

Child Safeguarding Risk Assessment



Appendix 1: Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Finian's National School, Finglas South, Dublin 11.

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. Finian's National School, Rivermount, Finglas South, Dublin 11.

1. List of school activities

Risk identified	Potential risk of harm	Level of risk - low medium high	Procedure in place to manage risk identified
Opening/Closing Times and Break Times	Access to pupils by strangers or other adults. Risk of harm from other pupils	High	Supervision by Deputy from 8.40 a.m. Supervision by SNAs from 8.40 a.m. Adequate Supervision at break times - Infant Breaks - 3 teachers & 2 / 3 SNA's Senior Break - 3 teachers and 2 / 3 SNA's SNA supervision Incident report book to report to class teacher

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			<p>injury or incident which happened during breaks</p> <p>Incident/accident report form to be filled in by supervising teacher and sent to the office</p> <p>Pupils must remain seated at their table when due to weather children cannot go to the yard</p> <p>School divided into two sections for yard time.</p>
One to one teaching	Harm by school personnel	Medium	<p>Open door (if in the classroom)</p> <p>Table between teacher and pupil</p> <p>Glass in window (Tír na nÓg room used for 1 to 1 teaching as much as possible)</p> <p>Keep 1 to 1 teaching to a minimum, have two children or more together going to a group</p>
Classroom teaching	<p>Harm to pupils</p> <p>Harm by students</p> <p>Harm by strangers entering building</p>	Low	<p>Magnetic locks on external doors</p> <p>CCTV in the corridor</p> <p>Code of Discipline</p> <p>Anti-Bullying Policy</p>

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			<p>School personnel should not do things of a personal nature for a child which the child can do for him/herself.</p> <p>All children should be treated with equal respect - favouritism is not acceptable. School personnel should never engage in or allow:</p> <ul style="list-style-type: none"> • The use of inappropriate language or behaviours e.g. sarcasm; • Physical punishment of any kind; <p>All media products (DVDs, CDs etc.) should be checked for their appropriateness with regards to age and suitability.</p>
Sporting Activities	<p>Access to pupils by strangers.</p> <p>Inappropriate activity by pupils.</p> <p>Dangers posed by unfamiliar environment</p>	Low	<p>Adequate supervision - staff supervise toilet breaks (bring children in groups)</p> <p>Adequate planning and preparation by staff.</p>
Use of toilet/changing areas in school	Harm by school personnel	Low	<p>Ring Home to inform parents</p> <p>Children go to the toilet in groups</p> <p>Infant class: Clean underwear and suitable clothing will be kept in the</p>

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			<p>school so that if a pupil has an 'accident' of this nature they will in the first instance be offered fresh clothing into which they can change.</p> <p>If the pupil, for whatever reason cannot clean or change themselves, the child will be assisted by two members of staff. Children in Early Start must be toilet trained before they start school.</p>
Annual Sports Day	<p>Access to pupils by strangers or other adults. Flight risk for some pupils</p>	High	<p>Class must stay with the classroom teacher (Inform parents via letter to ensure children stay with class teacher on the day)</p> <p>Children use the toilet before sports day begins, as a class before snack & as a class before lunch break</p> <p>All external doors of school locked</p> <p>Parents requested to only use the disabled toilet to bring younger siblings to the bathroom</p> <p>No parents/ guardians at sports day during covid restrictions.</p>

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<p>Fundraising events involving pupils</p>	<p>Access to pupils by strangers or other adults.</p>	<p>High</p>	<p>BoM decision regarding individual events where adults may be in the school</p> <p>No children to be unsupervised by the classroom teacher</p> <p>No Child allowed to help parents association with raffle</p>
<p>Use of off-site facilities for school activities</p>	<p>Access to pupils by strangers or other adults. Flight risk for some pupils</p>	<p>High</p>	<p>Adequate supervision</p> <p>No child to be left unaccompanied</p> <p>Children should use the bathroom before leaving the school</p> <p>No child should be left on their own at any point</p>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • Teachers • SNA's • key workers • Drama Therapist • Caretaker/Secretary/Cleaners • Sports coaches 	<p>Harm not recognised or properly or promptly reported</p>	<p>Medium</p>	<p>Child Safeguarding Statement & DES procedures made available to all staff</p> <p>Staff to view Tusla training module & any other online training offered by PDST</p> <p>Vetting Procedures</p> <p>Policy of Parents / Volunteers</p>

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<ul style="list-style-type: none"> • External Tutors/Guest Speakers • Volunteers/Parents in school activities • Visitors/contractors present in school during school hours • Visitors/contractors present during after school activities 			
Use of Information and Communication Technology by pupils in school	Bullying	High	ICT policy Anti-Bullying Policy Code of Behaviour
School Transport	Access to pupils by strangers.	Medium	No child to be left alone on a bus or to return to the bus for a 'forgotten item' Adequate supervision
Care of children with special educational needs, including intimate care where needed	Harm by school personnel	Low	Normally a child with specific toileting needs will have access to a Special Needs Assistant. After the child is enrolled in the school a meeting will be convened at which all school personnel

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			<p>involved with the child will attend along with the child's parents. At that meeting the needs of the child should be addressed and agreement reached as to how the school can meet those needs. It is important that those involved in the intimate care needs of the child agree practices which are acceptable to the staff, the child and the parents.</p> <p>The Board of Management should be made aware of the practices agreed</p>
Dismissal time	<p>Access to pupils by strangers or other adults. Flight risk for some pupils</p>	<p>High High Anxiety surrounding court orders</p>	<p>Infant classes to be collected by a parent or a nominated adult in writing</p> <p>It is up to the parent to decide if their child walks home alone - the parent will notify the class teacher of this in writing</p> <p>Children will not be released to adults who are unknown to the teacher/school staff unless parents have informed the school in writing or by telephone authorising the teacher about the new arrangement.</p> <p>Where one parent informs the school that another parent is not allowed</p>

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			<p>access to their children the school will require a copy of court orders which outline details of same.</p> <p>In the event of a parent not complying with a court order the Gardaí will be summoned to the school to enforce it.</p>
Visitors/Visiting Tutors	Tutors behaving inappropriately. Tutors lacking awareness of child safety issues.	Low	<p>Visiting tutors from reputable organisations with appropriate vetting. Visitors, volunteers and guest speakers will not be left alone with children. The school will check out the credentials of the visitor/guest speaker and will ensure the content/material in use is appropriate.</p>
School Tours/Outings	Access to pupils by strangers. Inappropriate activity by pupils. Dangers posed by unfamiliar environment	Low	<p>Adequate supervision - staff supervise toilet breaks (bring children in groups)</p> <p>Adequate planning and preparation by staff.</p> <p>Staff will not take children on journeys, alone in their cars.</p>
Access/Egress	Access to pupils by strangers or other adults.	High	<p>Magnetic locks on doors.</p> <p>External doors to be kept closed.</p>

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	Flight risk for some pupils		<p>Adults buzz in at reception to gain access to the school.</p> <p>CCTV in operation.</p> <p>No adult access during Covid restrictions</p>
Swimming Lessons/Sports Events	Potential for unsupervised times in changing areas. Access to pupils by strangers or other adults.	High	<p>Adequate supervision provided.</p> <p>One male teacher to stay with the male students at all times.</p> <p>One female teacher to stay with female students at all times.</p> <p>Trained lifeguards in pool.</p> <p>In our school parents are requested to ensure that their children wear suitable clothing and footwear on days when they have PE, games or swimming.</p> <p>Pupils will be expected to dress and undress themselves for games/PE/swimming.</p> <p>Where assistance is needed this will be done in the communal areas and with the consent of parents.</p>

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			Under no circumstances will members of staff or volunteers be expected to, or allowed, to dress/undress a child in a cubicle/private area.
Social Media	Potential for bullying. Potential for grooming of pupils	High	Pupils' mobile phones must remain in the school bag and powered off until leaving the school grounds. Anti-Bullying Policy/ASU Policy . Yearly online safety training for older classes
Children's outbursts of aggression	Potential for injury and harm to other children and staff	Very High	Pupil's to sent home if they show aggressive behaviour. Parents must collect the child. if parents are unavailable to collect they must arrange with another trusted adult to collect. If parents refuse to collect their child, they will be informed that the school will have to inform Tusla. Tusla will be informed.
Student teachers from DIT/DCU or students taking part in a transitional year	Access to pupils	Low	Aware of school policies Aware of school routines Professional conduct

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programme involving work experience			Students not allowed to accompany children to toilets unless supervised by school staff Garda Vetted
Building Works To be finished October 2021	Heavy vehicles driving into school. Debris overspill Potential access to strangers	Low	All vehicular access to the site is notified to the principal or caretaker. Area cordoned off. No access for school staff or children Any associated works with main building to take place after school hours
Drama Therapy/ SCP one to one teaching	Closed door due to sensitive nature of sessions	High	All staff vetted Fire drill information shared with that staff member Child protection information shared with staff member Parents consent to the one-to-one session
Runner			

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Due to Covid 19 please refer to Logistics Plan and Urban Parent Plan for updates on entry and exit.

No parents now have access to the school building.

No outings will take place.

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 in September 2022. This review has taken place in September 2022. 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

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Appendix 2: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

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
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
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'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Túsla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
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?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to Túsla/An Garda Síochána by the DLP?	Yes

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14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Túsła/and as a result of this advice, no report to the HSE was made?	No
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?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Túsła/An Garda Síochána were appropriately followed in each case reviewed?	Yes
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?*	Yes
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
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'?	N/A
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	n/a
23. Has the Board ensured that the Parents' Association has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
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)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and	Yes

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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)?*	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
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'	Yes
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
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?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
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 ?	Yes
38. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management