

Scoil Chormaic- Children First – Risk Assessment Document

Step 1-Identify potential risks	Step 2- Rank each risk	Step 3-Control and manage the risks	Step 4 School has the following Policies and Procedures in place to address risk identified in this assessment	Step 5-Monitor and review
				Reviewed 9/10/2020.
School transport arrangements including use of bus escorts	High	All school buses have escorts whom are garda vetted and employed by the B.O.M. However harm recognised due to human error or use of a sub escort less familiar with students.	Health & Safety Policy Childcare Safeguarding Policy.	✓
Daily arrival and dismissal of pupils	High	Triple checking system in place. Bus escorts check list of pupils on bus. SNAs meet students off buses and escort to their classrooms from bus. 1 SNA to roll check pupils from bus. However despite best efforts we recognise that this could be a dangerous time due to human error, flight risks and mis-communication.	Supervision Policy	✓
Recreation breaks for pupils	Medium	All classes have a permanent SNA and teachers on duty in every section of the school. Breaks are staffed according to the class needs. Always appropriate pupil/staff ratio.	Supervision Policy	✓

Classroom teaching	Low	Implies more than 1 student present and usually another adult present. Also new staff/sub teachers would always be provided with extra support.	Induction of new staff Welcome Pack Curricular Policies	✓
One-to-one teaching	High	School policy - teaching must be carried out in a room provided with glass panel for vision. Also leave door open if possible and inform other staff	Child Protection Safety Policy	✓
One-to-one counselling/ MDT Therapies	High	Only use rooms with glass panel in door and class teacher informed.	Supervision Policy Child Protection Policy Child Safeguarding Statement.	✓
Outdoor teaching activities	Medium	Environment previously checked and adequate staffing ensured for number of students.	Health & Safety Policy	✓
Sporting Activities	Medium	Always adequate staffing and ensure students requiring a high level of support have the support of an SNA and students supervised at all times.	Health & Safety Policy	✓
School outings	High	Harm identified due to unfamiliar surroundings and the unpredictable nature of some students. Class teachers must ensure they have previously checked the suitability for their students and ensure they have adequate additional staffing support and supervision.	Supervision Policy Health & Safety Policy	✓
Use of toilet/changing/shower areas in schools	High	Where possible 2 staff present at all times. Also where possible continuity of staff for intimate care to ensure dignity of the child. As much independence as possible is promoted and encouraged.	Child Safeguarding Statement. Intimate Care Policy	✓

Fundraising events involving pupils	Medium	Always checked in advance and permission from parents/guardians sought. Accompanied by a staff member.	Supervision Policy	✓
Use of off-site facilities for school activities	Medium	Gym/ Larkspur Park Sports Complex/ swimming. These activities are currently curtailed for the foreseeable future due to Covid-19.	Supervision Policy Health & Safety Policy	✓
Care of children with special educational needs, including intimate care where needed,	High	Where possible 2 staff present at all times. Also where possible continuity of staff for intimate care to ensure dignity of the child. As much independence as possible is promoted and encouraged.	Policy on Intimate Care.	✓
Care of any vulnerable adult students, including intimate care where needed	High	As we may have senior students who turn 18 years during their last year in Scoil Chormaic, two staff present where possible and continuity of care to ensure dignity.	Policy on Intimate Care.	✓
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	High	Risk of injury to student/staff. School has in place a code of behaviour and Health and Safety Policy which all staff, students and parents/guardians are made aware of.	Code of Behaviour Policy. Health & Safety Policy. Anti-bullying Policy. Dignity in the Workplace Policy	✓
Administration of Medicine Administration of First Aid	Medium	Harm - where student receives correct medication and dosage at correct time. All prescribed medication including allergies are recorded and medication is administered by nurse and witnessed by SNA/Teacher from the student's class. Harm by school personnel if an injury is not recognised as serious. Any student presenting with an injury is seen by school nurse and treated if appropriate or referred to Cashel minor injuries clinic. Ambulance called if necessary. Parents and Principal informed.	Health & Safety Policy Medical Care Plans for students with Medical Cards.	✓

Curricular provision in respect of SPHE, RSE, Stay Safe	Medium	Harm where non-teaching of same occurs. All staff made aware that it is mandatory to teach this curricular area. Resources are frequently updated and adapted to ensure access and age appropriateness.	School Policy on all Curricular subjects.	✓
Prevention and dealing with bullying amongst pupils	Medium	School policy in place. Pupils in all classes taught the appropriate way to treat each other and the necessity to report if bullying occurs. Also all staff are reminded to be vigilant and observant of interaction and behaviour of students towards each other.	Anti-Bullying Policy Code of Behaviour Policy.	✓
Training of school personnel in child protection matters	Medium	All staff continuously reminded of their responsibilities in relation to Child Protection. Harm - not recognised or reported promptly.	DES Guidelines followed. Child Safeguarding Statement.	✓
Use of external personnel to supplement curriculum	Medium	Harm - where conduct/interaction or content is not appropriate. Principal/class teacher who invites in guest speaker must ensure garda vetting is in place and person/s is never left unsupervised or alone with students.	Child Safeguarding Statement.	✓
Use of external personnel to support sports and other extra-curricular activities	Medium	There will always be a member of staff present and external personnel will never be with students unaccompanied.	Child Safeguarding Statement.	✓

<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 	<p>Low</p>	<p>Harm - where school personnel do not adhere to school ethos and school policies on equality and dignity in the workplace. Harm - where confidentiality in relation to child protection matters is breached.</p>	<p>Child Safeguarding Statement. School Mission Statement and Ethos. Equality Policy. Dignity in the Workplace.</p>	<p>✓</p>
<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/contractors present during after school activities 	<p>Medium</p>	<p>Harm - if references/qualifications are not thoroughly checked. All national guidelines in relation to advertisement of posts, candidate selection and interview procedures are strictly adhered to. Garda vetting is checked. All visitors must report to the office, show identification and be accompanied/supervised by school staff.</p>	<p>Child Protection Safeguarding Policy.</p>	<p>✓</p>

Participation by pupils in religious ceremonies/religious instruction external to the school	Medium	Harm to students when they are in an unfamiliar environment. Students will always be accompanied by school staff.	Child Safeguarding Statement. Supervision Policy.	✓
Use of Information and Communication Technology by pupils in school	High	Harm to students if staff do not adhere to school policies and procedures. Students are always supervised and monitored by staff when using ICT in school. Also no mobile phone policy for pupils in school. Restrictions on inappropriate sites.	Internet Acceptable Usage Policy. Child Safeguarding Statement.	✓
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Medium	Harm by students who do not accept/agree with sanctions. Students and their parents/guardians are previously informed of sanctions and consequences of breaches of code of behaviour.	Code of Behaviour Policy. Dignity in the Workplace Policy.	✓
Students participating in work experience in the school	Medium	Harm if students do not adhere to or uphold school policies. Students from other training programmes are garda vetted prior to commencing work in the school and a member of staff is appointed to liaise with them. No work experience student is left unsupervised with pupils and they are defined roles of responsibility within the classroom/school.	Child Safeguarding Statement. Staff assigned to oversee work experience (A.C)	✓

Students from the school participating in work experience elsewhere	High	Harm by personnel not employed by the school. Students participate in work experience if and only when they have demonstrated a high level of maturity and responsibility. The proposed work place is visited by a staff member. A key staff is identified to support the student and there is continuous liaison by the school staff with the workplace and the student.	Code of Behaviour Policy. Health & Safety Policy	✓
Student teachers undertaking training placement in school	Low	Harm where code of behaviour is breached by pupil. Student teacher is garda vetted and is always supported and accompanied by permanent staff.	Child Safeguarding Statement. Staff assigned to oversee work experience (A.C.)	✓
Use of video/photography/other media to record school events	High	Harm where images of pupils are inappropriately shared. School has a Data Protection Policy. Parent/Guardian consent requested for use of digital recording.	Data Protection Policy	✓
After school use of school premises by other organisations	Low	Does not apply at this current time. Also should outside organisations be allowed to use the premises, students would not be on site.	Child Safeguarding Policy.	✓
Use of school premises by other organisation during school day	Medium	Harm by non-school personnel - HSE staff/First Aid/Manual Handling/Parent training. All school staff made aware when other groups are on the premises and are required to be extra vigilant and mindful of supervision. Also students are sent in pairs when moving from building to building.	Supervision Policy Health & Safety Policy Child Safeguarding Statement.	✓

--	--	--	--	--