

## Appendix 1: Child Safeguarding Risk Assessment

### Written Assessment of Risk of St. Finian's NS, Killyon

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 N.S., Killyon

#### 1. List of school activities

|     | Risk identified                                                     | Potential risk of harm                                                                                                  | Procedure in place to manage risk identified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| K01 | Opening/Closing Times ; children arriving and departing from school | <b>Low</b><br>Flight risk of pupils<br>Risk of harm from other pupils<br>Access to pupils by strangers or other adults. | The school opens at 9.15am. Principal and Deputy Principal are on site from 8.45am. Supervision is provided from 9:05 until children go into the classroom. Children will discouraged from congregating at the gate in the mornings and the supervising teacher will monitor the gate. Parents have signed the supervision policy when enrolling their child and are reminded annually of this policy. Supervision of children is not provided at 3pm and parents are made aware of this. School supervision policy and routines will be followed by all staff to ensure that there is comprehensive supervision of children before school. |
| K02 | Break times                                                         | <b>Low</b><br>Flight risk of pupils<br>Risk of harm from other pupils                                                   | School supervision policy and routines will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. The supervising teacher will ensure that the gate is closed. Each class has a designated play area and will be encouraged to play in these areas. To retrieve a ball from outside the school grounds the children must seek permission from the supervising teacher. Children cannot cross the line marked at the end of the ramp near the gate (before 30/06/18)                                                                                                                         |
| K03 | Visitors to the school and school grounds                           | <b>Medium/ high at present</b><br>Access to pupils by strangers or other adults.                                        | Access doors at present are not monitored with easy access to all classrooms. The school is currently planning to address this issue over the next year (before 30/06/19)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| K04 | Behaviour                                                           | <b>Low</b><br>Risk of harm from another child..                                                                         | Constant supervision of behaviour at all times. Inappropriate behaviour will be addressed under the Code of Behaviour or Anti Bullying policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| K05 | Bullying                 | <b>Low/ Medium</b><br>Risk of harm from another child/ adult                                                                                             | <p>Constant supervision of behaviour at all times. Inappropriate behaviour will be addressed under the anti-bullying policy. Staff are constantly vigilant and follow the procedures and protocols in the Anti Bullying policy and the Code of Behaviour.</p> <p>The Anti Bullying programme is taught on a biannual cycle in all classes as part of the S.P.H.E. curriculum.</p>                                                                                                                                                                                                               |
| K06 | Visibility at break time | <b>Low</b><br>Children may be out of the line of sight of staff.                                                                                         | Teachers will ensure that children are visible in the school yard. Children will not be allowed to spend time in classrooms where they would not be under adult supervision. Children on yard must seek the permission of the teacher on duty to go to the toilet while on yard. There is a staff rota for supervision on wet days when children do not go onto the yard. All children must go outside (weather permitting) at break time as there is no supervision provided for sick children inside. (As per standard operation procedure for break-time laminate in staff room by 30/06/18) |
| K07 | Teaching; 1to 1 basis    | <b>Low</b><br>Risk of bullying behaviour or inappropriate behaviour                                                                                      | All school personnel are Garda Vetted. Parental permission is sought prior to their child attending SET and parents are made aware of the type of support provided.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| K08 | Staff                    | <b>Low</b><br>Risk of bullying behaviour or inappropriate behaviour                                                                                      | All school personnel are Garda Vetted and are provided with a copy of the school's Child Safeguarding Statement. All staff are required to adhere to the Child Protection procedures for Primary and Post primary pupils and all registered teaching staff are required to adhere to the Children First Act 2015. Parental volunteers for knitting, paired reading etc are Garda vetted and will be given a copy of the Child Safeguarding statement.                                                                                                                                           |
| K09 | Visitors/ coaches        | <b>Low</b><br>Visitors or tutors having unsupervised access to pupils. Tutors behaving inappropriately. Tutors lacking awareness of child safety issues. | <p>No visitors are allowed unsupervised access to the children. Teachers on yard duty will be aware of visitors entering the school yard and will ascertain their intentions. They will be supervised in the discharge of their business.</p> <p>The school has a responsibility to check out the credentials of all visitors/guest speakers, in so far as it is practical and possible.</p>                                                                                                                                                                                                    |

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| K10 | Specialist tutors for art/ speech and drama etc | <b>Low</b><br>Specialist tutors having unsupervised access to pupils. Specialist tutor behaving inappropriately. Specialist tutors lacking awareness of child safety issues. | All part time teachers will have relevant Garda vetting and will be given a copy of the schools' Child Safeguarding statement. They will be requested to undertake any child protection training that may arise.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| K11 | Physical Contact                                | <b>Low</b><br>Inappropriate physical contact with pupils should not take place.                                                                                              | Physical contact between staff of the school and students should be in response to the needs of the student and not the needs of the staff member. While 'physical contact' may be used to comfort, reassure or assist a student, cognisance should be taken of the following factors in determining -<br>(i) Is it acceptable to the child?<br>(ii) Is it open and not secretive?<br>(iii) The age and developmental stage of the child. It is strongly advised that staff should avoid doing anything of a personal nature for students that they can do for themselves.<br>The Stay Safe programme is implemented in full in the school. See RSE Policy |
| K12 | Staff vehicles                                  | <b>Low</b><br>Children in the car of a staff member                                                                                                                          | This will be avoided if at all possible. It may occur in emergency situations. Teachers will not carry children alone in their cars. At least two children must travel with the teacher in the car or another adult and child. RSA safety requirements will be adhered to.                                                                                                                                                                                                                                                                                                                                                                                 |
| K13 | School Tours/Outings                            | <b>Medium</b><br>Access to pupils by strangers. Inappropriate activity by pupils. Dangers posed by unfamiliar environment                                                    | Adequate supervision.<br>Adequate planning and preparation by staff.<br>School Tour policy followed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| K14 | Toileting                                       | <b>Low</b><br>Risk of harm from another child                                                                                                                                | Ensuite facilities in two classrooms separate to boys and girls. In the other two classrooms the children are allowed to go individually. While on the yard the children will use the toilets at the front hall one child at a time.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| K15 | Toileting Accidents                             | To protect the safety and dignity of pupils. To protect the staff.                                                                                                           | Clean underwear and replacement clothing [school tracksuits/uniforms] will be kept at the school. Where a toileting accident occurs, the student(s) will be offered a replacement tracksuit and clean underwear.                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|     |                                                         |                                                                                                                  |  | In circumstances where a student is unable to 'clean' and/or 'change' themselves, the school will contact his/her parent/guardian in extreme circumstances. In the event that contact cannot be made with a parent/guardian, two members of staff familiar with the student will facilitate. A written record of all such incidents will be maintained on the student's file.                                                                                                                                                                                                                                                                                                                                                    |
| K16 | Third party use of School Property.                     | <b>Low</b><br>To help insure that children on the premises after school are safeguarded.                         |  | Groups using the school premises for 'after-school' activities involving children will be advised of and given a copy of this policy. They will be requested to acknowledge receipt of same [in writing]. The Board of Management is not a competent body to validate the Child Protection procedures of third parties. It is a matter for these groups to undertake this on their behalf. Should any complaint pertaining to child abuse, be made against any of these groups, the procedures outlined within this policy document will be adhered to. It will be a matter for the Board of Management to review the contract between the school and the group [subject of the allegation] regarding continued use of premises. |
| K17 | Transport to school events.                             | <b>Medium</b><br>To protect the Health and safety of children and staff                                          |  | The Board of Management uses independent contractors to provide transport for all activities that require a bus. School staff supervise at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| K18 | Swimming Lessons                                        | <b>Low</b><br>Potential for unsupervised times in changing areas. Access to pupils by strangers or other adults. |  | Trained lifeguards in pool. Teacher on the pool deck to supervise toileting. The pool may permit parents to assist (their own children) in dressing in the changing area. (refer to standard operating procedure-30/06/18)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| K19 | Sports Events/<br>Sports day                            | <b>Low</b>                                                                                                       |  | School personnel only involved in sports day. Adequate supervision to and from matches and during matches also.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| K20 | Induction of Staff/<br>student teachers/<br>TY students | <b>Low</b><br>Ensuring that all new members of staff are aware of Child Safeguarding procedures.                 |  | The DLP will be responsible for informing all new teachers and ancillary staff of this policy and the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| K21 | Mobile phone use                                        | <b>Low</b><br>Potential for bullying through                                                                     |  | Mobile phone policy does not permit children to have phones on the school premises. In an emergency a child may bring a phone to school with a permission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|  |     |                    | social media/<br>texting                                                     | note from parents. The children will then turn the phone off and place the phone into the office and retrieve the phone at home time.                                                                                                                                                                                                                                                                                                                     |
|  | K22 | Social Media/ I.T. | <b>Medium</b><br>Potential for bullying.<br>Potential for grooming of pupils | Every effort will be made by staff to ensure that access to and use of IT equipment in the school will be for age appropriate educational use for staff and students. Photographs of school pupils are not used on the school website but maybe used for display on the school premises. Any photographs taken of the children will be saved only on school I.T. equipment. Social media is not used on the school premises by staff during school hours. |

**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 February 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement. Every effort will be made by staff members to adhere to best practice. In the event of an emergency, where this may not be possible or practicable, a written record of the incident will be maintained at the school office detailing the procedures followed. The DLP and parents/guardians will be informed accordingly.

### Important Contacts:

Garda Station Trim 046-9481540

Tusla; child and family agency; 046- 9098560

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal

### 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 |
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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?                                                                                                                                                                |        |
| 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 (Túsla 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 Túsla/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 Túsla/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 Túsla/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'? |        |

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| 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?                |  |
| 23. | Has the Board ensured that the Parents' Association 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?                                                                                   |  |

\*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