



St. Ursula's Primary School
Child Safeguarding Statement
Written Assessment of Risk

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 St. Ursula's Primary School.

List of School Activities.	The school has identified the following risk of harm in respect of these activities.	The school has the following procedures in place to address the risks of harm.	Level of Risk
School Premises.	<p>Unauthorised removal of a child from the school.</p> <p>Unauthorised access to a child in the school.</p> <p>Access to the school by unwanted personnel.</p>	<ul style="list-style-type: none"> • All exit doors to the school are locked with key pads. Only authorised persons may gain access to the school. • Staff and children only are allowed beyond the foyer of the school. Security cameras are in place in the main corridors and on the perimeter of the school. • Barriers are put in place each morning to prevent entry to the school through the playground during school hours. • Parents/authorised persons must sign the children out if they are being collected early from school. 	Low
Use of school premises by other organisations.	Risk of harm to the child by a member of an outside organisation.	<ul style="list-style-type: none"> • Members of other organisations e.g. theatre groups, dancing classes etc. must provide the school authority with a vetting disclosure if they are working directly with the children. • Children who attend Irish dancing during school hours are under the care of the dancing teachers with the knowledge and explicit consent of the parents. • Other children who are on the premises after school hours remain under the supervision of the school staff. 	Low
Staff.	Risk of harm to the child from a member of staff.	<ul style="list-style-type: none"> • Child Safeguarding Statement and DES Procedures are available to all staff. • 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. • Principal and Deputy Principal have received training in child Protection Procedures. 	Low

Staff	Harm not recognised or reported promptly.	<ul style="list-style-type: none"> • All staff to view TUSLA training module and any other online training offered by the PDST. • All staff members are provided with a copy of the school's Child Protection Policy. • The BOM ensures that the correct recruitment and induction procedures are followed when recruiting staff for the school. • All staff are required to be vetted and submit vetting disclosures to the BOM before beginning work in the school. • Staff are kept up to date with best policy and practice in relation to Child Protection. • Child Protection is put on the agenda for all BOM meetings. • An annual review of the school's Child Protection and Anti-Bullying Policies is undertaken by the BOM. 	Low
Visitors/Guests	Risk of harm to the child from an authorised visitor to the school.	<ul style="list-style-type: none"> • Visitors to the school are required to sign the visitors' book on arrival at the school. They are required to wear a 'visitor's badge' and are clearly identifiable when moving around the school. • Visitors to the school will be escorted by the Principal, Deputy Principal or staff member. • Access to pupils is restricted to the purpose of the visit. 	Low
Volunteers	Risk of harm to the child from a volunteer	<ul style="list-style-type: none"> • Policy and Procedures in place. • Volunteers working regularly in the school are required to provide the school with a vetting disclosure. • Volunteers always work under the supervision of the teacher. • They never work with a child outside of the view of the teacher. • The teacher must remain with the class at all times. 	Low
Management of Contractors.	Risk of harm to the child from a person not known to the school.	<ul style="list-style-type: none"> • Contractors working in the school are required to sign in on arrival at the school. They are required to wear a 'visitors' badge' and are clearly identifiable when moving around the school. • The identity of contractors and their staff is checked on the arrival at the school. • Contractors will be required to provide a vetting disclosure if working regularly on the premises during school hours. • Access to pupils is restricted. • If, in the case of an emergency or in exceptional circumstances a contractor needs to work in a classroom or where children are present, the teacher will remove the children if necessary, or ensure that they are closely supervised. 	Low

Students on Work Experience.	Risk of harm to the child from an adult on work experience	<ul style="list-style-type: none"> • Policy and Procedures in place. • When organising work experience placements, the school will ensure that it receives vetting disclosures from the students who are over 16 years. • Teachers remain with the class. 	Low
Sports Coaches.	Harm to pupils.	<ul style="list-style-type: none"> • Procedures in place for sports coaches in the school. • Coaches are required to provide the school with a vetting disclosure. 	Low
Pupils	<p>Storing of sensitive information on the child.</p> <p>Attendance – missing out on education.</p> <p>Welfare issues – hygiene, dress, behaviour, not collected after school etc.</p> <p>Bullying</p>	<ul style="list-style-type: none"> • The school has a Data Protection Policy in place. • Records containing sensitive information are stored safely and securely in line with the school's Data Protection Policy. • An Attendance Strategy for the school has been formulated and submitted to TUSLA, • Attendance records on Databiz are password protected. • Each class teacher has strategies for dealing with absenteeism and inappropriate behaviour. • There is an effective Anti-Bullying Policy in place in the school. • The school strives to maintain an environment where children feel confident to approach a staff member if they have a problem. • There is a Safety, Health and Welfare at Work Policy in place in the school. • Staff are vigilant with regard to the welfare issues of the child i.e. identification of families who are in need of support. • The school nurse is contacted with regard to welfare issues where necessary. • The school has a healthy lunch policy in place and the school avails of the Dept. of Social Protection breakfast club. • Children who are not collected wait in the foyer until a parent or authorised person comes to collect them. • Care Orders and Protection Orders issued by the courts are stored in the Principal's office. The children are identified by means of a 'red flag' which is in a covert area in the general office. These names are strictly confidential and only known to relevant staff members. 	Low

Playground.	<p>Risk of harm to the child due to inadequate supervision.</p> <p>Flight Risk – young children/children or children with special needs.</p> <p>Risk of harm to the child through rough play, bullying, isolation etc.</p>	<ul style="list-style-type: none"> • There is a Supervision Policy in place in the school. • Barriers are in place to prevent the children from leaving the school during school hours. • Teachers supervise all areas of the playground. There are designated areas for the class levels to separate the different age groups. • The school's Code of Behaviour outlines the strategies for promoting positive behaviour and the children are reminded of these during school assemblies and SPHE lessons. • The children are encouraged to work co-operatively and to support one another in all school activities. • There is an effective Anti-Bullying Policy in the school. • Workshops on bullying are organised for the senior classes. • Teachers on duty monitor the interactions of the children. • Issues arising are dealt with under the school's Code of Behaviour and recurring issues are recorded on the Behaviour Report Sheets. 	Low
Classroom Activities.	<p>Risk of isolation or intimidation during group work or practical activities etc.</p>	<ul style="list-style-type: none"> • The school's Code of Behaviour outlines the strategies for promoting positive behaviour and the children are reminded of these during school assemblies and SPHE lessons. • The children are encouraged to work co-operatively and to support one another in all school activities. • Teachers monitor the interactions of the children. • The teachers supervise all in-class activities vigilantly. • Issues arising are dealt with under the school's Code of Behaviour and may be recorded on the Behaviour Report Sheets. 	Low
Extended School Activities.	<p>Risk of harm to the child while undertaking the following activities</p> <ul style="list-style-type: none"> - Aistear - Morning Activities (Inf.) - Nature Walks - Sports - Swimming - Fieldtrips - School Tours 	<ul style="list-style-type: none"> • There are policies in place to cover School Tours /Fieldtrips, Extra-Curricular Activities and Swimming. • Coaches and volunteers are required to provide vetting disclosures and never work alone. • There is extra supervision when a class leaves the school during the school day. • The younger children have 'buddies' from the senior classes to assist the adults. • The Junior classes learn the Road Safety 'Safe Cross Code' • The Code of Behaviour and Anti-Bullying policies are also in effect during these activities. • Children are accompanied on buses at all times by at least one member of staff. 	Low

	<ul style="list-style-type: none"> - After- School Activities - School Concerts. - Marathon. - Visits to the Church. - Fundraising events - Daily arrival and dismissal of pupils - Bus journeys 		
Curricular provision in respect of SPHE, RSE, Stay Safe Programmes.	Non-Teaching of same.	<ul style="list-style-type: none"> • The school implements SPHE, RSE and Stay Safe in full. 	Low
Use of the Internet	Risk of harm to the child through the improper use of the Internet	<ul style="list-style-type: none"> • The school has an Internet Acceptable Use Policy. • Access to online content on the internet is restricted in accordance with our Acceptable Use Policy and the DES Policy on internet use through its agency – the National Centre for Technology in Education. • A filtering system has been applied and is a safety precaution for children when using the internet. • Internet sessions are supervised by a teacher and are used for educational purposes only. • The children are not allowed use chatrooms. • The senior classes take part in workshops on Internet Safety organised by trained personnel. 	Low
Lunch times - wet days.	Risk of anti-social behaviour. Bullying. Relationship issues. Risk of harm to the child from watching DVD's that are not age-appropriate.	<ul style="list-style-type: none"> • The same Code of Behaviour applies when the children are in class at lunchtimes on wet days. • The school has a licence from the MPLC to show suitable DVD's at lunchtimes. • U-rated DVD's may be shown in the school in all classes. • PG rated DVD's may be shown in 5th and 6th classes with the consent of the parents. • Children also have access to board games and books at lunchtime. 	Low

Special Education.	Risks associated with one-to-one teaching. Harm by school personnel	<ul style="list-style-type: none"> • Glass panels in the doors of the Learning Support rooms or doors open. • Table between teacher and pupil. 	Low
Toileting and intimate care needs.	Harm by school personnel. Intimate care issues. Misinterpretation of essential physical contact.	<ul style="list-style-type: none"> • A policy on Intimate Care is in place in the school. • Special Needs Assistants always work in two's when looking after the toileting needs of a young child or the intimate care needs of an older child with special needs. • Parents are involved in planning for toileting and intimate care needs. 	Low
Administration of Medicine and First Aid	Risk of harm to the child from an error in the administration of medication or first aid.	<ul style="list-style-type: none"> • Policy and procedures in place for the Administration of Medicine and dealing with accidents. 	Low
Critical Incidents.	Risk of trauma to the child in the event of a critical incident.	<ul style="list-style-type: none"> • Policy in place for the management of critical incidents. 	Low
Photographs and videos.	Direct and indirect risks to children when photographs are shared on the websites. Children may be identifiable when a photo is shared with personal information. Risk to the child if photographs are distributed without the consent of the parents/guardians. Risk to the child of another child taking her photo and uploading it onto social media	<ul style="list-style-type: none"> • It is noted in this risk assessment that parents taking photos or videos for purely personal, family, household, or recreational purposes does not come within the School's Data Protection Policy. • Parental permission is obtained before the school publishes photographs in the newspapers etc. • Personal details or full names of children are not included with photos or videos of children on the school website. • Explicit consent (signature) must be obtained from the parents/guardians. • The school adheres to the 'best practice' guidelines as outlined by the INTO and which are in compliance with the Data Protection Act. • Photographers are not allowed to have unsupervised access to the children. • Policy on Use of Mobile Phones in place 	Low
Mobile Phones.	Bullying. Risk to the child from access to social media either by herself or others	<ul style="list-style-type: none"> • There is a policy on the use of mobile phones in school. • Children may not bring mobile phones unless in exceptional circumstances and with the express agreement of the Principal or Deputy Principal in her absence. 	Low

Swimming.	Risk of the child coming in contact with an unknown person.	<ul style="list-style-type: none"> Swimming Policy in place. 	Low
Children travelling in teachers' cars.	Risk of an accident. Harm by school personnel	<ul style="list-style-type: none"> Children may, on occasion, travel from the school in a staff member's car with the explicit consent of the principal, the teacher and the parents/guardians. In such a case two or three children will travel in the car. This is agreed on a case by case basis. 	Low
Managing challenging behaviour amongst pupils, including appropriate use of restraint.	Injury to pupils and staff.	<ul style="list-style-type: none"> School Policy on Physical Intervention. Code of Behaviour. Anti-Bullying Policy. Advice from National Educational Psychological Services Advice from Special Education Support Services. 	Low
LGBT children/Pupils perceived to be LGBT.	Bullying, isolation or harassment.	<ul style="list-style-type: none"> Issues arising will be dealt with through the code of Behaviour and the Anti-Bullying Policy. 	Low

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 completed by the Board of Management on the **5th February 2018**. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement. A review was completed by the Board of Management on the **4th November 2019**.

Fr. Gerard Chestnutt
Chairperson, Board of Management

Caitriona Daly
Principal/Secretary, Board of Management

