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## **Written Assessment of Risk of Ballycurrane NS**

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 Ballycurrane NS

1. **List of school activities**

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| 1. Daily arrival and dismissal of pupils 2. Recreation Breaks 3. Classroom Teaching 4. One to One Teaching 5. Outdoor Teaching/Sporting Activities 6. School Outings 7. Off site facilities 8. School Transport 9. Care of children with special needs, including intimate care where needed. 10. Management of challenging behaviour amongst pupils, including appropriate use of   restraint where required.   1. Prevention & dealing with bullying amongst pupils 2. Curricular provision in respect of SPHE, RSE, Stay Safe & Making The Links 3. Religious Sacrament Preparation 4. Training of school personnel in child protection matters 5. Sanctions/Punishments 6. Annual Sports Day 7. Use of external personnel to supplement curriculum 8. Administration of First Aid 9. Student participating in work experience in the school 10. Use of photography or video. 11. Care of pupils with specific vulnerabilities/needs such as  * Pupils from ethnic minorities/migrants * Members of the Traveller community * Lesbian, gay, bisexual or transgender (LGBT) children * Pupils perceived to b LGBT * Pupils of minority religious faiths * Children in care * Children on CPNS * Children with medical needs   23 Recruitment of school personnel including –   * Teachers/SNA’s * Caretaker/Secretary/Cleaners * Sports coaches * External Tutors/Guest Speakers * Volunteers/Parents in school activites * Visitors/contractors present in school during school hours * Visitors/contractors present during after school activities   24 Use of Information and Communication Technology by pupils in school including  social media  25 Application of sanctions under the school’s Code of Behaviour including detention  of pupils, confiscation of phones etc.  26 Student teachers undertaking training placement in school.  27.Use of video/photography/other media to record school events.  28. Lack of space for children in smaller classrooms along with wheelchair user.  29. Children accessing toilets by going out of the classroom. |
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1. **The school has identified the following risk of harm in respect of its activities –**

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| 1. Risk of harm not being recognised by school personnel 2. Risk of harm not being reported properly & promptly by school personnel 3. Risk of child being harmed in the school by a member of school personnel 4. Risk of child being harmed in the school by another child 5. Risk of child being harmed in the school by volunteer or visitor to the school 6. 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 etc   1. Risk of harm due to inappropriate use of online remote teaching and learning communication   platform such as uninvited person accessing the lesson link, students being left  unsupervised for long periods of time in breakout rooms   1. Risk of harm due to bullying of child 2. Risk of harm due to racism 3. Risk of harm due to inadequate supervision of children in school 4. Risk of harm due to inadequate supervision of children while attending out of school   activities   1. Risk of harm due to inappropriate relationship/communications between child and another   child or adult.   1. Risk of harm due to children inappropriately accessing/using computers social media,   phones and other devices while at school   1. Risk of harm to children with SEN who have particular vulnerabilities, including medical   vulnerabilities.   1. Risk of harm to child while a child is receiving intimate care 2. Risk of harm due to inadequate code of behaviour 3. Risk of harm in one-to-one teaching, counselling, coaching situation. 4. Risk of harm caused by member of school personnel communicating with pupils in an   inappropriate manner via social media, texting, digital device or other manner   1. Risk of harm caused by member of school personnel accessing/circulating inappropriate   material via social media, texting, digital device or other manner   1. Risk of harm in playgroung - animal waste, broken glass, tree stumps 2. Risk of harm by children going outside to the bathroom unsupervised 3. Risk of harm by children falling/getting hurt in small space classrooms |

1. **The school has the following procedures in place to address the risks of harm identified in this assessment –**

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| * All School personnel are provided with a copy of the school’s Child Safeguarding   statement   * The Child Protection Procedures for Primary & Post Primary Schools 2017 are   Made available to all school personnel.   * School Personnel are required to adhere to the Child Protection Procedures for   Primary & Post Primary Schools 2017 and all registered teaching staff are  required to adhere to the Children First Act 2015 and its Addendum (2019).   * All staff expected to comply with the Teaching Councils Code of Conduct   <https://www.teachingcouncil.ie/en/publications/fitness-to-teach/code-of->  professional-conduct-for-teachers1.pdf  All staff have viewed & completed assessement of Tusla Training Module & PDST online  training.   * BoM will record all records of staff & BoM training. * All teachers, SNA’s, Secretary, Coaches, Music Teachers, Substitute Teachers   Garda Vetted & employed following correct BoM recruitment procedures.   * Desk between teacher & pupil when possible * Goup teaching is preferable when possible. * Children only allowed into toilet one at a time following permission from teacher. * Letter/Email sent to parents every year to remind them not to drop children to school   Before 9.10am.   * Junior & Senior Infants walked to gate & only dismissed when parents arrive. * First to 6th Classes are walked to front gate by their teachers, where parents/   guardians/bus collect them.   * Teacher & SNA on duty at all times during breaks. Pupils will not be allowed to   enter the school unless they need the toilet.   * Classes play in their designate areas. * Code of Behaviour Policy applies. * School implements SPHE, RSE & Stay Safe in full. * Cameras on front door, front door locked at all times, intercom is used. * Anti-bullying and Code of Behaviour Policies. * All sport coaches must show proof of vetting to the Principal before coaching   session begins.   * Copy of vetting of sports coaches is kept in the vetting folder in office. * Teacher always present with sports coaches. * Teacher accompanies pupils to & from Aura Leisure Centre & observe lessons. * Children use appropriate changing facilities. * Aura Leisure Centre provide school with Child Protection Policy. * Permission sought from parents to photograph & record children for publication   in local newspaper, school newsletter, & school website where applicable.   * Data Protection Policy * Parents will be asked not to publish photographs of other children at school events   On social media websites reminder to be sent out before all school events  e.g. Christmas Play, Sports Day etc.   * Anti-Bullying Policy * Internet & Acceptable Use Policy. * Mobile Phones are prohibited in school. * Safer Internet Day. * Students on work experience must be Garda vetted by their school or college   And a copy kept in the vetting folder in the office.   * Students will not be left alone with pupils. * All staff members have First Aid Training * All priests conducting religious ceremonies are Garda Vetted. * Visitors Book to be signed by everyone entering the school. * School yard checked by staff regularly for rubbish, animal waste, broken glass etc |

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| **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 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.

This risk assessment has been completed by the Board of Management on .12th March 2018. It shall 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

**Checklist for Review of the Child Safeguarding Statement**

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school’s Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017.*

|  | **Yes/No** |
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| 1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’? |  |
| 1. As part of the school’s Child Safeguarding Statement, has the Board formally adopted, without modification, the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’’? |  |
| 1. Does the school’s Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? |  |
| 1. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? |  |
| 1. Has the DLP attended available child protection training? |  |
| 1. Has the Deputy DLP attended available child protection training? |  |
| 1. Have any members of the Board attended child protection training? |  |
| 1. Are there both a DLP and a Deputy DLP currently appointed? |  |
| 1. Are the relevant contact details (Tusla and An Garda Síochána) to hand? |  |
| 1. Has the Board arrangements in place to communicate the school’s Child Safeguarding Statement to new school personnel? |  |
| 1. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ and the Children First Act 2015? |  |
| 1. Has the Board received a Principal’s Child Protection Oversight Report at each Board meeting held since the last review was undertaken? |  |
| 1. Since the Board’s last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP? |  |
| 1. Since the Board’s last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made? |  |
| 1. Since the Board’s last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel? |  |
| 1. Has the Board been provided with and reviewed all documents relevant to the Principal’s Child Protection Oversight Report? |  |
| 1. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed? |  |
| 1. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?\* |  |
| 1. Were child protection matters reported to the Board appropriately recorded in the Board minutes? |  |
| 1. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely? |  |
| 1. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ |  |
| 1. In relation to any cases identified at question 21above, has the Board ensured that any notifications required section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ were subsequently issued by the DLP? |  |
| 1. Has the Board ensured that the Parents’ Association (if any), has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the Board ensured that the patron has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the Board ensured that the school’s Child Safeguarding Statement is available to parents on request? |  |
| 1. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools) |  |
| 1. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools) |  |
| 1. Has the Board ensured that the SPHE curriculum is implemented in full in the school? |  |
| 1. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? \* |  |
| 1. Is the Board satisfied that the Department’s requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?\* |  |
| 1. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?\* |  |
| 1. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school’s Child Safeguarding Statement? |  |
| 1. Has the Board sought the feedback of parents in relation to the school’s compliance with the requirements of the child safeguarding requirements of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ |  |
| 1. Has the Board sought the feedback of pupils in relation to the school’s child safeguarding arrangements? |  |
| 1. Is the Board satisfied that the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ are being fully and adequately implemented by the school? |  |
| 1. Has the Board identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement? |  |
| 1. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school’s Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ? |  |
| 1. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school’s Child Safeguarding Statement have been adequately addressed? |  |

\*In schools where the ETB is the employer the responsibility for meeting the employer’s requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management

**Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

The Board of Management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wishes to inform you that:

• The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date].

• This review was conducted in accordance with the “Checklist for Review of the Child Safeguarding Statement” published on the Department’s ‘website [www.education.ie](http://www.education.ie)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management