



# Our Lady's Grove Primary School

## Child Safeguarding Risk Assessment

Roll No. 19374W

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 this school.

### List of School Activities

#### Daily Activities

- Children entering and leaving school grounds
- Children in school yard before school
- Teachers supervision from 8.40 am – 8.50 am in the hall and at the childrens' entrance
- Parents entering building
- School doors left open
- Children going on messages around school
- Exiting to school yard at break times
- Playing on yards (senior/junior)
- 6<sup>th</sup> class minders on the Junior yard
- Leaving classrooms/yard for bathrooms/movement breaks
- Classroom teaching
- SEN teaching: one-to-one
- Care of SEN children
- 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
- Use of toileting areas outside classrooms
- Managing challenging behaviour
- Administration of medicine
- Curriculum Provision – SPHE/RSE/Stay Safe
- Applications of sanctions – Code of Behaviour
- Application of Bullying Prevention, Intervention and Sanctions
- Use of ICT by children in school
- Use of photos, videos, phones, social media to record school events/Use of social media by parents
- Use of ICT by staff in school

- After school activities
- Child behaviour
- Staff Behaviour
- School Library
- Use of school website
- School cleaners
- Visitors
- Contractors

### **Weekly In-School Activities**

- GAA visiting coach
- Bus to and from swimming pool
- Swimming sessions in the pool
- Parent Volunteers in the Library
- GAA Training in UCD

### **After School Activities**

- Basketball
- Soccer
- GAA (Cumann na mBunscol)
- Irish Dancing
- Speech and Drama
- Athletics
- Music
- Languages
- Art and Craft
- Gymnastics

### **Occasional Activities**

- Transition Year Work Experience Students
- Teaching Placement Student Teachers
- SNA Work Placement
- Cycling Course (6 weeks)
- Santry Sports
- Trips to Holy Cross Church in preparation for Sacraments
- 6<sup>th</sup> Class Retreat in Dundrum Parish Pastoral Centre
- 6<sup>th</sup> Class overnight trip to Carlingford
- Fundraising events involving children
- School Tours/Field Trips
- Travelling to school matches
- Special School events – Assemblies, Masses, Science Week, Active Week, Annual Sports Day, Halloween Cake Sale, Christmas Fair, Intercultural Week, Maths Trails, History Trails, Seachtain na Gaeilge and Grove Vision
- Recruitment of staff (Garda Vetting)
- Guest Speakers to classes/Assembly
- Parent Volunteers

- Visiting groups to school
- Visiting contractors
- Sacramental ceremonies/practises in church
- One-to-one/ assessments (NEPS/HSE/Tusla/Other Agencies)
- Use of off-site facilities (HC Pastoral Centre, Kilmacud, Rosemount)
- Use of school by other organisations

### **Identification of Risk of Harm Identified in Respect of Activities**

- 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 school by member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by a substitute teacher, a visitor, or volunteer 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 a child is participating in an out of school activity/school tour/after school activity
- Risk of harm due to bullying of child by another child/group of children/an adult
- Risk of harm due to inadequate supervision of children in school by school personnel
- Risk of harm due to inadequate supervision of children while attending after school activities
- Risk of harm due to inappropriate relationship/communications between a child and an adult
- Risk of harm due to a child inappropriately accessing/using computers, social media, phones and other devices in school/ at an after-school activity
- Risk of harm to children with SEN
- Risk of harm to children with specific vulnerabilities
- Risk of harm to child while receiving intimate care
- Risk of harm due to inadequate Code of Behaviour
- Risk of harm in one-to-one teaching/ coaching situation
- Risk of harm caused by a member of school personnel communicating with children in an inappropriate manner via social media, texting, personal phone, digital device or other manner
- Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
- Risk of harm caused by a member of the public to a child on school property
- Risk of harm caused by a parent/adult/school personnel/child/group in school car park/school building/in afterschool activity

## Procedures to address Risks of Harm

Policy, Procedure Or Practice	Action	Status	Time Schedule
<i>Child Safeguarding Statement</i>	Given to all school personnel, substitute teachers, coaches, parent volunteers, posted on our website, On every teachers' PC, hard copy in the foyer of school	Compliant	11 <sup>th</sup> March 2018 11/03/2019
<i>DES Child Protection Procedures for Primary and Post Primary Schools 2017</i>	Given to all mandated persons, BOM, and made available to all other school personnel and substitute teachers	Compliant	2018 2019
All school personnel are required to adhere to <i>Child Protection Procedures for Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>	Ensure all staff are familiar with new Act, procedures and guidelines for schools This will be achieved through staff training Staff compliance with Tusla e-learning module Certs. presented to BOM	Compliant	Feb. /March 2018 5/03/2019
The school implements in full the <i>Stay Safe Programme</i>	<i>Stay Safe</i> is followed in all classrooms	Compliant	Term 1 ten weeks 2018 5/03/2019
The school implements in full the SPHE curriculum	School plan is followed in all classrooms	Compliant	2018 5/03/2019
The school implements a Wellbeing programme	Introduction of <i>Weaving Wellbeing</i> to 2 <sup>nd</sup> to 6 <sup>th</sup> Classes in conjunction with Stop, Think, Do Talkabout in JI to 1 <sup>st</sup> Classes	Compliant	September 2018 5/03/2019
The school has an Anti-Bullying Policy, fully adhering to <i>DES Anti-Bullying Procedures for Primary Schools</i>	All staff required to comply with school policy in this area A copy of our policy is on our website <a href="http://www.ourladysgrove.ie">www.ourladysgrove.ie</a>	Compliant	5/03/2019
The school has a Supervision policy to ensure appropriate supervision of children during assembly, dismissal, indoor and outdoor breaks and in respect of specific areas such as bathrooms	All staff adhere to this school policy and personal responsibilities therein	Compliant	Continuous Review 5/03/2019
The school has in place a policy and clear procedures in respect of school outings	Staff awareness raised throughout the year	Compliant	Annual Review 5/03/2019
The school has a <i>Health and Safety Policy</i>	Staff awareness raised throughout the year Monthly Fire drills	Compliant	Annual Review 5/03/2019
The school adheres to requirements of <i>Garda Vetting</i>	Garda Vetting Certificates are retained in a secure location. All staff	Compliant	Ongoing 5/03/2019

legislation and relevant DES circulars in relation to recruitment	personnel, teachers, SNAs, coaches and teachers in OLG After-School Activities Programme have provided the BOM with the relevant documentation		
The school has <i>Codes of Conduct</i> for school personnel, teaching and non-teaching staff	The Teaching Council Code of Conduct for Teachers <a href="#">Code of Conduct</a>	Compliant	5/03/2019
The school complies with agreed Disciplinary Procedures for teaching staff	<a href="#">Disciplinary Procedures</a>	Compliant	5/03/2019
The school has a <i>Special Education Needs Policy</i>	All staff required to follow plan in respect of new SEN allocation model	Compliant	5/03/2019
The school does not yet have an <i>Intimate Care Policy/Plan</i> in respect of students who require such care	SNA's assisting with intimate care needs work as a team A SNA is never on their own with a child in a bathroom SNA's supervising a child administering an insulin injection will do so in the Library with parental permission	Compliant	Intimate care plan to be drafted Annual Review based on needs of children, parental and advice staff advice
The school has in place an <i>Administration of Medicine Policy</i> in respect of children who require medication in school	Child Personal Care Plans revised annually with parents and staff All Staff required to follow plans Training for Epi-pen use for teachers and SNA's	Compliant	Annual Review 5/03/2019
The school ensures all new staff members will be given the school's Child Safeguarding Statement	Induction Pack for new staff New staff will have completed Tusla e-training The school's Safe Guarding Statement and Risk Assessment on every desktop in the school	Staff Training in progress	Annual Review 5/03/2019
The school requests staff to attend and avail of relevant training in respect of Child Safeguarding	All staff involved in training, attendance record maintained First e-learning module completed by all staff personnel	Compliant	5/03/2019
BOM to avail of relevant training	BOM will attend training by CPSMA/NABMSE	Training to be done	Ongoing
The school maintains records of all staff and BOM training	All staff certificates are secured	Compliant	Ongoing 5/03/2019
The school has a policy and procedures for the administration of First Aid	First Aid training every second year for SNA's <b>New Defibrillator to be purchased</b> <b>Training to be provided</b>	Compliant	August 2016 2018
The school has in place a Code of Behaviour	Parents and children must comply with this policy	Compliant	5/03/2019

The school has in place an Acceptable Use Policy for adults and for children	Policy updated annually and displayed on school website <a href="http://www.ourladysgrove.ie">www.ourladysgrove.ie</a>	Compliant	Annual review 5/03/2019
The school has a Mobile phone and Electronic Devices policy	Policy updated annually and displayed on school website <a href="http://www.ourladysgrove.ie">www.ourladysgrove.ie</a>	Compliant	Annual review 5/03/2019
The school has a Critical Incident Management Plan and Team	Policy updated annually and displayed on school website <a href="http://www.ourladysgrove.ie">www.ourladysgrove.ie</a>	Compliant	Annual review
The school has procedures in place for visitors	<ul style="list-style-type: none"> <li>• Visitors/contractors sign in and sign out at the reception</li> <li>• Visitors wear identification while on the premises</li> <li>• Visitors are chaperoned at all times</li> <li>• Visitors are never alone with children</li> </ul> <p><i>with the exception of our NEPS psychologist (written consent from parents/guardians)</i></p>	Compliant	April-June 2018 5/03/2019
The school has a policy in place for the use of external coaches	Procedures and Code of Conduct for Extra Curricular Sports 2018 Distributed to all external coaches	Compliant	Annual review 5/03/2019
The school has a clear procedure for one-to-one teaching activities	<ul style="list-style-type: none"> <li>• All resource rooms and classrooms have glass in the doors</li> <li>• SET Teachers are permitted to work one to one with a child in these rooms</li> <li>• There is an 'Open door' Policy for one to one teaching. In general, group teaching is used as a preference</li> <li>• Casual substitute teachers remain in the classroom with the mainstream teacher and do not take children out for one to one teaching</li> <li>• As a general rule, teachers meet with child/ren in the company of another adult</li> </ul>	Compliant	Continuous Review 5/03/2019
The school has a policy and procedures in place in respect of Student Teacher Placement	Principal meets with visiting student teachers to outline procedures	Compliant	Annual review 5/03/2019
The school has in place a clear policy and procedures in place in respect of Work Experience students and SNAs	Principal meets with visiting student to outline procedures	Compliant	Annual Review 5/03/2019

## Risk of Harm Impact

Risk Identified	Impact High/Medium /Low	Action	Time Schedule
Risk of harm not being recognised by school personnel	Low	Ensure that all staff are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module Certificates presented to BOM and retained by principal	<b>All year</b>
Risk of harm not being reported properly and promptly by school personnel	Low	Ensure all staff/school personnel are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module Certificates presented to BOM and retained by Principal	<b>All year</b>
Risk of child being harmed in the school by a member of school personnel	Low	Ensure all staff/school personnel are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module Certificates presented to BOM and retained by Principal	<b>All year</b>
Risk of child being harmed in the school by another child	Low	Appropriate level of supervision throughout the day Ensure that children and parents understand their responsibility regarding the Code of Behaviour and the Anti-Bullying policy	<b>All year</b>
Risk of child being harmed in the school by a volunteer or visitor to the school	Low	<ul style="list-style-type: none"> <li>• Visitors/contractors sign in and sign out at reception</li> <li>• Visitors wear identification while on the premises</li> <li>• Visitors are supervised while on the premises</li> <li>• Visitors never alone with children</li> </ul> <p><i>With the exception of our NEPS psychologist (written consent from parents/guardians)</i></p>	<b>All year</b>

Risk of child being harmed by a member of school personnel, staff of another organisation or other person while the child is participating in school activities e.g. school trip	Low	Teacher/SNA always present and vigilant Appropriate level of supervision in place Ensure that all staff are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module	<b>All year</b>
Risk of harm due to bullying of child	Medium	Teacher/SNA always present and vigilant Appropriate level of supervision in place SPHE curriculum/assembly/yearly workshops for children and parents Report and record inappropriate behaviour	<b>All year</b>
Risk of harm due to inadequate supervision of children in school	Low	Teacher/SNA always present and vigilant Appropriate level of supervision in place System in place to ensure that children are always supervised	<b>All year</b>
Risk of harm due to inadequate supervision of children while attending out of school activities	Low	Teacher/SNA always present and vigilant Appropriate level of adult supervision in place if teacher is not present	<b>All year</b>
Risk of harm due to inappropriate relationship/communications between child and another child or adult	Low	Ensure all staff/school personnel are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module Certificates presented to BOM and retained by principal	<b>Ongoing</b>
Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	Low	Appropriate level of supervision in the classroom while the laptops/desktops/ipads are in use by the children. Electronic devices are turned off during breaks. Ensure that children and parents understand their responsibility in adhering to the Mobile Phone & Electronic Device Policy and Acceptable Use Policy	<b>Ongoing</b>



Risk of harm to children with SEN who have particular vulnerabilities	Low	Appropriate level of supervision SEN team and SNA's monitoring children with SEN throughout the day	<b>Ongoing</b>
Risk of harm to a child receiving intimate care	Low	SNAs work in pairs and always consult Principal	<b>Ongoing</b>
Risk of harm due to inadequate Code of Behaviour	Low	Robust Code of Behaviour in place Review completed in compliance with CP guidelines	<b>Ongoing</b>
Risk of harm in one-to-one situations	Low	Policy in place. Best practice adhered to by Principal, teaching staff, SNAs and Administration	<b>Ongoing</b>
Risk of harm caused by member of school personnel communicating with children in an inappropriate manner via social media, texting, digital device or other manner	Low	AUP in place for adults and children	<b>All Year Annual Review</b>
PE equipment	Low	Children are not permitted to enter the PE storage room without teacher supervision	<b>Ongoing</b>
Risk to children of school doors being left open	Low	All outside doors are locked throughout the day CCTV in place at the main entrance and reception area A staff member is not permitted to allow another person to enter through the doorways of the school as he/she is leaving <b>Children are not permitted to press the buzzers at reception or the main entrance</b>	<b>Ongoing</b>
Risk to children going on messages/jobs around school/BNS	Low	Children go in pairs	<b>Ongoing</b>
Risk to children and staff when challenging behaviours occur	Low	Procedures in place	<b>Annual review</b>

**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 risks 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 of Our Lady’s Grove, Goatstown, and has been ratified by BOM on **5<sup>th</sup> March, 2019**. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: Wm. Nemes  
Chairperson of Board of Management

Signed: Anne Kernan  
Principal

Date: 5<sup>th</sup> March, 2019

Date: 5<sup>th</sup> March, 2019