**Child Safeguarding Risk Assessment**

**(of any potential harm)**

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| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Training of school personnel in Child Protection matters | High | Harm not recognised or reported promptly | The School’s Child Safeguarding Statement and Risk Assessment are reviewed annually in September at the first B.O.M. meeting.  Child Safeguarding Statement & DES procedures made available to all staff prior to the commencement of the school year.  A copy of the documents are kept in each classroom for substitute teachers along with the classroom information sheets  DLP & DDLP to attend PDST face to face training when offered.  All new staff to view Túsla training module **‘Introduction to Children First’** *and present certificate of completion to the B.O.M.*  All staff to complete any other online training offered by PDST  BOM to maintain a record of staff and board training. |
| One to one teaching | Med | Harm by school personnel.  Harm to children with S.E.N.  Harm in one-to-one teaching. | It is the policy of the school that one to one teaching can often be in the best interest of the pupil.  The school S.E.N. policy sets out procedures for one to one teaching  Parents and/or guardians are informed and provide consent if children are withdrawn from class.  Glass panels are installed in the doors of all classrooms.  Glass panels should not be obscured in any way  Every effort will be made to ensure that one to one to one teaching takes place in an open environment.  As a general rule the classroom door will remain open in one to one situations. |
| Care of Children with special needs, including intimate care needs | High | Harm by school personnel  Harm to children with S.E.N. | The school Intimate Care policy, Administration of Medications Policy and First Aid policy set out procedures for care of children with special needs, including intimate care needs.  In the case of pupils with intimate care needs, a meeting will be held with parents/ guardians to ascertain the specific needs of the child and the procedures to be followed by all personnel involved. |
| Use of Toilet areas | High | Inappropriate behaviour  Harm by another child  Harm due to bullying of child | The school supervision policy, Anti-Bullying policy and Code of Behaviour set out the procedures for pupil behaviour in the toilet areas.  **During pupil contact time**  Class toilets are located inside classrooms  Class teachers put in place age-appropriate procedures for the use of classroom toilets.  Only one pupil is permitted in each toilet cubicle at any time.  The sink area is visible from the classroom.  **During recreation breaks**  Pupils must get permission from the teacher on supervision duty to enter the school to use the toilet.  Only the toilets in the General Purpose room are used during recreation time and the General Purpose room is monitored by one of the teachers on supervision duty.  When indoors pupils must get permission to use the toilet and teachers on supervision duty monitor the use of toilets. |
| Curricular Provision in respect of SPHE, RSE, Stay safe. | Med | Non-teaching of same | School implements SPHE, RSE, Stay Safe in full in line with D.E.S directives and school policy. |
| **List of School Activities** |  | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Daily arrival and dismissal of pupils | High | Risk of child being harmed by another child  Risk of child being harmed by an adult  Risk of harm not been recognised by school staff. | As detailed in our school Supervision Policy  **Daily Arrival**   * The B.O.M. has supervision procedures and arrangements in place for the supervision of pupils from 9.00 a.m. * The front entrance to the school is automated and pupils may not enter the school until access to the building is supervised by a staff member at 9.00 a.m. * Parents are informed regularly that pupils should not be on the premises prior to 9.00 a.m.   Dismissal   * The B.O.M. has supervision procedures and arrangements in place for the supervision of pupils at daily dismissal. * Each class teacher is responsible for the dismissal of his/her class.   Dismissal of Infant Pupils   * Pupils in infant classes must be collected at the entrance doors by a designated person known to the class teacher. * Name and contact numbers of designated persons to be provided by parents at the beginning of each year. * Infant pupils will only be released to designated adults unless the teacher has been given prior notice. * Parents are expected to inform the school if there is a change to this list during the year.   Dismissal of pupils from First to Sixth Class   * Parents of pupils in First to Sixth class must ensure that they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day. * All class teachers make pupils aware of what they should do in the event they are not collected as arranged. School staff supervise the child(ren) until the parents are contacted and collection organised. * Parents are expected to inform the school if there is a change to the agreed collection arrangements on any particular day.   The school Anti-Bullying Policy and Code of Behaviour  set out the expectations for pupil behaviour including before and after school.  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. |
| Managing of challenging behaviour amongst pupils, including appropriate use of restraint | Low | Injury to pupils and staff | As a general rule challenging behaviour amongst pupils is managed in accordance with the school Health & Safety Policy and Code Of Behaviour  As outlined in D.E.S. Circular 02/05 some pupils with more serious difficulties may require more urgent action. Such cases will with parent permission be discussed with the relevant S.E.N.O. and/ or N.E.P.S. psychologist.  The B.O.M. will formulate a Restraint Policy and provide staff training in Restraint should the need arise. |
| External sports coaches, visiting speakers, visiting teachers and volunteers. | Med | Harm from other pupils  Harm from other adults | External coaches/ instructors are vetted in accordance the current vetting policy.  During the school day class teachers are responsible for the pupils in their care at all times.  Teacher(s) supervising before/ after school activities are responsible for the pupils in their care during these activities.  It is the policy of the school that a teacher from the school will always be in attendance when any external instructors, speakers etc. are present whether activities are undertaken onsite or offsite. |
| Student Teachers undertaking training placement in the school. | Low | Harm to student  Harm not being recognised by student and reported properly and promptly | In line with the school policy on Students on Work experience   * In line with our school vetting policy the school requires written confirmation from college that vetting obligations have been complied with. * The school will not offer work experience to students who cannot meet vetting obligations. * Class teachers are responsible for the pupils in their care at all times during work experience placements. * Child Safeguarding Statement & DES procedures are made available to student teachers prior to the commencement of the placement. |
| Students on TY placement | Low | Harm to pupils | In line with the school policy on Work experience   * The school requires written confirmation from the school that vetting obligations have been complied with. * The school will not offer TY placement to students who cannot meet vetting obligations. * Class teachers are responsible for the pupils in their care at all times during work experience/ TY placements. * It is the policy of the school that a teacher from the school will always be in attendance when TY students are present. |
| Recreation breaks for pupils | High | Risk of harm due to inadequate supervision.  Risk of child being harmed by another child  Risk of harm due to bullying  Risk of child being harmed by another adult  Risk of harm not being recognised by staff | The school supervision policy set out the procedures for the safe management of pupils during recreation breaks.  The school has a B.O.M. approved supervision rota of teaching staff and S.N.A.’s to ensure appropriate supervision of children during recreation breaks.  The school Anti-Bullying Policy and Code of Behaviour  set out the expectations for pupil behaviour during recreation breaks.  All incidents observed by and/or dealt with by the supervising teacher during recreation breaks are reported to the relevant class teacher and/or school principal.  An adult wising to collect children during recreation time must sign the child out with the teacher on supervision duty. |
| Classroom teaching both indoor and outdoor. | Med | Harm by another child  Harm due to bullying of child | The school supervision policy, Anti-Bullying policy and Code of Behaviour set out the procedures for pupil behaviour in the classroom  During the school day class teachers, including substitute teachers, are responsible for the pupils in their care at all times.  Teachers are expected to adequately prepare for lessons and to ensure that teaching opportunities both in the class room and outdoors are age appropriate and safe.  The Parents as Partners policy sets out the procedures for contact between parents and teachers. As a general rule, teachers do not take phone calls or conduct meetings with parents during class time.  Procedures are in place to cover the eventuality that the teacher needs to leave the classroom unexpectedly e.g. to deal with a sick child.  It is the policy of the school that teachers are not in a one to one situation with a child at any time either inside or outside the classroom.  In exceptional circumstances where it is necessary to speak to a child alone e.g. when a child asks to speak to the teacher privately   * ensure the conversation takes place in an open environment * Glass panels are installed in the doors of all classrooms. * Glass panels should not be obscured in any way |
| Sporting Activities | High | Harm by another child  Harm by another adult  Harm due to bullying of child | Teacher(s) supervising sporting activities are responsible for the pupils in their care during these activities.  It is the policy of the school that a teacher from the school will always be in attendance when any external instructors, speakers etc. are present whether activities are undertaken onsite or offsite.  The school Anti-Bullying Policy and Code of Behaviour  set out the expectations for pupil behaviour including before and after school. |
| **List of School Activities** |  | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| School outings |  | Harm by school personnel  Harm by other pupils  Harm from other adults | The Health and Safety Policy and Bus Safety Policy set out the procedures for the safe transport of pupils for school outings.  The School Tour Policy and Supervision Policy ??????    During the school outings class teachers are responsible for the pupils in their care at all times.  It is the policy of the school that a teacher from the school will always be in attendance when any external instructors, speakers etc. are present when activities are undertaken outside the school.  The school Anti-Bullying Policy and Code of Behaviour  set out the expectations for pupil behaviour during recreation breaks. |
| Annual Sports Day | Low | Harm by school personnel  Harm by other pupils  Harm from other adults | External coaches/ instructors are vetted in accordance the current vetting policy.  During the sports day class teachers are responsible for the pupils in their care at all times.  It is the policy of the school that a teacher from the school will always be in attendance when any external instructors, visitors etc. are present whether activities are undertaken onsite or offsite.  The school Anti-Bullying Policy and Code of Behaviour  set out the expectations for pupil behaviour during the sports day |
| Fundraising events organised by the school eg. sponsored walk, Run a Mile Challenge, Field Day. | High | Harm by other pupils  Harm from other adults  Risk of harm due to inadequate supervision. | The B.O.M. will formulate a safety plan for fundraising events organised by the school.  The Health and Safety Policy will apply when fundraising events take place on the school grounds.  It is the policy of the school that a teacher(s) from the school will always be in attendance for fundraising events.  The school Anti-Bullying Policy and Code of Behaviour  set out the expectations for pupil behaviour during fundraising events. |
| Use of off-site facilities for school activities | High | Harm by other pupils  Harm from other adults  Risk of harm due to inadequate supervision. | Teacher(s) supervising activities are responsible for the pupils in their care during these activities.  It is the policy of the school that at least two adults will always be in attendance when activities are undertaken offsite.  The school Anti-Bullying Policy and Code of Behaviour  set out the expectations for pupil behaviour. |
| School transport arrangements including use of bus escorts | Low | Harm by other pupils  Harm from other adults  Risk of harm due to inadequate supervision | The B.O.M. will formulate a School Transport Policy and provide staff training should the need arise. |
| **List of School Activities** |  | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Administration of Medicine  Administration of First Aid | High | Harm by school personnel | The First Aid policy sets out the procedures for the Administration of First Aid.  Administration of First Aid during recreational breaks and class time is always done in a public space.  In exceptional circumstances where it is necessary to administer First Aid in private, two staff members will be present.  In the case of pupils requiring long-term administration of medication, a meeting will be held with parents/ guardians to ascertain the specific needs of the child and the procedures to be followed by all personnel involved.  The B.O.M will provide regular staff training in the administration of medication. |
| Curricular provision in respect of SPHE, RSE, Stay Safe | Low | Non-teaching of same. | The school fully implements the SPHE, RSE and Stay Safe in accordance with DES directives. |
| Prevention and dealing with bullying amongst pupils |  |  |  |
| **List of School Activities** |  | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Care of pupils with specific vulnerabilities/ needs such as   * Pupils from ethnic minorities/migrants * Members of the Traveller community * Lesbian, gay, bisexual or transgender (LGBT) children * Pupils perceived to be LGBT * Pupils of minority religious faiths * Children in care * Children on CPNS | Med. | Harm by bullying.  Harm not recognised or properly or promptly reported | The school fosters inclusivity and respect for all.  The school Anti-Bullying Policy and Code of Behaviour  set out the expectations for pupil and staff behaviour in relation to all pupils in our school and the procedures responding to issues that may arise |
| Recruitment of school personnel including -   * Teachers * SNA’s * Caretaker/Secretary/Cleaners * Sports coaches |  | Harm not recognised or properly or promptly reported | In line with our school vetting policy the school requires written confirmation that vetting obligations have been complied with.  The school will not offer work to any prospective employee who cannot meet vetting obligations.  Successful candidates for any post may not commence work in the school until the vetting process has been completed.  The B.O.M. retains the confirmation of vetting and the signed statutory declaration form.  Child Safeguarding Statement & DES procedures made available to all staff prior to the commencement of employment.  Staff to view Tusla training module & any other online training offered by PDST  All new staff to view Túsla training module **‘Introduction to Children First’** *and present certificate of completion to the B.O.M.*  BOM to maintain a record of staff and board training. |
| Use of school premises by other organisation outside school hours. | High | Harm by another child  Harm by another adult | Individuals/ groups using the school facilities are required to put procedures in place to ensure that all children in their care are properly supervised at all time. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards.  The responsibility lies solely with the individual/ group using the school for communicating with parents about starting/finishing times, cancellations and/or re-scheduling.  Teachers must ensure that no personal information and/ or reports are left on display before exiting the classroom.  Teachers must ensure that they are signed out on Aladdin after every use. |
| **List of School Activities** |  | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc. |  |  |  |
| Use of information Communication Technology and other digital devices in school, including the use of the internet. | Medium | Risk of harm due to children inappropriately accessing/ using computers, social media and other devices while at school. | The school takes every reasonable precaution to provide for the safe use of IT by pupils.  The school’s Acceptable Usage Policy sets out the procedures for the use of the internet  A copy of Acceptable Use Policy is provided to all parents on enrolment  School Authorities will seek the consent of parents regarding internet access by pupils for educational purposes.  Parent consent forms will be retained by the school in individual pupil files  **Guidelines for the use of the internet by pupils:**   * Internet sessions must supervised by a teacher. * A firewall will be provided to restrict access to inappropriate websites. * The school will regularly monitor pupil’s Internet usage. * Teachers who use the Internet with their classes or make the Internet available to them will first instruct their classes on: * the general safety rules * good “netiquette” * Legislation appropriate to the age level of the children in their care. * Uploading and downloading of non-approved software will not be permitted. * Avast Anti-Virus software is installed an updated on a regular basis. * The use of personal floppy disks or CD-ROMs in school requires a teacher’s permission * Users will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials * Users will use the Internet for educational purposes only. * Users will be familiar with copyright issues relating to online learning. * Students will never disclose or publicise personal information. * Users will be aware that any usage, including distributing or receiving information, school related or personal, may be monitored for unusual activity,   security and/or network management reasons. |
| Use of media products | Medium | Viewing of inappropriate materials | **All media products (CD’S, DVD’S, internet video clips etc.) should be checked for their appropriateness with regard to age and suitability.**  **Films with “G” classification may be shown during recreational breaks.**  **Films with “PG” classification can only be shown when a staff member is present in the room.** |
| Use of video/photography/other media to record school events | High | Harm by another adult  Harm by bullying | **The “Policy for the Safe Use of Photographs and Videos” sets out the procedures for the use of video/ photography and other media to record school events.**  **Images taken by Staff Members**   * Staff are permitted to take digital/video images on school equipment, to support educational aims e.g. for classroom displays or projects * Photographs should be stored securely and used only by those authorised to do so * Staff should ensure that image files are appropriately named and will not use students’ names in image file names * When taking digital/ video images teachers should ensure that the students are appropriately dressed and are not participating in activities that might bring the individual or the school into disrepute * Digital images/ video images should not be manipulated or amended, for example, using a “cut & paste” facility. However it is acceptable to crop an image. * Students must not take, use, share or publish images of others without consent   Images taken by parents/ visitors at School Events   * It is up to school management to decide if they are to allow videos or photographs to be taken by parents during school events such as School Concerts or Award Ceremonies. * Parents are not required to comply with the Data Protection Act when taking photographs of their children, for their own private use, at an organised event. * When hosting a school event where parents are permitted to take photographs or videos the school will; * Make it clear that any images taken must be for private use only * Inform parents that Data Protection legislation may be contravened if photographs or videos taken at a school event are placed on the internet * An announcement will be made at the start of events to provide guidance for parents.   **Images taken on behalf of the school**  On occasion, official commercial video films of children may be recorded e.g. videos of school concerts. The school also arranges for a professional photographer to take class photographs and individual pupil photographs.  Where a commercial photographer is used, the following guidelines apply;   * Commercial video films may only be recorded or professional pupil photographs taken with the permission of the School Board of Management. * Commercial photographers will be required to comply with Data Protection Legislation. * The school will inform parents that a commercial photographer will be in attendance in school or at an event * The school will inform parents of the purpose of taking the commercial digital/ video images and how the digital/ video images will be used. * The school will ensure that pupils are fully supervised by a teacher at all times while the commercial/ professional photographer is present.   **Images Taken By The Press**  The use of photographs in newspapers and magazines is already subject to strict guidelines through the Code of Practice of the Press Council of Ireland.   * Press photographers should get the permission of the school principal before approaching pupils in the school to take photographs. * The school will ensure that pupils are fully supervised by a teacher while a press photographer is present. * The Press is exempt from the Data Protection Act, but they have to consider parental wishes if they are allowed to take photographs from which a child can be identified. * John the Baptist Girls’ School will seek parental consent before providing names of children to accompany photographs published in newspapers and magazines. |
| Publishing Photographs and other Data on the School Website | High | Harm by another adult | **The “Policy for the Safe Use of Photographs and Videos” and the “School Website Policy” set out the procedures for publishing photographs and data on the school website.**  **Guidelines for Publishing Photographs on the school website**   * School Authorities will seek the consent of parents regarding the use of pupil images on the School Website. * Parent consent forms will be retained by the school in individual pupil files * A class record of parental consent/ non consent will be supplied to all class teachers in September of each year * Parents may at any time withdraw their consent/ non consent for the use of pupil images and digital recordings in school publicity materials, on the school website and in the press. Any such request must be made in writing to the school Principal. * Photographs of pupils or staff should not be published on the school website after they leave the school, without their consent. * Pictures to be published on the school’s website, or elsewhere, which include pupils will be selected carefully and will comply with good practice guidance on image use * When publishing digital images/ video images on the school website teachers should be mindful of the way pupils and staff may appear. Digital Images/ video images which are likely to cause embarrassment to a pupil or staff member, now or at a future date, should not be published on the school website. * Pictures to be published on the school’s website should try to focus on group activities, rather than photos of individual children. * Personal details (including the name) of any child or adult in a photograph will not be used in association with the photograph (including in the accompanying text or the photograph caption). * If the full name of a pupil is used in a text published on the school website, a photograph of that child will not be used to accompany the article. * Where photographs are taken at an event attended by a large crowd e.g. during the St. Patrick’s Day Parade or at a sporting event, this is regarded as a public area so it is not necessary to get the permission of everyone in a crowd shot before publishing the image on the school website   **Guidelines for publishing data to the school website**   * Student work can only be published on the school website with the permission of the student and their parents/ guardians * Personal information of staff or pupils, including home address and contact details, will be omitted from the school web page * The publication of student work will be co-ordinated by a teacher. * Pupil work to be published on the school’s website will be selected carefully * Teachers will ensure that pupil work published does not bring the individual or the school into disrepute * Students will continue to own copyright of any work published. |

**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 on *[insert date].* It willl 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