# **Template 1: Child Safeguarding Risk Assessment Template**

## **Written Assessment of Risk of [name of school]**

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 [name of school].

1. **List of school activities**

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| Classroom teaching  1 to 1 Engagement with Children  Wet day supervision  After-School Club  HSCL  Visitors to school  Messages  Unannounced parent visits  Visitors to school  Work Experience  School Tours & Trips  Out of School Visits  Summer camps/ holiday time activities, small group teaching and outside areas.  Canteen  Social media school accounts  Facebook/ twitter/  School website  See saw and Classdojo |

1. **The school has identified the following risk of harm in respect of its activities -**

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| * Children wandering off/getting lost * Child may not be collected by an inappropriate person. * One teacher may be left alone with a child/children who are not collected. * A child may meet an unknown person. * A child may meet an unauthorised person on the school premises during after-school club. * Child may have a toileting accident and require assistance from an adult. * Child may need assistance from an adult to dress themselves after using the bathroom. * Lack of skills in person seeking working experience * Person seeking work experience too young (under 16) * Collection at home time * Person collecting the child is under the influence * Outside agencies coming in eg. storytellers working with the children * Children unsupervised returning from small groups * Risk of abuse by adults in a small group setting * If one child needs to use the toilet in a small group * Unknown individuals in the yard when gates are open * **Canteen** * Employees not being Garda vetted * Delivery people entering school premises. * Children returning from canteen unsupervised. * Children with care needs on wet play days attending canteen without an SNA. * Children wandering outside and encountering strangers. * Other adults or parents entering canteen during breakfast time. * **One to One Engagement with Child** * Adult abuses the child in the room with no witnesses. * Child is left alone to return to classroom at risk of bullying or abuse en route. * Toileting when room has no toilets. Leaving the room unaccompanied * Toilets, * Supervision, * Changing clothes for different activities, * Social Media/ Photos. Use of childrens photos on social media school accounts and on the school website. * Garda vetting, * One to one, * unauthorised access to school, * Unauthorised access to and from the playground, toilet, * Unauthorised person collecting the child, * Persons under the influence of any mind altering substance, * Persons collecting child from yard without informing teacher, * Parental involvement without garda vetting. * Uncontrolled access to the parents’ room. * Access to the parents’ room through the yard. * Unapproved adults in building while children are returning to class from canteen. * Unapproved adults in building while children are on corridors. * Unapproved adults in building * Use of childrens photos on social media school accounts and on the school website. |

1. **The school has the following procedures in place to address the risks of harm identified in this assessment -**

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| * Parental consent form must be submitted with named adult(s) to collect child. Otherwise a phone-call home is made. * The co-ordinator and one other teacher will remain with any child/ children out of school time. * Children are taught the Stay Safe programme. * Access codes are necessary to gain entry to school. Children will travel in pairs if they leave the class/group for any purpose. * Children are encouraged to change themselves in the bathroom. If absolutely necessary, assistance will be given by an adult, while another adult is present. Parents will be informed. * An adult will assist them as necessary outside the cubicle. * Parents will be asked to leave a change of clothes in their child’s bag. * They may be asked to come in and assist. * Anyone working directly with children will be garda vetted. * Teacher will always be present and they won’t be left alone with children. * There will be a clear chain of command coming from their place of education. * Under 16’s cannot be garda vetted so we will not be taking anyone under 16. * Children are supervised at all times by St. John’s staff. Children are taught the Stay safe programme. Suitability of venue to be confirmed by those arranging the visit. Changing rooms/ toilets - a staff member will be positioned outside changing rooms/ toilets at all times. * Children will be in their school uniforms and teachers will have a roll call sheet with them. * Teachers will carry mobile phones with them and contact will be made with the school immediately. * Children will be supervised by appropriately vetted adults * Summer camp tours to wear high vis to identity them * Parents will fill out collection & contact details * Two adults will stay until all children are collected * Staff to use own judgement - delay tactics * Outside agencies coming into the school must be vetted * Ensure the class teacher is in the room * Each class has a large window on the door * If the toilet is visible the child can go. If not, the whole group will accompany * Staff on duty will approach the individual - enquire & redirect * **Canteen** * All employees must be Garda vetted. * Deliveries should be buzzed in and restricted to certain times when employees are there to supervise the delivery. * All children are explicitly taught about bullying, Stay Safe and Dina practises during R.S.E. * SNA’s bring lunch to the classroom during wet play supervision for children with special care needs. * All doors are coded and canteen doors to the yard are supervised. If children are finished in canteen when playtime is over they will enter school through interior doors. * Doors from canteen to school are secure and coded. Supervision arrangements are in place in the canteen by Breakfast Club staff. * Parents are responsible for their own childs safety before 09:00am. * **One to One Engagement with Child** * There is a window in all doors. Open door policy in place. Staff are garda vetted and have completed child protection training. All children are explicitly taught about bullying, Stay Safe and Dina practises during R.S.E. * Staff member accompanies child to and from classroom. * Staff member accompanies child to neighbouring classroom door for child to use toilet. * All adults accompanying must be garda vetted, * Children are supervised by St. John’s staff (visiting health/educational professionals are the exception, see 1 to 1 teaching) * Visitors must buzz in at car park to St. Pauls and then sign in at front office, (sign out when leaving also ) * Children are supervised at all times by St. John’s staff, * Changing clothes - a staff member will be positioned outside changing rooms at all times, * If children require assistance to change then two staff members will assist. * **Photos of children** * to be taken on school cameras only by school staff, * Venue staff will be told they are not permitted to take photos, * Parents must give permission for school to share photos on social media. This consent can be withdrawn at any time. * Playtime * Gates will be closed and children are supervised, * Toilets are supervised, * Collection Times * Parents to inform teacher of all persons authorised to collect their child, * Principal will determine whether a person is under the influence or not and child will not be handed over, if a suitable arrangement cannot be made Social Services will be contacted immediately (Gardaí will be contacted if Social Services unavailable). * Parents should acknowledge and make eye to eye contact with the teacher before taking their child (parents to be informed of this). * Parents will be escorted by an appropriate member of staff while in the school building. * Parents room located outside the secure part of the building. * Parents room kept locked unless being supervised. * No parents engaging individually with children. * Parent council activities are normally performed in groups. * All doors are coded and canteen doors to the yard are supervised. * All exit doors are coded and locked during school time. * Parents are notified that they must make an appointment with teacher. * Staff members to query unknown adults in the building as a normal practice. * Member of staff to accompany adult exiting and entering the building. * Parents to give permission on enrolment. * Only the parents can see their children’s work/photos on See Saw and Class Dojo. * Parents are advised not to share photos of other people’s children on social media. * Any photos on the school website are the property of the school and should not be downloaded, disclaimer on school website. * Parents give consent to sharing of photos involving school activities via social media on enrolment. This consent can be withdrawn at any time and any such pictures will be removed. * Parents to inform teacher of all persons authorised to collect their child, * Principal will determine whether a person is under the influence or not and child will not be handed over, if a suitable arrangement cannot be made Social Services will be contacted immediately (Gardaí will be contacted if Social Services unavailable). * Parents should acknowledge and make eye to eye contact with the teacher before taking their child (parents to be informed of this). * Parents will be escorted by an appropriate member of staff while in the school building. * Parents room located outside the secure part of the building. * Parents room kept locked unless being supervised. * No parents engaging individually with children. * Parent council activities are normally performed in groups. * All doors are coded and canteen doors to the yard are supervised. * All exit doors are coded and locked during school time. * Parents are notified that they must make an appointment with teacher. * Staff members to query unknown adults in the building as a normal practice. * Member of staff to accompany adult exiting and entering the building. * Parents to give permission on enrolment. * Only the parents can see their children’s work/photos on See Saw and Class Dojo. * Parents are advised not to share photos of other people’s children on social media. * Any photos on the school website are the property of the school and should not be downloaded, disclaimer on school website. * Parents give consent to sharing of photos involving school activities via social media on enrolment. This consent can be withdrawn at any time and any such pictures will be removed. |

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| **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 has been completed by the Board of Management on ......... [date]. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management

**Template 2: Child Safeguarding Statement Template**

[Insert school name] is a primary/post-primary school providing primary/post-primary education to pupils from Junior Infants to Sixth Class/First Year to Leaving Certificate Year (delete as appropriate).

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of [insert school name] has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department’s Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The Deputy Designated Liaison Person (Deputy DLP is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school’s policies, procedures, practices and activities In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

* recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
* fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
* fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
* adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
* develop a practice of openness with parents and encourage parental involvement in the education of their children; and
* fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

1. The following procedures/measures are in place:

* In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
* In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
* In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
* Has provided each member of staff with a copy of the school’s Child Safeguarding Statement
* Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
* Encourages staff to avail of relevant training
* Encourages Board of Management members to avail of relevant training
* The Board of Management maintains records of all staff and Board member training
* In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
* In this school the Board has appointed the abovenamed DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
* All registered teachers employed by the school are mandated persons under the Children First Act 2015.
* In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school’s procedures for managing those risks is attached as an appendix to this statement.
* The various procedures referred to in this Statement can be accessed via the school’s website, the DES website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

1. This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
2. This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date].

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_

**Template 3: Checklist for Review of the Child Safeguarding Statement**

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school’s Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017.*

|  | **Yes/No** |
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| 1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’? |  |
| 1. As part of the school’s Child Safeguarding Statement, has the Board formally adopted, without modification, the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’’? |  |
| 1. Does the school’s Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? |  |
| 1. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? |  |
| 1. Has the DLP attended available child protection training? |  |
| 1. Has the Deputy DLP attended available child protection training? |  |
| 1. Have any members of the Board attended child protection training? |  |
| 1. Are there both a DLP and a Deputy DLP currently appointed? |  |
| 1. Are the relevant contact details (Tusla and An Garda Síochána) to hand? |  |
| 1. Has the Board arrangements in place to communicate the school’s Child Safeguarding Statement to new school personnel? |  |
| 1. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ and the Children First Act 2015? |  |
| 1. Has the Board received a Principal’s Child Protection Oversight Report at each Board meeting held since the last review was undertaken? |  |
| 1. Since the Board’s last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP? |  |
| 1. Since the Board’s last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made? |  |
| 1. Since the Board’s last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel? |  |
| 1. Has the Board been provided with and reviewed all documents relevant to the Principal’s Child Protection Oversight Report? |  |
| 1. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed? |  |
| 1. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?\* |  |
| 1. Were child protection matters reported to the Board appropriately recorded in the Board minutes? |  |
| 1. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely? |  |
| 1. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ |  |
| 1. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ were subsequently issued by the DLP? |  |
| 1. Has the Board ensured that the Parents’ Association (if any), has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the Board ensured that the patron has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the Board ensured that the school’s Child Safeguarding Statement is available to parents on request? |  |
| 1. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools) |  |
| 1. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools) |  |
| 1. Has the Board ensured that the SPHE curriculum is implemented in full in the school? |  |
| 1. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? \* |  |
| 1. Is the Board satisfied that the Department’s requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?\* |  |
| 1. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?\* |  |
| 1. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school’s Child Safeguarding Statement? |  |
| 1. Has the Board sought the feedback of parents in relation to the school’s compliance with the requirements of the child safeguarding requirements of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ |  |
| 1. Has the Board sought the feedback of pupils in relation to the school’s child safeguarding arrangements? |  |
| 1. Is the Board satisfied that the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ are being fully and adequately implemented by the school? |  |
| 1. Has the Board identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement? |  |
| 1. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school’s Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ? |  |
| 1. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school’s Child Safeguarding Statement have been adequately addressed? |  |

\*In schools where the ETB is the employer the responsibility for meeting the employer’s requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management

**Template 4: Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Board of Management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wishes to inform you that:

• The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date].

• This review was conducted in accordance with the “Checklist for Review of the Child Safeguarding Statement” published on the Department’s ‘website [www.education.ie](http://www.education.ie)

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management

# **Examples of activities, risks and procedures**

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

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.

## **Examples of School Activities**

* Daily arrival and dismissal of pupils
* Recreation breaks for pupils
* Classroom teaching
* One-to-one teaching
* One-to-one counselling
* Outdoor teaching activities
* Sporting Activities
* School outings
* School trips involving overnight stay
* School trips involving foreign travel
* Use of toilet/changing/shower areas in schools
* Provision of residential facilities for boarders
* Annual Sports Day
* Fundraising events involving pupils
* Use of off-site facilities for school activities
* School transport arrangements including use of bus escorts
* Care of children with special educational needs, including intimate care where needed,
* Care of any vulnerable adult students, including intimate care where needed
* Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
* Administration of Medicine
* Administration of First Aid
* Curricular provision in respect of SPHE, RSE, Stay Safe
* Prevention and dealing with bullying amongst pupils
* Training of school personnel in child protection matters
* Use of external personnel to supplement curriculum
* Use of external personnel to support sports and other extra-curricular activities
* Care of pupils with specific vulnerabilities/ needs such as
* 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
* Recruitment of school personnel including -
* 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
* Participation by pupils in religious ceremonies/religious instruction external to the school
* Use of Information and Communication Technology by pupils in school
* Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc.
* Students participating in work experience in the school
* Students from the school participating in work experience elsewhere
* Student teachers undertaking training placement in school
* Use of video/photography/other media to record school events
* After school use of school premises by other organisations
* Use of school premises by other organisation during school day
* Breakfast club
* Homework club/evening study

## **Examples of Risks of Harm**

* Risk of harm not being recognised by school personnel
* Risk of harm not being reported properly and promptly by school personnel
* 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 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 while child participating in out of school activities e.g. school trip, swimming lessons
* 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 supervision of children while attending out of school activities
* Risk of harm due to inappropriate relationship/communications between child and another child or adult
* Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
* Risk of harm to children with SEN who have particular vulnerabilities
* Risk of harm to child while a child is receiving intimate care
* Risk of harm due to inadequate code of behaviour
* Risk of harm in one-to-one teaching, counselling, coaching situation
* 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

## **Examples of Procedures to address risks of harm**

* 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 2017* are made available to all school personnel
* 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*
* The school implements in full the Stay Safe Programme
* The school implements in full the SPHE curriculum
* The school implements in full the Wellbeing Programme at Junior Cycle
* 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*
* The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
* The school has in place a policy and clear procedures in respect of school outings
* The school has a Health and safety policy
* The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
* The school has a codes of conduct for school personnel (teaching and non-teaching staff)
* The school complies with the agreed disciplinary procedures for teaching staff
* The school has a Special Educational Needs policy
* The school has an intimate care policy/plan in respect of students who require such care
* The school has in place a policy and procedures for the administration of medication to pupils
* The school –
  + - Has provided each member of school staff with a copy of the school’s Child Safeguarding Statement
    - Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
    - Encourages staff to avail of relevant training
    - Encourages board of management members to avail of relevant training
    - Maintains records of all staff and board member training
* The school has in place a policy and procedures for the administration of First Aid
* The school has in place a code of behaviour for pupils
* The school has in place an ICT policy in respect of usage of ICT by pupils
* The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
* The school has in place a Critical Incident Management Plan
* The school has in place a Home School Liaison policy and related procedures
* The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
* The school has in place a policy and procedures for the use of external sports coaches
* The school has in place a policy and clear procedures for one-to-one teaching activities
* The school has in place a policy and procedures for one-to-one counselling
* The school has in place a policy and procedures in respect of student teacher placements
* The school has in place a policy and procedures in respect of students undertaking work experience in the school
* The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations