Child Safeguarding Risk Assessment of Risk of Scoil Naomh Lorcan

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 Scoil Naomh Lorcan.

1. **List of school activities**	2. **The school has identified the following risk of harm in respect of its activities –**	3. **The school has the following procedures in place to address the risks of harm identified in this assessment -**
Child protection Training of School Personnel	(**Risks of harm outlined below encompass all potential risks identified across the activities outlined in column 1**) Indicators of harm /abuse not being recognised by school personnel Harm / Abuse not being reported properly and promptly by school personnel Risk of child being harmed in the school by a member of school personnel Risk of child being harmed by a volunteer / parent person while child participating school activities Risk of child being harmed by a member of staff of another organisation or other	**The Provision of information and training for all school personnel** The BOM – ● Provides all school personnel with a copy of the school's Child Safeguarding Statement & Risk Assessment. ● Requires that all school personnel sign the 'Acceptance of (insert name of school) Child Protection Safeguarding Statement form and return a signed copy to the DLP ● Ensures the DES child protection procedures are made available to all school personnel ● Requires that all school personnel, mandated and non-mandated, adhere to the DES *Child Protection Procedures for Primary and Post-Primary Schools 2017* ● Ensures staff avail of relevant training

Record Keeping	person while child participating in school activities Risk of child being harmed in the school by another child Risk of child being harmed in the school by volunteer or visitor to the school Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons Risk of harm due to bullying of child Risk of harm due to inadequate supervision of children in school Risk of harm due to inadequate supervision of children while attending out of school activities	a) the DLP /DDLP must avail of training provided by a professional organisation (e.g. PDST) on a regular basis – Certificate of attendance provided to the BOM b) All school personnel are required to do the online Tusla training and provide a copy of the certificate of completion to the DLP c) A Croke Park session will be utilised on an annual basis to address the DES child protection requirements of staff either using an outside facilitator or the PDST online training ● Encourages the board of management members to avail of relevant training ● Maintains records of all staff and board member training **Record Keeping** All school personnel are required to ensure that any sensitive records e.g. child protection monitoring records they are required to keep are maintained in a secure location in the school and are treated with the strictest of confidence.

Recruitment of school personnel And Volunteers / Parents in school activities Curriculum Implementation of SPHE Teaching the Stay safe programme as part of the 2 year SPHE cycle	Risk of harm due to inappropriate relationship/communications between child and another child or adult Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school Risk of harm to children with SEN who have particular vulnerabilities Risk of harm to child while a child is receiving intimate care Risk of harm due to inadequate code of behaviour Risk of harm in one-to-one teaching, counselling, coaching situation Risk of harm caused by member of school personnel communicating with pupils in	All such records form part of the school record keeping system and must be filed with the central school records at the end of the school year or in the event that the staff member is going on 'leave' e.g. maternity leave, career break etc. or is leaving the school to take up employment elsewhere. **Garda Vetting and Recruitment of school personnel** All school personnel are required to be Garda vetted and the relevant DES circulars in relation to recruitment and Garda vetting are adhered to. Best practice procedures with regard to interviewing and checking references are followed All volunteers / parents regularly involved in school activities are Garda vetted All volunteers / parents involved in school activities are provided with a copy of the school's Child Safeguarding Statement All volunteers / parents involved in school activities are required to sign the 'Acceptance of (insert name of school) Child Protection Safeguarding Statement form and return a signed copy to the DLP

Use of external personnel to support curriculum Prevention and dealing with bullying amongst pupils Recreation breaks for pupils	appropriate manner via social media, texting, digital device or other manner Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	**Planning for and implementation of the SPHE curriculum and the *Stay Safe* programme:** The school implements in full the SPHE curriculum over a two year cycle as outlined in the school plan for SPHE which can be found in the 'Policies' folder. The Stay safe programme will be taught in every class during Term 1 in Year 1 of the school's SPHE Plan. On completion of the Stay Safe programme all class teachers are required to sign the 'Completion of the Stay Safe Programme' document. Individual teacher planning documents must indicate when specific objectives of the SPHE curriculum, (including the Stay Safe programme) will be taught (timetabled for) and what specific objectives of SPHE, Stay Safe and RSE will be taught in that period of time. The Cuntas Miosiul of individual teachers will highlight the SPHE content objectives covered and the Stay Safe lessons covered in that month In addition to specific teaching on the prevention and dealing with bullying as part of the SPHE programme the school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools.* A copy of that policy can be found in the 'Policies' file and it is displayed in every classroom.

One to one teaching Toileting Issues		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. A copy of these procedures can be found in the 'Policies' file. **One to One teaching** One-to-one teaching may be provided for any pupil where it is deemed by teaching staff and the principal to be in the best interest of the child. In all such situations written parental consent must be given. All one to one teaching sessions should be clearly timetabled and should only be carried out where there are appropriate arrangements in place with regard to the physical environment (e.g. vision panel in door, open door policy, table between teacher and pupil). **Toileting 'Accidents'** While the needs of pupils with specific toileting needs are addressed in the Intimate Care policy which can be found in the 'Policies' file. The following guide is to address situations where a child has a toileting accident. The school has a supply of clean clothing and toilet wipes available for use in such situations. If the child can tend to themselves they will be offered wipes and clean clothing. The parent or carer will be informed by the teacher of the incident on collection of

Changing for Games / PE/ Swimming		the pupil - a note will be sent home along with soiled clothing in circumstances where the parent/carer is not collecting the pupil. Teachers must also keep a written record of the incident. In any situation where the child cannot attend to themselves the parents/ carers will be notified by phone of the incident. Parents / carers will be asked if they wish to come to the school to attend to the child or if they would like staff to attend to the child. Where a parent/ carer cannot be contacted staff will attend to the child unless the school has been specifically notified by a parent/ carer that staff in the school do not have permission to assist the child. Staff attending to the child will do so in as 'open' an environment as possible with due regard to the privacy of the child. A note should be kept of such incidents in the 'Incident Book'. It is important for staff to be aware that a parent/carer may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended in this situation. **Changing for Games/PE and Swimming** In all activities that require children to change clothing, staff must ensure that a balance is struck between the child's right to privacy and adequate supervision.

Collection of Pupils Managing challenging behaviour amongst pupils, including appropriate use of restraint		Pupils will be expected to dress / undress themselves. Teachers will always be present in a supervisory capacity. School staff will not take any responsibility for the dressing / undressing of pupils. Pupils will be encouraged to dress/undress in communal areas and will not be allowed to share cubicles with anyone else. Changing for activities will not be permitted in areas where personnel other than school personnel are present. The needs of pupils who require assistance will be addressed under the schools Intimate Care policy. **Collection of Pupils** Prior to the enrolment of a child and on an annual basis thereafter parents/ carers will be asked to supply the school with the names and contact details of any adult that may be collecting a pupil during the course of the year. Outside of normal dismissal times of the school teachers will only release pupils to those nominated by the parent/carer or where advance notice of another adult collecting the pupil is given by the parent / carer. In the event that another person arrives to collect a child the school will endeavour to contact the parent/carer to get their permission. Under no circumstance will staff allow a child to leave the school with another person that does not have permission to collect them.

Sporting Activities		At the normal dismissal time of Infants one of the persons nominated by the parent/ carer must collect the pupil from the school gate / classroom? The school must be notified in advance if someone other than the 'nominated' adult will be collecting a pupil. **Managing challenging behaviour amongst pupils, including appropriate use of restraint** In addition to the school's Code of Behaviour Individual Safeguarding plans /Positive Behaviour Management Strategies are in place for relevant pupils which are reviewed every six months or sooner if necessary. Parents / Guardians of pupils involved are consulted in drawing up such plans and strategies. Patterns of behaviour and triggers are identified where possible to try to minimise re-occurrence. When necessary the school will seek appropriate clinical and therapeutic support for pupils. Behaviour incident forms / behaviour checklists are completed for all pupils who are presenting with challenging behaviour. In addition Adverse Incident forms are completed when staff or pupils suffer injury. These forms are completed by the staff involved and are reviewed and signed by the Principal. In all such cases parents/guardians of all pupils involved will be notified. Once a term, or more frequently if necessary, a report on the management of challenging behaviour and

Use of external personnel to support sports and other extra-curricular activities. Travel to away Sporting Activities School tours / trips		serious /adverse incidents will be brought to the BOM by the principal. **External personnel / coaches working with pupils** In accordance with Circular No. 0042/2018 '*Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice'* a member of the teaching staff will always be present when external personnel are working with students. All external coaches will be garda vetted. A copy of the schools' CSS will be provided to all external coaches who shall be required to sign the 'Acceptance of Scoil Naomh Lorcan CSS statement including the Risk Assessment' document and return the signed copy to the DLP. External coaches will be required to report child protection concerns to the DLP. A teacher/s will always accompany pupils travelling to sports events. **School outings and tours** All school trips, outings and tours will be sanctioned by the principal – in certain circumstances the principal may

Student teachers undertaking training placement **Other policies and procedures** Use of ICT/ cameras/ Mobile Phones Administration of Medicine Administration of First Aid Prevention and dealing with bullying amongst pupils		have to get the prior approval of the BOM e.g. trips involving an overnight stay. Written parental consent must be given for all outings and tours. Teaching staff must ensure that activity centres / adventure centres where pupils are being brought to have in place their own CSS and that all supervising staff in activity centres / adventure centres have been Garda vetted. **Students on work placement or teaching practice** Only students that are over 16 years of age and garda vetted, by the organisation placing them on work experience, will be accepted by the school on work experience. All students will be given a copy of the school's CSS and asked to sing an 'Acceptance of the Scoil Naomh Lorcan CSS including the Risk Assessment'. In the event that students have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP. **Other policies and procedures** The school has a Health and safety policy. A copy of these procedures can be found in the school 'Policies' folder.

Use of school premises by other organisation during school day		The school complies with the agreed disciplinary procedures for teaching staff The school has a Special Educational Needs policy. A copy of this policy can be found in the school 'Policies' folder. The school has an intimate care policy/plan in respect of students who require such care. A copy of this policy can be found in the school 'Policies' folder. The school has in place a policy and procedures for the administration of medication to pupils. A copy of this policy can be found in the school 'Policies' folder. The school has in place a policy and procedures for the administration of First Aid. A copy of this policy can be found in the school 'Policies' folder.

		The school has in place a code of behaviour for pupils, A copy of this policy can be found in the school 'Policies' folder. The school has in place an ICT policy in respect of usage of ICT by pupils, A copy of this policy can be found in the school 'Policies' folder. Pupils are not permitted to bring mobile phones to school. If a child is found with a mobile phone, the phone will be kept by the class teacher until the end of the school day. The pupil's parents will be contacted. The school has in place a Critical Incident Management Plan. A copy of this policy can be found in the school 'Policies' folder.

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 genera 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. In addition, while every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the principal and parents.

This risk assessment has been completed by the Board of Management on 14/10/21. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Review Date: 22nd March 2023

Signed_____ Date_____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management