

## Child Safeguarding Risk Assessment – St Columba’s NS

Written Assessment of Risk of St Columba’s NS, North Strand, Dublin 3, 14463t

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 Columba’s NS

“This is a living document and therefore cannot ever be considered as complete.”

ACTIVITY	RISK IDENTIFIED	PROCEDURE
<i>Arrival of pupils</i>	<ul style="list-style-type: none"> <li>- Unsupervised children on the school grounds may be vulnerable.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are regularly reminded that school opens at 8.30am and that children are their responsibility until that time.</li> <li>• Teachers / SNAs shall be in position to receive children promptly at 8.30am or will have made appropriate arrangements for the supervision of their class.</li> </ul>
<i>Children travelling about the school campus on messages, changes of class or going to learning support.</i>	<ul style="list-style-type: none"> <li>- As the school is in two blocks, children may be vulnerable to meeting unknown persons when moving from one block to the other.</li> </ul>	<ul style="list-style-type: none"> <li>• Children going from one block to the other should be sent in groups of at least 2 (Note: no child in the Junior infant to 2<sup>nd</sup> class will be sent between blocks without adult supervision)</li> <li>• Children going to and coming from learning support should be escorted by the SEN teacher or an SNA.</li> </ul>
<i>Visitors to the school for deliveries or other purposes.</i>	<ul style="list-style-type: none"> <li>- The school is in a very public area, easily accessible to persons unknown/not employed by the school or persons visiting the school with deliveries etc. The school has no control over Garda Vetting of such personnel and cannot be sure that they would not be a danger to children.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff must be prepared to challenge persons they see on campus.</li> <li>• All persons coming to the school must make themselves known on arrival to a member of staff.</li> <li>• The school shall retain a written register of visitors to the school</li> </ul>

ACTIVITY	RISK IDENTIFIED	PROCEDURE
<i>External sports coaches.</i>	<ul style="list-style-type: none"> <li>- Harm to children.</li> </ul>	<ul style="list-style-type: none"> <li>• Sports coaches working with the school must provide Garda Vetting through their organisation</li> <li>• During sessions with an external coach a staff member shall be present at all times.</li> </ul>
<i>One-to-one teaching / counselling.</i>	<ul style="list-style-type: none"> <li>- Harm to school children</li> <li>- Accusations against school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• All one-to-one teaching sessions should take place in a room with a glass panel in the door or the door should be left open during sessions.</li> </ul>
<i>Volunteers / Parents</i>	<ul style="list-style-type: none"> <li>- Harm to students: a relationship of trust developing between children and an adult which could be exploited inappropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Persons who are not employed by the school but who may, through volunteering for school activities, develop a close relationship with children shall be Garda Vetted.</li> </ul>
<i>Inclusion of children who may be perceived as different (LGBT, Disability, ethnicity etc.)</i>	<ul style="list-style-type: none"> <li>- Bullying and exclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-bullying policy</li> <li>• Code of Behaviour</li> <li>• Delivery of Walk Tall and Stay Safe.</li> </ul>
<i>Use of ICT by members of School community:</i> <ul style="list-style-type: none"> <li>- Children</li> <li>- Teachers</li> <li>- Parents</li> </ul>	<ul style="list-style-type: none"> <li>- Bullying</li> <li>- Inappropriate contacts</li> <li>- Accessing inappropriate material</li> <li>- Inappropriate or unfair posting on social media</li> </ul>	<ul style="list-style-type: none"> <li>• School internet using PDST filters to exclude social media such as Facebook, Twitter etc</li> <li>• Children not permitted to engage in on-line “Chat” using school equipment.</li> <li>• Children’s phones turned off during school time and during school activities.</li> <li>• Teachers monitoring children using ICT equipment for learning and research in school.</li> </ul>

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<i>Use of ICT (continued)...</i>		<ul style="list-style-type: none"> <li>• Teachers assessing material on internet etc. before using in class.</li> <li>• All members of the school community being respectful in posts relating to the school and its people on social media.</li> <li>• The school shall access appropriate digital safety programmes as appropriate, particularly for children in Senior classes (3<sup>rd</sup> to 6<sup>th</sup>).</li> <li>• Information meetings regarding online safety to be hosted periodically by PTA</li> </ul>
<i>Use of toilets.</i>	<ul style="list-style-type: none"> <li>- Bullying or inappropriate behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers monitor the use of the toilet by students, observing the frequency of toilet breaks and limiting the number of children in the toilet area at any one time.</li> </ul>
<i>Compliance with Children First Guidelines and Child Protection Legislation</i>	<ul style="list-style-type: none"> <li>- Harm / neglect not recognised or reported.</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption by the Board of Management of Department of Education Child Protection Procedures for Primary Schools 2017 without modification.</li> <li>• Child Safeguarding Statement and Department of Education and Skills Procedures available to all staff.</li> <li>• DLP and DDLP to attend PDST training.</li> <li>• All staff to undertake TUSLA training.</li> </ul>
<i>Children going home at the end of the day.</i>	<ul style="list-style-type: none"> <li>- Non-collection of children</li> <li>- Collection by someone not agreed by parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are regularly advised of the importance of prompt collection of their children.</li> </ul>

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<i>Children going home (continued)...</i>		<ul style="list-style-type: none"> <li>• Parents are reminded to keep teacher informed of <u>any</u> changes to the “pick-up” arrangements for their child.</li> <li>• Teachers to ensure that “pick-up” arrangements are complied with.</li> <li>• Contact detail for parents available to teachers in case of a query.</li> </ul>
<i>Recruitment of new staff</i>	<ul style="list-style-type: none"> <li>- Harm not being recognised or reported.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff appropriately Garda Vetted.</li> <li>• All staff made aware of safeguarding policies.</li> </ul>
<i>Recreation / Playtime</i>	<ul style="list-style-type: none"> <li>- Bullying or inappropriate activity.</li> </ul>	<ul style="list-style-type: none"> <li>• A roster for the supervision of pupils during recreation shall be created. This will comprise of a combination of teachers and SNAs with appropriate numbers of adults on duty exhibiting the duty of care of a “prudent parent” as per Rules for National Schools 1965.</li> </ul>
<i>School Trips &amp; use of off-site facilities (theatres, sports halls, pitches etc)</i>	<ul style="list-style-type: none"> <li>- Harm to children</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers research school trips with regard to Child Protection</li> <li>• Appropriate staff levels when going on trips &amp; tours (Teachers &amp; SNA’s)</li> <li>• Children should be in full sight of teacher or SNA</li> <li>• Children use toilet or changing facilities in pairs or under supervision as appropriate.</li> </ul>

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<i>Sports Day</i>	<ul style="list-style-type: none"> <li>- Harm to children</li> </ul>	<ul style="list-style-type: none"> <li>• Organisers must be on the look-out for non-school community members.</li> <li>• Clear rules to be applied regarding the use of toilet and changing facilities (groups accompanied by teacher or SNA)</li> </ul>
<i>Challenging behaviour by children (physical violence, self-harm or child leaving the school grounds)</i>	<ul style="list-style-type: none"> <li>- Harm or injury to children or staff</li> </ul>	<ul style="list-style-type: none"> <li>• A roster for the supervision of pupils during recreation shall be created. This will comprise of a combination of teachers and SNAs with appropriate numbers of adults on duty exhibiting the duty of care of a “prudent parent” as per Rules for National Schools 1965.</li> <li>• The school code of behaviour to be applied appropriately</li> <li>• Appropriate additional training (such as restraint techniques) shall be accessed by the school as necessary</li> <li>• Support may be sought from School Special Education Services (SSES)</li> </ul>
<i>Administration of Medicines</i>	<ul style="list-style-type: none"> <li>- Inappropriate use of medicines</li> <li>- Risk to wellbeing of other children</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of medicines policy in place</li> <li>• Parents must send a request, in writing, to the board of management should it be necessary for a member of staff to administer medication to their child.</li> <li>• Appropriate training should be made available should the need for specialized medical intervention be required.</li> </ul>

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<i>Admin of meds (continued)...</i>		<ul style="list-style-type: none"> <li>• Appropriate storage of medications shall be made available in the school should the need arise.</li> </ul>
<i>Administration of First Aid</i>	<ul style="list-style-type: none"> <li>- Harm to children</li> <li>- Unfounded allegations against staff</li> </ul>	<ul style="list-style-type: none"> <li>• Regular First Aid training for staff including appropriate child and vulnerable adult procedures.</li> <li>• Child Protection Protocols regarding adults with children or vulnerable adults to be followed (never alone with a child).</li> </ul>
<i>School Website and other school publications</i>	<ul style="list-style-type: none"> <li>- Inappropriate engagement between children in the school and others.</li> <li>- Harm to children</li> </ul>	<ul style="list-style-type: none"> <li>• Published photographs on the school website or other publications should not contain the names of children nor any reference which may identify a child to anyone outside the school community.</li> <li>• Parental permission sought for the use of photographs for in-school and website publications</li> <li>• Permission from parents to allow children to be photographed and / or named during external activities.</li> </ul>
<i>Intimate Care</i>	<ul style="list-style-type: none"> <li>- Harm to children</li> <li>- Accusations against staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will not assist children with changing except in extreme circumstances or under agreed protocols referring to a specific child with Special Needs</li> <li>• Staff members providing intimate care should never do so alone.</li> </ul>

ACTIVITY	RISK IDENTIFIED	PROCEDURE
<i>Policies and Procedures</i>	<ul style="list-style-type: none"> <li>- Harm not being recognised or reported</li> <li>- Risk of actual harm to a child</li> <li>- Risk of unfounded allegations against staff</li> </ul>	<ul style="list-style-type: none"> <li>• The school shall have in place policies and procedures regarding possible risk of harm as defined in Chapter 4 of the <b><i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i></b> and the <b><i>Children First Act 2015</i></b></li> <li>• These policies shall be living documents and subject to review in line with legislation and the changing needs of the school.</li> </ul>

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 6<sup>th</sup> March 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed:   *G. Bunting*  \*  
Chairperson, Board of Management

Date:           06/03/2018          

Signed:       *Ann R. Creaner*  \*  
Principal/Secretary to the Board of Management

Date:           06/03/2018          

\*signed originals can be viewed in the school