



Holy Family S.N.S., River Valley, Swords, Roll No. 19877C / Charity No. 20204657

## **Child Safeguarding Statement and Risk Assessment**

### **Child Safeguarding Statement**

Holy Family S.N.S., River Valley, Swords, Co. Dublin, K67V9V2 is a senior primary school providing primary education to pupils from Third to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Holy Family S.N.S. has agreed to the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement.
- 2 The Designated Liaison Person (DLP) is Geraldine Gowen (Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Fionnuala Shelly (Deputy Principal)
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully cooperate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.

- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers. This Child Safeguarding Statement was adopted by the Board of Management on 10<sup>th</sup> January 2022.

This Child Safeguarding Statement was reviewed by the Board of Management on 10<sup>th</sup> January 2022. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Holy Family 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 Holy Family S.N.S.

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 –
<b>Child Protection Training of School Personnel</b>	<ul style="list-style-type: none"> <li>● Indicators of harm /abuse not being recognised by school personnel</li> <li>● Harm / Abuse not being reported properly and promptly by school personnel</li> <li>● Risk of child being harmed in the school by a member of school personnel</li> <li>● Risk of child being harmed by a volunteer / parent while child is participating in school activities</li> </ul>	<b>The Provision of information and training for all school personnel</b> The BOM – <ul style="list-style-type: none"> <li>● Provides all school personnel with a copy of the school’s Child Safeguarding Statement &amp; Risk Assessment.</li> <li>● Requires that all school personnel sign the Acceptance of Holy Family S.N.S. Child Protection Safeguarding Statement form and return a signed copy to the DLP</li> <li>● Ensures the DE child protection procedures are made available to all school personnel</li> <li>● Requires that all school personnel, mandated and non-mandated, adhere to the DES <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered</li> </ul>

	<ul style="list-style-type: none"> <li>● Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities or out of school activities, for e.g school outings, swimming lessons.</li> <li>● Risk of child being harmed in the school by another child</li> </ul>	<p>teaching staff are required to adhere to the Children First Act 2015 and its Addendum (2019)</p> <ul style="list-style-type: none"> <li>● Ensures staff avail of relevant training <ul style="list-style-type: none"> <li>a) the DLP /DDLDP must avail of training provided by a professional organisation (e.g. PDST) on a regular basis – Certificate of attendance provided to the BOM</li> <li>b) All school personnel are required to do the online Tusla training and provide a copy of the certificate of completion to the DLP</li> <li>c) A Croke Park session will be utilised on an annual basis to address the DE child protection requirements of staff.</li> <li>d) Encourages the board of management members to avail of relevant training</li> </ul> </li> <li>● Maintains records of all staff and board member training</li> </ul>
<p><b>Record Keeping</b></p>	<ul style="list-style-type: none"> <li>● Risk of Sensitive Information not being shared with DLP / DDLDP as required</li> <li>● Risk of records of a sensitive nature not being properly secured and treated in confidence</li> <li>● Risk of loss of records of a sensitive nature</li> </ul>	<p><b>Record Keeping</b></p> <p>All school personnel are required to ensure that the DLP is aware of any sensitive records e.g. child protection monitoring records they are maintaining and to ensure that all such records are kept in a secure location and are treated with the strictest of confidence.</p> <p>All such records form part of the school record keeping system and must be filed with the central school records at the end of the school year or in the event that the staff member is going on 'leave' e.g. maternity</p>

		leave, career break etc. or is leaving the school to take up employment elsewhere.
<b>Recruitment of school personnel And Volunteers / Parents in school activities</b>  <b>Sports Coaches/External Tutors/Guest Speakers</b>	<ul style="list-style-type: none"> <li>● Risk of recruiting unsuitable personnel</li> <li>● Indicators of harm /abuse not being recognised by school personnel</li> <li>● Harm / Abuse not being reported properly and promptly by school personnel</li> <li>● Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child is participating in school activities, by a member of staff of another organisation or other person while child participating in school activities</li> </ul>	<b>Garda Vetting and Recruitment of school personnel</b> All school personnel are required to be Garda vetted and the relevant DE circulars in relation to recruitment and Garda vetting are adhered to. Best practice procedures with regard to interviewing and checking references are followed All volunteers / parents regularly involved in school activities are Garda vetted All school personnel, volunteers / parents involved in school activities are provided with a copy of the school's Child Safeguarding and Risk Assessment Statement The school complies with the agreed disciplinary procedures for teaching staff and SNAs A copy of the policy for External Coaches/ Speakers was shared with teachers and SNAs.
<b>Curriculum Implementation of SPHE and the Stay Safe programme</b>	<ul style="list-style-type: none"> <li>● Risk of inadequate implementation of the SPHE curriculum and the Stay Safe programme</li> </ul>	<b>Planning for and implementation of the SPHE curriculum and the <i>Stay Safe</i> programme:</b>

	<ul style="list-style-type: none"> <li>● Risk of pupils not learning the skills and strategies necessary to protect themselves</li> </ul>	<p>The school implements in full the SPHE curriculum over a two year cycle as outlined in the school plan for SPHE.</p> <p>Parents will be notified each year by email in advance of commencement of the programme and also sent the relevant links.</p> <p>The Stay Safe Policy is available on the school website.</p> <p><b>Curriculum Implementation of SPHE and the Stay Safe programme</b></p> <p>The Stay Safe programme will be taught in its entirety in 3rd and 5th Classes in November and December.</p> <p>All teachers will revise the topics of Touches and Secrets and Telling in 4th and 6th classes.</p> <p>On completion of the Stay Safe programme all class teachers are required to sign the 'Completion of the Stay Safe Programme' document which is collected by the SPHE Coordinator and stored in the Principal's Office.</p> <p>Individual teacher planning documents must indicate when specific objectives of the SPHE curriculum, (including the Stay Safe programme) will be taught (timetabled for) and what specific objectives of SPHE, Stay Safe and RSE will be taught in that period of time.</p> <p>The Cuntas Miosiuil of individual teachers will highlight the SPHE content objectives covered and the Stay Safe</p>
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		lessons covered in that month and will include details of the Stay Safe Worksheets sent home.
<b>Prevention and dealing with bullying amongst pupils</b>	<ul style="list-style-type: none"> <li>● Risk of harm due to bullying of child</li> <li>● Risk of serious incidents of bullying not being recognised as being a child protection concern</li> <li>● Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour</li> </ul>	<p>All school personnel are required to act in accordance with the school's Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>. This policy is available on the school website.</p> <p>Pupils will receive teaching on the prevention of and dealing with bullying as part of the SPHE programme. In 3rd and 5th class, this teaching will be part of the Stay Safe programme. In 4th and 6th class, this teaching will be a stand alone unit.</p> <p>Child protection concerns that arise from serious instances of bullying amongst children must be reported to the DLP in accordance with DES Child Protection Procedures 2017</p> <p>A Friendship Week (with Anti-Bullying component) is held annually.</p>
<b>Online Safety</b>  <b>Use of Information and Communication Technology by pupils in school including social media</b>	<ul style="list-style-type: none"> <li>● Risk of harm to pupils by school personnel, other adults and children</li> <li>● Risk of pupils accessing inappropriate online material</li> </ul>	<p>The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, the use of tablets and personal devices such as phones, and has communicated this policy to parents. (All pupil phones must be switched off and left in school bags. Photographs/recordings of pupils made using staff's own personal devices must be uploaded to</p>



	<ul style="list-style-type: none"> <li>● Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour</li> </ul>	<p>the school website immediately and deleted from the personal device immediately.)</p> <p>As part of the SPHE curriculum, targeted age-appropriate lessons addressing online safety are provided for all pupils.</p> <p>Safer Internet Day is marked annually.</p> <p>Pupils learn appropriate strategies and skills for dealing with situations where they feel unsafe in the online community.</p>
<p><b>Online Teaching and Learning Remotely</b></p>	<ul style="list-style-type: none"> <li>● Risk of inappropriate behaviour/ conversations between school personnel and pupils or risk of harm due to an uninvited person accessing the lesson link or pupils left unsupervised for long periods of time in break out rooms</li> </ul>	<p>All school personnel must adhere to the policy for online teaching and learning remotely.</p>
<p><b>Use of information and communication technology by pupils in school</b></p>	<ul style="list-style-type: none"> <li>● Risk of pupil accessing inappropriate material</li> <li>● Risk of pupils being bullied through technology</li> <li>● Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social</li> </ul>	<p>Appropriate filtering level is implemented by NCTE/PDST. Acceptable Usage Policy is implemented and parents must sign to indicate acceptance of same upon enrolment.</p> <p>Code of Behaviour is implemented.</p> <p>Anti-Bullying policy is implemented.</p> <p>Teacher supervision- use of ICT is always under direct school staff supervision.</p>

	media, texting, digital device or other manner	No access to any social media platforms is possible within the school due to NCTE filtering.
<b>Arrival/Dismissal and Recreation breaks for pupils</b>	<ul style="list-style-type: none"> <li>● Risk of harm to pupils by another child or an adult</li> </ul>	<p>Teachers on supervision duty during the arrival, dismissal and recreation breaks.</p> <p>The school has yard supervision procedures to ensure appropriate supervision of children during arrival, dismissal and breaks (yard duty roster in place, a teacher to remain until supervising teacher present, teacher on duty to be asked for permission to leave yard to go to the toilet, two children at a time to go in to toilets from yard and inform teacher on duty on return to yard, teacher to walk class to gate for dismissal at end of the day, children on messages must be in pairs.)</p>
<b>One to one teaching</b>	<ul style="list-style-type: none"> <li>● Risk of child being harmed by a member of school personnel</li> <li>● Risk of allegations being made against a member of staff</li> </ul>	<p>The school has clear procedures for one-to-one teaching activities (as part of the SEN policy)</p> <p>One-to-one teaching may be provided for any pupil where it is deemed by teaching staff and the principal to be in the best interest of the child.</p> <p>At the beginning of the school year, signed parental consent for one to one teaching will be obtained on the form for accessing SEN support.</p>

		<p>All one to one teaching sessions should be clearly timetabled and should only be carried out where there are appropriate arrangements in place with regard to the physical environment (e.g. vision panel in door, open door policy, table between teacher and pupil).</p>
<p><b>Toileting Issues</b></p>	<ul style="list-style-type: none"> <li>● Risk of pupil being harmed by a member of school personnel or another child/ren</li> <li>● Risk of an allegation being made against a another child/ren or a member of school personnel</li> </ul>	<p>Pupils with Specific Toileting Needs: The individual needs of pupils with specific toileting needs are addressed as part of the requirements outlined in the school's Intimate Care policy.</p> <p>SNAs assisting pupils with toileting / changing must act in accordance with that child's plan as agreed with parents/carers and school personnel. Children with SEN will have a Toileting subsection in their PPP and a plan will be agreed in advance.</p> <p>Dealing with Toileting Accidents: The school has a supply of clean clothing and toilet wipes available for use in such situations. If the child can tend to themselves they will be offered wipes and clean clothing. The parent or carer will be informed by the teacher (by phone or email) of the incident.</p> <p><b>In any situation where the child cannot attend to themselves</b> the parents/ carers will be notified by phone of the incident. If, for any reason, the pupil is unable to clean or change themselves, two members of staff familiar to the pupil will attend to support his/ her needs.</p>

		<p>Staff attending to the child will do so in as 'open' an environment as possible with due regard to the privacy of the child.</p> <p>A brief Adverse Incident sheet should be filled out and shared with the Principal.</p> <p>It is important for staff to be aware that a parent/carer may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended to in this situation.</p>
<p><b>Changing for Games / PE/ Swimming (use of off site facilities for school activities)</b></p>	<ul style="list-style-type: none"> <li>● Risk of pupil being harmed by a member of school personnel or another child/ren</li> <li>● Risk of an allegation being made against a another child/ren or a member of school personnel</li> </ul>	<p>In all activities that require children to change clothing, staff must ensure that a balance is struck between the child's right to privacy and adequate supervision. Pupils will be expected to dress / undress themselves. Teachers will always be present in a supervisory capacity. School staff will not take any responsibility for the dressing / undressing of pupils – except where that child's intimate care policy requires staff assistance. The needs of pupils who require assistance will be addressed under the school's Intimate Care policy. Staff should never do anything of a personal nature for a child that the child can do themselves. Pupils will be encouraged to dress/undress in communal areas and will not be allowed to share cubicles with anyone else. Changing for activities will not be permitted in areas where personnel other than school personnel are present.</p> <p>Swimming Lessons: Only school personnel and school pupils are allowed in the changing room while the pool is in use by the school. Stay Safe Programme taught.</p>

		Supervising teacher remains in view of pupils during the swimming lesson in case of any accident/incident.
<b>Collection of Pupils</b>	<ul style="list-style-type: none"> <li>● Risk of pupil being harmed being allowed to leave school with an unsuitable adult or child.</li> <li>● Risk of harm to a child by an adult or child</li> <li>● Risk of an allegation being made against a another child/ren or a member of school personnel</li> </ul>	<p>Prior to the enrolment of a child and on an annual basis thereafter parents/ carers will be asked to supply the school with the names and contact details of any adult who may be collecting a pupil during the course of the year.</p> <p>Outside of normal dismissal times of the school, teachers will only release pupils to those nominated by the parent/carer or where advance notice of another adult collecting the pupil is given by the parent / carer. In the event that another person arrives to collect a child the school will endeavour to contact the parent/carer to get their permission. Under no circumstance will staff allow a child to leave the school with another person who does not have permission to collect them.</p>
<b>Managing challenging behaviour amongst pupils, including appropriate use of restraint</b>	<ul style="list-style-type: none"> <li>● Risk of harm to a child</li> <li>● Risk of an allegation being made against a member of school personnel</li> </ul>	<p><i>All relevant school personnel are trained in the Management of Actual and Potential Aggression (MAPA) - this is being researched by Fionnuala</i></p> <p>In addition to the school's Code of Behaviour, Positive Behaviour Management Strategies are in place for relevant pupils which are reviewed every six months or sooner if necessary.</p> <p>Parents / Guardians of pupils involved are consulted in the drawing up of such plans and strategies.</p> <p>Patterns of behaviour and triggers are identified where possible to try to minimise re-occurrence.</p>

		<p>When necessary the school will seek appropriate clinical and therapeutic supports for pupils. Behaviour incident forms / behaviour checklists are completed for all pupils who are presenting with challenging behaviour.</p> <p>In addition Adverse Incident forms are completed when staff or pupils suffer injury. These forms are completed by the staff involved and are reviewed and signed by the Principal. In all such cases parents/guardians of all pupils involved will be notified.</p> <p>Once a term, or more frequently if necessary, a report on the management of challenging behaviour and serious /adverse incidents will be brought to the BOM by the principal.</p>
<p><b>Sporting Activities</b></p> <p><b>Use of external personnel to support sports and other extra curricula activities.</b></p> <p><b>Travel to away Sporting Activities</b></p> <p><b>Annual Sports Day</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm to a child by an adult or child</li> <li>● Risk of harm not being recognised and/or reported correctly and appropriately</li> <li>● Risk of an allegation being made against a another child/ren or a member of school personnel</li> </ul>	<p><b>External personnel / coaches working with pupils</b></p> <p>In accordance with Circular No. 0042/2018 <i>‘Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills’ Wellbeing Policy Statement and Framework for Practice’</i> a member of the teaching staff will always be present when external personnel are working with students.</p> <p>All external coaches will be garda vetted.</p> <p>External coaches will be required to report child protection concerns to the DLP.</p>

		<p>A teacher/s will always accompany pupils travelling to sports events.</p> <p>Annual Sports day- children returning to school building to be accompanied by a teacher/SNA and another student.</p>
<p><b>Use of video/photography/other media to record school events</b></p>	<ul style="list-style-type: none"> <li>● Risk of pupils identity being inappropriately shared</li> <li>● Risk of harm to a child through inappropriately sharing of information</li> </ul>	<p>Pupil names are never used with pupil photos.</p> <p>Parents give signed permission for children to appear in print or online media</p> <p>In the event that staff use personal devices to photograph, record or video pupils and school events the data must be deleted from the personal device after material has been uploaded, printed or uploaded to the appropriate platform</p> <p>Principal/nominated person to communicate to parents taking pictures at school events not to share them on social media.</p>
<p><b>School tours / trips /outings</b></p> <p><b>Participation in religious ceremonies external to the school</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate supervision of pupils</li> <li>● Indicators of harm /abuse not being recognised by school personnel</li> </ul>	<p>All school trips, outings and tours will be sanctioned by the principal – in certain circumstances, the principal may have to get the prior approval of the BOM e.g. trips involving an overnight stay.</p> <p>Written parental consent must be given for all outings and tours.</p>

		<p>Teaching staff must ensure that activity centres / adventure centres where pupils are being brought have in place their own CSS and that all supervising staff in activity centres / adventure centres have been Garda vetted.</p> <p>The school has in place a policy and clear procedures in respect of school outings (Adequate seatbelts and insurance; additional adults to accompany class on outings. Ratio depends on the age of the pupils and also on the activity involved. Children using the toilets in groups under supervision. Permission slips signed by Parents/Guardians. Supervising teacher remains with class for the duration of tour/activity.)</p>
<p><b>Student teachers undertaking training placement</b></p>	<ul style="list-style-type: none"> <li>● Indicators of harm /abuse not being recognised by school personnel</li> <li>● Harm / Abuse not being reported properly and promptly by school personnel</li> <li>● Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities</li> </ul>	<p>Only students who are over 16 years of age and garda vetted, by the organisation placing them on work experience, will be accepted by the school on work experience.</p> <p>In the event that students have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP.</p>



<p><b>Students participating in Work Experience in School</b></p>	<ul style="list-style-type: none"> <li>● Indicators of harm /abuse not being recognised by school personnel</li> <li>● Harm / Abuse not being reported properly and promptly by school personnel</li> <li>● Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities</li> </ul>	<p>Only students who are over 16 years of age and garda vetted, by the organisation placing them on work experience, will be accepted by the school on work experience.</p> <p>Student comes to the staffroom for their breaks.</p>
<p><b>Care of pupils with specific vulnerabilities/needs such as:</b></p> <ul style="list-style-type: none"> <li>● Members of the Traveller community Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>● Pupils perceived to be LGBT</li> <li>● Pupils from ethnic minorities/migrants Pupils of minority religious faiths</li> <li>● Children in care</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm to a child by an adult or child</li> <li>● Risk of harm not being recognised and/or reported correctly and appropriately</li> <li>● Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour</li> </ul>	<p>All school personnel are provided with a copy of the school's Child Safeguarding Statement and are required to adhere to the Child protection Procedures for Primary and Post Primary Schools 2017.</p> <p>The school implements in full the SPHE curriculum</p> <p>The school implements in full the Stay Safe programme. The school has an Anti-Bullying Policy which is implemented in full.</p> <p>School will liaise with TUSLA re children in care and children on CPNS.</p>

<ul style="list-style-type: none"> <li>• Children on Child Protection Notification System (CPNS)</li> <li>• Children in temporary accommodation</li> </ul>		<p>Principal (DLP)/Deputy Principal (DDL) will inform staff of relevant child safeguarding issues on a need to know basis.</p>
<p><b>Care of children with special educational needs, including intimate care where needed</b></p>	<ul style="list-style-type: none"> <li>• Risk of harm to a child by an adult or child</li> <li>• Risk of school personnel not acting in accordance with agreed school protocols and procedures</li> <li>• Risk of allegation being made against school personnel</li> </ul>	<p>Prior to their enrolment in the school, a meeting will take place with parents, relevant teachers and special needs assistants and the pupil, if appropriate, to discuss needs and draw up a Student Support Plan including Intimate Care/Toileting plan in respect of pupils who require such care.</p>
<p><b>Use of relaxation Room by children with additional needs</b></p>	<ul style="list-style-type: none"> <li>• Risk of harm to a child by an adult or child</li> <li>• Risk of school personnel not acting in accordance with agreed school protocols and procedures</li> <li>• Risk of allegation being made against school personnel</li> </ul>	<p>Children are to be accompanied by an SNA.</p> <p>Sign in book to be completed.</p>

<p><b>Children from Reading Classes travelling by taxi</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm to a child by an adult or child</li> <li>● Risk of school personnel not acting in accordance with agreed school protocols and procedures</li> <li>● Risk of allegation being made against school personnel</li> </ul>	<p>Children travel in designated groups.</p> <p>Children are escorted by teacher to taxi pick up point at end of school day.</p>
<p><b>After School Clubs</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm to a child by an adult or child</li> <li>● Risk of school personnel not acting in accordance with agreed school protocols and procedures</li> <li>● Risk of allegation being made against school personnel</li> </ul>	<p>Only staff employed in the school can be involved in running these after school clubs.</p> <p>Staff members running after school clubs on site must sign a licensing agreement with the Board of Management and must supply the Board of Management with a copy of their insurance and a copy of their Child Safeguarding Statement and Risk Assessment for their club</p>
<p><b>Other policies and procedures</b></p> <p>SPHE Curriculum, including the Stay Safe Programme Implementation Plan</p>	<ul style="list-style-type: none"> <li>● Risk of harm to a child by an adult or child</li> </ul>	<p>The school has developed policies and procedures in the following related areas. All school policies are available to access on the school shared drive:</p> <ul style="list-style-type: none"> <li>● Health and Safety policy.</li> <li>● Agreed disciplinary procedures for teaching staff</li> <li>● Special Educational Needs policy.</li> </ul>

<p>Use of ICT/ cameras/ Mobile Phones  Acceptable Use Policy  Administration of Medicine  Administration of First Aid  Prevention and dealing with bullying amongst pupils</p> <p>Critical Incident Management Plan  Online teaching and learning remotely  After school use of school premises by other organisations  Use of school premises by other organisation during school day</p>	<ul style="list-style-type: none"> <li>● Risk of school personnel not acting in accordance with agreed school protocols and procedures</li> <li>● Risk of allegation being made against school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● Intimate care policy/plan in respect of students who require such care.</li> <li>● Administration of medication to pupils</li> <li>● Administration of First Aid.</li> <li>● Code of behaviour for pupils</li> <li>● Acceptable Use Policy in respect of usage of ICT and personal devices</li> <li>● Critical Incident Management Plan</li> <li>● Online teaching and learning remotely plan</li> </ul>
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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 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. In addition 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 the principal and parents.

This risk assessment has been completed by the Board of Management on 10th January 2022. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.