groups and never with Pupils on a one-to-one basis

The school has secured Garda Vetting in respect of School Coaches and will do so when engaging new Sports Coaches

Class Teacher will be present with Sports Coaches at all times

Sports Coaches will only engage with whole class or groups and never with Pupils on a one-to-one basis

Volunteer Parents assisting in school activities will never be left unsupervised in the company of Pupils (a teacher will be present at all times)

Contractors will never be left unsupervised in the company of Pupils

The school has secured Garda Vetting in respect of the School Bus Driver

Swimming Instructors in Leisureland will never be left unsupervised in the company of Pupils (a teacher will be present and observing at all times)

Parents assisting in the supervision of pupils at swimming will never be left unsupervised in the company of Pupils (a teacher will be present and observing at all times)

Volunteer Parents will never be left unsupervised in the company of Pupils (a teacher will be present and observing at all times)

The school requires Students on Work Experience to sign a Memorandum of Understanding

The school will seek confirmation in writing that the College or Institution in question has secured a Vetting Disclosure in respect of Students on Work Experience or will itself secure a Vetting Disclosure in respect of those Students

Students on Teaching Practice in an SEN setting will not engage in One-to-One teaching unless the SEN Teacher is present.

Students on Teaching Practice will never be left unsupervised in the company of Pupils (the Class Teacher will be present at all times)

The school will develop a Teaching Practice/Work Experience Policy

The school will secure the written consent of Parents/Guardians for Pupils to participate in Outings/Trips/Tours and Sporting Events



At least 2 Teachers will accompany each class group on Outings/Trips/Tours/Sporting Events and a maximum Pupil-Teacher Ratio of 16:1 shall apply. At least one of the teachers shall be female

Volunteer Parents assisting in school activities will never be left unsupervised in the company of Pupils (a teacher will be present at all times)

The has a Policy on Outings/Trips/Tours

At least 2 adults, one of whom is a Teacher, will accompany each group travelling on buses/coaches hired by the school. At least one of the adults shall be female

The Bus Driver will never be left unsupervised in the company of Pupils

At least 2 Teachers will accompany each group and a maximum Pupil-Teacher Ratio of 20:1 shall apply. At least one of the teachers shall be female

Volunteer Parents assisting in the supervision of participating Pupils will never be left unsupervised in the company of those Pupils (a teacher will be present at all times)
The school will secure the written consent of Patents/Guardians for Pupils to participate

In attendance at sporting events, least 2 Teachers will accompany each team and a maximum Pupil-Teacher Ratio of 16:1 shall apply. At least one of the teachers shall be female

On school tours/trips/outings, least 2 Teachers will accompany each group and a maximum Pupil-Teacher Ratio of 25:1 shall apply. At least one of the teachers shall be female

Celebrants/Instructors will never be left unsupervised in the company of those Pupils (a teacher will be present at all times)

The school has a Policy on Mobile Phones

Pupils do not have unsupervised access to Mobile Internet Devices

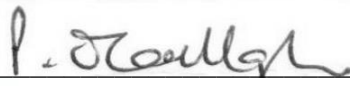
The school has a Policy on Photographs

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*

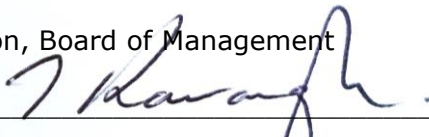
In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of 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 25th March 2019 [date]. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.



Signed 

Chairperson, Board of Management

Signed 

Principal/Secretary to the Board of Management