

Child Safeguarding Risk Assessment

Written Assessment of Risk of Presentation Primary School, Bandon, Co. Cork 05257P

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 2023, (revised document) the following is the Written Risk Assessment of Presentation Primary school, Bandon, Co. Cork. 05257P This written assessment was reviewed and updated by the staff of the school in September 2023.

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 -
Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> • Harm from other pupils • Unknown adults • Inappropriate behaviour from pupils and parents • Traffic on Dunmanway Road entrance • Regularly people do not use the footpath on the hill at the Dunmanway road. • Walking to and from drop off point for school buses. (Boy's school entrance) • Arrival before supervision begins at 8.30. • Infants' home-time: A parent, who teacher may not know, collects a few children together. 	<p>Arrival and Dismissal Procedures:</p> <ul style="list-style-type: none"> • Traffic Policy in place and available to all parents on school's website. • Principal informs all parents/guardians of the start and finish times of the school day through communication with new parents and under the Starting School booklet on the website. • Parents made aware of home time collection procedures at induction meeting • Respect Policy for Parents to be put in place (September / October 2023) • Supervision Policy to be put in place to ensure appropriate supervision of children during assembly, dismissal, and breaks.

		<ul style="list-style-type: none">• Adults are directed to leave children at the designated red lines upon arrival at school and to collect there at the end of the school day.• Bus children are escorted from their classrooms by SNAs (Infant finishing time) and other school personnel (Principal and Deputy) at normal finishing time.• In the event of a parent/guardian being late to collect a child, a phone call is made and the child waits in the corridor outside the Secretary's Office.• If a child is being collected early then a parent or guardian will inform the school by phone or through Aladdin and the child will be collected by the Secretary's office. Early finishers will be signed out on Aladdin by teacher or secretary.• If there is a new collector especially for infants then the class teacher will be notified and the new collector will introduce themselves.• If a parent/visitor displays anger or aggression to another member of the
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		<p>school community, they may be asked to remove themselves from the building</p>
<p>Recreation breaks for pupils</p>	<ul style="list-style-type: none"> • Injury to pupils • Bullying incidents • Harm not being recognized by school personnel. • Reporting procedures not followed. • A child being harmed in the school by another child. 	<ul style="list-style-type: none"> • Supervision Policy & Procedures are in place. Each yard has adequate adult supervision at all break times. • The Anti-bullying policy has been reviewed and updated. • Code of Behaviour is being reviewed and is awaiting Board Approval (September 2023). • The full policy and also a summary will be available on the school website.
<p>Classroom teaching</p>	<ul style="list-style-type: none"> • Harm not being reported properly and promptly by school personnel. • A child being harmed in the school by another child. • A child being harmed by a volunteer or visitor to the school. • Harm due to bullying. • Harm due to inadequate supervision of a child in school. • Teacher leaving room • Non-teaching of same 	<ul style="list-style-type: none"> • Vetting Procedures in place • Qualified Staff • Supervision Procedures are in place • An Anti-bullying policy is in place. • Children supervised by SEN team due to teacher absence • Classroom management and reward systems are in place when necessary. (Individual teachers' choices) • 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 2023 are available to all school personnel.
<p>Training of school personnel in Child Protection matters</p> <p>Curricular Provision in respect of SPHE, RSE, Stay Safe.</p>		<p>The school has in place a Code of Behaviour.</p>

		<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures made available to all staff • DLP& DDLP to attend PDST face to face training • All Staff to view Túsia training module & any other online training offered • BOM records all records of staff and board training • School implements SPHE, RSE, Stay Safe in full
One to one teaching (learning support or other)/ counselling.	<ul style="list-style-type: none"> • Harm by school personnel • Harm to children with SEN • Risk on the stairs of falling 	<ul style="list-style-type: none"> • There is a window in the room • There may be a glass panel in the door to the room • The door to the room is left ajar • Table or appropriate space between teacher and pupil • The pupil is collected from and accompanied back (SET/SNA) to the classroom depending on age, needs and behaviour.
Outdoor teaching activities	<ul style="list-style-type: none"> • Injury from another pupil • Bullying Incidents • Harm not recognised or promptly reported 	<ul style="list-style-type: none"> • Supervision Procedures are in place • Code of Behaviour (• CCTV is in operation • Hazards identified • Physical boundaries well communicated to staff and pupils
Online teaching and learning remotely	<ul style="list-style-type: none"> • Risk of Cyberbullying • Inappropriate behaviour • Location for online learning • Inappropriate attire 	<ul style="list-style-type: none"> • Anti- Cyber bullying Policy in place • Webwise to be used as part of the SPHE . • The school will engage a speaker to facilitate a workshop on cyberbullying for senior classes.

	<ul style="list-style-type: none"> • Lack of adult/ parental supervision 	<ul style="list-style-type: none"> • The Community Guard will facilitate internet safety talks when needed. • Acceptable Usage Policy will be updated to facilitate online teaching and learning. • Guidelines for online learning.
<p>Sporting Activities/ School Outings/ Sports Day/ Carol Singing/ Visits to the Library/ Secondary school shows.</p>	<ul style="list-style-type: none"> • 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, cross country, GAA, Cork City Sports. • Risk of harm due to inadequate supervision of children while attending out of school activities • Emotional harm/ self-consciousness/ bullying. • Risk of danger journeying to and from events. 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting • The school will put procedures in place with regard to external sports coaches • At school the teacher is always present. • Implement SPHE curriculum fully in particular "Myself and Others". • Anti- Bullying Policy in place. • Adequate supervision by teachers and non-teaching staff. • Rules of the road explicitly taught before any outing that involves walking outside the school grounds. • Staff sign in/ out in a book inside the secretary's window detailing exit and return time. • DLP/ DDLP will be notified on Aladdin about any school outing in adequate time.
<p>Use of external personnel to support sports and other extracurricular activities</p> <p>Use of external personnel to supplement the curriculum.</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.

	<p>while child participating in out of school activities e.g., swimming, rugby, GAA & Drama.</p>	<ul style="list-style-type: none"> • References checked. • Signing in/out • Buzzer system at the door. • Always teacher/ SNA present • The school has in place procedures for the use of external persons to supplement delivery of the curriculum
Use of toilet	<ul style="list-style-type: none"> • Inappropriate behaviour • Risk of slippery floors 	<ul style="list-style-type: none"> • During pupil contact time: Class teachers will be in control of the number of pupils accessing the toilet at any one time due to their own classroom management plan. • Children will follow proper hand drying skills to minimise water spillage. <p>On arrival and during recreation breaks:</p> <ul style="list-style-type: none"> • Pupils must have permission from the teacher on yard duty to enter the school to use their class toilet and will alert teacher on duty when back in yard. • Only one pupil at a time is permitted in class toilets.
Fundraising events involving pupils e.g. sponsored walk	<ul style="list-style-type: none"> • Risk of falling/ injury • Risk of being harmed by another child/ adult. • Risk of not being seen by motorists. 	<ul style="list-style-type: none"> • Sufficient staff in place to supervise, at least 1 adult to 10 students. • All children and adults will wear Hi-Vis vests so they will be clearly seen by motorists.
Use of off-site facilities for school activities	<ul style="list-style-type: none"> • Risk of injury • Risk of being harmed by another child/ adult. 	<ul style="list-style-type: none"> • Sufficient staff in place to supervise, at least 1 adult to 10 students. • Policy on school outings.

	<ul style="list-style-type: none"> • 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, cross county, GAA, Cork City Sports. • Inadequate supervision 	<ul style="list-style-type: none"> • Bus escorts are hired following Gardai vetting legislation. • Anti-bullying policy is being reviewed and updated. • Intimate care policy to be drafted and ratified. • Always 2 adults present. • All staff Garda vetted. • Follow SPHE Plan • Plan to be reviewed annually. • Anti-Bullying Policy is being reviewed and Cyber- Bullying to form part of that. • Webwise to be used in all classes as part of the SPHE programme termly and as deemed necessary. • Supervision policy implemented and reviewed where needed. Code of behaviour being reviewed and to be implemented when completed. • Health & Safety Policy. • Staff to be made aware of those with challenging behaviours and information on key strategies to be shared when necessary.
School transport arrangements including use of bus escorts.	<ul style="list-style-type: none"> • Risk of harm by another child • Risk of bullying • Risk of harm by an adult. 	<ul style="list-style-type: none"> • Risk of harm by school personnel, while child receiving intimate care, one to one. • Access to toilets.
Care of children with special needs including immediate care where needed.	<ul style="list-style-type: none"> • Risk of harm by school personnel, while child receiving intimate care, one to one. • Access to toilets. 	<ul style="list-style-type: none"> • Risk of harm by school personnel, while child receiving intimate care, one to one. • Access to toilets.
Curricular provision in respect of SPHE, RSE and Stay Safe	<ul style="list-style-type: none"> • Staff not knowing/following the RSE/SPHE programme. • New personnel aware of the programme(s) in place. • Cyber- Bullying 	<ul style="list-style-type: none"> • Staff not knowing/following the RSE/SPHE programme. • New personnel aware of the programme(s) in place. • Cyber- Bullying
Managing of challenging behaviour amongst pupils.	<ul style="list-style-type: none"> • Risk of harm to other child(ren), school personnel. 	<ul style="list-style-type: none"> • Risk of harm to other child(ren), school personnel.

<p>Administration of Medicine Administration of First Aid</p>	<ul style="list-style-type: none"> • Risk of administering medicine incorrectly. • Risk of harm one to one. • Risk of causing further harm. • Use of plasters. 	<ul style="list-style-type: none"> • Triggers to be noted. • Training and advice given when needed. • Individual policy on procedure to be agreed by all and ratified by the BOM. • Trained First Aid Personnel on Staff and all other staff to be aware of this. • Healthy and Safety policy to be updated. • Policy and procedures for the administration of First Aid to be updated.
<p>Prevention and dealing with bullying amongst pupils</p>	<ul style="list-style-type: none"> • 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 harm due to bullying of child. • Risk of harm due to inadequate supervision of children in school. • Risk of harm due to inadequate code of behaviour. • 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 	<ul style="list-style-type: none"> • The school implements in full the Stay Safe Programme • The school implements in full the SPHE curriculum • 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 (being reviewed and updated) • Children made aware of issues around bullying during Anti-Bullying week November 14th-18th 2023 • The school has a yard/playground Supervision Rota to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets. • The school has in place an Acceptable usage policy in respect of usage of Digital resources by pupils. (Being updated)

		<ul style="list-style-type: none"> The school has in place procedures in respect of usage of mobile phones by pupils. (Being updated).
<p>Use of Information and Communication Technology by pupils in school.</p>	<ul style="list-style-type: none"> Risk of being bullied. 	<ul style="list-style-type: none"> Anti-Bullying Policy in place. Anti-Cyber Bullying Policy to be updated. Acceptable Usage Policy to be updated. Code of Behaviour Policy being currently reviewed. SPHE lessons, Webwise
<p>Training of school personnel in child protection matters</p>	<ul style="list-style-type: none"> Risk of harm due to inappropriate relationship/communications between child and another child/adult. Risk of sensitive material not being stored carefully. 	<ul style="list-style-type: none"> All staff are encouraged to regularly revisit Children First training to revise and renew legislation and mandated person training. Update Certificate every three years. DLP/ DDLP will update their own training to understand what needs to be done in all cases. All sensitive notes to be kept in safe designated space in Principal's office. Only factual accounts are kept. Staff will follow necessary steps in reporting/ seeking advice.
<p>Care of pupils with specific vulnerabilities/needs such as:</p> <ul style="list-style-type: none"> Pupils from ethnic minorities/migrants Members of the travelling community Lesbian, gay, bisexual or transgender (LGBT) children Pupils perceived to be LGBT Pupils of minority religious faiths Children in care. 	<ul style="list-style-type: none"> Risk of harm not being recognised by school personnel Risk of harm due to bullying of child. Risk of racism 	<ul style="list-style-type: none"> 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 (being reviewed and updated) Yard supervision Code of Behaviour (to be reviewed and put in place)

<ul style="list-style-type: none"> Asylum seekers. <p>Use of video/photography/other media to record school events</p>	<ul style="list-style-type: none"> Risk of child being named against wishes of parent/ guardian Risk of child being named when not wish of parent/ guardian. GDPR breach Risk of forgetting to remove photo from personal device. 	<ul style="list-style-type: none"> Written parental permission to take photos of children is obtained by the school on enrolment. Class teachers are made aware of any children in his/her class who do not have permission to be in school photos. Photos are encouraged to be taken on school devices I-Pad/ phone where possible. If personal devices are used than photos taken by staff are removed at the end of the day. Children's names are not published when uploading to school website/social media. Children are not permitted to use electronic devices unless under adult supervision.
<p>Insufficient/ no lunch</p>	<ul style="list-style-type: none"> Risk of becoming unwell Risk of not reaching academic potential Risk of being tired/ lacking concentration. 	<ul style="list-style-type: none"> Class teachers and teachers on duty will be vigilant in monitoring lunches. If a child has no lunch, then parent/ guardian will be contacted. If a child regularly has no / insufficient lunch and the situation didn't improve after discussion with parent the class teacher informs the DLP. If the particular child is a noted concern lunches may be provided.
<p>Data Protection</p>	<ul style="list-style-type: none"> Risk of breach of GDPR 	<ul style="list-style-type: none"> Confidential documents relating to children in the school are stored securely.

		<ul style="list-style-type: none"> • Hard copies are stored in filing cabinets in the principal's office • Soft copies are stored under password protection on Aladdin. • Documents are shared with staff on a need-to-know basis.
<p>Children presenting with social, emotional, behavioural or medical needs in school.</p>	<ul style="list-style-type: none"> • Risk of being bullied • Risk of not reaching potential. • Risk of not full accessing curriculum. • Harm to self • Harm to others • Harm by school personnel. 	<ul style="list-style-type: none"> • Concerns relating to social, emotional, behavioural or medical needs are communicated to parents/ guardians by phone, informal meetings. • Children are provided with extra support at school through the Continuum of Support. This may be in the form of in-class support or withdrawal from class. Staff discuss concerns and learning targets with parents and formulate a Student Support Plan signed by parents. This is regularly monitored and tracked. • Staff will attend CPD in behavioural needs when needed. • A Personal Pupil Plan will be completed for children with extra vulnerabilities and SNA support to ensure extra supports are in place as required. The specific strategies outlined in this care plan will be monitored and reviewed on a regular basis. • The school may recommend onward referral for children presenting with significant difficulties----CAMHS, NEPS, CDNT
<p>School Attendance</p>	<ul style="list-style-type: none"> • Risk of not reaching potential. • Risk at being socially excluded. 	<ul style="list-style-type: none"> • Class teachers report concerns to Principal/ Deputy.

		<ul style="list-style-type: none"> • Child's attendance will be monitored. • Parents/ Guardians notified after 10 days unexplained absences. • NEWB notified after 20 days unexplained absences. • Teachers are to be informed in advance of early leaving through Aladdin, by phone or note to class teacher. • Attendance policy to be update (2023-24)
<p>Student teachers undertaking training placement in school.</p>	<ul style="list-style-type: none"> • Risk of child being harmed in the school by another adult. 	<ul style="list-style-type: none"> • Prior to accepting a student on teaching placement, it is the responsibility of the 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. <ul style="list-style-type: none"> • Confirmation that vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement.
<p>Students participating in work experience</p>	<ul style="list-style-type: none"> • Risk of child being harmed in the school by another adult. 	<ul style="list-style-type: none"> • The school requires confirmation from the school, in writing, that vetting obligations (asper DES circular 31/ 2016) will be complied with in advance of commencing work placement. Students must be able to provide current NVB vetting documentation which 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/ placement to

<p>Recruitment of school personnel including –</p> <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners • Sports Coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities • Visitors/contractors present in school during school hours • Visitors 	<ul style="list-style-type: none"> • Risk of harm not being recognised • Risk of harm not being dealt with properly • Risk of harm not being promptly reported. 	<p>students who cannot meet vetting obligations</p> <ul style="list-style-type: none"> • Child Safeguarding Statement & Risk Assessment made available to all staff. • Newly appointed staff to view Tusla training module & any other online training offered by PDST. • Vetting Procedures. • Copy of Garda Vetting, Statutory Declaration Form of Undertaking provided to school • Copy of DES Procedures available to each Class Teacher/Non-Teaching Staff. • Policy on external Coaches/Volunteers. (to be drafted ASAP)
<p>Participation by pupils in religious ceremonies external to school.</p>	<ul style="list-style-type: none"> • Risk of harm in leaving school • Risk of harm in returning to school 	<ul style="list-style-type: none"> • Teacher will accompany children at all times • Adequate supervision 1 adult to 10 children. • Children are made aware of Road Safety prior to outing.
<p>Swimming</p>	<ul style="list-style-type: none"> • Risk of harm on the journey • Risk of harm during the lesson • Risk of harm from an adult. • Risk of harm from another pupil. 	<ul style="list-style-type: none"> • All staff employed by the pool have been vetted. • Children are made aware of the Pool rules prior to commencement of lessons. • Children are well informed about water safety. • Children follow rules on the bus and these are explicitly taught by class teachers.

Important Notes:

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 section 2 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 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. This risk assessment has been completed by the Board of Management on 6th December 2022. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed:  Date: 26/9/23

Chairperson, Board of Management

Signed: 

Date: 26/9/23

Principal/ Secretary of Board of Management.