

ST.BRIGID'S GNS, KILLESTER, DUBLIN 5

Child Safeguarding Risk Assessment (updated October 2019)

List of School Activities	Risk Level	Risk of Harm	Procedures in place to address risk identified in this assessment
<p>✚ Training of School personnel in Child Protection Procedures (includes Board of Management, Teachers, SNAs, Ancillary Staff)</p>	Low	<i>Harm not recognised or reported promptly or in accordance with procedures</i>	<ul style="list-style-type: none"> • 'Child Protection Procedures for Primary & Post Primary Schools 2017' (DES) – hard & soft copy retained by teachers & BOM members. • Soft copy of C.81/2017 emailed to BOM members. • CPSMA Child Protection training attended by two board members (Feb 2018) • DLP & DDLP PDST Child Protection & IPPN training completed. • All staff completed the Children First online training programme made available by TúlSa. • Records of staff training are recorded, retained & updated as necessary. • CSS & Risk Assessment – hard copy in each classroom & saved on shared staff folder on Google Drive. • ISMT & school staff review Risk CSS & Risk assessment prior to annual review. • CPOR provided at each BOM meeting from March 2018. • Revision of <i>Child Protection Procedures for Primary & Post Primary Schools 2017</i> at staff meeting (August 2019)
<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 (swimming, fundraising events, Active Week etc) 	Med	<p><i>Harm not recognised or reported promptly or in accordance with procedures</i></p> <p><i>Inadequate supervision</i></p> <p><i>Harm to pupils</i></p>	<ul style="list-style-type: none"> • Vetting Procedures of staff in accordance with vetting legislation & DES regulations • Vetting documentation for external coaches presented to school in advance of commencement • Child Safeguarding Statement & DES procedures made available to all staff • Vetting of Volunteers (as appropriate) • Meeting with parent volunteers in advance of activity • Pupils under the supervision of teachers – never solely in the care of volunteers • Supervision policy • Policy on Parents/Volunteers • Sign in/ Sign out book at Secretary's office.


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<ul style="list-style-type: none"> ✚ Teaching & Learning / Curricular Provision • One to one teaching • Classroom teaching • Outdoor teaching • Curricular Provision in respect of SPHE, RSE, Stay safe. • Use of ICT by pupils in school • • Pupils with vulnerabilities/ needs • • Use of video/ photography to record school activities 	Med	<p><i>Harm by school personnel</i> <i>Harm not recognised or reported promptly or in accordance with procedures</i></p> <p><i>Non-teaching of same</i></p> <p><i>Inadequate supervision</i></p>	<ul style="list-style-type: none"> • Table between teacher and pupil • Glass in window of door in support settings • Supervision Policy • Attendance at School Policy • Daily attendance recorded on Aladdin • Anti-Bullying Policy & Restorative Practice • Pupils are not permitted to use mobile phones in school / Mobile Phone policy • Acceptable Use Policy (school iPads are only to be used to photograph / record school or class activities) • Notice in December school newsletter requesting that parents do not upload images of Christmas plays to social media. • School implements SPHE, RSE, Stay Safe
<ul style="list-style-type: none"> ✚ Special Educational Needs • Care of Children with special needs, including intimate care needs 	Med	<p><i>Harm by school personnel</i></p>	<ul style="list-style-type: none"> • Policy on intimate care • Health & Safety Policy • Code of Behaviour • Supervision Policy
<ul style="list-style-type: none"> ✚ Behaviour & Supervision of pupils • Daily arrival and dismissal of pupils • Recreation breaks & yard time • Toilet areas 	Med	<p><i>Harm from older pupils</i></p> <p><i>Inappropriate behaviour by pupils</i></p> <p><i>Inappropriate behaviour in green area overlooking school playgrounds</i></p> <p><i>Unknown adults on or near the playground</i></p>	<ul style="list-style-type: none"> • Regular monitoring of yards by Principal and Deputy Principal before school starting time • Procedures in place for classes exiting / entering yard including class teacher escorting own class to yard, handing over to the teacher on duty • All external doors closed. Key fob system in place. • Staff on duty in all play areas. Rota devised by APII each month and distributed to teachers & uploaded to Aladdin for teachers to access. • Supervision Policy • Gate locked on Junior Yard during the school day. • Classroom rules regarding toilet permission. • Green panels in place on fence between school grounds and public green area. • Intercom system in yards which can be used in times of emergency to instruct pupils/staff. • Bells ring on intercom system in system at end of yard breaks ensuring prompt line-up & collection of pupils. • Teacher on duty stays with classes until class teacher collects.

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<ul style="list-style-type: none"> ✚ Medical Emergencies & First Aid • Administration of First Aid by staff • Administration of Medicine by Staff 	Med	<i>Harm by school personnel</i>	<ul style="list-style-type: none"> • Administration of Medicine Policy • First Aid Station located near Secretary's office • Medical Alert Noticeboard in staff room and Yard books • First Aid CPD for staff (October 2019)
<ul style="list-style-type: none"> ✚ Teaching Practice & Work Placement • Students participating in work experience (SNA or TY) and teaching practice 	Low	<p><i>Harm by school personnel</i></p> <p><i>Harm not recognised or reported promptly or in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Work Experience Policy • Child Safeguarding Statement made available to them upon commencement • DLP & DDLP made known to them • Vetting of student teachers and work experience students
<ul style="list-style-type: none"> ✚ Fundraising events in school • Volunteers/ Parents assisting at events 	Low	<i>Harm not recognised or reported promptly or in accordance with procedures</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement distributed to PA annually • BOM approval for all school fundraising events. • Vetting of PA committee members & volunteers (as necessary)
<ul style="list-style-type: none"> ✚ After- school activities • Activities run by the school • Activities run by outside agencies (Sherpa, Keyboard, Basketball) 	Med	<p><i>Harm not recognised or reported promptly or in accordance with procedures</i></p> <p><i>Harm to pupils due to inappropriate behaviour/ communication</i></p>	<ul style="list-style-type: none"> • Vetting procedures in place in accordance with DES regulations • After- school activity policy • Supervision Policy
<ul style="list-style-type: none"> ✚ Parents/ Guardians • Collection of pupils prior to home-time 	Low	<i>Harm to pupils due to inappropriate behaviour/ communication</i>	<ul style="list-style-type: none"> • Parents/ Guardians must report to school office for collection where they remain until child comes. • Buzzer on exterior door at secretary's office.
<ul style="list-style-type: none"> ✚ School Trips / outings • School tours/ outings involving one or more classes • Hire of transport (bus) for trips • Use of public transport • Participation of pupils in religious ceremonies/religious instruction outside the school grounds 	Med	<p><i>Access to pupils by strangers or other adults</i></p> <p><i>Harm not recognised or reported promptly or in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Teacher and/or SNA on duty • Supervision policy • Code of Behaviour • Mobile Phone policy • Adequate pupil-teacher ratio adhered to (according to age of pupils) • Ensure private transport providers hired by the school are licensed in accordance with regulations

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		<i>Inappropriate behaviour by pupils</i>	
		<i>Inadequate supervision</i>	
 Maintenance contractors & non-curricular visitors	Low	<i>Harm to pupils due to inappropriate behaviour/ communication</i>	<ul style="list-style-type: none"> • Report to school office on arrival & provide ID as deemed necessary. • Where possible, maintenance work to be completed after 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 October 2019. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed *Carmel Reid* Date: 23rd October 2019

Chairperson, Board of Management

Signed *Lorna Duffley* Date: 23rd October 2019

Principal/Secretary to the Board of Management