



Scoil Chóca Naofa

Kilcock, Co. Kildare

SCHOOL ACTIVITIES	RISK LEVEL	RISK OF HARM	PROCEDURES TO ADDRESS RISK
Training of school personnel in Child Protection matters	Low		<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures • made available to all staff • DLP& DDLP to attend PDST face to face training • All Staff to view PDST training module • Child Protection Guidelines are highlighted at the • first formal staff meeting of each academic year • Staff trained in delivery of Revised Stay Safe
Daily arrival and dismissal of pupils	Medium	Harm from older children, unknown adults on the playground.	<ul style="list-style-type: none"> • Arrival supervised by teacher and SNAs. • Dismissal supervised by class Teachers.
Recreation breaks for pupils	High (Srs)/ Medium (Jrs)	Bullying or harm to pupils or staff Wet days when children remain inside Climbing in bike shelter	<ul style="list-style-type: none"> • Use of soft balls in the yard. • BOM addressing possibility of



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			<p>enclosed all weather surface for ball play</p> <ul style="list-style-type: none"> • Code of Behaviour Policy • Health & Safety Policy
Classroom teaching	Low/High	Harm to student/teacher Specific pupils with extra needs	<ul style="list-style-type: none"> • Code of Behaviour • Behaviour Management Training for Staff • Health & Safety Policy • Glass Panels in doors • Garda Vetting of personnel
One-to-one teaching	Medium	Harm by school personnel	<ul style="list-style-type: none"> • Critical incident policy • Code of Behaviour • Behaviour Management • Glass panel on doors. No member of staff being alone with child.
Outdoor teaching activities	Medium/High	Accidents/Flight Risk/Undesirable Behaviour Fire Drill/Exits (no gate; straight onto road) Library visit, Trails, Canal walk, swimming	<ul style="list-style-type: none"> • Adequate Adult supervision • Hi-vis vests worn by smaller children



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Sporting activities	High (Jrs)/Medium	1 Teacher; Injury Harm to pupils/teacher Sports day, matches, athletics, swimming SEN children?	<ul style="list-style-type: none"> • Code of Behavior Policy for out of school activity? • Best practice – 2 adults • Parental permission • Staying in schools vs. leaving school
School outings/tours	High	Flight risk for specific pupils Changing clothes Harm to pupils	<ul style="list-style-type: none"> • Absconding Policy • Child Handling Policy if restraint required • No phones for children • Adult supervision • Garda vetting for parents
Use of toilet/changing areas in schools	High	After School Activities Inappropriate Behaviour Change in school time/after school Out in field – toilet - personnel	<ul style="list-style-type: none"> • Usage and supervision policy needed • Policy – use of toilet when outside (procedure) • Policy – designated teacher in small yard and big yard
Annual Sports Day	Medium/High	Harm to pupils Flight Risk Risk to pupils – toilets; extra adults around	<ul style="list-style-type: none"> • Policy on Intimate Care • No phones for children



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		Adults we don't know Keeping track of children Toilet/injury/flight risk/misuse of equipment	<ul style="list-style-type: none"> • Certain children exempt due to behaviour/safety concerns • Adult supervision • All gates – can't be open • Access to school by front door only
Fundraising events involving pupils	Medium/High	Spooky walk; colour run; sale of work, concerts – harm to pupils	<ul style="list-style-type: none"> • Adult supervision • Garda vetting
Use of off-site facilities for school activities	High	Church/Canal/Library/Town Trips Altar Serving	<ul style="list-style-type: none"> • Must be written permission
School transport arrangements including use of bus escorts	High	Swimming/School Tours One-to-one Children going to bus by themselves	<ul style="list-style-type: none"> • Seatbelts must be worn
Store room in P.E. Hall	High	Leaving class on own in dark areas with children	<ul style="list-style-type: none"> • Equipment climbing
Care of children with special educational needs, including intimate care where needed	High	Harm to student Toilet Childs' dignity	<ul style="list-style-type: none"> • Policy on Intimate Care • Door Stopper – half open door • Need "toilet ROTA" organised amongst staff on yard
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	High	Flight Risks Injury to pupils and staff One-to-one Certain students – up the stairs	<ul style="list-style-type: none"> • Restraint Policy** [Safe Hold] • Health & Safety Policy • Code of Behaviour • TCI Training



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			<ul style="list-style-type: none"> • (Therapeutic Crisis Intervention)
Administration of Medicine	Medium/High	Harm to pupils Health	<ul style="list-style-type: none"> • Policy in place • Child carrying inhalers • Anapen/diabetes • Meds on their person out & about • Flipchart of photo of children with difficulties/issues medically. • Photos in staffroom • Teachers only administer • Proper first aid
Administration of First Aid	Medium		<ul style="list-style-type: none"> • All staff trained in 2017 in Frist Aid
Curricular provision in respect of SPHE, RSE (optional), Stay Safe – WHEN??	Low High	Non-teaching of same Minority Religious Faiths	<ul style="list-style-type: none"> • School implements SPHE, RSE, Stay Safe in full • RSE Note to go out/all do it after Easter?
Prevention and dealing with bullying amongst pupils	Low/Medium	Physical/Emotional harm to pupils Harm to staff	<ul style="list-style-type: none"> • Bullying policy • Stay Safe • Code of Discipline
Training of school personnel in child protection matters	High/Low	Harm not recognised or reported promptly	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures made available to all staff



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			<ul style="list-style-type: none"> • DLP & DDLP regular updated training • All Staff and BOM Members complete training module & any other online training offered by PDST • BOM records all records of staff and board training
Use of external personnel to supplement curriculum	Low	PE/Irish Dancing/Recorder Knitting	<ul style="list-style-type: none"> • Policy in place • Teacher in room/halla also at all times • Garda vetting
Care of pupils with specific vulnerabilities/needs such as: <ul style="list-style-type: none"> - Pupils from ethnic minorities/migrants - Members of the Traveller community - Children and staff members with same or trans-gender orientation. - Pupils of minority religious faiths - Children in care - Children on CPNS - Túsla (Child Protection Notification System) 	Medium	Awareness of home situation Ramadam Bullying	<ul style="list-style-type: none"> • General observation • Anti-Bullying Policy - include • Code of Behaviour to be reviewed by BOM annually



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			<ul style="list-style-type: none"> Stay Safe/RSE/SPHE delivered to all children each year
Recruitment of school personnel including - Teachers/SNAs - 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 - Photographer – Outside of school	Low Low Low/Medium Low Low Low Low	Harm to pupils Parents overly inquisitive Data Protection Issues	<ul style="list-style-type: none"> Due diligence on candidates by reference checks Teacher present during lesson Garda vetting
Use of Information and Communication Technology by pupils in school	Low/Medium	Bullying Access to inappropriate material	<ul style="list-style-type: none"> Careful Supervision ICT Policy Anti-Bullying Policy Code of Behaviour Filters/Blocks on PCs Mobile Phone Policy
Application of sanctions under the schools Code of Behaviour including detention of pupils, confiscation of phones etc.	Low	Emotional	<ul style="list-style-type: none"> Code of Behaviour Policy Mobile Phone Policy
Students participating in work experience in the school	Low	Harm by student	<ul style="list-style-type: none"> Work experience Policy Child Safeguarding Statement Garda Vetted Students 16+



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Student teachers undertaking training placement in school	Low	Harm by student	<ul style="list-style-type: none"> • Garda Vetting
Use of video/photography/personal phones/other media to record school events	Low	Staff/parents use own mobiles to record photos Data Protection Privacy	<ul style="list-style-type: none"> • School Equipment used for photos on school outings since introduction of GDPR • Permission slip from parents • Only school personnel to take photos
After school use of school premises by other organisations	Medium	Harm to pupils	<ul style="list-style-type: none"> • Garda Vetting • Leasing agreement • Own Insurance
Use of school premises by other organisations during school day	Medium/High	After School Harm to pupils	<ul style="list-style-type: none"> • Garda vetting • Policy
Homework club/evening study	Medium/Low	Ratio of pupil: teacher Harm to pupils/teacher	<ul style="list-style-type: none"> • Teacher supervision
Risk of child being harmed in the school by another child	Medium High	Harm to child by another child	<ul style="list-style-type: none"> • Code of Behaviour • Anti Bullying Policy
Risk of child being harmed in the school by volunteer or visitor to the school	Low		<ul style="list-style-type: none"> • All visitors sign in at reception • Garda Vetting
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	Medium		<ul style="list-style-type: none"> • Garda vetting procedures • Child Protection training • Child Safeguarding Statement
Risk of harm due to inadequate supervision of children in school	Low	Harm to pupils by other pupils or by personnel	<ul style="list-style-type: none"> • Adequate supervision on yards



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			and in corridors on wet days. Only allowed on premises early on wet days when suitable supervision is in place on corridors
Risk of harm due to inadequate supervision of children while attending out of school activities	Low		<ul style="list-style-type: none"> • Parent:child ratio of supervision upheld. Garda vetting.
Risk of harm due to inappropriate relationship/communications between child and another child or adult	High; Medium from personnel perspective		<ul style="list-style-type: none"> • Code of Behaviour • AUP • Supervised access to internet only • Mobile Phone Policy
Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	Low		<ul style="list-style-type: none"> • Acceptable Usage Policy • Data Protection Policy
Risk of harm to children with SEN who have particular vulnerabilities	High	Non-verbal Harm by school personnel	<ul style="list-style-type: none"> • Policy on Intimate Care to be put in place by BOM.
Risk of harm to child while a child is receiving intimate care	High	Harm by school personnel	<ul style="list-style-type: none"> • Glass panels on all doors.
Risk of harm due to inadequate code of behaviour	Medium	Harm of children by another child with impulsive outbursts	<ul style="list-style-type: none"> • Code of Behaviour recently updated and reviewed annually by BOM. Training for personnel on Managing



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			Challenging Behaviour
Risk of harm in one-to-one teaching, counselling, coaching situation	Medium	Harm by school personnel	<ul style="list-style-type: none"> • School has policy in place for one-to-one teaching • Open doors • Table between teacher and pupil • Glass Panels in doors • Some pupils not to be taken on their own
Risk of harm caused by member of school personnel communicating with pupils in inappropriate manner via social media, texting, digital device or other manner	Low		<ul style="list-style-type: none"> • Acceptable Usage Policy
Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	Medium		<ul style="list-style-type: none"> • Data Protection Policy updated in line with new GDPR