



## *Written Assessment of Risk of St. Joseph's N.S.*



*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. Joseph's N.S. We have carried out a risk assessment of the potential for harm to a child while under our care. This Written Risk Assessment is a list of the areas of risk identified and a list of procedures for managing these risks. (April 2018)*

<i>List of school activities</i>	<i>Risk Level</i>	<i>The school has identified the following risk of harm in respect of its activities</i>	<i>The school has the following procedures in place to address the risks of harm identified in this assessment</i>
a) <i>Daily arrival and dismissal of pupils</i>	<i>Medium</i>	<i>Harm from other pupils Harm by adults</i>	<i>Arrival supervised from 8.50 a.m., by the teachers and dismissal at 1.30 and 2.30 p.m., supervised by each class teacher. Arrival area (playground) supervised from 8.40 – 8.50 a.m., by teacher. Avenue supervised by teacher at 2.30 p.m., daily.</i>
b) <i>Class dismissal/hand-over of children to responsible adult at collection time (Junior classes)</i>	<i>Low</i>	<i>Harm by adults</i>	<i>Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data-base. Class teachers have access to this data base. If an unknown adult comes to collect a child, and the school has not been informed beforehand by parents, the class teacher will call the parents to confirm the child has permission to go with that adult.</i>
c) <i>Class dismissal (Senior classes)</i>	<i>Low</i>	<i>Harm by adults</i>	<i>Class dismissed formally every day by class teacher. Supervision on avenue – procedure in place for children not collected or who make their way home.</i>

d) <i>Recreation breaks for pupils</i>	<i>Medium</i>	<i>Visiting adults might enter the play area Bullying</i>	<i>Code of Behaviour. Anti-Bullying Policy. Adult supervision (Teachers and SNAs). All entrance gates to play area are closed.</i>
e) <i>Classroom teaching</i>	<i>Low</i>	<i>Harm by school personnel Harm by other pupils</i>	<i>Glass panel in classroom doors. Other adults visit or are present (school personnel). Other children present.</i>
f) <i>One-to-one teaching</i>	<i>Medium</i>	<i>Harm by school personnel</i>	<i>Glass panel in all doors. Other adults visit or are present (school personnel).</i>
g) <i>One-to-one counselling</i>	<i>High</i>	<i>Harm by visiting adult</i>	<i>Glass panel in all doors. Counsellors Garda vetted and are fully competent and qualified.</i>
h) <i>Sporting Activities outside school</i>	<i>High</i>	<i>Harm by pupils including bullying Harm by school personnel Harm by adults</i>	<i>Transport is arranged by school. Changing of gear, when necessary, takes place before the activity in the school. Children must return to the school unless otherwise specified in writing by parents. Adequate supervision by teachers. Pupil/Teacher ratio.</i>
i) <i>Sporting activities in school</i>	<i>Medium</i>	<i>Harm by pupils including bullying Harm by school personnel Harm by adults</i>	<i>Supervision by class teacher and other school staff (teachers and SNAs). Anti-Bullying Policy. Code of Behaviour.</i>

<p>j) School outings/trips including walks to/from Dun Laoghaire</p>	<p>High</p>	<p>Harm by pupils including bullying Harm by school personnel Harm by adults</p>	<p>Transport is arranged by school. Children must return to the school – unless otherwise specified in writing by the parent. Adequate supervision by teachers and SNAs. Correct pupil/teacher ratio.</p>
<p>k) School transport arrangements</p>	<p>High</p>	<p>Inappropriate behaviour Harm from other children Harm from school personnel Harm from other adults</p>	<p>Code of Behaviour. Anti-Bullying Policy. Supervision by teachers/SNAs. Proper pupil/teacher ratio.</p>
<p>l) Use of toilet in school</p>	<p>High</p>	<p>Inappropriate behaviour Harm from other children Harm from school personnel Harm from visiting adults</p>	<p>Code of Behaviour. At least two staff to assist pupil when using disabled access toilet. Teachers to ensure that an age appropriate system is in place for children leaving classroom to go to the toilet.</p>
<p>m) Dealing with an emergency/sick child/toileting issue</p>	<p>High</p>	<p>Harm from school personnel Harm by other children</p>	<p>Code of Behaviour. Anti-Bullying Policy. At least two staff to assist pupil when using disabled access toilet.</p>
<p>n) Occasions when visitors are invited to school events including Annual Sports Day/Christmas Fair/Grandparents Day, etc.</p>	<p>High</p>	<p>Harm from other children Harm from school personnel Harm from visiting adults</p>	<p>Code of Behaviour. Anti-Bullying Policy. Supervision by teachers/SNAs.</p>
<p>o) Use of children's photographs on school website and school twitter account</p>	<p>High</p>	<p>Harm from improper use of images by adults</p>	<p>Written parental permission sought. Strict guidelines for data entry controllers.</p>

p) <i>Parents Association fundraising events involving pupils</i>	<i>High</i>	<i>Inappropriate behaviour Harm from other children Harm from school personnel Harm from visiting adults</i>	<i>Code of Behaviour. Anti-Bullying Policy. Supervision by teachers/SNAs.</i>
q) <i>Care of children with special educational needs</i>	<i>High</i>	<i>Harm by school personnel Harm by other pupils Harm by visiting adults</i>	<i>Code of Behaviour. Anti-Bullying Policy. Supervision by teachers/SNAs.</i>
r) <i>Management of challenging behaviour amongst pupils</i>	<i>High</i>	<i>Injury/harm by pupils</i>	<i>Involvement of parents. Pro-active teaching of rules and Code of Behaviour. Health and Safety Policy. Proper supervision by teachers/SNAs.</i>
s) <i>Administration of Medicine</i>	<i>High</i>	<i>Harm from school personnel</i>	<i>Administration of Medicines Policy. Training arranged as required. Consultation with parents.</i>
t) <i>Administration of First Aid</i>	<i>High</i>	<i>Harm by school personnel</i>	<i>Health and Safety Policy. Doors must remain open. Proper procedure to be followed.</i>
u) <i>Curricular provision in respect of SPHE, RSE, Stay Safe</i>	<i>Medium</i>	<i>Non-teaching of content</i>	<i>School implements SPHE, RSE, Stay Safe in full.</i>
v) <i>Prevention and dealing with bullying amongst pupils</i>	<i>Medium</i>	<i>Bullying</i>	<i>Anti-Bullying Policy. Code of Behaviour. Effective and varied teaching methodologies used.</i>

<p>w) Training of school personnel in child protection matters</p>	<p>High</p>	<p>Harm not recognised or reported promptly</p>	<p>Child Safeguarding Statement &amp; DES procedures and other relevant documents made available to staff.  DLP &amp; DDLP to attend PDST face to face training module and all staff complete any online training offered by PDST.  BOM records all records of staff and Board training are maintained in school office.</p>
<p>x) Use of external personnel to supplement curriculum</p>	<p>Medium</p>	<p>Harm by external personnel</p>	<p>All volunteers and external coaches are properly Garda vetted.  The Class Teacher must remain with their class when supported by external personnel.</p>
<p>y) Care of pupils with specific vulnerabilities needs such as</p> <ul style="list-style-type: none"> <li>i. from ethnic minorities/migrants</li> <li>ii. Members of the Traveller community</li> <li>iii. Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>iv. Pupils perceived to be LGBT</li> <li>v. Pupils of minority religious faiths</li> <li>vi. Children in care</li> </ul>	<p>High</p>	<p>Bullying  Harm from school personnel  Harm from pupils  Harm from adults</p>	<p>Anti-Bullying Policy.  SPHE Programme taught in its entirety.  Code of Behaviour.</p>
<p>z) Recruitment of school staff</p>	<p>High</p>	<p>Harm from newly appointed school personnel</p>	<p>Current vetting procedures are carried out when recruiting.  All new employees are given copies of relevant child protection documents including the schools Child Safety Statement.</p>

<p>aa) Use of Information and Communication Technology by pupils in school</p>	<p>High</p>	<p>Harm by adults Bullying – Cyber Bullying</p>	<p>Information days/evenings organised for pupils, parents and staff Anti-Bullying Policy. Teacher to view contents of videos before pupils view. Teacher to strictly adhere to age limit on all videos (u12, PG, etc). Stay Safe programme implemented fully. School has ITC Level 4 protection provided by PDST.</p>
<p>bb) Interaction with visitors to the school</p>	<p>High</p>	<p>Harm by visiting adults</p>	<p>All visitors must report to school secretary.</p>
<p>cc) TY Students participating in work experience in the school</p>	<p>High</p>	<p>Harm by student</p>	<p>Student must be supervised by the relevant teachers.</p>
<p>dd) Student teachers/SNAs undertaking training placement in school</p>	<p>Low</p>	<p>Harm by student</p>	<p>Student teacher/SNA must be supervised by the relevant teacher. Garda Vetting is required for all student teachers/SNAs.</p>
<p>ee) Use of video/photography/other media to record school events</p>	<p>High</p>	<p>Harm by visiting adults Bullying</p>	<p>Pupils mobile phone policy. Anti-Bullying Policy. Code of Behaviour. Children are not permitted to use electronic devices unless under the supervision of an adult.</p>
	<p>High</p>	<p>Harm by adults</p>	<p>Glass panels in doors.</p>

<i>ff) Use of school premises by other organisation during school day e.g. cookery classes for parents</i>			
<i>gg) The school site is utilised by other services with the approval of the Board of Management (including St. Joseph's Montessori)</i>	<i>Medium</i>	<i>Harm by adults</i>	<i>Service providers utilising the school premises shall be responsible for the review and implementation of their own Child Protection Policy. A copy of the Child Protection Policy must be provided to the Chairperson of the Board of Management.</i>
<i>hh) After school clubs</i>	<i>Low</i>	<i>Harm by other pupils Harm by visiting adults Harm by school personnel</i>	<i>Supervision by teachers in line with school policy document.</i>
<i>ii) Hire of school premises to DLTC during school holidays</i>	<i>Low</i>	<i>Harm from DLTC students and staff Harm from school personnel</i>	<i>Except for the time that the school summer camp is in operation DLTC have exclusive use of the school.</i>
<i>jj) School Summer Camp</i>	<i>High</i>	<i>Harm from DLTC students and staff Harm from Summer Camp personnel</i>	<i>Full details of camp activities, including child protection procedures, to be given to Board of Management in advance.</i>
<i>kk) Special Class bus</i>	<i>High</i>	<i>Harm from non-school personnel Harm by school personnel</i>	<i>Bus escort or substitute employed by school must be present on bus at all times when children are on the bus. Bus escort is Garda vetted. Bus escort given copies of relevant child protection documents including the schools Child Safety Statement.</i>

**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. 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 **16<sup>th</sup> April, 2018**. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed **Margaret Brennan** Date **17/04/2018**.

Chairperson, Board of Management

Signed **Pádraic Fay** Date **17/04/2018**.

Principal/Secretary to the Board of Management