

Edenmore National School

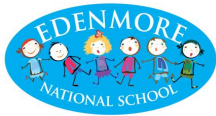
Child Safeguarding Risk Assessment 2021/22

Written Assessment of Risk of Edenmore N.S.

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Edenmore N.S.

1. List of school activities

- Daily arrival and dismissal of pupils- Pupils arrive between 8.50am and 9.05am. Pupils arrive at this time on the school bus, by car and some walk to school from the Breakfast Club supervised by 2 Edenbeag employees. Upon arrival they are supervised either in the yard or the classroom by teachers and SNA's. Infant pupils that do not attend the after-school club are collected inside school premises at 1.45pm under the supervision of teacher and SNA. Other pupils that do not attend after school club are collected at the school gate (supervised by principal/vice principal/teacher) at 2.45pm and some return home on the school bus at 2.40pm and are escorted to the bus by SNA. **(alternative measures in place during Covid 19 restrictions. See Edenmore NS Covid 19 Risk Assessment)**
- Recreation breaks for pupils- Pupils go to their designated part of the playground where they are supervised by teachers and SNA's. Children remain in the classroom on days when the weather is unsuitable to go outside and are supervised by teachers and SNA's. **(alternative measures in place during Covid 19 restrictions. See Edenmore NS Covid 19 Risk Assessment)**
- Classroom teaching- teacher and SNA (if class is allocated one) along with pupils remain in class between 9.05am-10.50am, 11.00am-12.30am, 1pm-2.45pm. All classroom doors have glass panels. Pupils are only permitted to go to the toilet individually. **(alternative measures in place during Covid 19 restrictions. See Edenmore NS Covid 19 Risk Assessment)**
- One-to-one teaching – SEN teachers teach pupils in a smaller SEN classroom with a glass panel on the door. **(alternative measures in place during Covid 19 restrictions. See Edenmore NS Covid 19 Risk Assessment)**
- One-to-one counselling – takes place in SEN classrooms or staffroom which has a glass panel door also. Counsellor must be Garda vetted and have relevant training in child protection matters
- Outdoor teaching activities –Takes place under the supervision of teacher and SNA (if class is allocated one) within school grounds.
- Nut/Egg Allergy- Due to a pupil having an allergy to both nuts and eggs, they are now prohibited in the school for all pupils in order to help eliminate the risk of this pupil coming into contact with either. A health care plan has been drawn up by staff in



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conjunction with the parents and medical professionals. All staff are familiar with this plan and know the procedures in place should an allergic reaction occur.

- Sporting Activities - External coaches/teachers must be Garda vetted and class teacher is always present for the duration of their coaching/teaching **(must take place outdoors while Covid 19 restrictions are in place)**.

- School outings– Children are accompanied with class teacher and SNA. Additional teachers and SNAs may be required depending on numbers. Pupils are supervised at all times for the duration of the school outing until their return to school.

- Use of toilet/changing areas in schools- Pupils are to use the toilet and change independently unless instruction is received to do otherwise from parents/guardians. 2 adults must be present if assistance is required with changing/toileting.

- Annual Sports Day– Children are supervised at all times by teachers and SNA's and usual school rules apply. Pupils will arrive at school wearing the appropriate clothing.

- Fundraising events involving pupils – For events in school during school hours, the school is responsible for the supervision and safety of the pupils. For events outside of school and outside of school hours, teachers are responsible for the children unless parents/guardians are present.

- Use of off-site facilities for school activities – Children will be fully supervised and usual school rules will apply. Parents and school bus will be responsible for drop off and collection of pupils at off-site facilities for events lasting the full school day e.g. sports day, musical rehearsals etc.

- School transport arrangements including use of bus escorts – Children arriving for the ASD class will be accompanied with a bus escort. Mainstream pupils that travel by school bus are under the supervision of the driver. They are dropped off and collected inside school premises.

Pupils will be accompanied with a teacher(s) and SNA if required for all other school transport arrangements such as trips, sports etc.

- Care of children with special educational needs, including intimate care where needed- Parents, principal and class teacher to make arrangements for specific intimate care needs depending on the individual pupil. 2 adults must be present when these care needs are being carried out.

- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required – See Guidelines for Physical Interventions Policy.

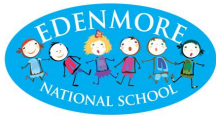
- Administration of First Aid – See Accident and Injury policy.

- Curricular provision in respect of SPHE, RSE, Stay Safe- See RSE Policy and SPHE plan.

- Prevention and dealing with bullying amongst pupils- See anti-bullying policy.

- Training of school personnel in child protection matters- All school personnel to have completed the relevant training.

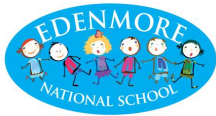
- Use of external personnel to supplement curriculum – Must be Garda vetted and have relevant qualifications/experience. Teacher must be present when any external person is teaching or talking to the pupils.



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- Use of external personnel to support sports and other extra-curricular activities - Must be Garda vetted and have relevant qualifications/experience. Teacher must be present for the duration of the lesson.
- **Recruitment of school personnel including** -
 - Teachers/SNA's - Jobs are advertised on www.educationposts.ie or www.staffroom.ie and interviews take place after applications have been shortlisted. Qualifications, Garda vetting and references will be checked before the successful applicant is appointed after B.O.M. ratification. Principal will ensure that relevant child protection training is completed.
 - Caretaker/Secretary/Cleaners Jobs are advertised locally or on www.educationposts.ie and interviews take place after applications have been shortlisted. Qualifications (if necessary), Garda vetting and references will be checked before the successful applicant is appointed. Principal will ensure that relevant child protection training is completed.
 - Sports coaches/External Tutors/Guest Speakers- Must be fully Garda vetted and have relevant qualifications or experience. Teacher must be present at all times during lesson/session.
 - Volunteers/Parents in school activities- Teacher must be present when parents/volunteers are in school assisting with activities involving pupils.
 - Visitors/contractors present in school during school hours All visitors/contractors must report to the school office upon arrival at the school. Teacher must be present when visitors/contractors are in the presence of pupils.
- Participation by pupils in religious ceremonies/religious instruction external to the school – Parents are responsible for drop off/collection of pupils to religious ceremonies outside of school hours. Teacher and parents (if necessary) are responsible for the safety and supervision of pupils during ceremonies. Teacher is responsible for the pupils during any preparations for ceremonies which take place during school hours in the church.
- Use of Information and Communication Technology by pupils in school – Pupils are not permitted to bring phones to school or to use any IT equipment in school unsupervised. Internet safety measures are in place for when pupils are accessing the internet.
- Students participating in work experience in the school – Secondary school pupils must be Garda vetted if aged 16 and over or their parents must sign a vetting form if they are under 16 years old. Students on work experience must not be left unsupervised with pupils.
- Student teachers undertaking training placement in school- Must be a student attending a recognised 3rd level teacher training college. The student teacher must be Garda vetted and have the relevant child protection training. Student teachers are not to be left unsupervised with the pupils.
- Use of video/photography/other media to record school events- Permission is sought from parents regarding video/photography/ other media upon the child's



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enrolment in the school. Children's faces are not to be shown on the schools social media page.

- After school use of school premises by other organisations – Permission must be granted by the B.O.M. and the individual/group using the premises must have their own insurance.

2. The school has identified the following risk of harm in respect of its activities

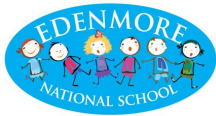
- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the 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 bullying of child
- 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
- 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 appropriate 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

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

4.

All school personnel are provided with a copy of the school's *Child Safeguarding Statement*

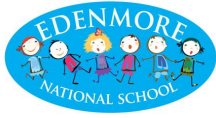
5. The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel



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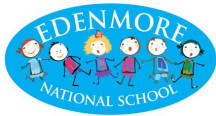
6. School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
7. The school implements in full the Stay Safe Programme
8. The school implements in full the SPHE curriculum
9. The school implements in full the Wellbeing Programme at Junior Cycle
10. 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*
11. 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.
12. The school has in place a policy and clear procedures in respect of school outings
13. The school has a Health and safety policy
14. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
15. The school has a codes of conduct for school personnel (teaching and non-teaching staff)
16. The school complies with the agreed disciplinary procedures for teaching staff
17. The school has a Special Educational Needs policy
18. The school has an intimate care policy/plan in respect of students who require such care
19. The school has in place a policy and procedures for the administration of medication to pupils
20. The school –
 - i. Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
 - ii. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - iii. Encourages staff to avail of relevant training
 - iv. Encourages board of management members to avail of relevant training
 - v. Maintains records of all staff and board member training
21. The school has in place a policy and procedures for the administration of First Aid
22. The school has in place a code of behaviour for pupils
23. The school has in place an ICT policy in respect of usage of ICT by pupils
24. The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
25. The school has in place a Critical Incident Management Plan
26. The school has in place a Home School Liaison policy and related procedures
27. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
28. The school has in place a policy and procedures for the use of external sports coaches
29. The school has in place a policy and clear procedures for one-to-one teaching activities
30. The school has in place a policy and procedures for one-to-one counselling
31. The school has in place a policy and procedures in respect of student teacher placements
32. The school has in place a policy and procedures in respect of students undertaking work experience in the school



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33. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations



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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 every effort is made 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 in September 2021. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal to the Board of Management

Date: _____

Date: _____