Derrinacahara NS
Dunmanway
Co.Cork.

Derrinacahara NS Child Safeguarding Risk Assessment 2024/2025

Written Assessment of Risk of Derrinacahara NS.

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 ofthe *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Derrinacahara NS.

1. **List of school activities**	2. **The school has identified the following risk of harm in respect of its activities**	**3. The school has the following procedures in place to address the risks of harm identified in this assessment -**
1. **Training of school personnel in Child Protection matters**	Harm not recognised or reported promptly	• Derrinacahara NS Child Safeguarding Statement and Child Safeguarding Risk Assessment & Department of Education & Skills procedures are made available to all staff. • Staff members will acknowledge receipt same. • Staff members will acknowledge that they are aware of their responsibility to be familiar with and implement consistently, the contents of Derrinacahara NS Child

			Safeguarding Statement and Child Safeguarding Risk Assessment. ● All staff members will view Túsla training module & any other online training offered by PDST. ● BOM records all records of staff and board training
2.	**Daily arrival and dismissal of pupils.**	Risk of child being harmed in the school by another child. Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff	As detailed in our school **Supervision Policy:** ● The BOM has a suitable yard/playground supervision rota (commencing at 8.50pm for assembly and finishing at 2.40 pm for dismissal to ensure appropriate supervision of children during, assembly and dismissal and recreation breaks). ● All adults are required to report to the school office With the exception of the main entrance, with the exception of break times all school doors are closed. School buildings and grounds are monitored by CCTV. ● Parents of pupils in classes from Rang 1 to Rang 6 must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day. Parents (or authorized people) of Junior and Senior infant pupils must collect their child from the teacher on the school grounds.

3.	**Recreation breaks for pupils**	Risk of child being harmed in the school by another child. Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff	In line with our School **Health & Safety Policy:** ● The school has a suitable yard/playground supervision roster for both teaching staff and SNA's to ensure appropriate supervision of children during recreation breaks. ● Appointed adults wishing to collect a pupil during recreation time must report to school office and are not permitted to enter the school yard.
4.	**Hand-over of children to an appointed adult at Infant collection time (2.00 pm).**	Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff	● 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. ● Children are lined up by their teacher and released to their appointed adult. ● If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult. ● In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult. ● If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from

			school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately. ● Class teacher will be made aware promptly by the principal of any information given to the school that relates to parental separation/ custody right etc. that may affect the collecting arrangements previously arranged for the child.
5.	**Late drop-offs, early collection, late pick up, attendance**		● In line with our **School Attendance Policy**: ● Latecomers must be accompanied to the main entrance by an appointed adult. The pupil will be given access to the school building by the office secretary. The class teacher records the punctuality on Aladdin. Frequent lateness will be to the attention of the parents. ● Early Leavers must be signed out by an appointed adult. The appointed adult must wait in the reception area while the child is called using the intercom system. ● Significant concerns in relation to time keeping are reported to the Education Welfare Officer. ● Children's attendance at school will be monitored with an explanation required for any missed days. ● Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral.

7.	**Classroom teaching**	Harm by school personnel Harm from other pupils,	● All school staff will be supplied with a hard copy of the school **Child Safeguarding Statement and Child Safeguarding Risk Assessment.** ● Glass viewing panels installed in all doors. ● Pupils are supervised during all times in the classroom.
8.	**One to one teaching and counselling.**	Risk of harm in one-to-one situation.	● Parents are informed and provide consent if children are withdrawn from class on a regular basis. ● Glass panels are installed in the doors of all classrooms in the school. ● Glass panels will not be obscured in any way. ● Window blinds, where fitted, will remain open during pupil contact time.
9.	**Application of sanctions under the school's Internet Acceptable User Policy specifically confiscation of phones**	Harm by school personnel	In line with school **Internet Acceptable User Policy:** ● Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent/guardian.

10.	**School-based bullying, verbal, physical or psychological**	Risk of harm due to bullying of child	The school **Anti Bullying Policy** is available to all staff . ● Anti-bullying policies on our school website to inform parents. ● Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries. ● Adequate supervision is provided to ensure code of behaviour is being followed. ● All procedures as outlined in our Anti Bullying Policy will be followed
11.	**Management of challenging behavior amongst pupils**	Harm by school personnel	As outlined in **Department of Education & Skills Primary Circular 02/05** some pupils with serious difficulties may require more urgent action. ● Should these cases present, they will, with parent / guardian permission, be discussed with the relevant Special Needs Education Officer (SENO) and/or NEPS psychologist. ● This may lead to a more detailed behavioural management programme being implemented at home and or in class or to a referral for further specialist assessment. ● SNAs and support teachers will follow educational plans for these particular students. ● Intervention plans will be agreed with the parents / guardians.

			● The school will engage the services of the **Special Education Support Services (SESS)** to support teaching and non teaching staff when required.
12.	**Administration of First Aid**	Risk of child being harmed in the school by another adult.	In line with our school **Accident & Injury Policy:** ● All staff will exercise their duty of care to pupils for the duration of the school day. In the event of Accident or Injury to a pupil: ● Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s. ● Accidents/injuries that involve treatment of minor cuts, bumps etc that are not exposed will be treated in the presence of another staff member. ● In the event of a major accident or injury, more than one adult will remain with the injured child. Parents/ Guardians will be contacted and the G.P/ emergency services where necessary.
13.	**Administration of Medicine**	Risk of child being harmed in the school by another adult.	In line with our school **Administration of Medicines Policy:** ● With the consent of the parents/guardians, relevant staff will be made aware of any children in their care who have medical conditions ● Class teachers meet parents of children with medical conditions at the beginning of each school year to ensure information is up to date and to agree on the arrangements for the care of their child's medical needs ● Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson

			of the Board of Management.
14.	**Care of pupils with specific vulnerabilities/ needs such as** **Pupil from ethnic minorities/migrants** **Members of the Traveller Community** **Lesbian, gay, bisexual or transgender (LGBT) children** **Pupils perceived to be LGBT** **Pupils of minority religious faiths** **Children in care** **Children on CPNS**	Harm by school personnel Harm from other pupils, Harm from adults at the venue	In line with our school **Mission Statement:** ● Derrinacahara NS will be welcoming and caring towards the needs of pupils with specific vulnerabilities. ● In as far as is possible the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc. ● A written copy of any parental agreement that exists on matters will be kept on file and with parents consent brought to the attention of relevant staff. ● Parents will be notified of any changes from agreed procedures. ● At all times the dignity and privacy of the pupil will be paramount. Practices and procedures in this regard are detailed in various school policies such as : ● Code of Behaviour ● Anti Bullying Policy ● Anti Cyber Bullying Policy ● S.P.H.E Policy ● Supervision policy ● Mobile Phones Policy ● Acceptable Usage Policy ● School Tours Policy

15.	**Participation by pupils in religious ceremonies/religious instruction external to the school.**	Harm from other pupils Harm from other adults	In line with our school **Supervision Policy:** ● Pupils will not be permitted to make their way to the church unaccompanied. ● Teachers will ensure there is supervision at all times both en route to and in the church. ● Where ceremonies are conducted outside of school time it is parents responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location. ● Where ceremonies take place as part of a scheduled mass outside of school time it is parents responsibility to ensure that their child/children are adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony.
16.	**Toilet Areas**	Inappropriate behaviour	**During pupil contact time:** ● Pupils ask for permission to use classroom toilet facilities. ● Only one pupil at a time permitted in the class toilets. ● All mainstream classrooms have 2 toilets. One is assigned to girls and one to boys. **During recreation breaks:**

			● All staff to encourage children to use the toilet before breaktimes, children are discouraged from using toilet facilities when outdoors however they will be allowed where necessary ● Pupils must get permission from the teacher on yard duty to enter the school to use the designated break-time toilets. ● Only one pupil at a time is permitted. ● During wet days when children are indoors during breaks they must ask permission of the supervising teacher to use toilets
17.	**Information Communication Technology and other digital devices.**	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.	● Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorized as Personal such as blogs and Social Networking such as Tik Tok, Snapchat and Face book. It is the responsibility of all teachers to vet any video prior to showing it to the children. In line with our school's **Acceptable Usage Policy:** ● Internet sessions will always be supervised by a teacher. If a teacher is not present in the room, access to the Internet is prohibited.

			● Pupils are not permitted to use personal devices at school unless they are requested to bring same to school by a member of the teaching staff for use during school for educational purposes. ● See Acceptable Usage Policy for more details.
18.	**Storage or publication of photos of children**	Risk of pupil images being accessed and used inappropriately.	In line with the school **Data Protection Policy**: ● Parental consent to take photos of children is obtained by the school on enrolment and on an annual basis. ● Class teachers are made aware of any children in his or her class who do not have permission to be in school photos. ● Photos are stored securely. ● Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes. ● Children are not permitted to use camera phones/digital devices or smart watches during the school day or at school events or on school outings
19.	**Data protection**	Risk of personnel information regarding pupils being accessed and used inappropriately.	In line with the school's **Data Protection Policy:** ● Confidential documents relating to children in the school are stored securely in the school. ● Hard copies are stored in locked filing cabinets in the Principals Office/Admin Office/Teachers filing cabinets. ● Soft copies are stored in a secure online database. A password is required to access the documents.

			● Documents are shared with staff on a need to know basis.
20.	**Use of video/photography/other media to record school events**	Bullying Harm from adults Harm from other pupils	It is school policy that: ● Parents will be informed annually that any photographs or videos of school events or school related events taken by parents or other individuals are for private, personal use only. ● Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others (e.g. Face book).
21.	**Interaction with visitors to the school/external coaches.**	Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff	● Visitors and external coaches must sign in at reception at the front entrance before accessing the main school building. ● Regular visitors to the school, e.g. external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school. ● Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organization and a copy of any appropriate insurance. In line with our school's **Health and Safety Statement:** ● Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.

22.	**Student teachers undertaking training placement in school.**	Risk of child being harmed in the school by another adult.	In line with our school **Policy on Students on Teaching Placement:** Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with: ● Written verification that the placement is supported by and indemnified by the college in which the student is attending. ● Confirmation that Derrinacahara NS vetting obligations (as per DES circular 31/2016) will be complied with in advanceof commencing teaching placement.
23.	**Students participating in work experience**	Risk of child being harmed in the school by another adult.	In line with our school **Policy on Students on Work Experience:** ● The school requires confirmation from the school college, in writing, that St. John's National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement. ● Students must be able to provide current NVB vetting documentation which should be processed in advance of placement start date through the student's post-primary school or the relevant colleges. ● Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations.
24.	**Use of the school premises by outside groups/individuals.**	Risk from other adults	In line with our school's **Use of the School Premises Policy:** ● In the event of individuals/groups using the school premises outside of school hours, it is essential that

			those who have access provide evidence of up to date vetting to the BOM.
25.	**Sporting Activities** **and** **Annual Sports Day**	Harm by school personnel Harm from other pupils, Harm from other adults at the venue	In line with our school **Supervision Policy and Health and Safety Policy**: ● All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site.
27.	**Use of off-site facilities for school activities**	Harm from other adults at the venue Harm from other pupils	In line with our school **Supervision Policy and Health and Safety Policy**: ● All teachers will exercise their duty of care to pupils during school activities whether undertaken on site or off site. ● Prior to the use of off-site facilities teachers will give careful consideration as to the suitability of the venue and activity for their particular class.
28.	**Use of external coaches/instructors during off-site activities.**	Harm from unknown adults at the venue	In line with our school **Supervision Policy and Health and Safety Policy**: ● All teachers will exercise their Duty of Care to pupils during school activities undertaken off site/on site. ● Organisers of activities involving the use of external instructors must receive confirmation in writing from

			the host organisation that their coaches/instructors have suitable vetting. ● All teachers will accompany their class where external coaches are instructing.

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 tomanage 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.

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as "any potential for harm". Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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.

This Child Safeguarding Risk Assessment was adopted by the Board of Management on _____ [date].

This Child Safeguarding Risk Assessment was reviewed by the Board of Management on _____ [most recent review date].

Signed: _____	Signed: _____
Chairperson of Board of Management	Principal/Secretary to the Board of Management
Date: _____	Date: _____