**Child Safeguarding Risk Assessment**

Written Assessment of Risk of Ballina Primary School (Roll No: 18207V)

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 Ballina Primary School.

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| **List of School Activities with Identified Risk** | **Risk of Harm in respect to these activities** | **Managing the Risk: the following procedures are in place to address the risks of harm identified** | **Ranking the Risk** |
| Use of I.T. and Communication Technology by pupils | * Bullying. * Inappropriate behaviour. * Risk of child being harmed by another child or adult while on-line | * ICT Policy. * Anti-Bullying Policy. * Policy Code of Behaviour. * Stay Safe programme SPHE * Guest Speakers on Internet safety. | High |
| Child Protection Training of school staff | * Abuse not detected or properly reported. * Risk of harm not being recognised by school personnel. * Risk of harm not being reported properly and promptly by school personnel. | * Ensure that training is certified and completed. * New staff avail or present evidence of training. * Child Safeguarding Statement given to all staff. | Low |
| Toilet Areas | * Inappropriate behaviour. * Risk of harm due to bullying of child. * Risk of harm due to inappropriate relationship/communications between child and another child or adult. | * Supervision. | Low |
| Potential abuse by employee / volunteer / parent (during the school day) | * Harm to pupils. * Risk of child being harmed in the school by a member of school personnel. * Risk of child being harmed in the school by volunteer or visitor to the school. | * Vetting procedures. * Child protection procedures. * Visitors/ parents must present themselves to office on arrival to school. | Low |
| Working alone with children / one-to-one teaching / sensory room | * Harm to pupils. * Harm to personnel. * Risk of harm to children with SEN who have particular vulnerabilities. | * Open door policy. * Glass panel in the door. * SEN Policy. | Low |
| Care of pupils with SEN including intimate care needs (toileting) | * Inappropriate behaviour. * Risk of harm to child while a child is receiving intimate care. * Harm to personnel. | * SEN Policy. * Follow Policy on Intimate Care Needs/ Toileting. | Low |
| Sports Coaches | * Harm to pupils. * Risk of child being harmed in the school by volunteer or visitor to the school. | * Policy on volunteers / sports coaches. * Garda Vetting / Insurance. | Low |
| Use of mobile phones in school building – Parents / T.Y. Students / Volunteers / Staff/ Pupils | * Harm to pupils. * Risk of harm caused by member of school personnel/ other adult/ other child communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner. | * Follow Mobile phone policy for staff and pupils. * Visitors need to report to office and sign in when in building. | High |
| Daily arrival and dismissal of pupils | * Harm to pupils. * Risk of child being harmed in the school by another child/ adult * Risk of harm due to inadequate supervision of children in school. | * Yard supervised from 8.45am daily by staff. * Dismissal of pupils supervised each afternoon. | High |
| Recreation breaks for pupils | * Harm to pupils. * Risk of harm due to inadequate supervision of children in school. | * Adequate supervision rota to cover all yards. * Any incidents recorded in Accident Book or reported to DLP or DDLP | Low |
| Classroom Teaching | * Harm to pupils. * Risk of child being harmed in the school by a member of school personnel. | * Garda Vetting. * Anti-Bullying * Code of Behaviour. * Ensure new staff are given mandatory policies. * Staff receive Child Protection Training. | Low |
| Outdoor Teaching Activities | * 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 or adult. * Risk of harm due to inadequate supervision of children while attending out of school activities. | * Staff ensure that they can monitor children at all times. * Adequate pupil- teacher ratio when on trips/ tours etc * First Aid Box and List of contacts brought on trip/tour/ event. | Low-Medium |
| School Outings / Trips / Tours | * Risk of child being harmed in the school by a member of school personnel. * 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. | * Adequate supervision provided. Adequate pupil- teacher ratio when on trips/ tours etc * Code of behaviour followed. * Vetting / Insurance by service provider. * First Aid Box and List of contacts brought on trip/tour/ event. * Staff ensure that they can monitor children at all times. | Medium-High |
| Annual Sports Day | * Risk of child being harmed in the school by another child. * Risk of child being harmed by a member of school personnel, a member of staff of another organisation/ volunteer/ parent. | * Teachers supervise at all times. * Vetting / Insurance by company. * First Aid Box and List of contacts brought on trip/tour/ event. | Low |
| Management of challenging behaviour amongst pupils, including appropriate use of restraint where required. | * Risk of child being harmed in the school by another child. * Risk of harm to personnel. * Risk of harm due to bullying of child. * Risk of harm due to inadequate supervision of children in school. | * Code of Behaviour. * Anti-Bullying Policy. * Need to get further training for staff in this area. | Low |
| Administration of medication | * 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. | * Follow Administration of Medication Policy. * First Aid Training. * Health and Safety Policy. | Low |
| Administration of First Aid | * 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. | * Follow First Aid procedures. * Record in Accident Book. * Phone parent (where appropriate). * First Aid Training. * Health and Safety Policy. | Low |
| Curricular provision in respect of SPHE, RSE, Stay Safe | * Abuse not detected or properly recorded. * Harm to pupils. | * Stay Safe taught annually to all classes. * Follow RSE Policy. * SPHE Plan. * Updates of training for staff, where appropriate. | Low |
| Prevention and dealing with bullying amongst pupils | * Harm to pupils. | * Anti-Bullying Policy. * Friends for Life (5th class). * Code of Behaviour. * Stay Safe / SPHE Plan. | Medium |
| Use of external personnel to supplement curriculum / support sports / other extra-curricular activities | * Harm to pupils. | * Policy on volunteers / sports coach / visitor policy. * Garda Vetting / Insurance. | Low |
| Participation by pupils in religious ceremonies / religious instruction external to school (walk to church, etc) | * Harm to pupils. * Risk of harm due to inadequate supervision of children while attending out of school activities. | * Adequate supervision to and from church. * Teacher supervises class. * Permission given by parent on school permission slip. | Low |
| Students participating in work experience in the school | * Risk of child being harmed in the school by volunteer or visitor to the school. | * Garda Vetting. * Insurance. * Follow Work Experience Policy. * No mobile phones allowed for people/ students on work experience. | Low |
| Use of video / photography / other media to record school events. | * Harm to pupils. * Risk of harm caused by member of school personnel accessing / circulating inappropriate material via social media, texting, digital device or other manner. | * Permission Slip. | Medium |
| Recruitment of school personnel including:   * Teachers / SNAs * Caretaker / Secretary * Cleaners * Sports Coaches * Guest Speakers * Volunteers / Parents in school activities/ Visitors. * Contractors present in school during school hours * Contractors present after school activities | * Harm to pupils * Risk of child being harmed in the school by a member of school personnel. * Risk of child being harmed in the school by volunteer or visitor to the school. | * See policy on volunteers / visitors / sports coaches. * Garda Vetting. * Insurance (where applicable). * Check references. * Statutory Declaration, where applicable. * Teaching Council Registration (where applicable). * Teacher supervises class when volunteer / guest / coach is present. | Low |
| Unexpected Visitors to the school | * Risk of child being harmed in the school by visitor to the school. | * Junior Infants Meeting parents will be informed that visitors have no authority to interact with children. * Visitors to the school must report to the office and sign in. * Members of the public/ adults that are not school personnel should always be accompanied by a member of staff while in the school building. * Meetings with staff are by appointment only. | Medium |
| COVID-19 Isolation Room | * Harm to pupils. * Risk of child being harmed by a member of school personnel | * Garda Vetting * Follow procedures for dealing with a suspected case of COVID-19- See Response Plan 2020 * Ensure new staff have mandatory policies. * Staff receive Child Protection Training | Low |

***Procedures to address risks of harm in Ballina Primary School:***

* All school personnel are provided with a copy of the school’s Child Safeguarding Statement.
* 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 has an Anti-Bullying Policy which fully adheres to the requirements of the Department’s Anti-Bullying Procedures for Primary and Post-Primary Schools.
* The school has a yard/playground supervision rota to ensure appropriate supervision of children during, assembly, dismissal and breaks.
* The school has in place clear procedures in respect of school outings.
* The school has a Health and Safety policy which is reviewed annually.
* The school has a Code of Behaviour for pupils and this has been distributed to all families.
* 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 agreed disciplinary procedures for teaching staff.
* The school has a Special Educational Needs policy and has clear procedures for one-to-one teaching activities.
* The school has a policy and procedures for the administration of medication to pupils.
* The school has an intimate care policy/plan in respect of students who require such care.
* The school has updated the First Aid Policy and has procedures for the administration of First Aid are in place.
* The school has updated a Mobile Phone Policy in respect of usage of mobile phones by pupils and staff.
* The school has a Sports Coach/ Volunteer Policy.
* The school has an ICT policy in respect of usage of ICT by pupils
* The school has in place a Critical Incident Management Plan
* The school has in place a policy and procedures in respect of student teacher placements/ students undertaking work experience in the school.
* The school has a COVID-19 Response Plan in place.

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.

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 25/08/2020.

It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed Tom Moore Date 25/08/2020

Chairperson, Board of Management

Signed Bernice O’ Connell Date 25/08/2020

Principal/Secretary to the Board of Management