

## Holywell Educate Together National School- Child Safeguarding Risk Assessment 2023-24

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 (revised 2023)*, the following is the Written Risk Assessment of Holywell ETNS, Swords, Co. Dublin.

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<ul style="list-style-type: none"> <li>Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>DLP&amp; DDLP to attend face to face training when made available</li> <li>All staff to receive training on revised Child Protection Procedures</li> <li>All Staff to update and take online training and provide evidence of completion to Principal</li> <li>BOM records all records of staff and board training</li> </ul>
Daily Arrival and Dismissal of pupils	Inadequate Supervision, Inappropriate Behaviour, Bullying	<ul style="list-style-type: none"> <li>Morning Supervision for Senior Management members &amp; SET's of front of school and entrance doors</li> <li>Class Teachers hand over all students Infants – 2<sup>nd</sup> at home time (unless attending after-school, with written confirmation of such by parents/guardians).</li> <li>Class Teachers walk their class (3<sup>rd</sup>- 6<sup>th</sup>) to exit point and hand over to parent or children walk home if they have consent.</li> <li>Children dismissed from school only at specific times (1.10pm for infants &amp; 2.10pm for classes 1<sup>st</sup>-6<sup>th</sup> class).</li> <li>Teachers running after-school clubs must keep a list of home-time arrangements for each club member and return all children directly to the care of the after-school/childcare staff.</li> </ul>
One to one teaching	Harm by school personnel	<ul style="list-style-type: none"> <li>Procedures in place for one-to-one teaching (door is ajar at all times, parents/guardians aware the child is with the teacher one to one).</li> <li>Doors with Glass Window Pane (if not available, door will be left ajar at all times).</li> </ul>
Care of children with additional needs, including intimate care needs	Harm by school personnel	<ul style="list-style-type: none"> <li>Toileting/Intimate Care policy</li> <li>Two staff present to attend to intimate care needs &amp; if child needs clothes changed.</li> <li>Parents are aware of arrangement</li> <li>Communication with home &amp; records kept on 'classdojo'/'Aladdin'</li> </ul>

Toilet areas	Inappropriate behaviour	<ul style="list-style-type: none"> <li>• Toilets in the Classroom</li> <li>• Children accessing toilets before and after breaks and during the school day</li> <li>• At yardtime, toilets are not available to students, with the exception of infants and children with additional needs.</li> </ul>
Curricular Provision in respect of SPHE, RSE, Stay Safe.	Non-teaching of same	<ul style="list-style-type: none"> <li>• SPHE, RSE &amp; Stay Safe implemented in full</li> <li>• RSE policy in place &amp; curricular links available to parents on school website</li> <li>• Teachers own planning, notes and observations</li> </ul>
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• Positive Behaviour Policy</li> <li>• Managing Behaviours of Concern appendix to Positive Behaviour Policy</li> <li>• Restorative Practice Culture developed</li> <li>• Specific staff trained in CPI &amp; certified as such.</li> </ul>
Sports Coaches or external personnel to supplement the curriculum	Harm to pupils	<ul style="list-style-type: none"> <li>• Coaches must present Garda vetting and other relevant documentation to school in advance</li> <li>• Class teacher must be present at all times and in charge</li> </ul>
Recreation breaks for pupils	Harm to pupils by other pupils Bullying Inappropriate behaviour	<ul style="list-style-type: none"> <li>• Yard supervision rota in place</li> <li>• Adequate yard supervision in place</li> <li>• Recording of incidents and behaviours on yard</li> <li>• Active Yards in Place for all the school to minimise conflict/incidents</li> <li>• Structured Play organised for individuals</li> <li>• Positive Behaviour Policy</li> <li>• Anti-Bullying Policy</li> <li>• Staff administer first aid onsite in the yard and throughout the school day.</li> </ul>
Classroom teaching	Harm from other pupils and staff	<ul style="list-style-type: none"> <li>• Positive Behaviour Policy</li> <li>• Door open if in room alone with a child</li> <li>• Door open between partner teacher if teacher is on break- SET teacher to cover where possible</li> </ul>
Outdoor teaching activities	Harm to pupils Bullying	<ul style="list-style-type: none"> <li>• Adequate supervision in place</li> <li>• Teacher present at all times</li> <li>• Culture of reporting to staff promoted &amp; encouraged</li> </ul>

Online Teaching and Learning	Harm due to inappropriate use of online remote teaching and learning communication platform	<ul style="list-style-type: none"> <li>• The school has an Acceptable Usage Policy and Digital Learning Policy in place, to include provision for online teaching and learning remotely</li> <li>• Using Digital Platforms – Guidelines for teachers and parents</li> </ul>
Use of tablet devices and smartphones in the classroom and in the course of the school day	Harm associated with misuse, abuse of devices and the various associated technologies	<ul style="list-style-type: none"> <li>• The school has a digital learning policy</li> <li>• Positive Behaviour Policy</li> <li>• Online Safety talks for 5<sup>th</sup> &amp; 6<sup>th</sup> Classes annually &amp; their parents</li> <li>• Assemblies to focus on online safety</li> <li>• Rota in place where student's actions are traceable and accountable.</li> <li>• Community Gardaí available to speak to 5<sup>th</sup> &amp; 6<sup>th</sup> class on online safety.</li> <li>• School has introduced IT lessons to promote IT literacy and to promote online safety through 'Webwise' &amp; teaching 'Digital Citizenship'</li> </ul>
Sporting Activities	Harm to pupils Bullying	<ul style="list-style-type: none"> <li>• Anti-Bullying policy</li> <li>• First Aid Procedures</li> <li>• Supervision Policy/School Tours/Trips Policy</li> <li>• First aid bag with personal medication where required</li> <li>• Contact list- Aladdin App</li> <li>• Adequate supervision at all times</li> <li>• Teachers must be present and in charge at all times</li> </ul>
School tours, trips and outings	Harm to pupils Bullying Inappropriate behaviour Risk of inappropriate communication between pupils via digital devices, physical injury	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• Digital learning Policy</li> <li>• First Aid, Accidents Procedures- reporting</li> <li>• Risk Assessment conducted before trips/outings</li> <li>• School Tour/Trips Policy</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Pupil-teacher ratio (as per supervision policy)</li> </ul>
Annual Sports Day	Harm to pupils by inappropriate communications between child and unknown adult, inadequate supervision & physical injury	<ul style="list-style-type: none"> <li>• Sports Day timetable and organisation circulated to school community in advance</li> <li>• No photography or recording permitted by parents/visitors</li> <li>• Positive Behaviour Policy</li> <li>• Anti-Bullying Policy</li> <li>• First Aid procedures in place.</li> <li>• Teachers must be always present and in ultimate charge</li> </ul>

<p>Fundraising events involving pupils</p>	<p>Harm to pupils by inappropriate communications between child and unknown adult, inadequate supervision &amp; physical injury</p>	<ul style="list-style-type: none"> <li>• Appropriate insurance</li> <li>• Safety Statement &amp; first aid procedures in place</li> <li>• Event timetable, organisation &amp; procedures circulated to school community in advance</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Garda vetting for volunteers</li> <li>• Anti-Bullying Policy</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Pupil-teacher ratio</li> </ul>
<p>During &amp; after school use of school by other individuals/groups/organisations</p>	<p>Harm to pupils</p>	<ul style="list-style-type: none"> <li>• Insurance in place by outside groups</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Pupil-teacher ratio</li> <li>• Garda vetting</li> </ul>
<p>Management of challenging behaviour amongst pupils, including appropriate use of restraint where required</p>	<p>Physical harm to pupils &amp; adults</p>	<ul style="list-style-type: none"> <li>• Positive Behaviour Policy</li> <li>• Managing Behaviours of Concern Appendix to Positive Behaviour Policy</li> <li>• Restorative Practice community practice.</li> <li>• Reporting to parents after subsequent events</li> <li>• Presence of two staff members for particular aggressive/physical behaviour</li> <li>• Individual Behaviour Plans in place for specific students</li> <li>• Specific staff trained in TCI and certified as such/</li> </ul>
<p>Administration of Medicine &amp; First Aid</p>	<p>Physical harm to pupils and adults</p>	<ul style="list-style-type: none"> <li>• Administration of Medication Policy</li> <li>• Staff training for first aid &amp; for students with specific medical conditions</li> <li>• Indemnity signed by parents.</li> <li>• Medical Needs Folder for relevant staff of children who have chronic medical conditions.</li> <li>• Medicines stored in secure locations in a locked cabinet in the main office</li> <li>• Injuries pertaining to the neck and head, and other serious Injuries – dealt with at the office – parents informed</li> </ul>
<p>Care of pupils with specific vulnerabilities/needs such as</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> </ul>	<p>Bullying</p>	<ul style="list-style-type: none"> <li>• Anti-Bullying policy</li> <li>• Positive Behaviour policy</li> <li>• Learn Together Curriculum and Lessons</li> <li>• Flag awards for Yellow flag, Amber flag application &amp; celebration of Pride annually in June.</li> </ul>

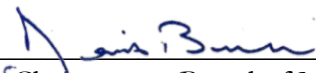
<ul style="list-style-type: none"> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> </ul>		
Use of Information and Communication Technology by pupils in school	<p>Bullying</p> <p>Risk of harm due to inappropriately accessing/using ICT devices while at school</p>	<ul style="list-style-type: none"> <li>• AUP policy</li> <li>• Anti-Bullying Policy</li> <li>• Positive Behaviour Policy</li> <li>• Assistive Technology Policy</li> <li>• Firewall managed by Sord IT company on both student and staff network</li> </ul>
Students/Student Teachers participating in work experience in the school	<p>Harm not being recognised by school personnel</p> <p>Risk of harm due to inappropriate relationship/communication between child and adult</p>	<ul style="list-style-type: none"> <li>• Garda vetting &amp; insurance documentation from colleges</li> <li>• Teachers has overall responsibility of the class and teaching</li> <li>• Work experience and placement policy</li> </ul>
Trainee ANA's undertaking placement	Risk of harm by volunteer	<ul style="list-style-type: none"> <li>• Garda Vetting in place for Trainee ANAs</li> </ul>
Use of video/photography/other media to record school events	Risk of identification of individual child online	<ul style="list-style-type: none"> <li>• AUP policy</li> <li>• Procedures in place communicated to individual/ group/ organisations in advance</li> </ul>
Use of off-site facilities for school activities	Harm to pupils by inappropriate communications between child and unknown adult, inadequate supervision & physical injury	<ul style="list-style-type: none"> <li>• Anti-Bullying,</li> <li>• Positive Behaviour policy</li> <li>• Garda vetting for volunteers</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Pupil-teacher ratio</li> </ul>
School transport arrangements including use of bus escorts	Harm to pupils by inappropriate communications between child and unknown adult, inadequate supervision & bullying	<ul style="list-style-type: none"> <li>• Positive Behaviour Policy &amp; Anti-Bullying policy</li> <li>• Bus escorts are fully Garda vetted and reference checks in place prior to employment.</li> </ul>
Visits from External Agencies- DES, Inspectorate, NCSE, TUSLA and others	Risk of harm to pupils by volunteer/visitor to the school	<ul style="list-style-type: none"> <li>• All visitors to school sign in at office</li> <li>• Such Visitors are not left alone with children</li> <li>• Member of school personnel always present</li> </ul>
HSE Vaccinations/Hearing and Vision Tests	Risk of harm to pupils by those visiting	<ul style="list-style-type: none"> <li>• Sign in at office</li> <li>• Parents to sign consent form</li> <li>• Testing/Vaccinations take place in Hall</li> </ul>

Annual Book Fair	Risk of harm by visitors or volunteers	<ul style="list-style-type: none"> <li>• Class teachers present when class visit Book Fair</li> <li>• Takes place on corridors</li> </ul>
Recruitment of school personnel including – <ul style="list-style-type: none"> <li>• Teachers &amp; ANA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors in school during school &amp; after school hours</li> </ul>	Harm not recognised or properly or promptly reported	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• Staff to receive Child Protection training/view Tusla training module/any other online training offered by PDST</li> <li>• Vetting Procedures</li> <li>• School Visitors, External Tutors- never unsupervised with children</li> <li>• Agreed disciplinary procedures for teaching staff</li> </ul>
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Risk of pupils being harmed by school personnel	<ul style="list-style-type: none"> <li>• Positive Behaviour Policy reviewed regularly</li> <li>• Acceptable Usage policy reviewed regularly</li> <li>• Anti-Bullying policy</li> <li>• Garda Vetting of all staff</li> <li>• Teaching and Non-Teaching Staff aware of policies</li> </ul>

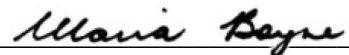
**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

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 the 28<sup>th</sup> of September 2023. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed   
Chairperson, Board of Management

Date: October 4<sup>th</sup> 2023

Signed   
Principal/Secretary to the Board of Management

Date: October 4<sup>th</sup> 2023