



## *Written Assessment of Risk of St. Kevin's N.S.*



*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. Kevin's N.S. We have carried out a risk assessment of the potential for harm to a child while under our care. This Written Risk Assessment is a list of the areas of risk identified and a list of procedures for managing these risks.*

<i>List of school activities</i>	<i>The school has identified the following risk of harm in respect of its activities</i>	<i>The school has the following procedures in place to address the risks of harm identified in this assessment</i>
<i>a) Daily arrival and dismissal of pupils</i>	<i>Harm from older pupils, unknown adults on the playground</i>	<i>Arrival supervised from 8.50am by the teacher and dismissal from 2.30pm supervised by each teacher</i>
<i>b) Recreation breaks for pupils</i>	<i>Adults may enter the yard Bullying</i>	<i>Side gates are locked from 9.30am Entry to the school is by permission only with use of specific doors Code of Behaviour (Conduct and Discipline) Policy</i>
<i>c) Classroom teaching</i>	<i>Harm by school personnel Harm by other pupils</i>	<i>Glass panel in the doors Other adults visit or are present Other children present</i>
<i>d) One-to-one teaching</i>	<i>Harm by school personnel</i>	<i>Glass panel in doors Open door</i>
<i>e) Sporting Activities</i>	<i>Harm by pupils including bullying Harm by school personnel Harm by adults</i>	<i>Transport is by school Garda Vetting is required by all parents involved or providing transport Changing of gear takes place before the activity in the school Children must return to the school unless specified in writing by parents. In-school activities are supervised by each class teacher</i>

<p>f) School outings/trips</p>	<p>Harm by pupils including bullying Harm by school personnel Harm by adults</p>	<p>Transport is arranged by school Garda Vetting is required by all parents involved or providing transport Teachers supervise the changing rooms Children must return to the school – unless specified in writing by the parent</p>
<p>g) Use of toilet/changing areas in schools</p>	<p>Inappropriate behaviour Harm from other children Harm from school personnel</p>	<p>Code of Behaviour (Conduct and Discipline) Policy Toileting – one child at any time At least two staff to be informed and the door must remain open when assisting with changing</p>
<p>h) Dealing with an emergency sick child/toileting issue</p>	<p>Harm from school personnel Harm by other children</p>	<p>Code of Behaviour (Conduct and Discipline) Policy At least two staff to be informed and the door must remain open when assisting with changing</p>
<p>i) Annual Sports Day</p>	<p>Inappropriate behaviour Harm from other children Harm from school personnel Harm from a parent/adult</p>	<p>Code of Behaviour (Conduct and Discipline) Policy Anti-Bullying Policy</p>
<p>j) Fundraising events involving pupils</p>	<p>Inappropriate behaviour Harm from other children Harm from school personnel Harm from a parent/adult</p>	<p>Code of Behaviour (Conduct and Discipline) Policy Anti-Bullying Policy</p>
<p>k) School transport arrangements</p>	<p>Inappropriate behaviour Harm from other children Harm from school personnel Harm from a parent/adult</p>	<p>Code of Behaviour (Conduct and Discipline) Policy Anti-Bullying Policy</p>
<p>l) Care of children with special educational needs</p>	<p>Harm by school personnel Harm by other pupils</p>	<p>Code of Behaviour (Conduct and Discipline) Policy Anti-Bullying Policy</p>

<p>m) <i>Management of challenging behaviour amongst pupils including appropriate use of restraint</i></p>	<p><i>Injury/harm to pupils and staff</i></p>	<p><i>Code of Behaviour (Conduct and Discipline) Policy Health and Safety Policy</i></p>
<p>n) <i>Administration of Medicine</i></p>	<p><i>Harm to school personnel Harm to pupil/pupils</i></p>	<p><i>Administration of Medicines Policy Training arranged as required</i></p>
<p>o) <i>Administration of First Aid</i></p>	<p><i>Harm to pupil Harm by school personnel</i></p>	<p><i>Health and Safety Policy Doors must remain open Records kept in office</i></p>
<p>p) <i>Curricular provision in respect of SPHE, RSE, Stay Safe</i></p>	<p><i>Non-teaching of content</i></p>	<p><i>School implements SPHE, RSE, Stay Safe in full</i></p>
<p>q) <i>Prevention and dealing with bullying amongst pupils</i></p>	<p><i>Bullying</i></p>	<p><i>Anti-Bullying Policy Code of Behaviour (Conduct and Discipline) Policy</i></p>
<p>r) <i>Training of school personnel in child protection matters</i></p>	<p><i>Harm not recognised or reported promptly</i></p>	<p><i>Child Safeguarding Statement &amp; DES procedures made available to staff DLP &amp; DDLP to attend PDST face to face training module and all staff complete any online training offered by PDST BOM records all records of staff and Board training.</i></p>

<p>s) <i>Use of external personnel to supplement curriculum</i></p>	<p><i>Harm by external personnel</i></p>	<p><i>All adults, visitors to the school and volunteers are properly screened and vetted. The Class Teacher must remain with their class when supported by external personnel. All external personnel require Garda Vetting</i></p>
<p>t) <i>Care of pupils with specific vulnerabilities needs such as</i></p> <ul style="list-style-type: none"> <li>i. <i>from ethnic minorities/migrants</i></li> <li>ii. <i>Members of the Traveller community</i></li> <li>iii. <i>Lesbian, gay, bisexual or transgender (LGBT) children</i></li> <li>iv. <i>Pupils perceived to be LGBT</i></li> <li>v. <i>Pupils of minority religious faiths</i></li> <li>vi. <i>Children in care</i></li> <li>vii. <i>Children on CPNS</i></li> </ul>	<p><i>Bullying Harm from personnel Harm from pupils Harm from adults</i></p>	<p><i>Anti-Bullying Policy SPHE Programme taught in its entirety Code of Behaviour (Conduct and Discipline) Policy</i></p>
<p>u) <i>Children presenting with social, emotional behavioural or medical needs in school</i></p>	<p><i>Harm from personnel Harm from pupils Harm from adults</i></p>	<p><i>Code of Behaviour (Conduct and Discipline) Policy. Children are provided with additional support in school through the model of the Continuum of Support. This may be in the form of in- class support or withdrawal from class. Staff discusses concerns and learning targets with parents and formulate a written plan, signed by the parents. Learning targets are regularly monitored to track progress. An individual care plan will be completed for children with additional vulnerabilities to ensure extra supports are in place within the school environment as required. The specific strategies outlined in this care plan will be monitored and reviewed on a regular basis to ensure the needs and supports identified are current and appropriate.</i></p>

		<p><i>The school may recommend onward referral (e.g. to the Primary Care Team, the School Age Disability Team, N/EPS, GP or CAMHS) for children presenting with significant difficulties.</i></p> <p><i>Significant concerns are raised with the DLP or DDLP.</i></p> <p><i>The Administration of Medication Policy will be implemented in the event that a child requires medication throughout the school day. Parent/Guardians must complete the relevant forms and put a request in writing to the board.</i></p>
<ul style="list-style-type: none"> <li>v) <i>Recruitment of school personnel</i> <ul style="list-style-type: none"> <li>i. <i>Teachers/SNA's</i></li> <li>ii. <i>Caretaker/Secretary/Cleaners</i></li> <li>iii. <i>Sports coaches</i></li> <li>iv. <i>External Tutors/Guest Speakers</i></li> <li>v. <i>Volunteers/Parents in school activities</i></li> <li>vi. <i>Visitors/contractors present in school during school hours</i></li> <li>vii. <i>Visitors/contractors present during after school activities</i></li> <li>viii. <i>Participation by pupils in religious ceremonies</i></li> </ul> </li> </ul>	<p><i>Harm from personnel</i></p>	<p><i>Current vetting procedures are carried out when recruiting.</i></p> <p><i>All existing school employees are vetted.</i></p> <p><i>All adults, visitors to the school and volunteers are properly screened and vetted.</i></p> <p><i>Proper records of vetting are stored in the school.</i></p>
<ul style="list-style-type: none"> <li>w) <i>Use of Information and Communication Technology by pupils in school</i></li> </ul>	<p><i>Harm by adults</i></p> <p><i>Bullying – Cyber Bullying</i></p>	<p><i>Anti-Bullying Policy</i></p> <p><i>Restricted access to the internet</i></p> <p><i>Training arranged for staff &amp; information for parents</i></p>

<p>x) <i>Interaction with visitors to the school</i></p>	<p><i>Harm by adults</i></p>	<p><i>Visitors to the school must check in at reception at the front entrance.</i>  <i>Front entrance to the school has a magnetic lock and so visitors must be provided with access by a staff member</i>  <i>Regular visitors to the school are Garda Vetted or a copy of their Garda vetting is provided to the school.</i>  <i>Persons administering external programmes (e.g. GAA) through another body will provide the school with a copy of their Garda vetting and any appropriate insurance.</i>  <i>Children are closely supervised by staff members during all school events in which visitors are invited into the school</i></p>
<p>y) <i>Application of sanctions under the school's Code of Behaviour (Conduct and Discipline) Policy including detention of pupils, confiscation of phones etc.</i></p>	<p><i>Harm by other pupils</i></p>	<p><i>Code of Behaviour (Conduct and Discipline) Policy</i>  <i>Mobile Phones Policy</i></p>
<p>z) <i>Students participating in work experience in the school</i></p>	<p><i>Harm by student</i></p>	<p><i>Student must be supervised by the relevant teacher</i></p>
<p>aa) <i>Student teachers undertaking training placement in school</i></p>	<p><i>Harm by student teacher</i></p>	<p><i>Student teacher must be supervised by the relevant teacher</i>  <i>Garda Vetting is required for all students</i></p>
<p>bb) <i>Hand-over of children to responsible adult at collection time</i></p>		<p><i>Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data-base.</i>  <i>If an unknown adult comes to collect a child (and the school has not been informed beforehand by parents, the class teacher calls the parents to confirm the child has permission to go with that adult</i></p>

		<i>If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately.</i>
<i>cc) Use of video/photography/other media to record school events</i>	<i>Harm by adults Bullying</i>	<i>Parental permission is required School camera/equipment is used Anti-Bullying Policy Code of Behaviour (Conduct and Discipline) Policy Children are not permitted to use electronic devices unless under the supervision of an adult Children are not permitted to use camera phones during the school day or at school events</i>
<i>dd) After school use of school premises by other organisations</i>	<i>Harm by adults Harm by other pupils</i>	<i>Hire/Use of School Policy Garda Vetting is required Supervision ratio Code of Behaviour (Conduct and Discipline) Policy</i>
<i>ee) Use of school premises by other organisation during school day</i>	<i>Harm by adults Harm by other pupils</i>	<i>Glass panels in doors Code of Behaviour (Conduct and Discipline) Policy (Conduct and Discipline) Policy Garda Vetting Code of Behaviour (Conduct and Discipline) Policy</i>
<i>a) The school site is utilised by other services with the approval of the Board of Management</i>	<i>Harm by adults</i>	<i>Service providers utilising the school premises shall be responsible for the review and implementation of their own Child Protection Policy and supporting documents and provide the school with a copy of same. Any concerns relating to these services shall be raised immediately with the DLP or DDLP.</i>

**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.. 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 on \_\_\_\_\_ . 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/Secretary to the Board of Management*