



## Written Assessment of Risk of St. Joseph's N.S. - April 2021



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 2021**).

List of school activities	Risk Level	The school has identified the following risk of harm in respect of its activities	The school has the following procedures in place to address the risks of harm identified in this assessment
a. Daily arrival and dismissal of pupils	Medium	Harm from other pupils Harm by adults	Arrival supervised from 8.50 a.m., by the class 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.
b. Class dismissal/hand-over of children to responsible adult at collection time (Junior classes - Infants and First class)	Low	Harm by adults	If an <b>unknown</b> adult comes to collect a child, and the school has not been informed beforehand by parent(s)/guardian(s), the class teacher will call the parent(s)/guardian(s) to confirm the child has permission to go with that adult (before child leaves the school, if possible, or as soon as possible after).
c. Class dismissal (Senior classes – Second class to Sixth class)	Low	Harm by adults	Class dismissed formally every day by class teacher. Procedure in place for children not collected on time.

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d. Recreation breaks for pupils	Medium	Visiting adults might enter the play area Bullying	Code of Behaviour. Anti-Bullying Policy. Adult supervision (Teachers and SNAs). All entrance gates to play area are closed.
e. Classroom teaching	Low	Harm by school personnel Harm by other pupils	Glass panel in classroom doors. Other adults visit or are present (school personnel). Other children present.
f. One-to-one teaching	Medium	Harm by school personnel	Glass panel in all doors. Other adults visit or are present (school personnel).
g. One-to-one counselling	Medium	Harm by visiting adult	Glass panel in all doors. Counsellors Garda vetted and are fully competent and qualified.
h. Sporting Activities outside school	Medium	Harm by pupils including bullying Harm by school personnel Harm by adults	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 parent(s)/guardian(s). Adequate supervision by teachers. Pupil/Teacher ratio.

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i. Sporting activities in school	Medium	Harm by pupils including bullying Harm by school personnel Harm by adults	Supervision by class teacher and other school staff (Teachers and SNAs). Anti-Bullying Policy. Code of Behaviour.
j. School outings/trips including walks to/from Dun Laoghaire	Medium	Harm by pupils including bullying Harm by school personnel Harm by adults	Transport is arranged by school. Children must return to the school unless otherwise specified in writing by the parent(s)/guardian(s). Adequate supervision by Teachers and SNAs. Correct pupil/teacher ratio.
k. School transport arrangements	Medium	Inappropriate behaviour Harm from other children Harm from school personnel Harm from other adults	Code of Behaviour. Anti-Bullying Policy. Supervision by Teachers/SNAs. Proper pupil/teacher ratio.
l. Use of toilets in school	Medium	Inappropriate behaviour Harm from other children Harm from school personnel Harm from visiting adults	Code of Behaviour. Whenever possible two staff members will assist a pupil when he/she is using the disabled access toilet. Teachers to ensure that an age-appropriate system is in place for children leaving classroom to go to the toilet.

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m. Dealing with an emergency/sick child/toileting issue	Medium	Harm from school personnel Harm by other children	Code of Behaviour. Anti-Bullying Policy. Whenever possible two staff members will assist a pupil when he/she is using the disabled access toilet.
n. Occasions when visitors are invited to school events including Annual Sports Day/Christmas Fair/Grandparents Day, etc.	Medium	Harm from other children Harm from school personnel Harm from visiting adults	Code of Behaviour. Anti-Bullying Policy. Supervision by Teachers/SNAs.
o. Use of sensory room	Medium	Harm from other children Harm from school personnel	Live camera with screen in hallway, shows everything in sensory room. Images are not recorded. Proper supervision by school staff.
p. Parent Association (PA) fundraising events involving pupils	Medium	Inappropriate behaviour Harm from other children Harm from school personnel Harm from visiting adults	Code of Behaviour. Anti-Bullying Policy. Supervision by Teachers/SNAs.
q. Care of children with special educational needs	Medium	Harm by school personnel Harm by other pupils Harm by visiting adults	Code of Behaviour. Anti-Bullying Policy. Supervision by Teachers/SNAs.
r. Management of challenging behaviour amongst pupils	Medium	Injury/harm by pupils	Involvement of parent(s)/guardian(s). Pro-active teaching of rules and Code of Behaviour. Health and Safety Policy. Proper supervision by Teachers/SNAs.

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s. Administration of Medicine	Medium	Harm from school personnel	Administration of Medicines Policy. Training arranged as required. Consultation with parent(s)/guardian(s).
t. Administration of First Aid	Medium	Harm by school personnel	Health and Safety Policy. Doors must remain open. Proper procedure to be followed.
u. Curricular provision in respect of SPHE, RSE, Stay Safe	Low	Non-teaching of content	School implements SPHE, RSE, Stay Safe in full.
v. Prevention and dealing with bullying amongst pupils	Medium	Bullying	Anti-Bullying Policy. Code of Behaviour. Effective and varied teaching methodologies used.
w. Training of school personnel in child protection matters	Medium	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures and other relevant documents made available to staff. All staff, including DLP and Deputy DLP to complete any training offered by PDST. All records of staff and Board of Management (BoM) Child Protection training are maintained in school office.
x. Use of external personnel to supplement curriculum	Medium	Harm by external personnel	All volunteers and external coaches are properly Garda vetted. The class teacher must remain with their class when supported by external personnel.

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<p>y. Care of pupils with specific vulnerabilities/needs such as:</p> <ul style="list-style-type: none"> <li>i. <i>pupils from ethnic minorities/migrants</i></li> <li>ii. <i>members of the Traveller community</i></li> <li>iii. <i>lesbian, gay, bisexual, transgender (LGBT) pupils</i></li> <li>iv. <i>pupils perceived to be LGBT</i></li> <li>v. <i>pupils of minority religious faiths</i></li> <li>vi. <i>children in care</i></li> </ul>	Medium	<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>	Medium	<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.</p>
<p>aa. Use of Information &amp; Communication Technology (ICT) by pupils in school</p>	High	<p>Harm by adults Bullying - Cyber Bullying</p>	<p>Acceptable Use Policy (AUP). Anti-Bullying Policy. Information days/evenings organised for pupils, parent(s)/guardian(s). Teacher to view contents of videos before pupil's view. Teacher to strictly adhere to age limit on all videos (U12, PG, etc.). Stay Safe programme implemented fully. School uses Level 4 'content filtering' provided by PDST.</p>

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bb. Interaction with visitors to the school	Medium	Harm by visiting adults	All visitors must report to school secretary and sign the visitors' book.
cc. Transition Year (TY) Students participating in work experience in the school	Medium	Harm by student	Student must be supervised by the relevant teachers.
dd. Student teachers/SNAs undertaking training placement in school	Low	Harm by student	Student teacher/SNA must be supervised by the relevant teacher. Garda Vetting is required for all student teachers/SNAs.
ee. Use of video/photography/other media to record school events	High	Harm by visiting adults Bullying	Acceptable Use Policy (AUP). Pupil's mobile phone policy. Anti-Bullying Policy. Code of Behaviour. Children are not permitted to use electronic devices unless under the supervision of an adult.
ff. Use of school premises by other organisations during school day e.g., classes for parent(s)/guardian(s)	Low	Harm by adults	Glass panels in doors.

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gg. The school site is utilised by other services with the approval of the BoM	Medium	Harm by adults	Service providers utilising the school premises shall be responsible for the review and implementation of their own Child Protection Procedures.
hh. After school clubs	Low	Harm by other pupils Harm by visiting adults Harm by school personnel	Supervision by teachers.
ii. Hire of school premises to Dun Laoghaire Tuition Centre (DLTC) during school holidays	Low	Harm from DLTC students and staff Harm from school personnel	Except for the time that the school summer camps are operating, DLTC have exclusive use of the school. DLTC are responsible for ensuring that their Child Protection Procedures are in place.
jj. School Summer Camp and Drama Easter and Summer Camp	Medium	Harm from DLTC students and staff Harm from Summer Camp personnel	Both camps are responsible for drawing up their own Child Protection Procedures and for ensuring that there are adequate supervision arrangements in place.
kk. Special Class bus	Medium	Harm from non-school personnel Harm by school personnel	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.



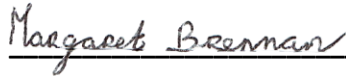
**Important Note:**

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 BoM 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 was originally completed by the BoM on the 16<sup>th</sup> April 2018. It was reviewed at a board meeting on the 19<sup>th</sup> April 2021 as part of the school’s annual review of its Child Safeguarding Statement and Procedures.

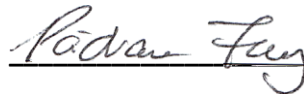
**Signed:**

  
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**Margaret Brennan, Chairperson of the BoM**

**Date:**

**19/04/2021**

  
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**Pádraic Fay, Principal/Secretary to the BoM**

**19/04/2021**