

## St. Oliver Plunkett School

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### Child Safeguarding Risk Assessment (Of any potential harm)

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	<ul style="list-style-type: none"><li>• Harm not recognised</li><li>• Harm not reported promptly</li><li>• Harm by a volunteer parent/person while child participating in school activities</li><li>• Risk of child being harmed by a member of staff of another organisation, or other person while child participating in school activities</li><li>• Harm by another child</li><li>• Harm by a volunteer to the school</li></ul>	<p>The school –</p> <ul style="list-style-type: none"><li>• Has provided all school personnel with a copy of the school's Child Safeguarding Statement</li><li>• Reviewed Child protection procedures with all staff members at the August Staff meeting prior to reopening</li><li>• Ensures DES child protection procedures are made available to all school personnel</li><li>• Encourages staff to avail of relevant training</li><li>• Encourages Board of Management members to avail of relevant training</li><li>• Maintains records of all staff and board member training</li><li>• The DLP attended training by PDST in May 2018 and the DDLP will attend the next available course. Certificates of attendance have been provided to the BOM</li><li>• All school personnel completed online Tusla Training (March 2018) and provided a copy of the certificate of completion to the DLP</li><li>• New members of staff are required to complete the Children first online training and the certificates are maintained by the BOM</li></ul>

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			<p>All school personnel, mandated and non-mandated, are required to adhere to the DES <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i></p>
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<p>Record Keeping</p> <p><b>Garda Vetting and Recruitment of school personnel</b></p>	Med		<p>All school personnel are required to ensure that any sensitive records e.g. child protection monitoring records they are required to keep are maintained in a secure location in the Principal’s office and are treated with the strictest of confidence.</p> <p>All such records form part of the school record keeping system and must be filed with the central school records at the end of the school year or in the event that the staff member is going on ‘leave’ e.g. maternity leave, career break etc. or is leaving the school to take up employment elsewhere.</p> <p>Best practice procedures with regard to interviewing and checking references are followed. All staff members are garda vetted. Parent volunteers also vetted</p>
One to one teaching/SNA support	Med	Harm by school personnel	School has policy in place for one to one teaching All school personnel are required to be Garda vetted and the relevant DES circulars in relation to recruitment and Garda vetting are adhered to.

			Open doors Table between teacher and pupil Glass in doors
Care of Children with additional needs, including intimate care needs	High	Harm by school personnel	Procedure on intimate care Infants encouraged to wear tracksuits as uniform
Toilet areas	High	Inappropriate behaviour	Procedures in place
Toilet Accidents	Med		School keep supplies of clean clothing. If children can attend to themselves, they are encouraged to do so, otherwise school personnel will help in as open environment as possible with due regard for the privacy of the child. The parent is informed via journal or a word at collection time. Sub teacher should consult neighbouring teacher re procedures.
Daily arrival and dismissal of pupils	High	Harm to pupil Harm from older pupils, unknown adults on the school premises	Procedures in place e.g. sign in/sign out, Teachers supervise children until they are collected at gate. Children left at gate come back to office Supervision Procedures in place Health and Safety policy Dismissal Procedures in place Code of Behaviour Stay Safe programme taught in full Anti Bullying policy
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full We have an overview system in place to ensure this is being done by all class teachers
LGBT Children/Pupils perceived to be LGBT	Low	Bullying	Anti-Bullying Policy Code of Behaviour SPHE

Children of same sex parents	Med	Bullying	Anti Bullying procedures Code of Behaviour SPHE Different families; Same love
Safety and care management plan in the case of a Critical Incident		Risk of harm to a child during one to one /group teaching, counselling situations	The school has in place a <u>Critical Incident Management Plan</u> . This policy can be found in the Principal's office and on the staff common drive.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	High	Injury to pupils and staff	Health & Safety Policy Evacuation drills where needed Code of Behaviour Support for staff ongoing e.g., SESS in house support and training CARA training completed on 24 <sup>th</sup> May 2019
Sports Coaches	Med	Harm to pupils	Procedures in place
Students participating in work experience /School links	Med	Harm by student Harm to student by an adult	Work Experience Policy /Student Placement policy Students must be Garda Vetted and over 16yrs of age Child Safeguarding Statement.
Recreation breaks for pupils	High	Injury to pupils, bullying, harm not recognised or promptly reported	Policy and procedures in place (Accident report forms) Health and safety policy Code of behaviour Anti-Bullying policy SPHE programme deals with bullying and friendship

Classroom teaching	Low	Potential for bullying Breaktime accidents	Use of appropriate language and tone Code of Behaviour Anti-Bullying procedures Supervision procedures
Sporting Activities	Med	Injury to pupils, bullying, Harm not recognised or promptly reported	Policy and procedures in place (Accident report forms) Health and safety policy First Aid Code of behaviour Anti-Bullying policy Protocols re parents driving teams to matches
Outdoor teaching activities	Med	Injury to pupils, bullying, Harm not recognised or promptly reported	Policy and procedures in place (Accident report forms) Health and safety policy Code of behaviour Anti-Bullying policy Supervision procedures
School transport arrangements including use of bus escorts/taxi	Low	Injury to pupils, bullying, Harm not recognised or promptly reported	Code of Behaviour Procedures in place
Use of external personnel to supplement curriculum	High	Harm to pupils	Teachers always remain to supervise Vetting
Attendance	med	Harm to pupils	Procedures on place for children at risk Databiz notification system School journal Constant monitoring and oversight of attendance School Attendance Policy

Educational trips	med	Injury to pupils, bullying, Harm not recognised or promptly reported	School trips policy High Viz jackets where necessary Teachers choose the parent volunteers to accompany Clear communication of CP protocols to parents The vast majority of our parents are garda vetted in order to participate in school events such as sport's days, school trips etc. Only those parents that are vetted are asked to accompany classes.
Fundraising events involving pupils	med	Injury to pupils, harm by other pupils, harm by adults	Procedures in place Code of Behaviour Supervision
After school tuitions	High	Harm to pupil	Open door Glass on door Table between teacher and pupil BOM approval
Extra Curricular activities	High	Injury to pupils, harm by other pupils, harm by adults	BOM Approval Policies and Procedures in place
Administration of Medicine	High	Harm to pupils	Administration of Meds Policy
Administration of First Aid	High	Harm to pupils, (themselves and others)	First Aid Procedures Professional development on First Aid for the staff Intensive training for a number of staff members on a rolling annual basis
Children with life threatening allergies /chronic illness	High	Harm to pupil	Administration of meds policy Procedures in place for outings/trips Effective communication with parents e.g. PA coordinator for children with Allergies

Children with mobility difficulties	High	Harm to pupil	Procedures in place e.g. supervision on lift
Preparation for sacraments	High	Harm to pupils	Code of Behaviour Parish CP policy Hi Viz Jackets Consultation with parents of non-participating children
Teacher Absences	High	Harm to pupils Supervision of pupils	Class teacher informs neighbouring teacher and the office Code of Behaviour Procedures in place Fire Safety Procedures (Split lists) SET teacher divides the class EPV Policy SNA to accompany the child with whom she works to assigned class (NOT one where there is already an SNA in place)
Fire Safety	High	Harm to pupils and staff	Fire Safety Procedures/fire drills/evacuation etc Training and review
Prevention and dealing with bullying amongst pupils including cyber bullying	High	Harm to pupils, inappropriate behaviour and intimidation	Anti-Bullying Policy SPHE lessons Code of Behaviour Guest Speakers for classes and parent evenings Cyber Safety for children and workshops for parents AUP
Children going on errands within the school	High	Harm to pupil	Children go in pairs
Custody conflicts /separated parents	High	Harm to pupil Harm to staff	Separation and Child Custody Policy Procedures in place for Parent/teacher meetings and communication
Aggressive/Unstable parents/visitors to school	High	Harm to pupil Harm to staff	Panic alarm, procedures in place
Sickness during school day	Low	Harm to pupil	Procedures in place e.g., buddy classrooms etc



<p>Care of pupils with specific vulnerabilities/ needs including</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> <li>• Adopted/fostered children</li> </ul>	High	<p>Bullying Exclusion Harm by pupils</p>	<p>School mission statement Code of Behaviour Anti-Bullying Policy SPHE programme RSE programme</p>
<p>Use of school premises by other organisation during school day e.g. HSE, Play therapy, NEPS, TUSLA, SESS, STEMS, etc</p>	Med-High	<p>Harm to students by adults, or by other children</p>	<p>Identity tags Open door/glass on door Vetting procedures By appointment only</p>
<p>Transitions between classroom e.g. going to and from support class, messages</p>	med	<p>Harm to students by adults, or by other children</p>	<p>Children always go in pairs, or accompanied by teacher or SNA</p>
<p>Concerts, musicals</p>	high	<p>Harm to students by adults, or by other children</p>	<p>Clear communication in advance to all volunteers re CP protocols, vetting procedures</p>
<p>Use of Information and Communication Technology by pupils in school</p>	High	<p>Bullying Staff not following policies and procedures</p>	<p>AUP policy ** referencing remote learning Anti-Bullying Policy Code of Behaviour Children with Assistive technology sign acceptable use contract</p>
<p>Application of sanctions under the school's Code of Behaviour including detention of pupils,</p>	med	<p>Lack of Supervision</p>	<p>Procedures in place Code of Behaviour</p>
<p>Substitute teachers</p>	med	<p>Effective communication</p>	<p>Substitute Pack/info booklet</p>

Student teachers/SNAs undertaking training placement in school	med	Harm to students Lack of supervision	Furnished with our Safeguarding statement
Use of video/photography/other media to record school events	High	Bullying, inappropriate use,	Mobile Phone Policy AUP Child Protection Policy Anti-Bullying Policy
After school use of school premises by other organisations	High	Harm to pupils by other pupils Harm to pupils by adults	Child Protection Policy Vetting procedures Insurance
Buddies	Med	Harm to pupils by other pupils	Always work in double pairs at least Adequate supervision
Support teaching	Med	Harm to pupils by other pupils Harm to pupils by adults	Procedures in place- See 1:1 teaching
Lunches	low	Inadequate or consistently unhealthy lunches	Healthy lunchbox policy  Parent Association initiatives such as Fruity Friday, visits to Donnbrook fair for tastings and presentations by staff  Teacher to contact parent and track concerns
<p><b>This Risk Assessment is regularly reviewed</b></p> <p><b>Latest review: November 2022</b></p>			

**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 Children First Act 2015 defines harm as follows: ‘harm’ means, in relation to a child— (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

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 ratified by the Board of Management on *25<sup>th</sup> February 2019*. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Alan Markey Date 21<sup>st</sup> November 2022

Chairperson, Board of Management

Signed Claire O' Connor Date 21<sup>st</sup> November 2022

Principal/Secretary to the Board of Management