

Child Safeguarding Risk Assessment (of any potential harm)

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. Joseph's N.S., Leitrim Village.

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	Child Safeguarding Statement & DES procedures made available to all staff DLP& DDLP to attend PDST face to face training All Staff to view Túsla training module & any other online training offered by PDST BOM keeps all records of staff and board training
One to one teaching	Harm by school personnel	School has policy in place for one to one teaching Open doors Table between teacher and pupil Glass in window <i>See Appendix B Code of Best Practice</i>
Care of Children with special needs, including intimate care needs	Harm by school personnel	Policy on Intimate Care Needs See appendix B Code of Best Practice
Toilet areas/ changing areas	Inappropriate behaviour	Agreed usage procedures (e.g. one boy/ girl at a time, toilet pass, classroom door left open until child returns) and procedures to be followed by child e.g. knock, if no response then enter Supervision Policy Teacher checks if gone longer than expected. See Appendix B: Code of Best Practice
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full

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Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground	Parents and pupils reminded about practices. Morning and afternoon supervision not provided by school. See school Supervision Policy. See Code of Behaviour and school rules which require pupils to arrive on time for class and to go gate immediately at 3 p.m.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Harm/injury to staff, pupils and property Gross insubordinations Inappropriate behaviour Absconding	Health & Safety Policy Code of Behaviour Isolate child where/if necessary SNA to accompany child to SET if necessary Re: Use of restraints: All records of any such incident to be kept securely by DLP and parents informed See Appendix B: Code of Best Practice
Sports Coaches GAA/ Football/ Hurling/ Sports Partnership/ Athletics etc	Harm to pupils	Policy & Procedures in place Vetting Child Safeguarding Statement Class teacher present Supervision Policy
Student teachers undertaking teaching placement		Policy on Student Teacher Placement
Students participating in work experience	Harm by student Inappropriate interactions between student and pupil	Child Safeguarding Statement. Never alone with child? Meeting with principal/ deputy principal prior to commencement, expectations, roles explained Assurance from Post Primary School Vetting to be completed prior to commencement
Recreation breaks for pupils	Injury to student through rough play, playground aggression, slips Bullying Inappropriate behaviour	Supervision Policy Stay Safe Rules Anti- Bullying Policy Code of Behaviour
Recreation breaks for pupils on wet days	Injury to student Bullying Inappropriate behaviour	Supervision Policy, procedures and routines in place Children remain in classes. Classroom doors kept open

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	(slips falls)	Permission required for walking in corridors/ No walking on corridors)
Classroom teaching	Harm by school personnel Harm by another student Inappropriate behaviour	Code of Professional Conduct for Teachers as per Teaching Council No class unattended/ Supervision Policy Child isolated if deemed necessary Teachers having all school policies Vetting procedures for staff recruitment
Outdoor teaching activities	Harm from other pupils (Rough play Playground aggression Slips, trips, falls Absconding)	Health and Safety Policy Extra personnel where required Teacher first and last to enter yard. Gates locked Supervision Policy Code of Behaviour Various Curricular Plans Critical Incidents Management Plan
Sporting Activities Including Annual Sports Day	Harm to pupils (Rough play Playground aggression Slips, trips, falls Absconding)	Junior pupils remain on school grounds where school procedures apply Health and Safety Policy Extra personnel where required Teacher first and last to enter yard. Gates locked Supervision Policy Curricular Plans Critical Incidents Management Plan
Child Absconding from the School	Increased risk of harm to pupil when they leave the school grounds (Death/injury by oncoming traffic)	See Appendix B: Code of Best Practice... Gates locked Critical Incidents Management Plan
Parents/ visitors to the school during the day	Harm to students and staff personnel due to an adult without appropriate vetting entering the school	Buzzer system on main door See Appendix B: Code of Best Practice...

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School outings	Absconding Harm to student	School Tours Policy Appropriate supervision/ Supervision policy Health and Safety Policy Vetting procedures adhered to
Fundraising events involving pupils <u>on</u> school grounds	Harm to pupils/ Misbehaviour/ Bullying Adult without appropriate vetting entering school building	Supervision Policy/ Supervised at all times Anti- Bullying Policy Code of Behaviour Vetting procedures adhered to
Fundraising events involving pupils <u>away from</u> school grounds	Harm to pupils by another pupil or staff personnel injury /danger of traffic Misbehaviour bullying	Code of Professional Conduct for Teachers as per Teaching Council Supervised at all times/ Supervision Policy Anti- Bullying policy Code of Behaviour Vetting procedures adhered to
Use of off-site facilities for school activities (Sports Day/ GAA Matches/ Soccer/ Athletics? Debates/ Plays/ Workplaces for Aistear/ Visit to organisations? Transporting pupils to all of the above/ walking to church for confession and holy communion practice, Nature walks, various trails on and off school grounds)	Increased risk when moving to off-site facility Harm to pupils by another pupil or staff personnel injury /danger of traffic Misbehaviour bullying	Code of Professional Conduct for Teachers as per Teaching Council Supervision Policy/ Supervised at all times Anti- Bullying policy Code of Behaviour Vetting procedures adhered to Extra personnel when and where required Critical Incidents Management Plan
School transport arrangements	Harm/injury to student.	Travel to/ from school all pupils must follow the Bus Driver's rules Bus company subject to bus inspections Seat belts to be worn at all times
Swimming	Harm/injury to student. Inappropriate behaviour Bullying	See Appendix B: Code of Best Practice... Supervision Policy Limited numbers allowed attend swimming Code of Behaviour Volunteers vetted Anti-Bullying policy Substance Use Policy

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Sales reps calling to the school	Adult without appropriate vetting entering the school Inappropriate behaviour	See Appendix B: Code of Best Practice... Buzzer on the main door Never alone with child/ Supervision Policy Always two children sent on messages
Pupils going to the toilet/ on messages/ leaving classroom for any reason	Inappropriate behaviour as students are unsupervised	Pupils always sent on messages in two's See Appendix B: Code of Best Practice... Code of Behaviour
Administration of Medicine Administration of First Aid	Harm/injury to pupils by school personnel	Policy on Accidents and Administration of Medicines First aid kit First aid person Ring home when unsure Critical Incidents Management Plan Accident Report Form
Prevention and dealing with bullying amongst pupils	Harm-physical and or emotional to others	Anti- Bullying Policy Routines and procedures such as Friendship weeks Stay Safe Programme taught in full
Training of school personnel in child protection matters	Failure to attend training/ engage with training	On line training for all school personnel, BOM training and training for DLD and Deputy DLP
Use of external personnel to supplement curriculum	Harm to pupils	ICT and Acceptable Use Policy Vetting procedures adhered to Child Safeguarding Statement Appendix B: Code of Best Practice: Recruitment of school personnel
Visitors calling to school when a class are outside at P.E.	Harm to pupils/staff due to adults without appropriate vetting entering school grounds	See Appendix B: Code of Best Practice... Gates locked when all pupils have arrived Notices re CCTV Parents/ visitors reminded not to interrupt classes including PE
Care of pupils with specific vulnerabilities/ needs such as • Pupils from ethnic minorities/migrants	Inappropriate behaviour Harm/injury to student Emotional harm to student	Parents to inform school on Admission Form of any special needs child has. Code of Behaviour

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<ul style="list-style-type: none"> • 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 • Children on CPNS 	<p>Bullying</p>	<p>Supervision Policy Inclusion promoted throughout the school School ethos SNA where available SPHE teachings Code of Best Practice Friendship Weeks Code of Professional Conduct for Teachers as per Teaching Council Child Safeguarding Statement Staff observations and record keeping Actions taken when required</p>
<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>Harm not recognised or properly or promptly reported</p>	<p>Child Safeguarding Statement & DES procedures made available to all staff Staff to view Tusla training and any other online training offered by PDST Vetting Procedures followed for all school personnel DES Circulars followed See Appendix B: Code of Best Practice</p>
<p>Use of school premises by other organisation during school day e.g. Private Music Lessons</p>	<p>Harm to student/s</p>	<p>Always in open areas Personnel Garda vetted Parental consent given prior to attending</p>
<p>Use of Information and Communication Technology by pupils in school</p>	<p>Bullying Inappropriate behaviour</p>	<p>ICT policy and AUP Anti-Bullying Policy Code of Behaviour SPHE and Stay Safe</p>

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		Policy on Mobile Phones and Electronic Devices (any use of school ICT is under the strict supervision of school personnel)
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Harm to students Failure to apply sanctions Unfair application of sanctions	Code of Behaviour Policy on Mobile Phones and Electronic Devices Teacher discretion School Investigation and record keeping Communication to parents Parental consent Detention- open door
Use of video/photography/other media to record school events	Harm to student Inappropriate behaviour Bullying	Parental consent. Awareness of not publishing names and photographs. Parents given a reminder any recording are for personal use and not to be uploaded to any social media sites. ICT and AUP Policy AUP
After school use of school premises by other organisations e.g. FAI: After School Soccer	Harm to student/s Inappropriate behaviour	Agency responsibilities regarding vetting Confidential information locked away. Secretary and principal office locked Contract of agreement outlining expectations /or what is not permitted during the use of the building. See; Appendix B: Code of Best Practice re visitors
Aspects of curricular subjects e.g. Art, use of scissors and glue Science, mixing, melting, Maths, compass etc	Harm to students Inappropriate behaviour	Supervised at all times as per Supervision Policy Classroom management strategies Code of Behaviour Safety instructions advised Care taken
In the event of a fire	Harm to students Inappropriate behaviour	Fire drills instructions practiced and followed Roll call Supervised/ Supervision Policy
Covid 19	Spread of infection (Harm to students)	Hand sanitising stations in every classroom and at every entry door to the school

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		<p>Signage on the signs and symptoms and hand washing Signage on 2m social distancing in school building Signage on 2m social distancing on yard (for parents collecting children) Correct sneeze and cough etiquette taught in class Parents, pupils and staff are reminded of the symptoms of Covid 19 and to tell a trusted adult if they feel unwell. Pupils seated in pods. Pods 1 m apart at the Junior end of the school Pupils seated 1m apart at the Senior end of the school Perspex screens installed on pupil's tables in 3rd to 6th class School staff to wear a face covering (mask or visor) Restrictions on visitors to the school Visits must be pre-arranged with the principal, visitors must sign a contact tracing log, wear a face covering and sanitise their hands on entering the school Pupils, staff and visitors are asked not to attend the school if they are feeling unwell or think they have any Covid 19 symptoms An Isolation area has been created in the school. All staff are familiar with the procedures to follow in the event of a suspected or confirmed case of Covid 19 The school cleaner has been informed about the enhanced cleaning regime needed to combat the spread of Covid 19 All staff have watched the DES Covid 19 training A Lead Worker Representative, Siobhan Finnegan McElgunn and a Deputy Lead Worker Representative, Catriona Gardiner have been appointed. Foot operated pedal bins are provided in every classroom</p>
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		Every teacher has access to cleaning products and cleans his/her desk every day
Covid 19 – school closure	Possible exposure to inappropriate on-line content while using the internet to complete assigned school work	<p>Pupils will be taught appropriate online behaviour Pupils will be shown how to use the chosen online platform, Seesaw, for learning activities and communication between the home and the school Parents will be made aware of the resources available on www.webwise.ie The Stay Safe programme will be taught in term 1 from September 2020. Pupils will be reminded and encouraged to talk to a trusted adult if something feels not right A remote learning plan has been put in place and communicated to parents</p>

See attached *See Appendix B: Code of Best Practice in relation of Child Safeguarding.*

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 was initially completed by the Board of Management on **8th March 2018**. It was reviewed and ratified again on **28th November 2018**, **14th November 2019** and **26th November 2020** and will be reviewed again as part of the school’s annual review of its Child Safeguarding Statement.

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Signed: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal/ Secretary to the Board of Management