



St. John's N.S. Kenmare
Bunscoil Eoin Naofa An Neidín
Tel: 064-6642598 / 064-6642300
e-mail: info@stjohnskenmare.ie
web: www.stjohnskenmare.ie

Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

St John's National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class. It also has a designated class catering for pupils on the Autistic Spectrum.

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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. John's N.S has agreed 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 (revised (2023))* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Barry O'Leary**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Annette O'Connell**
- 4 The Relevant Person is **Barry O' Leary**

- 5 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 co-operate 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.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

- 6 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 (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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 gov.ie 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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- 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 gov.ie website or will be made available on request by the school.

Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) 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.
- 8 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 **08/10/2024**

This Child Safeguarding Statement was reviewed by the Board of Management on **14/10/2025**

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management

Date: _____

Date: _____

Child Safeguarding Risk Assessment

Written Assessment of Risk of St John's National School Kenmare

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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of St. John's National School.

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 -
1. Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<ul style="list-style-type: none"> • 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 (every 3 years) & any other online training offered by Oide will be circulated for their attention. • BOM records all records of staff and board training

2.	<p>Daily arrival and dismissal of pupils.</p>	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognized by school staff</p>	<p>As detailed in our school Supervision Policy:</p> <ul style="list-style-type: none"> • 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. No adults are allowed access the school premises indoors unless given access by main office. With the exception of the main entrance, with the exception of break times all school doors are closed. Staff can enter front door by using a special code and any visitors authorized into the school must be given access by the secretary or staff member. School buildings and grounds are monitored by CCTV. • 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 which is made known to the class teacher. Parents (or authorized people) of Junior and Senior infant pupils must collect their child from the teacher on the school grounds.
3.	<p>Recreation breaks for pupils</p>	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognized by school staff</p>	<p>In line with our School Health & Safety Policy:</p> <ul style="list-style-type: none"> • 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.	<p>Hand-over of children to an appointed adult at Infant collection time (2.00 pm).</p>	<p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognized by school staff</p>	<ul style="list-style-type: none"> • 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 by their teacher 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. • Class teacher will be made aware promptly by the principal of any information given to the school that relates to parental separation/ custody right etc. that may affect the collecting arrangements previously arranged for the child.
5.	<p>After-school clubs/Childcare providers</p>	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p>	<p>In line with our school's Use of the School Premises Policy:</p> <ul style="list-style-type: none"> • 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.

			<ul style="list-style-type: none"> • 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. • Childcare providers who are collecting and supervising pupils in our school are required to have suitable vetting. • Parents are required to provide the names of childcare staff who will be collecting their pupils.
6.	Late drop-offs, early collection, late pick up, attendance		<ul style="list-style-type: none"> • In line with our School Attendance Policy: • Latecomers must be accompanied to the main entrance by an appointed adult. The pupil will be given access to the school building by the office secretary. The class teacher records the punctuality on Aladdin. Frequent lateness will be to the attention of the parents. • 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,	<ul style="list-style-type: none"> • All school staff will be supplied with a hard copy of the school Child Safeguarding Statement and Child Safeguarding Risk Assessment.

			<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Parents are informed and provide 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 Internet Acceptable User Policy specifically confiscation of phones	Harm by school personnel	<p>In line with school Internet Acceptable User Policy:</p> <ul style="list-style-type: none"> • 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	<p>The school's Bí Cinéalta Policy is available to all staff .</p> <ul style="list-style-type: none"> • Bí Cinéalta policy on our school website to inform parents. • Promotion of a culture of openness and respect in which

			<p>students can approach staff to discuss concerns and worries.</p> <ul style="list-style-type: none"> • Adequate supervision is provided to ensure code of behaviour is being followed. • All procedures as outlined in our BÍ Cinéalta Policy will be followed
11.	Management of challenging behaviour amongst pupils	Harm by school personnel	<p>As outlined in Department of Education & Skills Primary Circular 02/05 & 81/24 some pupils with serious difficulties may require more urgent action.</p> <ul style="list-style-type: none"> • 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 National Council for Special Education (NCSE) 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.	<p>In line with our school Accident & Injury Policy:</p> <ul style="list-style-type: none"> • All staff will exercise their duty of care to pupils for the duration of the school day. <p>In the event of Accident or Injury to a pupil:</p> <ul style="list-style-type: none"> • 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

			<p>of another staff member.</p> <ul style="list-style-type: none"> • In the event of a major accident or injury, more than one adult will remain with the injured child. Parents/ Guardians will be contacted and the G.P/ emergency services where necessary.
13.	Administration of Medicine	Risk of child being harmed in the school by another adult.	<p>In line with our school Administration of Medicines Policy:</p> <ul style="list-style-type: none"> • With the consent of the parents/guardians, relevant staff will be made aware of any children in their care who have medical conditions • Class teachers meet parents of children with medical conditions at the beginning of each school year to ensure information is up to date and to agree on the arrangements for the care of their child's medical needs • 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	<p>Harm by school personnel</p> <p>Harm from other pupils,</p> <p>Harm from adults at the venue</p>	<p>In line with our school Mission Statement:</p> <ul style="list-style-type: none"> • 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 file and with parents consent brought to the attention of relevant staff. • Parents will be notified of any changes from agreed procedures. • At all times the dignity and privacy of the pupil will be paramount. <p>Practices and procedures in this regard are detailed in various school</p>

			<p>policies such as :</p> <ul style="list-style-type: none"> • Code of Behaviour • Bí Cinéalta Policy • S.P.H.E Policy • Supervision policy • Acceptable Usage Policy • School Tours Policy
15.	<p>Participation by pupils in religious ceremonies/religious instruction external to the school.</p>	<p>Harm from other pupils Harm from other adults</p>	<p>In line with our school Supervision Policy & Agreed Wholeschool Procedures</p> <ul style="list-style-type: none"> • Pupils will not be permitted to make their way to the church unaccompanied. • Teachers will ensure there is 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.	<p>Toilet Areas</p>	<p>Inappropriate behaviour</p>	<p>During pupil contact time:</p> <ul style="list-style-type: none"> • Pupils ask for permission to use classroom toilet facilities. • Only one pupil at a time permitted in the class toilets.

			<ul style="list-style-type: none"> • All mainstream classrooms have 2 toilets. One is assigned to girls and one to boys. <p>During recreation breaks:</p> <ul style="list-style-type: none"> • All staff to encourage children to use the toilet before breaktimes, children are discouraged from using toilet facilities when outdoors however they will be allowed where necessary • Pupils must get permission from the teacher on yard duty to enter the school to use the designated break-time toilets. They must inform teachers of their return to the yard. • Only one pupil at a time is permitted. • During wet days when children are indoors during breaks they must ask permission of the supervising teacher to use toilets • Pupils in Junior and Senior Infants are accompanied into the building by the designated SNA if they need to use the toilet
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.	<ul style="list-style-type: none"> • Access to internet is filtered by the Oide 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 Tik Tok, Snapchat and Face book. It is the responsibility of all teachers to vet any video prior to showing it to the children.

			<p>In line with our school's Acceptable Usage Policy:</p> <ul style="list-style-type: none"> • 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 for personal reasons already agreed between school management and parents/guardians. • See Acceptable Usage Policy for more details.
18.	Storage or publication of photos of children	Risk of pupil images being accessed and used inappropriately.	<p>In line with the school Data Protection Policy:</p> <ul style="list-style-type: none"> • 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. • 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 or smart watches during the school day or at school events or on school outings
19.	Data protection	Risk of personnel information regarding pupils being accessed and used inappropriately.	<p>In line with the school's Data Protection Policy:</p> <ul style="list-style-type: none"> • 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/Deputy Principal/Admin Office/ Store Room Downstairs/ Teachers filing cabinets. • Soft copies are stored in a secure online database. A

			<p>password is required to access the documents.</p> <ul style="list-style-type: none"> Documents are shared with staff on a need to know basis.
20.	Use of video/photography/other media to record school events	<p>Bullying Harm from adults Harm from other pupils</p>	<p>It is school policy that:</p> <ul style="list-style-type: none"> 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.	<p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognized by school staff</p>	<ul style="list-style-type: none"> 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. <p>In line with our school's Health and Safety Statement:</p> <ul style="list-style-type: none"> 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.	<p>Risk of child being harmed in the school by another adult.</p>	<p>In line with our school Policy on Students on Teaching Placement:</p> <p>Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with:</p> <ul style="list-style-type: none"> Written verification that the placement is supported by and indemnified by the college in which the student is attending.

			<ul style="list-style-type: none"> 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.	<p>In line with our school Policy on Students on Work Experience:</p> <ul style="list-style-type: none"> 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. Trainee college students must be able to provide current NVB vetting documentation which should be processed in <u>advance</u> of placement start date through the student's relevant colleges. Transition Year Students are not required to provide NVB vetting documentation as they are still in school and will always be supervised during their placement.
24.	Use of the school premises by outside groups/individuals.	Risk from other adults	<p>In line with our school's Use of the School Premises Policy:</p> <ul style="list-style-type: none"> In the event of individuals/groups using the school premises outside of school hours, it is essential that those who have access provide written confirmation of up to date vetting to the BOM and further confirm that they have their child protection and safeguarding procedures in place.
25.	Children not collected from after school activities	Risk from other pupils Risk from other adults	<p>In line with our school Use of the School Premises Policy and Supervision Policy:</p> <ul style="list-style-type: none"> 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

			<p>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.</p> <ul style="list-style-type: none"> 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	<p>In line with our school Supervision Policy and Health and Safety Policy:</p> <ul style="list-style-type: none"> 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	<p>In line with our school Supervision Policy and Health and Safety Policy:</p> <ul style="list-style-type: none"> 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 give careful consideration as to the suitability of the venue and activity for their particular class.
28.	Use of external coaches/instructors during off-site activities.	Harm from unknown adults at the venue	<p>In line with our school Supervision Policy and Health and Safety Policy:</p> <ul style="list-style-type: none"> 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

			<p>suitable vetting.</p> <ul style="list-style-type: none"> • All teachers will accompany their class where external coaches are instructing.
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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 (revised 2023)*

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.

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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 (revised 2023)*.

Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
 - Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
 - Management of challenging behaviour amongst pupils, including appropriate use of restraint where required

- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- 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
 - Children on Tusla's Child Protection Notification System (CPNS)
 - Children with medical needs
- Recruitment of school personnel including -
 - Teachers/SNAs
 - 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
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
 - Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school

- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study

Examples of Risks of Harm

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
 - Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
 - Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
 - Risk of harm due to inadequate supervision of children while attending out of school activities
 - Risk of harm due to inappropriate relationship/communications between child and another child or adult
 - Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation

- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

Examples of Procedures to address risks of harm

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
 - The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
 - The school undertakes anti-racism awareness initiatives
 - The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
 - The school has in place a policy and clear procedures in respect of school outings
- The school has a health and safety policy
 - The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
 - The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
 - The school has an intimate care policy/plan in respect of students who require such care

- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
 - Has provided each member of school 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
 - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tables devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
 - The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
 - The school has in place a policy and procedures for the use of external sports coaches
 - The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
 - The school has in place a policy and procedures in respect of student teacher placements
 - The school has in place a policy and procedures in respect of students undertaking work experience in the school
 - The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations