

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Scoil Mhuire Fatima

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 Scoil Mhuire Fatima.

#### List of school activities

Daily arrival and dismissal of pupils  
Parents/Carers/Visitors on the premises during school hours  
Recreation breaks for pupils  
Classroom teaching  
One-to-one teaching  
One-to-one counselling  
Outdoor teaching activities  
Sporting Activities  
Parents/Carers/Visitors/Others attending school events and activities on the premises and at offsite locations  
School outings  
Use of toilet/changing/shower areas in schools  
Annual Sports Day  
Fundraising events involving pupils  
Use of off-site facilities for school activities  
Travelling to and from offsite facilities  
School transport arrangements including use of bus escorts  
Care of children with special educational needs, 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

Use of external personnel from outside agencies such as NEPS, HSE etc. and other Care/Support professionals

Visiting personnel from other schools for the purpose of transitioning

Care of pupils with specific vulnerabilities/ needs

Recruitment of school personnel

Participation by pupils in religious ceremonies including serving at funerals and weddings

Use of Information and Communication Technology by pupils in school

Students participating in work experience in the school

Student teachers undertaking training placement in school

Use of video/photography/other media to record school events

**The school has identified the following risk of harm in respect of its 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 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 Parents/Carers/Visitors on the premises during school hours
- Risk of child being harmed by Parents/Carers/Visitors/Others attending school activities and events on the premises and at offsite locations
- 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 implementation of the school's Code of Positive 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

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

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 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 a sign in/sign out folder at reception to be completed by Parents/Guardians/Carers when a child arrives late or is leaving school early on any given day

Parents/Guardians/Carers are admitted onto the premises by the secretary and are required to wait in the porch area should they be collecting a child/children and/or have an appointment to meet a teacher.

Parents/Guardians are required to make an appointment to meet a teacher.

Junior Infant door remains locked until 1.40pm each day and is opened at that time by a staff member

To facilitate the current arrangement of collection of Junior and Senior Infants from the circulation area in the school, the name/names of authorized persons must be communicated in writing to the school or by phone in the case of an emergency. The list of said authorised persons for each Junior and Senior Infant is kept and updated by the Junior and Senior Infants class teachers

The school will develop a visitors policy

The school will put in place a policy and clear procedures in respect of school outings

The school will review its 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 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 will put in place a policy and procedures for the administration of First Aid

The school has in place a Code of Positive Behaviour for pupils

The school will develop 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 will put a policy and procedures for the use of external persons to supplement delivery of the curriculum in place

The school will develop a policy and clear procedures for one-to-one teaching activities

The school will develop a policy and procedures for one-to-one counselling

The school will develop a policy and procedures in respect of all students undertaking work experience and/or work placement in the school

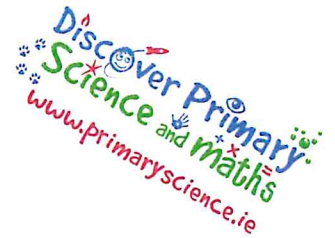


# Scoil Mhuire Fatima

— T i g h M o c h u a —

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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 endeavored 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 27.02.2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed John Delaney Date 27/2/2018

Chairperson, Board of Management

Signed Amy Bergin Date 27/02/2018

Principal/Secretary to the Board of Management

## Child Safeguarding Statement

Scoil Mhuire Fatima is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

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 Scoil Mhuire Fatima 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 **Ann Bergin**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Martina Mulhall**
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.

5. 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.

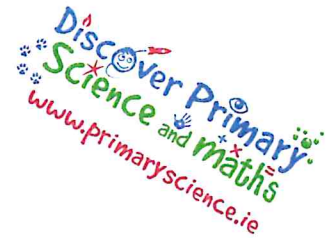




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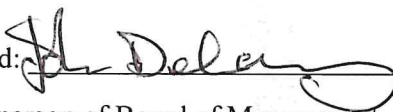



- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

**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.

6. 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.
7. 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 27.02.2018.

Signed:   
Chairperson of Board of Management  
Management

Signed:   
Principal/Secretary to the Board of

Date: 27/02/2018

Date: 27/02/2018

## IMPORTANT PHONE NUMBERS:

**GARDAI**

**057 8674100**

**TUSLA**

**057 8692567**