



Scoil Thomáis, Laurel Lodge, Castleknock, Dublin 15

APPENDIX - Child Safeguarding Risk Assessment (of any potential harm)



Scoil Thomáis	List of School Activities	Risk Level	Scoil Thomáis has identified the following Risks of Harm	Scoil Thomáis has the following procedures in place to address risks identified in this assessment
Board of Management	❖ Familiarisation and Training of all BOM members in updated Child Protection Procedures	LOW	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> DES 'Child Protection Procedures for Primary & Post Primary Schools 2017' to BOM and C.81/2017 to all BOM members (January 2018) Chairperson, Principal & Parent Nominee attend CPSMA training – February 2018 All BOM Members to undertake TUSLA online training module and certification Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be undertaken and ratified by BOM by 11 March 2018 CPOR to be provided at each BOM meeting from March 2018
School Staff	❖ Familiarisation and training of school staff on updated 2017 Child Protection Procedures Teachers, SNAs, Ancillary Staff	MED	<i>Harm not recognised or reported in accordance with as procedures</i>	<ul style="list-style-type: none"> Senior ISM Meeting (January 2018) to become familiar with C. 81/2017 etc School Staff made aware of their obligations under Children First 2015 and revised 2017 DES procedures and responsibilities (January 2018) DES 'Child Protection Procedures for Primary & Post Primary Schools 2017' a hard copy given to all staff (February 2018) & copy by email for each teacher. Staff to undertake Túsla online training and receive certification (20/02/18) Staff to participate in PDST online training and have copy of Child Safeguarding Statement and Risk Assessment and updated School Guidance Document (March 2018) DLP& DDLP to attend PDST face to face training (March/April/May 2018) Record of staff training and certification to be retained for BOM
Recruitment of School Staff and Volunteers to assist with school activities	❖ Recruitment of school personnel ie Teachers, SNA's, Ancillary Staff. ❖ Sports Coaches, External Tutors/Guest Speakers etc ❖ Volunteers/Parents for school activities eg fundraising events & swimming trips,	MED	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> Child Safeguarding Statement & DES procedures available to all staff Vetting of school staff in accordance with current DES regulations Supervision of Pupils Policy and Good Practice Child Protection Policy on outside speakers Vetting documentation presented in advance for outside speakers etc. Vetting of volunteers (as appropriate) and meeting with volunteers (for swimming) Policy on Parents / Volunteers assisting in the school (to be developed) Pupils always under supervision of teachers – never in care of volunteers Life Guards at the Coolmine Pool and teachers supervising at all times
Entry and Dismissal of pupils each school day	❖ Morning entry and hometime dismissal of pupils	MED	<i>Unknown adults in the in carpark/on the school grounds</i>	<ul style="list-style-type: none"> School entrance/exit doors monitored daily at entry and dismissal times. School gates opened and closed at relevant times - caretaker on duty provides security Parents/guardians advised to accompany pupils at class lines until collection of pupils by teachers at 9am – regular newsletter notice Parent/guardians advised to ensure children collected at hometime - in Junior Classes pupils remain under care of teacher until collected Pupils uncollected at hometime go to school office – home contacted by phone General school security and monitoring of entrance/exit areas to be reviewed in 2018 Attendance at School Policy and Morning Roll Call at 9.10am



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<p>Curricular Provision</p>	<ul style="list-style-type: none"> ❖ Curricular provision in respect of SPHE, RSE, and Stay Safe. ❖ Use of Information and Communication Technology (ICT) by pupils and staff during school day 	<p>MED</p>	<p><i>Non-Teaching of the curriculum</i></p> <p><i>Inappropriate use of school internet and mobile phones/ Access inappropriate online content or messaging</i></p> <p><i>Inappropriate recording of staff or pupils</i></p>	<ul style="list-style-type: none"> • School implements SPHE as curricular subject taught in all classes. • RSE 'sensitive' lessons taught in all classes in accordance with RSE policy. • Stay Safe programme taught annually in Senior Infants, First, Third, Fifth Classes. • Abi Care programme(Anti Bullying Initiative) for classes 2nd – 6th Class (monthly theme) <ul style="list-style-type: none"> • Acceptable Use policy for ICT for Pupils and school staff • Data Protection Policy • Mobile Phone and Electronic Device Policy for pupils • Supervision of pupils policy
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> ❖ Classroom teaching ❖ One to one teaching ❖ Outdoor teaching for PE/Sports etc ❖ Care of pupils with vulnerabilities/ needs based on race, disability, religion etc ❖ Use of video/ photography/other media to record school events 	<p>MED</p>	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Inadequate supervision of pupils</i></p> <p><i>Online posting of school images and pupils and staff</i></p>	<ul style="list-style-type: none"> • Daily recording of pupil attendance (via Aladdin) • Supervision of Pupils Policy • Child Safeguarding Statement and DES procedures • Attendance at School Policy <ul style="list-style-type: none"> • Child Safeguarding Statement and DES procedures • Anti Bullying Policy & Abi Care Programme <ul style="list-style-type: none"> • Acceptable Use Policy (school staff not to use personal devices to record pupils activities) • Notice in school newsletter for school events advising parents that recordings etc are for personal use and not for uploading onto social media sites.
<p>Special Education Needs (SEN)</p>	<ul style="list-style-type: none"> ❖ Care of pupils with SEN including intimate care needs ❖ Managing challenging behaviour including appropriate use of restraint 	<p>MED</p>	<p><i>Harm by school personnel</i></p> <p><i>Injury to pupils and staff</i></p>	<ul style="list-style-type: none"> • Child Protection Guidance Document (to be updated 2018) for school staff on practices such as one to one teaching, toileting, care needs etc • Minimum restraint necessary • At least two staff members present if possible • Parents contacted immediately • Health & Safety Policy • Code of Behaviour • Supervision of Pupils Policy
<p>Medical Emergencies and First Aid</p>	<ul style="list-style-type: none"> ❖ Administration of First Aid Treatment by staff ❖ Administration of Medication by staff 	<p>MED</p>	<p><i>Harm by school personnel</i></p> <p><i>Non recognition of medical needs</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • First Aid Procedures - First Aid station - 2 teachers on first aid duty at yard time • Medical Alert File + First Aid Policy (to be updated) • Administration of Medication Policy and procedures • First Aid Training for School Staff - regularly and as necessary



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<p>Sports Coaches, Speakers, & Visitors for curricular purposes</p>	<p>❖ Use of external personnel to support the delivery of the curriculum</p>	<p>LOW</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Class Teacher always present • School Guidance Document • Vetting in accordance with CPSMA and DES regulations
<p>After-School Activities and Camps</p>	<p>❖ After-school Classes and Camps run by school staff</p>	<p>MED</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> • After-School Activity Policy • Supervision of Pupils Policy • Policy on After-School Activities and Camps
<p>Behaviour & Supervision of pupils during school hours</p>	<p>❖ Recreation Breaks and Lunch Breaks and Yard time</p> <p>❖ Toilet areas/other communal school areas</p> <p>❖ Exit and entry to class from recreation time</p> <p>❖ Prevention of and dealing with bullying and behaviour amongst pupils</p>	<p>MED</p>	<p><i>Inappropriate behaviour /communication with pupils</i></p> <p><i>Unknown adults on the playground/in carpark</i></p> <p><i>Inappropriate videoing/recording of pupils by unknown adults</i></p> <p><i>Inappropriate behaviour by pupils</i></p> <p><i>Harm not recognised or reported in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Supervision of pupils policy (2017) - teachers and SNAs on duty for school breaks • School security – gates locked • Staff on duty in all play areas at yard time and wet day duty roster and First Aid Duty • Classroom rules including toilet permissions • Toilet areas specific to each classroom – teacher permission • Teacher on duty in yard - Class teacher supervises exit of pupils to yard area - Class teacher collect class after yard time - supervises entry to classroom • Anti Bullying Policy and Procedures • Abi Care programme(Anti Bullying Initiative) for classes 2nd – 6th Class (monthly theme) • Stay Safe programme • Code of Behaviour • Pastoral Care Support for pupils at all class levels
<p>Teaching Practice and Work Placement</p>	<p>❖ Students/adults participating in work experience /shadowing</p> <p>❖ Trainee Teachers on teaching placement</p>	<p>LOW</p>	<p><i>Harm not recognised or reported in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Work Experience Policy • Child Safeguarding Statement • Vetting of student teacher and work placement students
<p>School Fundraising Events</p>	<p>❖ Volunteers/parents assisting at events</p>	<p>LOW</p>	<p><i>Harm not recognised or reported in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Child Safeguarding Statement. • BOM approval for all school fundraising events • Vetting of PA Officeholders, Vetting of volunteers as necessary



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<p>Parents/ Guardians coming to the school</p>	<ul style="list-style-type: none"> ❖ Parents/guardians seeking to collect pupils early/hometime/when pupils unwell etc 	<p>MED</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication Unknown adults in the in carpark/on the school premises</i></p>	<ul style="list-style-type: none"> • Parents/Guardians report to school office – verification of identity where necessary • Parents/guardians/adults remain in reception area - not permitted to go to classroom areas unless accompanied by member of school staff • School security – buzzer at door • All parents must remain in reception area • Parents & Teacher to reinforce Stay Safe Rules with pupils regularly
<p>School Trips & Use of External Facilities for educational purposes</p>	<ul style="list-style-type: none"> ❖ School tours/outings involving classes to external venues ❖ Hire of Transport (bus) ❖ Use of Public Transport ❖ Use of All Weather Pitch (adjacent to the school) <p><i>for outdoor PE classes and for lunchtime sports training</i></p>	<p>MED</p>	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Inadequate Supervision appropriate to the activity and transport mode</i></p> <p><i>Inappropriate behaviour by pupils</i></p> <p><i>Inadequate supervision to/from AWP</i> <i>Unknown adults in vicinity</i></p>	<ul style="list-style-type: none"> • Adequate planning and preparation by school staff for all school trips and to external venues • Minimum of two vetted school staff (including at least one teacher) to accompany pupils on school outings/trips • Supervision of Pupils Policy (updated 2017) - teacher on duty (and SNA if appropriate) • Adequate pupil-teacher ration adhered to for school outings (according to age of pupils) • Code of Behaviour • Mobile Phone Policy for Pupils • Private transport providers hired by the school to be licensed in accordance with Department of Transport regulations and vetting of transport provider as appropriate • Adequate planning and preparation by school staff • Adequate Supervision by teacher • First Aid Kit available to teacher • School Code of Behaviour & Anti Bullying Policy
<p>Contractors & non curricular Visitors to the school</p>	<ul style="list-style-type: none"> ❖ Visitors/contractors in school during school hours & after school hours 	<p>LOW</p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> • All contractors/ and visitors report to the school office • Contractors work outside of school hours where possible • Contractors/visitors provide identification where necessary

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 is not a 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 26th February 2018
It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed *Pat Curtin*, Dated: 6th March 2018
Chairperson, Board of Management

Signed: *Mary McGarry*, Dated: 6th March 2018
Principal/Secretary to the Board of Management