

**Child Safeguarding Risk Assessment (of any potential harm)  
Completed in consultation with Staff, BOM and Parents**

List of School Activities (Morning)	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
<b><i>Arrival &amp; Dismissal of Pupils</i></b>			
Daily arrival and dismissal of pupils	Med	<p>Harm from older pupils, unknown adults on the playground</p> <p>Pupils not being supervised by teachers appropriately</p> <p>Parents/Pupils entering multiple doors after 8:50 and walking throughout school</p>	<p>Arrival and dismissal supervised by Teachers</p> <p>Doors closed/Side gates closed. Side gate is not used for entry to school.</p> <p>All teachers must wait with pupils until they are collected. Teachers wait until 14:40. Member of ISM then looks after pupils. Parents/guardians contacted by class teacher if a regular issue.</p> <p>ISM &amp; SNAs supervises prior to 8:50</p> <p>Younger pupils lined up for parents to collect. All teachers following school Supervision Policy.</p> <p>List of persons collecting pupils on Aladdin</p> <p>Policy to be created w.r.t. Instructions and rules surrounding parents in school and supervision before 8:30.</p> <p>Pupils should be walked to their class by school personnel</p> <p>Junior/Senior Infants brought to office if not collected. Parents must collect at office if late and sign them out.</p> <p>All visitors must display Visitor Badges. All school staff will assist with policing this.</p>

Pupils collected late	Med	Pupil left in school with one adult	Teacher waits until 14:40. Parents phoned. Member of ISM then waits with pupil.  Note created on Aladdin
Closing of security doors	High	Doors not closed at 8:50, 11:00, 13:00 and 13:30.  Risk that un-vetted people wandering the school  Doors left open during yard times. Pupils re-entering building unsupervised.  Public using yard as right of way.	All members of staff responsible for this.  Communicate to pupils & parents reasons that these actions are being taken.  Pupils are taught that they must not BUZZ in anyone at the front door.  Codes changed on all doors regularly. Given to staff only. List of fob holders. Fobs re-programmed.  ISM/LS Support close doors at 8:50.
Wet morning supervision	Med	One adult supervising classes  Unvetted adults in school	Rota in place ISM SNAs Ensure parents of older classes drop children to door.
Morning supervision	Med	Pupils mis-behaving SNAs/Teacher correcting pupils	Consistent approach by staff  Pupils understand rules (Communication)  Review Code of Discipline and communicate clearly to School Community.
<b>Teaching</b>			
Training of school personnel in Child Protection matters	High	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff at <a href="http://www.togherboys.com">www.togherboys.com</a>  DLP& DDLP to attend PDST face to face training All Staff to view Túsla training module & any other online training offered by PDST

			<p>BOM records all records of staff and board training. All personal to undertake TUSLA online training.</p> <p><i>All substitute personal must be directed to <a href="http://www.togherboys.com">www.togherboys.com</a> to avail of necessary docs</i></p>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>		<p>Harm not recognised or properly or promptly reported</p>	<p>Child Safeguarding Statement &amp; DES procedures made available to all staff</p> <p>Staff to view Tusla training module &amp; any other online training offered by PDST</p> <p>Vetting Procedures</p> <p>Policy of Parents / Volunteers</p> <p>Policy on Visiting Contractors</p>
Substitute Personal	High	<p>Harm not recognised or reported promptly</p> <p>Sub not aware of SEN needs of class. Therefore, SEN pupils open to bullying</p>	<p><i>All substitute personal must be directed to <a href="http://www.togherboys.com">www.togherboys.com</a> to avail of Child Protection Docs and School Routine Information.</i></p> <p><i>Member of ISM team informs substitute personal of Child Protection Procedures.</i></p> <p><i>Substitute leaves Information Log for class teacher</i></p> <p><i>Information Logs created by all teachers for substitutes</i></p>
Student Teachers – training placement	Med	Students unaware of school policies	<p><i>Mentor assigned and all documents available on <a href="http://www.togherboys.com">www.togherboys.com</a></i></p>

Supervision of classes by non-class teacher	Med	Teacher unaware of CP issues in class Teacher unaware of class rules	Teacher follows supervision policy Teacher leaves Information Log for class teacher
One to one teaching	Med	Harm by school personnel	School has policy in place for one to one teaching. Open doors Table between teacher and pupil <b>Glass in window of all rooms – audit must be taken.</b> Extra pupils taken.
One-to-One teaching in prefabs	High	Doors not left open Building Isolated from main building	School to investigate possibility of ensuring all one to one teaching is undertaken within main school building.
Team Teaching	Med	Pupils unsupervised while waiting for SEN teacher	Pupils to be collected by teacher.  Other adult to wait with pupils until teacher arrives
Poor Teacher performance(Incompetence) Or Teacher misconduct	Low	Pupils not receiving an appropriate education – neglect Lack of planning – differentiation Lack of supervision Lack of praise/encouragement Low expectations due to background of children Teachers being unfair to pupils Teachers not following national and school policies	Whole School Policies in place Teaching standards measured against Quality Framework for Primary Schools Domains [Learner Outcomes, learner experiences, teachers individual practises, teachers collective/collaborative practise] Teachers reflect through planning and collaboration on their practices Teaching Council Standards
Class teacher leaves class unsupervised	Med	Bullying opportunities	Teachers ensure this is kept to a minimum  Other school personal supervises class
Outdoor teaching activities	Low	PE on yard – public walking by.	Teacher supervision
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.		This needs to be reviewed Inconsistent approach in school All personal not aware of expectations	Review Code of Behaviour needs to be undertaken

Use of external personnel to supplement curriculum		Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff  School staff always in room during lessons.  Staff to view Tusla training module & any other online training offered by PDST
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full  ISM checklist undertaken annually.  Report to be submitted to BOM  ICT training to be undertaken by staff
<b>SEN Pupils</b>			
SEN pupils walk to resource teacher by himself	High	SEN pupils walking in school by themselves Security Doors not closed after yard times Pupils walking in yard unsupervised to go to prefab Visitors to school do not always go to office when entering the school.	Pupils go in pairs  Teacher collects pupils
Pupils on blue breaks with one adult	Med	Staff member left alone with pupil	Blue breaks carried out in public space Door left open during blue breaks
Tactile pupils	Med	Pupils like to hug adults	Pupils taught social stories  Discussed with parents if pupils have sensory issues.
Care of Children with special needs, including intimate care needs	High	Harm by school personnel	Policy on intimate care. Records of intimate care kept and shared with parents. Two members of staff present at all times

SNAs left supervising pupils	Med	Teacher is called to meeting	Door left open Other teacher called when possible.
SEN Pupils during yard time	Med	SEN pupils vulnerable to bullying SEN pupils may be exposed to inappropriate language	Supervision policy Classes line up quietly and in an orderly fashion. Classes wait quietly until class teacher collects class School participates in Autism Day to educate all pupils wrt Autism
SEN pupils not going to yard	Med	SNA left alone with SEN pupil	Build Independence – social stories taught. Peer would play with pupil
Sensory Room	High	Adult left alone Blue breaks?	Two adults in sensory room More than one child in sensory room Timetable available for sensory room
School transport: Bus escorts	MEd	Harm by school personnel	Garda Vetted
<b>Toileting</b>			
Toilet areas	High	Inappropriate behaviour	Usage and supervision policy -Teacher needs to monitor -Class door to be left open -pupils understand rules clearly
PE – pupils going to toilet	High	Inappropriate behaviour Pupils go by themselves	Nearest toilet used Teacher ensures pupil return in normal time.

Pupils leave yard to go to toilet	High	Older & younger pupils in school building unsupervised Bullying possibilities. More than two children using the same toilet Younger pupils enter building without the knowledge of adults in yard	Teachers ensure all pupils given opportunity to go to toilet prior to going to yard  All doors closed in school.  No pupils allowed re-enter school unless required by a medical condition
<b>Yard</b>			
Teachers leaving pupils unsupervised to complete homework/classwork during yard time (Detention)	High	No supervision  Teacher does not have any knowledge of who is looking after pupils	Review Code of Discipline  Pupils not to be left in school unsupervised. /
Yard Supervision	Med	Gates not closed Staff not applying rules consistently Pupils unaware of rules Pupils running from yard area  Teachers not supervising yard appropriately (PA) Bullying occurring	Ensure class is lined up correctly and quietly. Pupils walk to lines All staff aware of duty of care
Pupils sent in from yard with injury	Med	No supervision Pupils wait outside staffroom waiting for teacher to tend to injury	Pupils sent in pairs  First Aid Boxes required on yard to care for injured pupils.  Adult accompanies pupils with any serious injuries into office and cares for child.
Recreation breaks for pupils	High	Class teacher not on same yard as class  Teacher collects class late because they are on different yard  Teacher on yard does get tea after break. Pupils unsupervised.	Review supervision rota.  All teachers go for tea/toilet break between 10:35 – 10:45 & 12:30-12:40  Another teacher brings class to yard. Teacher Supervising goes to yard.

Junior Yard – doors left open	Med	Doors left open during yard. Pupils can re-enter yard unsupervised	All doors closed.
Members of public using yard as right of way	Med	Harm by members of public. Opportunities for grooming. Members of public entering side gate (Suaimhneas) throughout day	Teacher Supervision on yard. All security doors closed at all times. Security Cameras Signs created: NO THOROUGHFARE. THANK YOU
<b>Visitors</b>			
Sports Coaches	Med	Harm to pupils	Policy & Procedures in place
Vistors not reporting to office	High	Inappropriate behaviour	All staff should stop and question persons without Visitor Badges  No Persons allowed into school without visiting office  BOM will investigate cost to move Office to front of building. BOM will investigate installing two extra security doors.
Public using toilets	High	Inappropriate behaviour  Unsupervised persons in building  Unvetted persons in building	No public toilet available in school.  Communicate to all School Community
<b>Pupils</b>			



Students participating in work experience	Low	Harm by student	Work experience Policy Pupils vetted by Secondary School
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> </ul>		Pupils not able to access outside agency supports Pupils do not receive appropriate assessments	ISM to review minority groups  ISM to review SEN policy  Home School Liaison is in place and consults with all class teachers wrt vulnerable pupils
LGBT Children/Pupils perceived to be LGBT	Low	Bullying	Anti-Bullying Policy Code of Behaviour
Pupils entering/exiting building	Med	Too many classes using one entrance Too many classes on stairs Older/Younger pupils together	ISM to observe and ensure classes entering building in an orderly manner
Coat Area	Med	Pupils unsupervised Possibility of bullying Fighting	Class teacher ensures pupils collect coats in an orderly manner
Use of Information and Communication Technology by pupils in school	Med	Bullying	ICT policy Anti-Bullying Policy Code of Behaviour Staff to receive training wrt Online Risks
Prevention and dealing with bullying amongst pupils	Med	Bullying	Anti-Bullying policy Reporting of bullying cases to BOM
Administration of Medicine Administration of First Aid			Policy? Allergies? Where is data stored? Is it secure? Who has access?

<b>ICT</b>			
ICT – taking of photos and videos	High	Pupils data published online	ICT AUP Policy in place  On school outings – other people taking photos of pupils – consent required by parents.  Photos taken by parents of other children – not allowed unless consent available  School to review policy for GDPR
ICT Training for teachers	High	Lack of training How do we teach Webwise? How do we deal with Cyberbullying?	BOM to review ICT training
<b>Outside School Activities</b>			
After School Activities by outside personal	Med	Parents unaware of collection points  Toilet – where do pupils go?  Supervision	Parents given appropriate information  School personnel in school during activities
Sporting Activities	Med/ High	Pupils going to matches/training	Teachers stand outside changing rooms Teachers ensure pupils walk orderly. Teachers wait at intervals to ensure that all pupils are walking together One teacher walk at front of line and one at the back of the line.
School Tours	Med	Pupils visiting new areas	Sufficient adult supervision provided Pupils behave in an orderly fashion Teachers supervise pupils appropriately
Book Fair/Cake Sales	Low	Unvetted persons in school People moving around school unsupervised	All PA members have visitors badges.  All persons vetted.

		Allergies	Pictures of people with allergies posted in staff room
Sports Day	High	Pupils not supervised appropriately (PA) Pupils wandering around pitches Lack of organisation PA	Different colours for each class – easy to find class and pupil  ISM to review Sports Day and look at new system
Use of school premises by other organisation during school day	High	Happy Talk Music Generation English for Parents Credit Union	All persons report to office.  Vetting records kept in school office
Swimming	High	Swimming – changing rooms	Male member of staff always attends swimming  Teaching staff never enter changing rooms while pupils changing  SNAs assist pupils with changing if required  Pupils change in single cubicle if required  Older & Younger pupils going together. Child Protection Risk therefore pupils of similar ages go together.

**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 *[insert date]*. 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