School activities	Risk of harm	Current controls in place Plans/policies/procedures	Future actions necessary to reduce the risk
Recruitment of school personnel including - • Teachers • SNAs • Caretaker/Secretary/ Cleaners • Sports coaches • External Tutors/Guest Speakers • Volunteers - in school activities • Visitors/contractors present in school during school hours • Visitors/contractors present during after school activities	• Abuse not detected or properly reported • Risk of child being harmed by visitor/school personnel/other child/any mentioned person	• Vetting – all teachers & SNAs on recruitment or retrospectively • Vetting of all volunteers who work in the school • Statutory Declaration & Form of Undertaking signed by all new teachers & SNAs • Child Protection Policy in all classrooms including SET rooms, offices and staff room. Policy in substitute folder. DDLP makes substitutes aware of procedures. • Supervision Policy in relation to visitors in schools	• Child Safeguarding Statement & DES procedures made available to all staff • Staff to view PDST & TUSLA training module • Clarify Vetting Procedures • Vetting for ancillary staff - BOM
Training of school personnel in Child Protection matters	• Abuse not detected or properly and promptly reported	• All staff training – 2 x ½ days as per DES Guidelines • DLP (Jacinta) & DDLP (Frank) Jacinta appointed to the role February 2019. • Mary to do a session on transfer of information (March 2019) • Further training when necessary or as advised by DES	• Child Safeguarding Statement & DES procedures made available to all staff • Staff to view PDST & Tusla training module • BOM records all records of staff and board training
Administration of Medicine Administration of First Aid	• Harm to pupils	• School Policy reviewed	• Reviewed by BOM March 2019.

School activities	Risk of harm	Current controls in place Plans/policies/procedures	Future actions necessary to reduce the risk
Care of Children with special needs, including intimate care needs (also to cover any child with toileting accident)	• Harm to pupils • Inappropriate behaviour • Inadequate supervision	• SEN policy – currently being updated in light of 2017 SEN guidelines • NEPS psychologists are vetted by DES as are DES inspectors • SNA policy (2015-2016) - Circular 30/2014	• Intimate Care policy will be put in place if a pupil enrols with intimate care needs • Policy to be drawn up on toilet/accidents
Curricular Provision in respect of SPHE, RSE, Stay safe.	• Harm due to inadequate curricular provision	• School implements SPHE, RSE, Stay Safe in full	• (BOM ratifying SPHE policy including RSE policy March 2019. • Review 2 year SPHE Plan
Appropriate Supervision of pupils during daily arrival, dismissal of pupils, breaks	• Harm to pupils by other children • Risk of harm not being recognised by school personnel	• Supervision policy • Non Vetted personnel not allowed on playground after school starts	• Consider practice for children who are left to school before formal supervision commences at 8.40 • Securing the school yard and the building listed as high priority by BOM February 2019 • Buzzer system to be installed by Summer 2019.
Parking in the School Car park.	• Harm to Pupils • Children in danger of being knocked down • No Supervision • Abduction • Inappropriate interactions between parents	• Health and Safety • Supervision Policy in relation to visitors in schools • Garda Vetting • School Security	• Review security measures March 2019. • Policy/Procedure to be circulated to Parents. • School Personnel only • Exception made for Parents with children who have an assessed disability on application for a disabled car park space to the BOM.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	• Harm to pupils and staff due to inadequate training	• Health & Safety Policy – reviewed annually jointly by staff rep & BOM rep • Code Of Behaviour	• Staff training for challenging behaviour (Discussed by staff as a priority (February 2019)

School activities	Risk of harm	Current controls in place Plans/policies/procedures	Future actions necessary to reduce the risk
Managing of challenging behaviour of adults especially displaying aggression either verbal or physical	• Harm to pupils and staff	• Procedure for dealing with parent's grievances. • Code of Conduct for Parents (2015) • Child Protection Policy • Signing out of Children procedure • Health and safety policy • BOM duty of care	• Introduction of a Buzz-in system • Review of security measures within school. • Inform and communicate of the policies surrounding this risk. • Guidelines for staff in dealing with conflict situations. • Induction for NQT.
Students participating in work experience	• Harm to pupils	• School Policy - Placement & Work Experience • Supervision Policy in relation to visitors in schools • Joint Agreement regarding Garda Vetting in place as per circulars 31/2016 & 16/2017 • Stat Dec & Form of Undertaking to be signed	• Child Safeguarding Statement to be made available to all on work experience • Review school policy
Student teachers undertaking training placement in school or past pupils who come in to help in school	• Harm to pupils	• School Policy - Placement & Work Experience • Supervision Policy in relation to visitors in schools • Garda Vetting undertaken by colleges • Colleges provide evidence of appropriate insurance cover	• Work experience Policy • Child Safeguarding Statement to be made available to all.
Use of external personnel to supplement curriculum (Sport, Drama & etc.)	• Harm to pupils • Not being recognised by school personnel	• Procedures in place – in supervision policy • Garda Vetting provided by umbrella organisation e.g. GAA coach	• Specific Policy or appendix • Check Garda Vetting Procedures for all

School activities	Risk of harm	Current controls in place Plans/policies/procedures	Future actions necessary to reduce the risk
Use of Information and Communication Technology by pupils in school	• Harm to pupils due to inappropriate access • Bullying	• ICT policy • Acceptable Use Policy • Mobile Phone Policy • Anti-Bullying Policy • Code of Behaviour • School security provided by PDST technology	• ICT, AUP and Mobile Phone are currently being constantly reviewed ongoing due to speed of growth in ICT globally.
Classroom Teaching	• Harm by school personnel	• Policy	• Policy needs review
SET teaching – Small groups, Team teaching and one to one teaching	• Harm by school personnel	• Open door policy • Glass in door to be always clear and glass panels in all one to one teaching rooms • SEN policy • SET teachers allocated more in-class time	• Review SET area of work to ensure compliance.
Outdoor Teaching Activities (to include swimming)	• Harm by volunteer/coach • Harm due to inadequate supervision	• Supervision policy includes swimming • Vetting all appropriate personnel • Ensure Adequate personnel for pupil teacher ratio. • Safety of SEN Pupils. (SNA Access)	• Review swimming policy • Develop transport policy for out of school activities • Draft Policy re SEN children at outdoor activities.
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	• Harm due to inadequate COB		• Code of Behaviour to be reviewed annually • Where do we stand on restraining a child (other children's safety/staff safety)
Children that are deemed a 'Flight Risk'	• Injury • Abduction • Missing for an unspecified period	• Code of Behaviour	• Code of Behaviour Amendment necessary June 2019. • Draft a policy specific to this issue

School activities	Risk of harm	Current controls in place Plans/policies/procedures	Future actions necessary to reduce the risk
Sporting Activities	• Harm by school personnel/volunteers/contractors	• Supervision policy includes after schools activities	• Draft a policy
Use of toilet/changing /shower areas in schools and elsewhere (sport & etc)	• Harm by school personnel • Harm by others volunteers etc	• Supervision policy	• Update to clarify procedures here • Update swimming policy
School trips/outings	• Harm by school personnel/volunteers etc • Harm by others • Harm due to bullying • Inadequate supervision	• Supervision Policy • Mobile phone policy • Code of Behaviour	• Adequate amount of adults/staff with students – clarify this in policy
School trips involving overnight stay	• Harm to pupils • Harm by others		• Supervision policy will be amended if these outings are to be provided
Use of off-site facilities for school activities	• Harm to pupils • Harm by others	• School Policy • Public Liability Insurance • Supervision policy	• Clarify adequate supervision
School transport arrangements	• Harm by others	• Code of Behaviour	
Participation by pupils in religious ceremonies/ instruction external to the school	• Harm by others	• School guidelines and procedure – that children are under care of parents/guardians at religious ceremonies • Teacher in attendance at any instruction/practice activities as per supervision policy	• Code of Behaviour to be reviewed annually
Annual Sports Day	• Harm to pupils • Harm by others • Phones/cameras Exposure	• Supervision policy • Acceptable use policy • Vetting for all volunteers. • ICT Policy	• Draw up an appendix to policy to cover sports Day • Clarify adequate supervision • Sign out policy for parents
Fundraising events involving pupils	• Harm by others	• Supervision policy • Pupil Teacher ratio • Volunteer Vetting	• Vetting of personnel involved with In-School fund- raising activities.

School activities	Risk of harm	Current controls in place Plans/policies/procedures	Future actions necessary to reduce the risk
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 or Pupils perceived to be. • Pupils of minority religious faiths • Children in care	• Harm to pupils • Risk of harm due to Bullying • Inappropriate behaviour	• Admissions Policy • Anti-Bullying Policy • Code of Behaviour	
Use of video/photography/ other media to record school events	• Harm to pupils • Harm due to bullying	• Permission sought on Admission form • ICT/AUP/Mobile Phone policy • GDPR guidelines • Anti-bullying policy	
After school use of school premises by other organisations		• School Policy • Public Liability Insurance	
Critical Incident Management		• CIMT in place • Policy reviewed 2017-2018 • Policy reviewed annually by CIMT	
Children on corridors, doing jobs etc	• Harm to pupils	• Supervision policy • Non Vetted personnel not allowed unsupervised in the school building after school starts (Formal Instruction)	• Review of policy • Communicate clearly to Parents/ Guardians.
Management of external doors and gates	• Harm to Pupils	• Supervision Policy	• Review of Supervision policy

School activities	Risk of harm	Current controls in place Plans/policies/procedures	Future actions necessary to reduce the risk
Emergency in classroom		• Internal phone communication system • Team/Partner system for all classroom teachers • SNA support	• System to be discussed for a teacher to contact principal/secretary in an emergency • Structuring a system to manage emergencies
Persons calling to the school during the school day, including parents to collect children	• Potential risk of harm to pupils	• All persons must sign in at the office • All parents/carers must sign the child out from the Office before collecting the child • Secretary to contact Classroom and child to be brought to the Office.	• Access doors to the school need to considered so that it is less open than present • Buzzer system for access to the school to be installed • Access to the school via the side gate also needs consideration
Care of staff members with particular vulnerabilities	• At risk of harm	• Ensure staff members with vulnerabilities work alongside another staff member at all times	
Taking a child home when sick, when this is the only option available	• Potential risk of harm to child	• Ensure at least two staff members take the child home	

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 on *March 5th. 2019.* It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed _____ Date _____   Signed _____ Date _____

Chairperson, Board of Management   Principal/Secretary to the Board of Management