**St. John’s National School Child Safeguarding Risk Assessment**

In undertaking this risk assessment, the Board of Management of St. John’s National School, following consultation with all members of the school community, has endeavored to identify as far as possible, the risks of harm that are relevant to our 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.

**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.***

**Table of School Activities, Risk and procedures in place to address risk**

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|  | **School Activity** | **Risk of harm** | **Risk Level** | **Procedures in place to address risk** |
| 1. | **Training of school personnel in Child Protection matters** | Harm not recognised or reported promptly |  | * St. John’s National School’s Child Safeguarding Statement, St. John’s National School Child Safeguarding Risk Assessment & Department of Education & Skills procedures are made available to all staff. * Staff members will acknowledge receipt of St. John’s National School’s Child Safeguarding Statement, St. John’s National School’s Child Safeguarding Risk Assessment in writing. * Staff members will acknowledge that they are aware of their responsibility to be familiar with and implement consistently, the contents of St. John’s National School’s Child Safeguarding Statement, St. John’s National School’s Child Safeguarding Risk Assessment. * All staff members will view Túsla training module & any other online training offered by PDST. * BOM records all records of staff and board training |
| 2. | **Daily arrival and dismissal of pupils.** | Risk of child being harmed in the school by another child.  Risk of child being harmed in the school by another adult.  Risk of harm not being recognized by school staff |  | As detailed in our school **Supervision Policy:**   * The BOM has a suitable yard/playground supervision rota (commencing at 9.10am for assembly and finishing at 3.00pm for dismissal to ensure appropriate supervision of children during, assembly and dismissal and recreation breaks. * All adults are required to report to reception prior to entering the school building. * Front entrance to the school has a magnetic lock so visitors must be provided with access by a staff member. * Entrance from the reception area to the main school area has a magnetic lock so visitors must be provided with access by a staff member. * Parents of pupils in classes from Rang 1 to Rang 6 must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day. |
| 3. | **Recreation breaks for pupils** | Risk of child being harmed in the school by another child.  Risk of child being harmed in the school by another adult.  Risk of harm not being recognized by school staff |  | In line with our School **Health & Safety Policy:**   * The school has a suitable yard/playground supervision roster for both teaching staff and SNA’s to ensure appropriate supervision of children during recreation breaks. * Appointed adults wishing to collect a pupil during recreation time must report to reception and are not permitted to enter the school yard. |
| 4. | **Hand-over of children to an appointed adult at Infant collection time (2.00 pm).** | Risk of child being harmed in the school by another adult.  Risk of harm not being recognized by school staff |  | * Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data-base. * Children are lined up in the Infant classrooms and released to their appointed adult. * If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult. * In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult. * If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately. |
| 5. | **After-school clubs/Childcare providers** | Risk of child being harmed in the school by another child.  Risk of child being harmed in the school by another adult. |  | In line with our school’s **Use of the School Premises Policy:**   * Individuals/groups using the facilities of St. John’s N.S. are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards. * Responsibility lies solely with the individual/Group using the premises for communicating with Parents about Starting/Finishing times, Cancellations or re-scheduling. A contact number should be provided to parents. * Children who are collected and supervised by personnel from the relevant childcare Providers are required to have suitable vetting. * Childcare providers are required to provide the names of individuals who will be collecting pupils. |
| 6. | **Late drop-offs, early collection, late pick up, attendance** |  |  | * In line with our **School Attendance Policy**: * Latecomers must be signed in by an adult from 9.30a.m. onwards. Adults are not permitted to accompany latecomers to class. * Early Leavers must be signed out by an appointed adult. The appointed adult must wait in the reception area while the child is called using the intercom system. * Significant concerns in relation to time keeping are reported to the Education Welfare Officer. * Children’s attendance at school will be monitored with an explanation required for any missed days. * Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral. |
| 7. | **Classroom teaching** | Harm by school personnel  Harm from other pupils, |  | * All school staff will be supplied with a hard copy of the school **Child Safeguarding Statement and Child Safeguarding Risk Assessment.** * Glass viewing panels installed in all doors. * Glass viewing panels will not be obstructed in any way. * Pupils are supervised during all times in the classroom. A system is in place whereby teachers on yard duty will have their class supervised while they have their lunch prior to yard time. |
| 8. | **One to one teaching and counselling.** | Risk of harm in one-to-one situation. |  | * Parents are informed and provide written consent if children are withdrawn from class on a regular basis. * Glass panels are installed in the doors of all classrooms in the school. * Glass panels will not be obscured in any way. * Window blinds, where fitted, will remain open during pupil contact time. |
| 9. | **Application of sanctions under the school’s Code of Behaviour including , confiscation of phones etc.** | Harm by school personnel |  | In line with school **Policy on Use of Mobile Phones:**   * Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent/guardian. |
| 10. | **School-based bullying, verbal, physical or psychological** | Risk of harm due to bullying of child |  | The school **Anti Bullying Policy** is available to all staff on the Drive.     * Anti-bullying policies on our school website to inform parents.      * Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries. * Adequate supervision is provided to ensure codes of behaviour is being followed. |
| 11. | **Management of challenging behaviour amongst pupils, including appropriate use of restraint where required** | Harm by school personnel |  | As outlined in **Department of Education & Skills Primary Circular 02/05** some pupils with serious difficulties may require more urgent action.     * Should these cases present, they will, with parent / guardian permission, be discussed with the relevant Special Needs Education Officer (SENO) and/or NEPS psychologist. * This may lead to a more detailed behavioural management programme being implemented at home and or in class or to a referral for further specialist assessment. * SNAs and support teachers will follow educational plans for these particular students. * Intervention plans will be agreed with the parents / guardians. * The school will engage the services of the **Special Education Support Services (SESS)** to support teaching and non teaching staff when required. |
| 12. | **Administration of First Aid** | Risk of child being harmed in the school by another adult. |  | In line with our school **Accident & Injury Policy:**   * All staff will exercise their duty of care to pupils for the duration of the school day.   In the event of Accident or Injury to a pupil:   * Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s. * Accidents/injuries that involve treatment of minor cuts, bumps etc that are not exposed will be treated in the presence of another staff member. |
| 13. | **Administration of Medicine** | Risk of child being harmed in the school by another adult. |  | In line with our school **Administration of Medicines Policy:**   * Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson of the Board of Management. |
| 14. | **Care of pupils with specific vulnerabilities/ needs such as**  **Pupil 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**  **Children on CPNS** | Harm by school personnel  Harm from other pupils,  Harm from adults at the venue |  | In line with our school **Mission Statement:**   * St. John’s National School will be welcoming and caring towards the needs of pupils with specific vulnerabilities. * In as far as is possible the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc. * A written copy of any parental agreement that exists on matters will be kept on the pupils enrolment file. * Parents will be notified of any changes from agreed procedures. * At all times the dignity and privacy of the pupil will be paramount.   Practices and procedures in this regard are detailed in various school policies such as :   * Code of Behaviour * Anti Bullying Policy * Anti Cyber Bullying Policy * S.P.H.E Policy * Supervision policy * Mobile Phones Policy * Acceptable Usage Policy * School Tours Policy |
| 15. | **Participation by pupils in religious ceremonies/religious instruction external to the school.** | Harm from other pupils  Harm from other adults |  | In line with our school **Supervision Policy:**   * Pupils will not be permitted to make their way to the church unaccompanied. * Teachers will ensure there is effective supervision at all times both en route to and in the church. * Where ceremonies are conducted outside of school time it is parents responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location. * Where ceremonies take place as part of a scheduled mass outside of school time it is parents responsibility to ensure that their child/children are adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony. |
| 16. | **Toilet Areas** | Inappropriate behaviour |  | **During pupil contact time:**   * Class teachers will supervise pupil’s use of toilet facilities. * Only one pupil at a time permitted in the class toilets.   **During recreation breaks:**   * Pupils must get permission from the teacher on yard duty to enter the school to use the designated break-time toilets. * Only one pupil at a time is permitted. |
| 17. | **Information Communication Technology and other digital devices.** | Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school. |  | * Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorized as Personal such as blogs and Social Networking such as Flicker and Face book. It is the responsibility of all teachers to vet any video prior to showing it to the children.   In line with our school’s **Acceptable Usage Policy:**   * Internet sessions will always be supervised by a teacher. If a teacher is not present in the room, access to the Internet is prohibited. * Pupils are not permitted to use personal devices at school unless they are requested to bring same to school by a member of the teaching staff for use during school for educational purposes. * See Acceptable Usage Policy for more details. |
| 18. | **Storage or publication of photos of children** | Risk of pupil images being accessed and used inappropriately. |  | In line with the school **Data Protection Policy**:   * Parental consent to take photos of children is obtained by the school on enrolment and on an annual basis. * Class teachers are made aware of any children in his or her class who do not have permission to be in school photos. * Photos are stored securely on the school online storage space. * Children’s names are not published with photos uploaded to the school website or class blogs. * Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes. * Children are not permitted to use camera phones/digital devices during the school day or at school events |
| 19. | **Data protection** | Risk of personnel information regarding pupils being accessed and used inappropriately. |  | In line with the school’s **Data Protection Policy:**   * Confidential documents relating to children in the school are stored securely in the school. * Hard copies are stored in locked filing cabinets in the Principals Office/Admin Office/Teachers filing cabinets. * Soft copies are stored in a secure online database. A password is required to access the documents. * Documents are shared with staff on a need to know basis. |
| 20. | **Use of video/photography/other media to record school events** | Bullying  Harm from adults  Harm from other pupils |  | It is school policy that:   * Parents will be informed annually that any photographs or videos of school events or school related events taken by parents or other individuals are for private, personal use only. * Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others (e.g. Face book). |
| 21. | **Interaction with visitors to the school/external coaches.** | Risk of child being harmed in the school by another adult.  Risk of harm not being recognized by school staff |  | * Visitors and external coaches must sign in at reception at the front entrance before accessing the main school building. They will be given a visitor badge. * Regular visitors to the school, e.g. external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school. * Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organization and a copy of any appropriate insurance.   In line with our school’s **Health and Safety Statement:**   * Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school. |
| 22. | **Student teachers undertaking training placement in school.** | Risk of child being harmed in the school by another adult. |  | In line with our school **Policy on Students on Teaching Placement:**  Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with:   * Written verification that the placement is supported by and indemnified by the college in which the student is attending. * Confirmation that St. John’s National School’s vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement. |
| 23. | **Students participating in work experience** | Risk of child being harmed in the school by another adult. |  | In line with our school **Policy on Students on Work Experience:**     * The school requires confirmation from the school college, in writing, that St. John’s National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement. * Students must be able to provide current NVB vetting documentationwhich should be processed in advance of placement start date through the student’s post-primary school or the relevant colleges. * Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations. |
| 24. | **Use of the school premises by outside groups/individuals.** | Risk from other adults |  | In line with our school’s **Use of the School Premises Policy:**   * In the event of individuals/groups using the school premises outside of school hours, it is essential that those who have access provide evidence of up to date vetting to the BOM. |
| 25. | **Children not collected from after school activities** | Risk from other pupils  Risk from other adults |  | In line with our school **Use of the School Premises Policy and**  **Supervision Policy:**   * In the case of school related activities, all parents are made aware of the finishing time of activities and that pupils must be collected on time. If a pupil is not collected on time the teacher(s) in charge must make contact with the parents. * Individuals/groups using the facilities of St. John’s National School are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards. * Responsibility lies solely with the individual/ Group using the premises for communicating with Parents about Starting/ Finishing times, Cancellations or re-scheduling. A contact number should be provided to parents. |
| 26. | **Sporting Activities**  **and**  **Annual Sports Day** | Harm by school personnel  Harm from other pupils,  Harm from other adults at the venue |  | In line with our school **Supervision Policy and Health and Safety Policy**:   * All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site. |
| 27. | **Use of off-site facilities for school activities** | Harm from other adults at the venue  Harm from other pupils |  | In line with our school **Supervision Policy and Health and Safety Policy**:   * All teachers will exercise their Duty of Care to pupils during school activities whether undertaken on site or off site. * Prior to the use of off-site facilities teachers will satisfy themselves as to the suitability of the venue. |
| 28. | **Use of external coaches/instructors during off-site activities.** | Harm from unknown adults at the venue |  | In line with our school **Supervision Policy and Health and Safety Policy**:   * All teachers will exercise their Duty of Care to pupils during school activities undertaken off site/on site. * Organisers of activities involving the use of external coaches/instructors must receive confirmation in writing from the host organisation that their coaches/instructors have suitable vetting. * All teachers will accompany their class where external coaches are instructing. |

This risk assessment has been completed by the Board of Management of St. John’s National School on

This Risk Assessment will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

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

Fr. Tom Crean

Chairperson, Board of Management

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

Mr. Denis Courtney

Principal/Secretary to the Board of Management