

**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 Radharc na Mara
Primary School**

List of School Activities	Risk Level	The School has identified the following Risk of <u>Harm</u>	The School has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	High	Harm to child if not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff DLP& DDLP to familiarise themselves with all elements of new child protection provisions All Staff to review new measures and familiarise themselves with their roles and responsibilities through the school's Child Protection Pack
Physical Contact	High	Risk of harm to child	Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child the following should be factors in determining it's appropriateness: - <ul style="list-style-type: none"> ● It is acceptable to the child ● It is open and not secretive ● The age and developmental stage of the child School personnel should avoid doing anything of a personal nature for children that they can do for themselves.
One to one teaching	Med	Harm by school personnel	School has procedures in place for one to one teaching It is the policy that one-to-one teaching is often in the best interest of the child. Every effort will be made to ensure that this teaching takes place in an open environment. Work being carried out by special needs assistants will be carried out under the direction of the class teacher in an open environment. A copy of the time table is given to the principal and on display in the classroom. Classroom door to be left open Table between teacher and pupil Door Windows kept clear

Care of Children with special needs, including intimate care needs	High	Harm by school personnel	<p>The school has intimate care procedures in place in respect of student with specific toileting/intimate care needs:</p> <p>In all situations where a pupil needs assistance with toileting /intimate care a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, principal and if appropriate the pupil . The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved is absent. A written copy of what has been agreed will be made and kept in the child's file.</p> <p>Two members of staff will be present when dealing with intimate care/ toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.</p>
Toilet areas	High	Inappropriate behaviour	<p>Toileting accidents:</p> <p>Clean underwear and suitable clothing will be kept in the school so that if a pupil has an 'accident' of this nature they will in the first instance be offered fresh clothing into which they can change.</p> <p>If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted the child will be assisted by members of staff familiar to the child. In all such situations two members of staff should be present. A record of all such incidents will be kept and principal and parents will be notified.</p>
Curricular provision in respect of SPHE, RSE, Stay Safe	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full
Daily arrival and dismissal of pupils	Med	Harm from older pupils, unknown adults on the playground	<p>School gate is supervised by caretaker in the morning and evening. Only staff cars allowed in car park to reduce risk of accidents. School door locked until 8:50am and full supervision by staff from the time the pupils enter the school. School gate locked and doors on buzzer system during the school day.</p> <p>Children are not allowed to be collected by somebody unknown to the staff.</p>
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	High	Injury to pupils and staff	<p>Minimal restraint will be used in cases of extreme aggression or violence by a pupil to ensure the safety of other pupils and staff.</p> <p>Health & Safety Policy Code Of Behaviour & Discipline</p>

Visiting Sports Coaches/Guest Speakers/ Use of external personnel to supplement curriculum	Med	Harm to pupils	Visitors / Guest Speakers/External sports coaches should never be left alone with pupils. The school (principal/teachers) has a responsibility to check out the credentials of the visitor/guest speaker/External sports coaches and to ensure that the material in use by guests is appropriate.
Recreation breaks for pupils	High	Risk of harm due to inadequate supervision of children in school	The school has playground supervision procedures to ensure appropriate supervision of children during, assembly, dismissal and breaks. The Playworks Programme which is in operation in the school reduces the risk of accidents, bullying and exclusion of pupils At all times there must be adequate supervision of pupils.
Sporting Activities/Swimming School Outings/Trips/Tours/Practice for Religious Ceremonies outside the school	High	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons	The school ensures adequate supervision for all trips and activities. Children will not travel alone in staff teachers cars. Changing for Games/ PE/ Swimming Pupils will be expected to dress and undress themselves for games/PE/ swimming. Where assistance is needed this will be done in the communal areas and with the consent of parents. Under no circumstances will members of staff/ volunteers be expected to or allowed to dress/undress a child in a cubicle/private area. In such situations where privacy is required the parent/guardian of the child will be asked to assist the child.
School Trips involving foreign travel and/or overnight stays.	High	Risk of harm due to inappropriate relationship/communications between child and another child or adult.	Policy on Child Protection on Overseas Visits
Classroom teaching	Low	Harm to pupils	The school has a code of conduct for school personnel (teaching and non-teaching staff) 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

<p>Administration of Medicine Administration of First Aid</p>	Med	Injury/Harm to Child	<p>The School has agreed procedures around administration of medicine and first aid It is the policy of the Board of Management of Holy Trinity School that pupils requiring drugs or medication during the school day will have them administered by their parents. However, if a pupil has a serious allergy and requires an epipen, this will be kept in a locked box in the pupil's classroom for use in the case of an emergency. All staff will be made aware of pupils requiring an epipen –(Child's photo displayed in staff room). Children who require inhalers keep them in their own possession and administer them as required. First aid boxes on every floor.</p>
<p>Prevention and dealing with bullying amongst pupils</p>	Med	Risk of harm due to bullying of child	<p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></p>
<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> ● Pupils from ethnic minorities/migrants ● Members of the Traveller community ● Pupils of minority religious faiths ● Children in care ● Children on CPNS 	Med	Risk of harm due to bullying of child	<p>The school has in place a code of behaviour for pupils and an anti-bullying policy Education of pupils through SPHE/Stay Safe Programmes Provision of Meditation Programme for vulnerable children. Multi- Sensory Room Set up in progress.</p>

<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> ● Teachers ● SNA's ● Caretaker/Secretary/Cleaners ● Sports coaches ● External Tutors/Guest Speakers ● Volunteers/Parents in school activities ● Visitors/contractors present in school during school hours ● Visitors/contractors present during after school activities 	Med	Harm not recognised or properly or promptly reported Harm to pupils	<p>Child Safeguarding Statement & DES procedures made available to all staff</p> <p>Staff to view Tusla training module & any other online training offered by PDST</p> <p>Vetting Procedures</p> <p>Adequate supervision by class teachers</p> <p>Policy on Parents / Volunteers</p> <p>Policy on Visiting Contractors</p>
Use of Information and Communication Technology by pupils in school	Med	Bullying	<p>Internet Safety</p> <p>Children are adequately supervised on the internet in school. Children must have mobile phones switched off in school. They have consent to bring them for school related activities outside of school. The schools acceptable use policy outlines the decisions the school has taken in relation to technology including mobile phones, pictures etc.</p> <p>While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable a full record of the incident should be made and reported to principal and parents.</p> <p>I.C.T. A.U.P. policy</p> <p>Anti-Bullying Policy</p> <p>Code of Behaviour</p>

Application of sanctions under the school's Code of Behaviour including detention of pupils, removal from peers/ time out	Med	Risk of harm due to inadequate supervision of children in school	Supervision by alternate Class Teacher/SNA/Principal/Deputy Principal
Students participating in work experience in the school	Low	Harm of Pupils	Class teacher supervision at all times The school has in place procedures in respect of students undertaking work experience in the school
Student teachers undertaking training placement in school	Low	Harm of Pupils	Class teacher supervision at all times The school has in place procedures in respect of student teacher placements

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

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management