

Holywell Educate Together National School:

Child Safeguarding Risk Assessment

Written Assessment of Risk of Holywell Educate Together National School

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 Holywell Educate Together National School.

| List of school activities | Risk of harm identified by the school | Procedures to address risk of harm | Rank of Risk: Low, medium, high |
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| Daily arrival and dismissal of pupils | Risk of harm due to inadequate supervision of children in the yard. Adults can have unauthorised contact with children in the yard, infant yard and hall in the mornings. Adults can attempt to collect children unexpectedly without parental approval during the school day and at home-time. | The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. School management supervise the infant and senior yard each morning from 8.20am. | Medium |
| Recreation breaks for pupils | Risk of harm due to inadequate supervision of children in the yard. Adults can enter the school yard and jeopardise children's safety. | The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. Ensure gates are locked. | Low |

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| <p>Classroom teaching</p> | <p>Risk of harm in the school by a member of school personnel. As teachers are Garda Vetted, a student may accuse a teacher of causing harm to them in a one-to one situation</p> | <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</p> <p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></p> <p>As all teachers are registered with the Teaching Council, members adhere to the Code of Conduct for Teachers.</p> <p>The school complies with the agreed disciplinary procedures for teaching staff (all relevant INTO Staff relations documents and the Teaching Council Act provisions).</p> <p>Ensure class panels in classroom doors are not obscured.</p> | <p>Low</p> |
| <p>One-to-one teaching</p> | <p>Risk of harm in the school by a member of school personnel. Risk of harm to children with SEN who have particular vulnerabilities.</p> | <p>As above.</p> <p>Ensure doors of support rooms are open during lessons.</p> | <p>Low</p> |



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| One-to-one sessions with SNAs | Risk of harm in the school by a member of school personnel. Risk of harm to children with SEN who have particular vulnerabilities. | Ensure there is a clear and agreed purpose for being with SNA on one-to-one basis & that this agreed and signed by parents in IEP. | Low |
| Outdoor teaching activities | Risk of harm due to inadequate supervision of children outside. Adult members of the public may have access to students during a lesson. | The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as the yard. Ensure outdoor lessons in the yard do not take place during the dismissal time of infants, pre-school children or when the yard gates are open. | Low |
| Sporting Activities & School Outings | Risk of harm due to inadequate supervision of children or by being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out of school activities, ie swimming or school tour. | The school has a supervision policy to ensure appropriate supervision of children during outings and specialised activities. | Medium |
| School trips involving overnight stay | Risk of being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out of school activities with overnight stay, ie Gaeltacht Trip | School has signed consent from parents and discussed expectations from pupils and staff during the trip. Teachers will not stay in same accommodation as students. School has an overnight stay policy. | Medium |

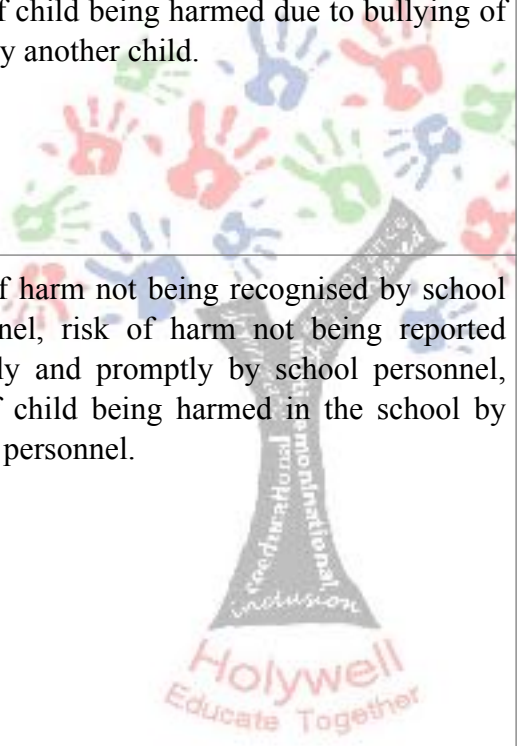
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| Use of toilet/changing/shower areas in schools | Risk of harm to children with SEN with particular vulnerabilities, ie staff and vulnerable children being alone in a shower/toilet. | <p>The school has an intimate care/toileting policy in place. The school implements the Stay Safe and SPHE curriculum. All school personnel are Garda vetted.</p> <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</p> <p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></p> | Low |
| Fundraising events involving pupils | Risk of harm due to inadequate supervision of children at events, eg. children calling at homes for sponsorship, handling money in public etc. | <p>Parents must notify the school if they do not wish their child to participate in an event. Parents/guardians are not permitted to leave their child unsupervised at an event, ie kiddie's disco, Summer Fete.</p> | Medium |
| School transport arrangements including use of bus escorts. | Risk of harm due to inadequate supervision of a child on the bus, eg. Contact with unvetted adults and potential for harm in a one-to-one situation. | Bus escorts are Garda vetted: the school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. | Low |

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| <p>Care of children with special educational needs, including intimate care where needed</p> | <p>Risk of harm to children with SEN with particular vulnerabilities, unsupervised access to a child in a one-to-one situation where they may not be verbal or have limited cognitive understanding.</p> | <p>The school has a Special Educational Needs Policy The school has an intimate care/toileting policy in place, with outlined practice adhered to, with alternative practices considered by school before being out into practice. The school implements the Stay Safe and SPHE curriculum. All school personnel are Garda vetted All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> The school has provided each member of staff with a copy of the school's Child Safeguarding Statement and to avail of all relevant training.</p> | <p>Low</p> |
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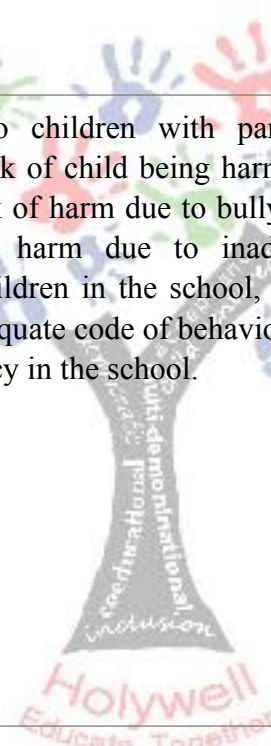



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| <p>Management of challenging behaviour amongst pupils, including appropriate use of restraint where required</p> | <p>Risk of physical and emotional harm to the child, ie risk of injuring a child unintentionally during an incident of challenging behaviour.</p> | <p>The school has provided each member of staff with a copy of the school's Child Safeguarding Statement and to avail of all relevant training. The school has a Physical Restraint Policy, in particular for those who exhibit challenging behaviour. The school records and reports all incidences of the use of physical restraint.</p> | <p>Low</p> |
| <p>Administration of Medicine</p> | <p>Risk of harm to child due to lack of knowledge on child's condition, unauthorised and inappropriate administration of medicine to a child.</p> | <p>The school has in place a policy and procedures for the administration of medication to pupils. The school has a dedicated staff member who oversees the storing and usage of medicine and relevant care plans.</p> | <p>Low</p> |
| <p>Administration of First Aid</p> | <p>Risk of harm to a child due to inadequate supervision of child, eg administration of first aid to the child in an inappropriate manner (undressing) and/or inappropriate environment (in a locked toilet/room)</p> | <p>The school has in place a policy and procedures for first aid (within the health and safety policy). The school has a dedicated staff member who oversees the administering of first aid and works with the Deputy Principal on the inventory of first aid resources in the school.</p> | <p>Low</p> |

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| Curricular provision in respect of SPHE, RSE, Stay Safe | Risk of harm to child/children due to disclosure of sensitive, confidential information by a child in an inappropriate setting to other classmates. Teaching of sensitive material to a student who maybe a victim of abuse/neglect/bullying/cyberbullying | The school implements in full the Stay Safe, SPHE and RSE programme in the school. The school has an Assistant Principal who manages and organises it's implementation within the school. | Low |
| Prevention and dealing with bullying amongst pupils | Risk of child being harmed due to bullying of child by another child. | The school has an Anti-Bullying Policy which fully adheres to the requirement of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> . All bullying incidents are reported at every Board of Management meeting. The school also implements the ABI Initiative. | Low |
| Training of school personnel in child protection matter | Risk of harm not being recognised by school personnel, risk of harm not being reported properly and promptly by school personnel, risk of child being harmed in the school by school personnel. | The school – Has provided each member of school staff with a copy of the school's Child Safeguarding Statement Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement Encourages staff to avail of relevant training Encourages board of management members to avail of relevant training Maintains records of all staff and board member training | Low |



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| Use of external personnel to supplement curriculum | Risk of harm due to inadequate supervision of child/children in the school. | The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum | Low |
| Use of external personnel to support sports and other extra-curricular activities | Risk of harm due to inadequate supervision of child/children in the school. | The school has in place a policy and procedures for the use of external sports coaches. All coaches would be Garda vetted. | Low |
| <p>Care of pupils with specific vulnerabilities/needs such as</p> <ul style="list-style-type: none"> - Pupils 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 | Risk of harm to children with particular vulnerabilities, risk of child being harmed by another child, risk of harm due to bullying of a child, risk of harm due to inadequate supervision of children in the school, risk of harm due to inadequate code of behaviour and anti-bullying policy in the school. | <p>The school has an Anti-Bullying Policy which fully adheres to the requirement of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></p> <p>All bullying incidents are reported at every Board of Management meeting.</p> <p>Teachers and relevant school staff are informed of any specific needs of specific children by the Principal/and or the Deputy Principal, which maybe of a sensitive nature.</p> | Medium |



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| <p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> - Teachers/SNA's - Caretaker/Secretary/Cleaners - Sports coaches - External Tutors/Guest Speakers - Volunteers/Parents in school activities - Visitors/contractors present in school during school hours - Visitors/contractors present during after school activities | <p>Risk of child being harmed in the school by a member of school personnel, a member of staff of another organisation or other person while child is participating in programmes, activities within the school day.</p>  | <p>All adults with direct access to children in the school day will be Garda vetted.</p> <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</p> <p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</p> <p>The school has a code of conduct for school personnel (teaching and non-teaching staff)</p> <p>The school complies with the agreed disciplinary procedures for teaching staff .</p> <p>Contractors should be accompanied by school staff and are easily identified as non-school staff. Contractors/visitors</p> | <p>Medium</p> |
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| <p>Participation by pupils in religious ceremonies/religious instruction external to the school</p> | <p>Risk of child being harmed in the school by a member of staff of another organisation or other person while child is participating in programmes, activities outside the school day, eg Faith Formation classes.</p> | <p>Organisations using the school building and with access to students must adhere to the requirements of the Garda vetting legislation and relevant DES circulars in relation to Garda vetting Teachers instructing in Faith Formation in the school will be asked to wear a visitor's badge.</p> | <p>Medium</p> |
| <p>Use of Information and Communication Technology by pupils in school</p> | <p>Risk of harm due to inadequate supervision of child/children in the school, risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.</p> | <p>The school has in place an ICT policy in respect of usage of ICT by pupils. The students can also only access the student network in school which has 'firewalls' and restricted sites. All students must switch off phones when they reach school grounds. All students must surrender their phones each morning when school begins. Teachers teach lessons on cyber-safety and work in the Stay Safe programme on cyber-safety.</p> | <p>Medium</p> |
| <p>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p> | <p>Risk of harm due to inadequate code of behaviour</p> <p>Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</p> <p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p> | <p>The school has in place a Positive Behaviour Policy which is regularly reviewed and amended as necessary.</p> <p>School staff do not 'friend' or 'follow' students on social media sites.</p> <p>Photographs taken on personal devices by teachers are deleted having been uploaded to the school app. Photographs stored on the shared drive or deleted at the end of the school year if stored on a laptop..</p> | <p>Medium</p> |

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| Students participating in work experience in the school | Risk of child being harmed in the school by the student, risk of harm due to inadequate supervision. | Children are never left unsupervised with Transition Year or Student Teachers. Student Teachers will be familiar with guidelines from respective teacher training colleges on teaching placement and with the document 'Guidelines for School Placement' - The Teaching Council, 1 st Edition 2013. | Low |
| Use of video/photography/other media to record school events | Risk of harm caused by member of school personnel or other adults accessing/circulating inappropriate material via social media, texting, digital device or other manner | Parents give consent for their child's image to be displayed on the school app/website. Restricted access: Principal tells parents/carers at all school events not to upload images to social media sites. | Medium |
| After school use of school premises by other organisations | Risk of child being harmed by another child or adult in the organisation. | Use of school premises after school is restricted to use by Holywell Childcare Facility & Faith Formation teachers, all of whom are Garda Vetted and have received appropriate training. | Low |
| Use of school premises by other organisation during school day | Risk of child being harmed by the adult in the organisation, ie private speech and language therapist. | Parents have given consent to work with their child. Clinicians are vetted by Educate Together, if a private arrangement and through their employer eg. St. Michael's House, Beechpark services. Such clinicians will wear a 'visitor badge when on the premises'. | Low |
| Breakfast club | Risk of child being harmed by member of staff of breakfast club, risk of harm due to inadequate supervision of children in breakfast club | Holywell Childcare Ltd. Staff are Garda vetted, report to Carolyn Barnes as DLP of the facility who will then report to school DLP. | |

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| After-school Club and Homework club | Risk of child being harmed by member of staff of after-school and homework club, risk of harm due to inadequate supervision of children in afterschool or homework club. | Same as above | |
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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 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(a) 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.

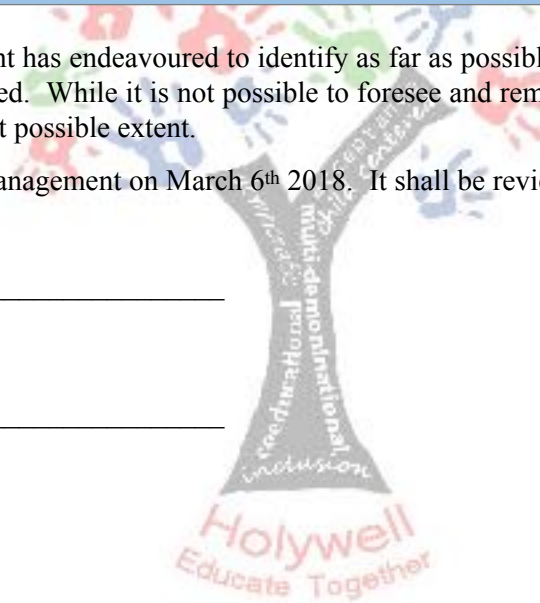
In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of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

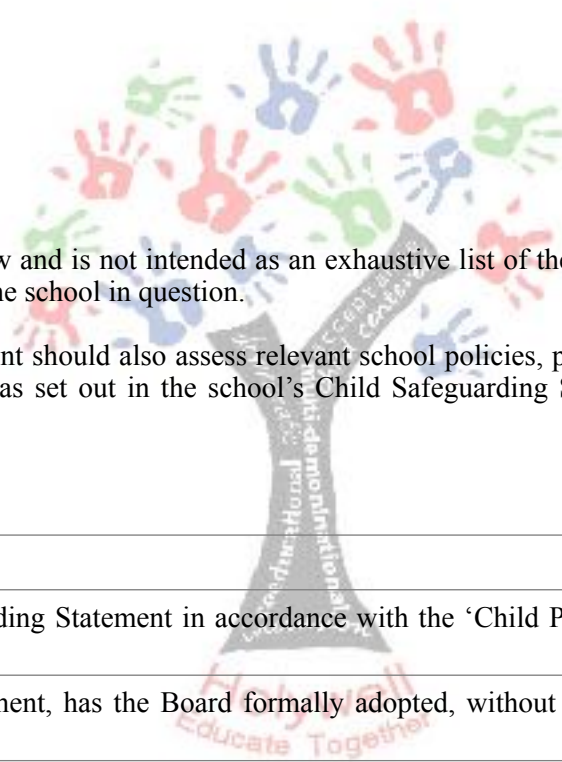
This risk assessment has been completed by the Board of Management on March 6th 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____





Principal/Secretary to the Board of Management

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

| | Yes/No |
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| 1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'? | |
| 2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'? | |
| 3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? | |
| 4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? | |
| 5. Has the DLP attended available child protection training? | |

| | Yes/No |
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| 6. Has the Deputy DLP attended available child protection training? | |
| 7. Have any members of the Board attended child protection training? | |
| 8. Are there both a DLP and a Deputy DLP currently appointed? | |
| 9. Are the relevant contact details (Tusla and An Garda Síochána) to hand? | |
| 10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel? | |
| 11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015? | |
| 12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken? | |
| 13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP? | |
| 14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made? | |
| 15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel? | |
| 16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report? | |
| 17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed? | |
| 18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?* | |
| 19. Were child protection matters reported to the Board appropriately recorded in the Board minutes? | |
| 20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely? | |
| 21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'? | |
| 22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP? | |

| | Yes/No |
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| 23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement? | |
| 24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement? | |
| 25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request? | |
| 26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools) | |
| 27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools) | |
| 28. Has the Board ensured that the SPHE curriculum is implemented in full in the school? | |
| 29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? * | |
| 30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?* | |
| 31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?* | |
| 32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement? | |
| 33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' | |
| 34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements? | |
| 35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school? | |
| 36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement? | |
| 37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ? | |
| 38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed? | |

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management



Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: _____

The Board of Management of _____ wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of _____ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website www.education.ie

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

