

# Child Safeguarding Risk Assessment

## Written Assessment of Risk of St. Dymphna's School

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. Dymphna's School

### **1. List of school activities**

- Entry to school by visitors.
- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
  - Classroom teaching
  - One-to-one teaching
  - Swimming
  - Outdoor teaching activities
  - Sporting Activities
  - School outings
  - School trips
  - Fundraising events
  - Use of toilet/changing/shower areas in schools
  - Care of pupils with specific vulnerabilities/ high needs
    - Pupils from ethnic minorities/migrants
    - Members of the Traveller community
    - Lesbian, gay, bisexual or transgender (LGBT) children
  
    - Pupils of minority religious faiths
    - Children in care
    - Children on CPN
  - Care of vulnerable adult student's including intimate care.

- School Masses and celebrations- inc Christmas concert.
- Use of video/photography/other media to record school events
- Substitute teachers
- Use of external personnel to supplement curriculum
- Administration of Medicine
- Administration of First Aid
- Work Experience Placement.
- Use of ICT Inc computers, laptops, mobile phones.
- Curricular provision in respect of SPHE,RSE, Stay Safe
- Training of School personnel in child protection matters
- Management of challenging behaviour
- Prevention and dealing with bullying amongst pupils
- School transport arrangements , including bus escorts
  
- Recruitment of school personnel including -
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities

Students participating in work experience in the school.

- Students in the school participating in work experience elsewhere
- Student teachers undertaking work experience in the school.
- Use of premises by other organisations during the school day.

Participation by pupils in religious ceremonies external to the school.

Application of sanctions under the school's Code of Behaviour including detention of pupils, etc

**2. The school has identified the following risk of harm in respect of its activities –**

- Risk of harm not being recognised by school personnel
- Risk of harm 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 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
  - 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 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 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

**The school has the following procedures in place to address the risks of harm identified in this assessment -**

- Entry to the school and shared area is by keypad and all visitors must report to the school office when given access by a staff member.  
  
Doors are kept closed at all other times and staff are responsible for ensuring doors are closed after entry/exit by students  
  
Keypad code is changed at least once a year and more if required.  
  
Staff will approach and take members of the public to the school office if found on school yard.
  
- All teachers must be registered with the Teaching Council, have provided the appropriate Garda Vetting link etc.
- All Staff members will be informed of the school's expectation to follow the Code of Conduct for Teachers.
- *All staff must have a copy of the school's Child Safeguarding Statement to hand and know the identity of the DLP and Deputy DLP.*
- *The Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school is planning to implement in full the Wellbeing Programme at Junior Cycle
- 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*.
- All teachers will maintain reasonable and effective supervision of their class and follow the schools code of behaviour.
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, arrival dismissal and breaks which is being updated in 2018.
  
- The school will carry out a risk assessment before school outings are

organised and participation in these will depend on adequate supervision being available. No pupils are allowed on transport to/from events without a teacher. All buses for school trips require a teacher.

- The school has a Health and safety policy which is due to be updated in 2018.
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school complies with the codes of conduct for school personnel (teaching and non-teaching staff) and will be developing a policy in this area 2018.
- The school complies with the agreed disciplinary procedures for teaching staff
  
- The school has an intimate care policy/plan in respect of students who require such care and class teachers discuss this with parents.
  
- The school has a Swimming policy in place.
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
  
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils

which it will be reviewing in 2018.

- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils in school.
- The School has a policy on the taking and using of video/photographs which has been circulated to all parents.
- The school will be putting in place a Critical Incident Management Plan
- The school has in place a statement in place on Home/school communication
  
- No external personnel will be used to supplement the curriculum without the required vetting procedures being in place. Class teacher will always be present when external staff is in class.
- The school will require all external sports coaches to have completed the required vetting and Class teacher will be present at all times. Statement on this to be included in revised PE policy.
  
- Entry to school is controlled by keypad as is entrance to shared area. Doors are kept closed except for movement of pupils. Access has to be provided by staff member.
- Pupils are supervised when transitioning from one area to another.
- If a teacher is not in class when pupils arrive in the morning pupils are taken to another class.
- If a class teacher has to leave their class, teacher must advise class teacher next door and pupils are supervised by this class teacher until teacher returns.
- If technicians visit to repair equipment used by pupils e.g. wheel chairs etc a member of staff must be the technician at all times.
- The school will be reviewing procedures for one-to-one teaching activities- but the following is currently in place- If one to one teaching is unavoidable-
  - a) Glass in all classroom doors.
  - b) Classroom door will be left open or teaching will be done in public area.
  - c) Glass in sensory room door and names of pupils/staff in sensory room displayed on door.

d) Pupils who are taken out for sensory breaks are in an open area used by other staff.

- The school will review its procedures in respect of student teacher placements but class teachers must always be present when student teachers are with pupils. Student teachers must provide a joint agreement from their educational institution accompanied by the required ID.

Where the school has agreed to vet a student and that student is between 16-18 years of age a Parental consent form will be required.

- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
- Contractors whose presence is required during school hours, for the safety or welfare of pupils and staff will be accompanied by school personnel. All other work to be carried out outside school hours.
- The school has in place a mobile phone policy in respect of mobile phones used by pupils in school.
- Pupils will be supervised at all time for school masses/celebrations.

Bus escorts- see attached appendix

**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 ..... [date]. 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

## Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or	

	Yes/No
have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## Template 4: Notification regarding the Board of Management’s review of the Child Safeguarding Statement

To: \_\_\_\_\_

The Board of Management of St. Dymphna’s School wishes to inform you that:

- The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the “Checklist for Review of the Child Safeguarding Statement” published on the Department’s ‘website [www.education.ie](http://www.education.ie)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management





