**Child Safeguarding Risk Assessment**

**(of any potential harm)**

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 Leap National School.

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| **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Training of school personnel in Child Protection matters | Risk of harm not being recognised or reported promptly  | * All school personnel are provided with a copy of the school’s Child Safeguarding Statement & DES” Child Protection Procedures for primary & Post-Primary Schools 2017”
* School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
* DLP& DDLP to attend PDST face to face training
* All Staff to view Túsla training module & any other online training offered by PDST
* Encourages board of management members to avail of relevant training
* Maintains records of all staff and board member training
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| One to one teaching | Risk of harm by school personnel | * The school has a policy in place for one to one teaching
* Parent is informed
* Table between teacher and pupil – class is clearly timetabled
* Glass in window
 |
| Classroom teaching  | Harm to studentHarm by student | * Vetting in respect of all teachers is mandatory
* The school implements its Code of Behaviour
* The school has an Anti-bullying Policy
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| **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Attendance | Non attendance correlation with signs of neglect/physical/emotional abuse | * The school has an Attendance Policy
* The school adheres to its legal responsibility to report to Tusla absences of 20 days and over
* The school liaises with the Education Welfare Officer
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| Care of Children with special needs, including intimate care needs | Risk of harm to children with SEN who have particular vulnerabilitiesRisk of harm to a child while a child is receiving intimate careHarm by school personnel | * The school has an intimate care plan in respect of students who require such care
* On enrolment, a meeting is organised at which all school personnel involved with the child attend along with the child’s parents/guardians. At that meeting, the needs of the child will be addressed and agreement reached as to how the school can meet those needs.
* 2 staff members are aware when intimate personal needs are being attended to.
 |
| Managing of challenging behaviour amongst pupils, including detention | harm to pupils and staff | * The school has a Health & Safety Policy
* The school implements its Code Of Behaviour
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| Curricular Provision in respect of SPHE, RSE, Stay safe. | Non-teaching of same | * The school implements SPHE, RSE, Stay Safe in full
* The school has a specific 2 year cycled timetabled SPHE programme
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| LGBT Children/Pupils perceived to be LGBT | Bullying by pupils and school personnel | * The school has an Anti-Bullying Policy
* The school has a Code of Behaviour
* The SPHE programme is taught in full
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| Toilet areas | Inappropriate behaviour | * The school has a supervision rota in place
* The school has class rules in place for each classroom
* Toileting before exiting classroom at break times
 |
|  **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Daily arrival and dismissal of pupils | Harm from older pupils, unknown adults on the playground | * Arrival and dismissal is supervised by Teachers
* Teacher to be informed of any change to usual collection routine
* Effective communication between home and school- where court order is in situ- principal to be informed of same and copy to be given to principal
 |
| Recreation breaks for pupils  | Risk of harm by pupils  | * The school has a yard supervision rata for staff
* The school implements its Code of Behaviour
* The school has an Anti- bullying policy
 |
| Accidents in the school yard  | Risk of harm to pupils by pupils and by school personnelRisk of harm to children with SEN who have particular vulnerabilities | * Supervision of pupils at break times
* The school implements its Code of behaviour
* The school adheres to the School rules
* While every precaution will be taken under our Health & Safety Statement to ensure the safety of children, we realise that accidents will happen.
* First aid box- contents checked regularly and replenished as and when necessary
* 2 pupils present when teacher or SNA is administering first aid
* All accidents to be recorded in our incident book and parents will be notified.
 |
| Administration of First Aid  | Risk of harm to pupil by pupil or by school personnel | * First aid box- contents checked regularly and replenished as and when necessary
* 2 students present at all time whilst first aid is being administered
* The incident is noted in incidents booklet
* The parent informed of incident
 |
| Prevention and dealing with bullying amongst pupils | Harm to pupilsHarm by pupilsRisk of harm to children with SEN who have particular vulnerabilities | * The school implements its Anti-bullying Policy
* The school adheres to its Code of Behaviour
* Supervision
* Teaching of SPHE
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|  **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Administration of Medicine | Risk of medicine being administered incorrectly by pupil or school personnelRisk of harm to children with SEN who have particular vulnerabilities | * The school implements its Administration of Medicine Policy
* Parent responsibility to inform teacher if their child needs to take medicine-clearly stating when the medicine is to be taken and the dosage to be given
* Medicine to be stored by the teacher upon pupils arrival in school and stored securely until it’s time for it to be taken
* Supervision by a member of staff when medicine is being taken
* Onus on parent to inform staff of any changes to their child’s medication routine
* Staff up-skilling as and when necessary
* With regard to specific medical conditions where it is necessary to take medicine on a daily basis- these will be dealt with on a case by case basis. The onus will be on the parent to keep the school updated as regards the dosage. Policies and procedures will be drawn up in consultation with parent, staff and Board of Management. Staff up skilling will be availed of.
 |
| Outdoor teaching activities e.g. gardening, nature walks  | Injury to pupils and staff  | * Teacher to check out venue in advance for its suitability and safety
* The school implements its Code of Behaviour
* The school has an Anti-bullying Policy
* Class rules are adhered to
 |
| Sports Coaches- football, basketball, cycling, rugby, golf. | Harm to pupils from other pupils and unknown adults | * The school will have a policy in place for the use of external sports coaches by June 2018
* The following Procedures are in place

- Garda vetting for all external coaches- Supervision of class by class teacher |
| Active Schools Week**List of School Activities** | Harm to pupils from other pupils and unknown adults**The School has identified the following Risk of Harm** | * The following Procedures are in place

- Garda vetting for all external coaches- Supervision of class by class teacher**The School has the following Procedures in place to address risk identified in this assessment** |
| Sporting Activities outside school e.g.Sciath na Scol | Harm to pupils from other pupils, helpers and unknown adults | * Vetting of all relevant personnel
* The school implements its Code of Behaviour
* The school has an Anti-bullying Policy
* The school has a Health & Safety Policy
* Supervision of activity by teachers
 |
| Sailing | Harm from older pupils, helpers, instructors and unknown adultsRisk of harm to children with SEN who have particular vulnerabilities | * The school obtains Garda vetting for instructors and helpers
* The school obtains Insurance details from Glandore Harbour Yacht Club
* The school implements its Code of behaviour
* The school has an Anti- bullying policy
* The school has a Health & safety policy
* The lesson is supervised by relevant class teacher
* Clear communication between school and home regarding supervision before and after the lessons.
 |
| School Tours | Harm to pupils from older pupils and instructorsRisk of harm to children with SEN who have particular vulnerabilities | * The school has in place a policy and procedures for school tours
* Supervision of pupils by teacher at all times- ratio of children to teacher/school personnel…. 10 pupils to 1 adult
* Particular attention to supervision of pupils with specific needs
* Vetting details of bus driver to be obtained
* Vetting details of instructors at venue to be obtained
* Insurance details of venue to be obtained
* The school implements its Code of behaviour
* The school has an Anti- bullying policy
 |
| Swimming | Risk of harm from pupils and strangersRisk of harm to children with SEN who have particular vulnerabilities | * This activity is timetabled
* Suitability of venue to be reviewed annually
* Insurance details of venue to be sought
* Vetting in respect of instructors is obtained
* Supervision by school staff at all times
* Careful timetabling of School Swimming Lessons by swimming pool
* Parent helpers to be vetted
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| **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Annual Sports Day | Risk of harm to pupilsRisk of harm by pupilsRisk of harm to children with SEN who have particular vulnerabilities | * Supervision by school staff
* The school implements its Code of Behaviour
* The school has an Anti-bullying Policy
 |
| Use of off-site facilities for school activities e.g. visit to Christmas Pantomime, Science Fair. | Risk of harm to pupils by pupils, helpers and unknown adultsRisk of harm by pupils & staffRisk of harm to children with SEN who have particular vulnerabilities | * Careful screening of proposed venue by school personnel
* The school obtains vetting details of relevant staff
* Health & Safety Policy of proposed venue to be obtained
* Insurance details of venue to be obtained
* Supervision by class teacher/school personnel at all times
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| School transport (Bus drivers) | Risk of harm to pupils by bus driverRisk of harm to children with SEN who have particular vulnerabilities | * Vetting of drivers to be obtained
* Insurance details to be checked
* Supervision of pupils by teacher at all times
* The school adheres to its Code of Behaviour
* The school has an Anti-bullying Policy
 |
| The Walking Bus | Risk of harm by pupils and from unknown adultsInadequate supervisionRisk of harm to children with SEN who have particular vulnerabilities | * This activity is timetabled
* Its starting time is clearly communicated to parents
* The school implements its Code of behaviour
* The activity is supervised by school personnel
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| Participation by pupils in religious ceremonies/religious instruction external to the school | Risk of harm to pupils by pupils and adultsRisk of harm to children with SEN who have particular vulnerabilities | * This activity is timetabled
* Supervision by class teacher
 |
| Participation in annual school quiz- Credit Union & /Library | Risk of harm to pupils by pupils and adultsRisk of harm to children with SEN who have particular vulnerabilities | * This activity is timetabled
* Parental consent to participate is sought
* Parent to make travel arrangements for their child
* Parents are given the option to approve/disapprove the taking of photographs of their child by the host for promotional purposes
* Teacher is in attendance at the event
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| **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Use of external personnel to supplement curriculum e.g. drama, art, science, P.E., computers | Harm to pupilsRisk of harm to children with SEN who have particular vulnerabilities | * Activity is timetabled
* Supervision by teacher at all times
* Obtain vetting details of facilitator
* Obtain credentials of facilitator
 |
| 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 be LGBT
* Pupils of minority religious faiths
* Children in care
 | Harm to pupilsHarm by pupilsRisk of harm to children with SEN who have particular vulnerabilities | * The school implements its Anti-bullying Policy
* The school implements its Code of Behaviour
* Teaching of SPHE
 |
| Mobile Library Visits | Risk of harm to pupils from pupils, library personnel and unknown adults | * Scheduled library visits (Fortnightly)
* Children attend in class groups
* Teacher supervision
 |
| Child leaving school before the end of the school day | Risk of harm to pupil from unknown adultsRisk of harm to children with SEN who have particular vulnerabilities | * The school has procedures in place for this activity
* A note requesting permission to leave school early and the reason for this must be given to the class teacher
* The child must be collected at the classroom door by parent/guardian or other named relative.
* Under no circumstances will children be allowed leave the school building unaccompanied
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| **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Christmas Concerts |  Risk of harm to pupil from other pupils and unknown adultsRisk of harm to children with SEN who have particular vulnerabilities | * Supervision by class teacher whilst children are getting ready for the performance and during the performance.
* Parental supervision immediately following performance and for the remainder of the event
* Use of mobile phones and recording devices are strictly prohibited
* Enrolment Form- Parental Consent to record their child’s performance in the Christmas concert to be sought
* Where parental consent isn’t given, it is the parent’s responsibility to explain to their child/children why they’re being excluded from the recording.
* Christmas concert to be professionally recorded and copies will be available to parents to purchase.
 |
| Science Show Day | Risk of harm from pupils and unknown adultsRisk of harm to children with SEN who have particular vulnerabilities | * Supervision by class teacher whilst children are getting ready for the science show and during the show.
* Parental supervision immediately following science show
* Use of mobile phones and recording devices are strictly prohibited
 |
| Fund Raising Events- Down Syndrome Ireland Ice-cream Day | Risk of harm from pupils and unknown adultsRisk of harm to children with SEN who have particular vulnerabilities | * Event is timetabled
* Clear communication between school and home with regard to when the event is happening and the start and finish time.
* Supervision of junior and senior infants by their parents
* Class teachers to supervise 1st- 6th class
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| **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Recruitment of school personnel including -* Teachers
* Substitute 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
 | Risk of harm not recognised or not properly or not promptly reportedRisk of harm to children with SEN who have particular vulnerabilities | * + Child Safeguarding Statement & DES procedures made available to all staff
	+ Staff to view Tusla training module & any other online training offered by PDST
	+ The school adheres to the requirements of the garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
	+ Policy on vetting of Parents / Volunteers – to be in place by June 2018
	+ Policy on Visiting Contractors – To be in place by June 2018
 |
| Use of school premises by other organisation during school dayi.e. Leap & Glandore Community Playschool | Risk of harm from unknown adults | * The Playschool Licence, issued by the Cork & Ross Diocesan Office, explicitly states the term and conditions under which the room is leased.
* Annual review of same
* Garda vetting details in respect of all Playschool Personnel
* Principal to be informed of all visitors in advance of their visit
* Timetabled start, dismissal and break times.
* Separate entrance/exit door to building
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| **List of School Activities** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address risk identified in this assessment** |
| Use of Information and Communication Technology by pupils in school | Risk of harm form inappropriate access and use of computersRisk of BullyingRisk of harm in one-to-one teachingRisk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other mannerRisk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner | * The school has an ICT policy
* The school adheres to its Anti-Bullying Policy
* The school implements its Code of Behaviour
* Careful Supervision of pupils
* SPHE
 |
| Application of sanctions under the school’s Code of Behaviour in relation to pupils bringing mobile phones to school  | BullyingInappropriate use | * The school has a Mobile Phone & Electronic Gaming Policy
 |
| Student teachers undertaking training placement in school | Risk of harm to pupils | * Vetting of students
* Supervision by class teacher at all times
 |
| Second Level Students participating in work experience | Risk of harm to pupil from other pupils Risk of harm from student | * Work experience Policy to be drawn up by June 2018
* Copy of Child Safeguarding Statement to be given to student
* All 2nd level pupils seeking work experience to be Garda vetted
* Supervision of class by class teacher at all times
 |
| Use of video/photography/other media to record school events  | Parents/family members/friends recording school events and sharing those images on social media | * The school implements its Enrolment Policy
* The school has an Internet & Acceptable Usage Policy
* The school adheres to its Facebook Policy
 |
| **Amendments to Procedure for arrival and dismissal ……… 2018/2019 School Year onwards** |
| Morning opening time to receive students amended to 9.10 am. | Harm to studentsHarm by studentsHarm from unknown adults on the playground | * School opens at 9.10 am to receive students
* Arrival time is supervised by Teachers
 |
| Daily dismissal of students/ amendment to procedure | Harm to studentsHarm by studentsHarm from unknown adults on the playgroundRoad safety risk | * Dismissal time is supervised by teachers
* Parents must collect their child from the main entrance door of school
* Children will only be allowed leave school grounds unaccompanied if their parent gives a note specifically giving their consent to their child leaving school grounds unaccompanied. Note to be reviewed on an annual basis or sooner if deemed necessary.
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| **Amendments 2020/2021 COVID -19 related** |
| Morning opening time to receive students 9.10 a.m. | Harm to studentsHarm by studentsHarm from unknown adults on the playgroundEncounter an individual who has the corona virus and contracting it | * School opens at 9.10 am to receive students
* Arrival time is supervised by teachers
* Drop and go policy- parent drops child at entrance gate.
 |
| Daily dismissal of students/ amendment to procedure | Harm to studentsHarm by studentsHarm from unknown adults on the playgroundRoad safety riskEncounter an individual who has the corona virus and contracting it | * Dismissal time is supervised by teachers
* Children will only be allowed leave school grounds unaccompanied if their parent gives a note specifically giving their consent to their child leaving school grounds unaccompanied. Note to be reviewed on an annual basis or sooner if deemed necessary.
* Parents must collect their child from the playground. All parents must wear face masks while on school grounds and observe social distancing.
* Where a student has to leave school before the end of the school day, the parent communicates this message via text message or email to the class teacher, and waits outside the school door for the child. The child will be handed into the care of the parent.
 |
| Sanitisation | Risk of introducing the corona virus | * All staff and pupils sanitise on entering the school building
* Staff wear face coverings as per public health advice
* Public health guidelines in relation to hand sanitisation are followed
* Coughing and sneezing etiquette are followed
 |
| Attendance | Non attendance correlation with signs of neglect/physical/emotional abuseAttending whilst unwell | * The school has an Attendance Policy
* The school adheres to its legal responsibility to report to Tusla absences of 20 days and over
* The school liaises with the Education Welfare Officer
* The school communicates with parents regarding not sending child to school if he/she is displaying any of the symptoms of the corona virus
* The school communicates with parents the public health advice that if a family member has been referred for a COVID 19 test ALL members of the household must self isolate until the results of the swab have been received.
* When the results of the swab have been received, public health advice must be followed
* Parents to provide a brief message to the school explaining the reason for their child’s absence
 |
| Visitors to the school | Risk of bringing the virus into the school | * Only essential visits will be facilitated
* Where possible, communication will be via telephone, text message, email or teleconference
* Visits must be prearranged
* Visits as far as possible will be outside of school hours
* All visitors must sanitise on entering the building, sign the visitors book and complete a contact tracing log
 |
| Mobile Library Visits | Risk of harm to pupils from pupils, library personnel and unknown adultsRisk of contracting the corona virus | * The fortnightly visit will continue but for the duration of the corona virus, child visits to the mobile library will be suspended.
* The librarian will drop off 3 boxes of library books, one for each classroom. The box will remain sealed for 72 hours before the children have access to the reading material.
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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.

This risk assessment has been completed by the Board of Management on 14th October 2020.

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

\*\* This is a working document and may be amended in light of new/additional information and staff in-service.