



St. Bernadette's Junior National School Child Safe Guarding - Risk Assessment

Written Assessment of Risk of St Bernadette's JNS

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 Bernadette's JNS.

School Personnel			
List of school Activities	Risk Level	The school has identified the following Risk of Harm	The school has the following procedures in place to address risk identified in this assessment
<i>Training of school personnel in Child Protection matters</i>	Low	- Failure to identify a child protection concern - Failure to report a concern in a timely manner	- Child Safeguarding Statement & DES procedures made available to all staff - DLP & DDLP have attended PDST face to face training - All Staff have viewed Tusla training module - Upon review of the CSS all staff read and sign that they have received child safeguarding statement - Child protection will be kept in focus through brief recaps on policy at each staff meeting
<i>Recruitment of School Personnel including Teachers, SNAs, Childcare Workers, Secretary, Caretaker, Cleaning staff.</i>	Low	- Failure to identify a child protection concern - Failure to report a concern in a timely manner	- All new staff must supply the school with Garda vetting and a statutory declaration - DLP and DDLP will ensure new members of staff know who they are; - Child safeguarding statement is readily available (on display in school foyer, a copy is in each classroom, a copy can be supplied upon request) - All new staff must provide evidence that they have completed the Tusla Training Module
<i>Classroom Teaching/One to one teaching</i>	Low	- Harm by School Personnel - Risk of accusation	- Adherence to the Child Safeguarding Statement and DES Procedures/Training - Consent for 1:1 teaching - Glass window in doors of support teachers' rooms used where feasible - Open doors where teacher is 1:1 with pupils and door does not have a window
<i>Care of Children with special needs,</i>	Medium	Harm by school personnel	- School personnel to assist children with SEN as delineated in their PPPs - Use the minimum amount of intervention



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<i>including intimate care needs</i>		Risk of accusation	• Never be alone with a child whilst bearing in mind that every effort should be made to respect the child's dignity and privacy • Consent form in relation to intimate care completed for relevant children • Policy on intimate care • Policy on Special Educational Needs
<i>Toilet areas in classrooms</i>	Low	Inappropriate Behaviour	• Classroom procedure i.e. one child in toilet. • When toilet in use, adult stays outside area.
<i>Use of Special Needs Toilet</i>	Low	Harm by School Personnel Risk of accusation	• When necessary child changes independently as far as possible. • When child in need of support, Teacher and SNA deal with child in the toilet area – inside with door open. • Parent notified at collection time
<i>LGBT Children/Pupils perceived with LGBT and/or ethnic minorities, religious minorities and/or pupils with SEN</i>	Medium	Bullying	• Adherence to the following policies and programmes: ➢ Anti-Bullying Policy ➢ Code of Behaviour • Delivery of the following programmes: ➢ SPHE ➢ RSE ➢ Stay Safe Programme ➢ Incredible years • Individual/group targets for children with SEN re: Social skill –bullying • Use of social stories with children who have autism spectrum disorder
<i>External personnel involved with children:</i> <i>Personnel for extra-curricular activities (on-going) e.g. GAA, play therapy</i>	Low	Failure to identify a child protection concern Failure to report a concern in a timely manner Harm by Personnel	• Vetting required for all external personnel and the school to be furnished with appropriate documentation • DES Procedures made available to personnel. • Identity of DLP and DDLP to be made known to external personnel • Where a child is to work 1: 1 with external personnel (as is the case for some therapy sessions), parents are informed that their child will be working 1:1 with an adult, meetings with the personnel involved shall be offered and written consent shall be secured before the sessions are allowed to proceed



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<i>NEPS Psychologists and Inspectorate</i>			There is no requirement under the Vetting Act for a school to receive a vetting disclosure from the Bureau in respect of the Department's Inspectors, NEPS psychologists
<i>HSE and Tusla Staff</i>			There is no requirement under the Vetting Act for a school to receive a vetting disclosure from the Bureau in respect of the Department's Inspectors, NEPS psychologists
Curricular Policies			
List of School activities	Level of Risk	The School has identified the following Risk of Harm	The School has the following procedures in place to address risk identified in this assessment
<i>Curricular provision in respect of SPHE, RSE and Stay Safe</i>	Low	Non-teaching of same	- School implements SPHE, RSE, Stay Safe in full. - APII Post Holder oversees delivery of these programmes.
<i>Prevention and Dealing with Bullying amongst pupils</i>	High	Failure to identify a child protection concern Failure to report a concern in a timely manner	- Implementation of Code of Behaviour - Regular revision of Code of Behaviour - Anti-Bullying Policy - Teachers trained in Incredible Years Programme
<i>Management of challenging behaviour amongst pupils</i>	High	Injury to Pupils and Staff Risk of accusation	- Code of Behaviour - Health and Safety Policy - Behaviour plans for Individual Children - Use of Occupational therapy activities to help children self-regulate when necessary
<i>Administration of Medicine</i> <i>Administration of First Aid</i>	Medium	Non-Compliance with Policy Harm by personnel	- Adherence to the Health and Safety Policy as well as practices pertaining to the administration of First Aid - Administration of Medicine Policy - Photographs of High risk Children displayed



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<i>Use of Information and Communication Technology by pupils in school</i>	High	Bullying Cyber Bullying	Internet connection filtered by scoilnet Adherence to the following policies: • ICT Policy – Acceptable Usage Policy • Anti-Bullying Policy • Code of Behaviour
<i>Use of Video/Photography/Other Media to record school events</i>	Medium	Images used by others in harmful way Social Media Commentary	• Permission signed by Parent/Guardian on enrolment, allowing photography/recordings for school/educational events. • Parents/Visitors requested never to post image of children other than their own on social media. • Parents/Visitors reminded that no adult should comment on other children on social media.
Activities/Events			
List of school activities	Level of Risk	The School has identified the following Risk of Harm	The School has the following procedures in place to address risk identified in this assessment
<i>Arrival and Departure of Pupils</i>	Low	Harm from/to other pupils Unknown adults on the playground.	• Parents supervise their children until 8.50 and supervise them on school grounds after official school time ends. (During Covid 19 restrictions staggered drop offs/collections apply, parents supervise their children accordingly) • Principal/deputy principal and/or HSCL will present on yard in the morning from 8.50 - 9.00 am unless other duties prevent them from doing so. • First and Second Class children must have signed permission from Parent/Guardian to walk home unaccompanied. • Where parent/guardian cannot collect his/her child from school, the parent/guardian must inform school personnel and ensure that his/her child is collected by someone who is at least 17 years of age • Adequate supervision of children left late in school, until collected by Parent/Guardian • In the event that the behaviours of the person collecting a child are such that the child's safety is deemed to be at jeopardy, it will be considered a case of
<i>Parent visits to the school</i>			



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				reckless endangerment. Thus, school personnel will reserve the right to request an alternative family member to collect the child • Lunch-time collections must go through the office. Class teacher should be notified that the child has left. • Only staff members permitted to park in the carpark • Parents to report straight to the office;
<i>Parent visits to the school during school day</i>				• Only staff members permitted to park in the carpark • Parents to report straight to the office; • Lunch-time collections must go through the office. Class teacher should be notified that the child has left. • Early Leavers Form completed and child brought to the office to meet parent. • Parent/Guardian must send in a note or phone the school office to inform the school of the change of persons collecting. • During Covid 19 Restrictions Early Collection unless in case of emergency is by prior notice only. Early Leavers Forms will not need to be completed.
<i>Early Collection of Pupils by Parents/Guardians/ Other</i>				
<i>Recreation Breaks for Pupils</i>	High	Injury to pupils Bullying Harm by others on school premises		• Supervision procedures in place with a staff rota for teachers and SNAs • Adherence to the following policies ➢ Health and Safety ➢ Code of Behaviour ➢ Anti-Bullying
<i>Entrance doors to school</i>	Medium	Possibility of non-vetted people with access to the school corridors		• Main door has buzz in system • Entrance to the school should be through reception. • All other doors are locked • During the Covid-19 pandemic • No unauthorised personnel are allowed access the school. Permission must be secured to do so by the principal. Anyone who is authorised to visit the school must fill in a contact tracing form



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Toileting breaks at sports days, school tours and school events	Medium	Harm to child Risk of accusation	- Only a staff member is allowed to bring a child to the toilet. Where possible, groups of two or more children should be brought to the toilet in one trip. - No adult to enter toilet area with an individual child.
Toileting during yard breaks	Medium	Harm to child Risk of accusation	- Only a staff member is allowed to bring a child to the toilet.. - No adult to enter toilet area with an individual child. During the Covid-19 Pandemic - Teachers encourage children to use the toilet before they go out to the yard - If a child needs to go to the toilet while they are on the yard, they must use the toilet in their own classroom. Procedure above applies
Swimming Lessons	Medium	Harm to child Risk of accusation	- No non-staff member to be allowed to accompany child to toilet/changing areas. - Teacher/SNA accompanies as far as changing room and checks that it is safe. - Only Staff Personnel allowed to monitor children in changing area. - Children reminded to stay in general changing area
Children changing in the changing room	Medium	Harm to child Risk of accusation	- Only personnel employed by the school are allowed to monitor children in changing area. - Where a child needs help, help is provided overtly and parents are informed - Where agreed such as with Parent(s) of children in the Butterfly suite; parents accompany their children when swimming. Parents change and dress their own children - Children reminded to stay in general area – not individual cubicles or areas out of sight of adult, unless accompanied by parent
Organising school tours	Medium	Harm by unknown adults	- Class Teacher to check on vetting status of tour provider and school to be furnished with appropriate documentation. - No non-staff personnel to be on own with individual child. - No Non-staff personnel allowed to accompany child/children to toilet areas.
Fundraising Events involving pupils e.g.	Medium	Harm to the child	- Garda vetting - Presence of school personnel at all fundraising events



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<i>School Disco – after school hours.</i>		Risk of accusation	No non-staff personnel to be on own with individual child.	
External Personnel				
External Personnel	Level of risk	The School has identified the following Risk of Harm	The School has the following procedures in place to address risk identified in this assessment	
<i>S.C.P Project Workers</i>	Low	Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner	- Ensure project workers comply with SCP safeguarding procedures - Garda vetting from SCP - Identity of DLP and DDLP displayed - Consent/Referral sought for SCP activities	
<i>External Speakers/Coaches, etc.</i>	Low	Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner	- Identity of DLP and DDLP prominently displayed along with Child Safeguarding Statement. - Vetted by their own organisation and school office furnished with appropriate documentation. - No unsupervised interaction between external speakers/coaches and an individual pupil	
<i>Student Teachers undertaking Teaching Practice in school</i>	Medium	Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner	- Vetted by Colleges of Education and school furnished with appropriate documentation - Made aware of the identity of the DLP, DDLP - School are informed of named person acting as a Liaison Person between College and School. - Child Safeguarding Statement made available to student.	
<i>Students participating in</i>	Medium	Failure to identify a child protection concern	- Garda Vetted by Archbishop's House (2nd level), College/School (3rd Level) - Child Safeguarding Statement made available to students.	



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<i>work experience in the school.</i>		Failure to report a concern in a timely manner	- Made aware of the identity of the DLP, DDLP. - No unsupervised interaction between Work Placement Student and an individual pupil.
<i>Parent Volunteers</i>	Medium	Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner	- Vetting of parent volunteers - Contribution and access to mandatory policies including Child Safeguarding Statement and Identity of DLP and DDLP known.
<i>Use of school premises by other organisation during and after school.</i>	Medium	Failure to identify a child protection concern Failure to report a concern in a timely manner	Letter from school office advising them of need for vetting and training in Child Protection Procedures when dealing with children.
<i>Visitors</i>	Low	Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner	- Access through office only - Visitors may be asked for I.D - No unsupervised interactions between visitors and pupils
Distance Learning			
Distance Learning	Level of risk	The School has identified the following Risk of Harm	The School has the following procedures in place to address risk identified in this assessment
Distance collaboration/planning	Medium	Exposure to sensitive content about a child if sharing screens	- Password protected email accounts - GDPR policy - Adherence to our AUP



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Telecommunication – video calls, phone calls	Medium	Harm by personnel – images used in a harmful way Inappropriate discussions Observing/hearing a reason for concern in the background of a video Disclosure by the child Failure to report a concern Risk of accusation	• Garda vetting of all staff members • All staff to complete the children first training • Treat concern in the same way as if it were contact teaching time- report immediately to DLP or DDLP, or if unavailable/urgent teachers should report themselves • Child protection guidelines available to all staff • Protocols for children responding online are set out in our AUP policy – e.g. requesting that a parent is present for the call, parent checks work before it is uploaded, no recording of calls
Uploading of material	Medium	Inappropriate content Failure to report such activity	• Protocols for children responding online are set out in our AUP policy – e.g. requesting that a parent is present for the call, parent checks work before it is uploaded, no recording of calls • Teacher approval feature is enabled before content can be assigned to the page • Privacy settings are enabled meaning that children cannot see the work uploaded by other children • Report to DLP/DDLP if both unavailable and/or case is urgent teacher should report him/herself

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 approving this risk assessment, the Board of Management has liaised with the Principal. Both Principal and Staff have 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.



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Signed Michael Joyce Date 16/10/2020
Dr. Michael Joyce
Chairperson, Board of Management

Signed Dónal Ward Date 16/10/2020
Dónal Ward
Principal/Secretary to the Board of Management