



Parteen National School

Parteen

Co. Clare

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Principal: Gerard Ruane

Deputy Principal: Mairéad Guckian

**Child Safeguarding Risk Assessment
of any Potential Harm.
Review March 2019**

List of School Activities	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
Training of school personnel in Child Protection matters.	Low	Harm not recognised or reported promptly if training is not completed. Staff who have not completed training joining staff.	Child Safeguarding Statement & DES procedures made available to all staff. DLP & DDLP to attend PDST face to face training on May 16 th , 2018. DLP attended Child Protection Training on Child Protection Inspections on 4/3/19. All Staff have viewed the Túsla training module will also avail of the PDST Training.

			<p>Principal maintains a CPD Record located in the Staff Meeting folder. This is presented to the BOM annually.</p> <p>Assistant Principal in-charge of induction of new staff. Assistant Principal in-charge of mentoring co-op students. Principal in-charge of mentoring SNAs and any new non-teaching staff.</p>
<p>One to one teaching, small group teaching, classroom teaching, outdoor teaching, children contact with non-teaching staff.</p>	<p>Low</p>	<p>Harm by school personnel. False allegation made against a staff member.</p>	<p>All resources – books, DVD’s, CD’s, newspapers, websites etc. must be checked for their appropriateness with regard to age and suitability.</p> <p>As a general rule, physical contact between adults and children should not be necessary. However, physical contact may be used to comfort, reassure or assist a child. In these cases it must be in the open in front of others, be acceptable to the child and be age appropriate. It should be in response to the needs of the child and not the adult.</p> <p>Glass windows in doors (doors without windows in main building are being installed during the Easter holidays 2019).</p> <p>All staff Garda Vetted.</p> <p>All staff should never do anything of a personal nature that the child can do themselves.</p> <p>All substitute staff required to produce Garda Vetting, a Statutory Declaration, Form of Undertaking and photo I.D.</p> <p>Induction of new staff: Assistant Principal in-charge of induction of new staff. Assistant Principal in-charge of mentoring co-op students. Principal in-charge of mentoring SNAs and any new non-teaching staff.</p>

Care of Children with special needs, including intimate care needs.	Low	Harm by school personnel. False allegation made against a staff member.	Meeting will take place to organise this and IEP will be created before child starts school. Specific toileting plan to be drawn up. Two staff members will be present where possible.
Toilet areas.	Low	Inappropriate behaviour.	Toilets are located within classrooms. Children are not allowed into the new building at break time. Children who want to use toilet ask teacher who records name in a book and takes it off when child has returned – children use main building.
Toileting accidents.	Low	Harm by school personnel. False allegation made against a staff member.	Clean underwear and suitable clothing is kept in the school. If a child has an accident they will be given clean clothes to change into. If they are stuck verbal instruction will be given by teacher/SNA. If for some reason they can't change themselves parents/ emergency contacts will be called. If no contacts can be reached the child will be assisted by two staff members.
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same.	School implements SPHE, RSE, Stay Safe in full. This is monitored through Cuntas Míosúil and Assistant Principal discussion with teachers.
LGBT Children/Pupils perceived to be LGBT.	Low	Bullying.	See Anti-Bullying Policy. See Code of Behaviour.
Daily arrival and dismissal of pupils.	Med	Unknown adults on the playground. Harm to pupils.	Supervision in place from 8.50am. Parents/ guardians must not drop children before this time and this is regularly communicated to parents. Teachers dismiss children each day. Teachers call home if (themselves or through Catherine) if they have a query re who has presented themselves to collect the child, See Supervision Policy.

Sports Coaches.	Low	Harm to pupils.	Teachers remain in charge of class and stay with pupils at all times. Joint Agreements made with any sporting organisations which involve presentation of Garda Vetting and Statutory Declaration/ Form of Undertaking.
Students participating in work experience.	Low	Harm to pupils.	Only children who are over 16 are accepted as Garda Vetting can only be processed for those over 16. Joint Agreements made with secondary schools which involve presentation of Garda Vetting and Statutory Declaration/ Form of Undertaking. Assistant Principal in charge of this.
Recreation breaks for pupils.	High	Harm to pupils.	Teachers ensure they are visible on yard and that all children are visible. There are out-of-bounds areas that children must not go. Supervision Rota in place. Supervision Policy in place.
Homework club, Speech and Drama, Choir, Sporting Activities including swimming for 4 th and 5 th , Art Classes, Computer Classes, Singing Classes etc.	Low	Harm to pupils.	Garda Vetted Teachers run these activities and Child Protection Safeguarding Statement applies. Supervision applies to all sporting activities. School has received written assurance from swimming pool management that all staff are Garda Vetted and that they have a Child Protection Policy in place.
Morning Club, Infant Club, Irish Dancing.	Low		Joint Agreements made with these three organisations which involve presentation of Garda Vetting and Statutory Declaration/ Form of Undertaking.
Display of photographs in school corridors/ hall/ church.	Medium	Children identified by adults.	Names of children currently enrolled in the school are never published in the church, hall or school corridors. Parents/ guardians give permission (registration form and annual update of same) for same.

School outings.	Medium	Harm to pupils.	<p>Teachers do not bring children anywhere in their cars, except in cases of absolute emergency.</p> <p>Garda Vetted teachers, SNAs and/or classroom assistants travel on outings. Strict supervision applies. See Supervision Policy.</p> <p>Parents/ guardians that are Garda Vetted are only parents/ guardians that may assist teachers.</p> <p>Teachers stay with pupils at all times on school trips and do not hand supervision over to tour leaders.</p>
School trips involving overnight stay/ foreign travel.	High	Harm to pupils.	<p>Very rare occurrence. Very high supervision ration would apply. Garda Vetted teachers and/or SNAs would travel. Female and male staff would travel.</p>
Annual Sports Day.	Medium	Harm to pupils.	<p>Sports Day takes place at local pitch and/or school grounds.</p> <p>Garda vetted teachers and SNAS attend. Parents/ guardians that are Garda Vetted are only parents/ guardians that may assist teachers.</p> <p>Strict supervision applies.</p> <p>Teacher supervision of toilet areas.</p> <p>Children are not allowed to be collected from pitch.</p>
Use of off-site facilities for school activities.	Medium	Harm to pupils.	<p>See Sports Day.</p>
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.	Medium	Harm to Pupils.	<p>Code of Behaviour.</p> <p>Staff only take actions as per a prudent parents. IEPs are developed for children with special education needs and or behavioural needs.</p>
Administration of Medicine.	Medium	Harm to pupils.	<p>Meeting takes place between principal, parents/ guardians and relevant teachers and SNAS.</p>

Administration of First Aid.	Medium		<p>Parents/ guardians must fill out instructions for medication administration.</p> <p>Parents/ guardians must make request to BOM and fill out Indemnity form.</p> <p>See First Aid Policy. Administration always takes place in view of others.</p>
Use of external personnel to supplement curriculum.	Medium	Harm to pupils.	<p>In cases where external personnel are involved in coaching, mentoring, counselling, teaching or training of pupils, Joint Agreement must be made, Garda Vetting and Statutory Declaration/ Form of Undertaking produced. Teacher stays in charge at all times.</p> <p>When external personnel are coming as a resource to the teacher e.g. one off talk, the teacher stays in charge and in full supervision.</p>
<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 Traveller community • Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils of minority religious faiths • Children in care • Children on CPNS 	Medium	Harm to pupils.	<p>Individual Education Plans are developed for all children with special educational needs.</p> <p>See Anti-Bullying Policy.</p> <p>School will work closely with Túsla re children in care.</p>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners 	High	Harm not recognised or properly or promptly reported.	<p>Child Safeguarding Statement & DES procedures made available to all staff.</p> <p>Post Holder in-charge of induction of new staff. Post-holder in-charge of mentoring co-op students. Principal</p>

<ul style="list-style-type: none"> • Volunteers/Parents in school activities • Visitors/contractors present in school during school hours • Visitors/contractors present during after school activities 			<p>in-charge of mentoring SNAs and any new non-teaching staff. Strict recruitment procedures followed – all staff must be Garda Vetted, complete Statutory Declaration and Form of Undertaking before starting and present photo I.D.</p> <p>Staff to view Tusla training module & any other online training offered by PDST. Secretary has received training. Self-employed caretaker and cleaners have received training.</p> <p>School has Garda Vetted a number of parents and only they can assist teachers at events.</p> <p>Visiting contractors to carry out work outside of school hours where possible. Contractors, when working during the day, will not have contact with children. All contractors sign-in and discuss activities with Principal. Principal/ secretary will alert staff to presence of contractors.</p>
<p>Use of Information and Communication Technology by pupils in school.</p>	<p>Medium</p>	<p>Harm to pupils.</p>	<p>See ICT policy. Anti-Bullying Policy. Code of Behaviour. Use of ICT always under direct teacher supervision.</p>
<p>Use of video/photography/other media to record school events.</p>	<p>Medium</p>	<p>Harm to pupils.</p>	<p>Pupil names are never used. Parents/ guardians give permission (registration form an annual update of same) for children to appear in print media with names. Parents/ guardians give permission (registration form an annual update of same) for children to appear on website – no names used.</p>

			Principal asked parents in March 2018 Newsletter taking pictures at school events not to share them on social media. This reminder has now been added to the 'Reminders for Parents' letter published each September.
Ball Zone	Low	Harm to pupils	5 th /6 th get ball and could come into contact with unknown adults (children are supervised when getting ball). Ball zone to be moved to location where ball will not be going out as much.
Bus Late	High	Harm to pupils	The bus was late in the past and after follow-up by principal is now on time. However a teacher has noted that it is still sometimes late and she is supervising them until it comes. System needs to be addressed. Principal will phone bus inspector and explain the issue. Bus must be on time and there ready to receive pupils. In the event that it was to be late they must call the school so principal can hold children in hall until bus comes.

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 was first completed by the Board of Management on 7/3/2018. It was reviewed as part of the school’s annual review of its Child Safeguarding Statement on 11/3/18.

Signed _____ Date _____

Chairperson, Board of Management
PP Janet O’ Sullivan 11/3/19

Signed _____ Date _____

Gerard Ruane 11/3/19

Principal/Secretary to the Board of Management