

# Child Safeguarding Risk Assessment The Monastery School

## Written Assessment of Risk of [THE MONASTERY 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 [THE MONASTERY SCHOOL].

1. LIST OF SCHOOL ACTIVITIES	2. THE SCHOOL HAS IDENTIFIED THE FOLLOWING RISK OF HARM IN RESPECT OF ITS ACTIVITIES –	3. THE SCHOOL HAS THE FOLLOWING PROCEDURES IN PLACE TO ADDRESS THE RISKS OF HARM IDENTIFIED IN THIS ASSESSMENT
Daily arrival and Dismissal of Pupils	Risk of child being harmed	<p>The school has a yard/playground supervision procedures in place to ensure appropriate supervision of pupils during arrival, dismissal and breaks .</p> <p>The school grounds are accessed through two main gates which are monitored by CCTV. High fencing in play areas protect children from interacting with visiting adults.</p> <p>A procedure is in place, (with relevant signage in reception area), where all visitors must be admitted by personnel in charge.</p> <p>Where pupils are collected early, a parent must sign them out at the office.</p> <p>The school has in place a mobile phone policy in respect of the usage of mobile phones by pupils.</p>
Breaktimes Sos and Lón Use of toilets	<p>Risk of child being harmed</p> <p>Inappropriate behaviour.</p> <p>Risk of harm due to bullying.</p>	<p>The school has a yard/playground supervision procedures in place to ensure appropriate supervision of pupils during breaks and in respect of specific areas such as toilets.</p> <p>The school has in place an Anti-Bullying and Mobile phone policy in respect of the usage of mobile phones .</p>

School Outings	<p>Risk of child being harmed by a member of school personnel, a member of staff of another organisation or another person while a child is participating in out of school activities.</p> <p>Risk of harm due to inadequate supervision of children while attending out of school activities.</p>	<p>The school has in place a mobile phone policy in respect of the usage of mobile phones by pupils.</p> <p>The school has in place a School Tour Policy. Staff follow safety procedures in respect of pupil safety and supervision on school outings</p> <p>Adequate numbers of staff while attending out of school activities. (snas/ extra teachers)</p>
Sporting Activities	<p>Risk of child being harmed by a member of school personnel or in a coaching situation.</p>	<p>The teacher remains present with their class when a visiting coach/mentor is conducting a lesson. School will require that coaches comply with the requirements of the DES with regard to Garda Vetting.</p>
School Completion Programme activities	<p>Risk of child being harmed</p>	<p>The school adheres to the requirements of the Garda vetting legislation and the relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>SCP. Personnel are provided with a copy of the School's Child Safeguarding Statement.</p> <p>SCP staff have completed Tusla e- learning on C.P.</p>
Annual Sports Day	<p>Risk of child being harmed</p> <p>Inappropriate behaviour.</p> <p>Risk of harm due to bullying.</p> <p>Risk of harm due to inadequate supervision.</p>	<p>The school has a yard/playground supervision procedures in place to ensure appropriate supervision of pupils during assembly, dismissal and breaks and in respect of specific areas such as toilets.</p> <p>The school has in place a policy and procedures for the administration of first aid</p>
Fundraising Events involving Pupils	<p>Risk of child being harmed</p>	<p>The school has a yard/pitch supervision procedures in place to ensure appropriate supervision of pupils .</p> <p>Health and Safety Policy</p>

Use of off-site facilities for school activities	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or another person while a child is participating in out of school activities Risk of harm due to inadequate supervision.	The school has supervision procedures in place to ensure appropriate supervision of pupils  Curricular provision through SPHE
School transport arrangements for school tours, matches...	Risk of child being harmed	The school has supervision procedures in place to ensure appropriate supervision of pupils The school has procedures in place in respect of school outings.
Homework Club	Risk of child being harmed	The school has supervision procedures in place to ensure appropriate supervision of pupils. The school adheres to the requirements of the Garda vetting legislation and the relevant DES circulars in relation to recruitment and Garda vetting
Boys on errands around the school eg. Litter Wardens/ Zambia, Gym Store Monitors	Risk of child being harmed	The school has in place a Code of Behaviour policy. The school has security measures in place e.g. buzzer, gates closed and cameras.
Classroom Teaching	Risk of child being harmed	The school adheres to the requirements of the Garda Vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
One-one teaching	Risk of child being harmed	The school has an open door practise. The school has in place procedures for one-to-one teaching activities. The school adheres to the requirements of the Garda vetting legislation and the relevant DES circulars in relation to recruitment and Garda vetting
One- to- one counselling	Risk of child being harmed	The practise of an open door in the counselling area. The school adheres to the requirements of the Garda vetting legislation and the relevant DES circulars in relation to recruitment and Garda vetting



Care of children with special educational needs, including intimate care where needed.	Risk of child being harmed	The school has an intimate care procedure in respect of students who require such care. The school has a SEN policy. Two members of staff must attend intimate care needs at all times.
Management of challenging behaviour amongst pupils.	Risk of child being harmed	The school has in place a Code of Behaviour for pupils.
Administration of medicine.	Risk of child being harmed	. School has procedures in place for administration of ‘Epipen’ to relevant pupils where required. The school has in place a policy for the administration of medication to pupils.
Administration of First Aid	Risk of child being harmed	The school has in place procedures for the administration of first aid. Staff are trained in the use of AED.
Curricular Provision in respect of SPHE, RSE, Stay Safe	Non-Teaching of same	The school implements in full the Stay Safe Programme. The school implements in full the SPHE Curriculum. The School has a Health and Safety Policy.
Prevention and dealing with bullying amongst pupils.	Risk of harm due to inappropriate communications between child and another child or adult.	The school has an anti-bullying policy which complies with the DES “Anti-Bullying Procedures for Primary and Post-Primary Schools.
Training of School Personnel in Child Protection Matters	Harm not being recognised or reported properly.	All school staff have completed the Tusla e-learning programme on Child Protection. The school provides each staff member with a copy of the schools child Safeguarding Statement. Maintains records of all staff training. DLP AND Deputy DLP to attend PDST face-face training. All staff will avail of the PDST e-learning module this term. The school has codes of conduct for all school personnel teaching and non-teaching staff.

Care of Pupils with specific vulnerabilities- Pupils from ethnic minorities/migrants, traveller children, LGBT children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care, Children on CPNS	Risk of child being harmed Risk of harm due to inappropriate communications between child and another child or adult. Risk of harm to children who have particular vulnerabilities.	The school has an anti-bullying policy which complies with the DES "Anti-Bullying Procedures for Primary and Post-Primary Schools." The school implements in full the Stay Safe Programme. The school implements in full the SPHE Curriculum.
Recruitment of school personnel including Teachers, SNAs, Caretaker, Secretary, Cleaners. Sports coaches, external tutors, guest speakers,	Risk of child being harmed Risk of harm due to inappropriate communications between child and another child or adult.	The school adheres to the requirements of the Garda vetting legislation and the relevant DES circulars in relation to recruitment and Garda vetting. The school has supervision procedures in place to ensure appropriate supervision of pupils. Teacher remains present with pupils at all times.
Use of external personnel to supplement curriculum.	Risk of child being harmed Risk of harm due to inappropriate communications between child and another child or adult.	The school has supervision procedures in place to ensure appropriate supervision of pupils. Teacher remains present with pupils at all times.
Use of external personnel to support sports and other extra-curricular activities.	Risk of child being harmed	The school has supervision procedures in place to ensure appropriate supervision of pupils. Teacher remains present with pupils at all times.
Volunteers/parents in school activities.	Risk of child being harmed	The school has supervision procedures in place to ensure appropriate supervision of pupils. Teacher remains present with pupils at all times.
Visitors/contractors present in school during school hours.	Risk of child being harmed	Procedures in place to ensure restricted access to school for visitors/contractors.



Participation by pupils in religious ceremonies/religious instruction external to the school.	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or another person while a child is participating in out of school activities	The school has supervision procedures in place to ensure appropriate supervision of pupils The school adheres to the requirements of the Garda vetting legislation and the relevant DES circulars in relation to recruitment and Garda vetting.
Student teachers undertaking training placement in the school.	Risk of child being harmed.	The school has supervision procedures in place to ensure appropriate supervision of pupils. Teacher remains present with pupils at all times. The school adheres to the requirements of the Garda vetting legislation and the relevant DES circulars in relation to recruitment and Garda vetting.
Afterschool use of premises by other organisations- St Anne's.	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or another person while a child is participating in after school activities	The school has supervision procedures in place to ensure appropriate supervision of pupils. The school adheres to the requirements of the Garda vetting legislation and the relevant DES circulars in relation to recruitment and Garda vetting.
Delivery Personnel	Risk of child being harmed.	Procedures in place to ensure restricted access to school for delivery personnel. Cameras are in operation..
Use of ICT by pupils in the school.	Risk of harm due to children inappropriately accessing /using computers/tablets/social media/phones while in the school.	The School has in place an ICT Policy in respect of usage by pupils. The school has in place a Mobile Phone Policy .
Use of video /photography/other media to record school events.	Risk of harm	Consent is sought from parents for photography on enrolment.
Application of sanctions under the School's Code of Behaviour including Detention of pupils, confiscation of phones.	Risk of harm due to inadequate code of behaviour.	The school has in place a code of behaviour for pupils. Health and Safety Policy.

Students work experience in the school- TY s / French Student .

The school will require students on work experience to fulfil the requirements of the DES Circular in relation to recruitment and Vetting.

**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 <sup>reviewed</sup> 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 19/3/19

Chairperson, Board of Management

Signed  Date 19/3/2019

Principal/Secretary to the Board of Management

## Mandatory Template 1: Child Safeguarding Risk Assessment Template (Landscape version)

### Written Assessment of Risk of ~~[name of school]~~ The Monastery 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	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment –
<p>(insert list of school activities in this section)</p> <p>People entering the school.</p> <p>school website/photos.</p> <p>Mobile phones</p> <p>Break Times</p>	<p>(insert risks of harm identified in this section)</p> <p>They could do harm Someone could threaten you.</p> <p>Inappropriate sharing</p> <p>Inappropriate use of the internet. Bullying</p> <p>Bullying. Somebody could try and leave the school. Somebody could come to harm in the yard.</p>	<p>(insert the procedures in place to address risks of harm in this section)</p> <p>lock on the gates and front door.</p> <p>sign out book. Stay safe programme.</p> <p>cameras are in place.</p> <p>consent form for photos.</p> <p>SPHE/ internet safety</p> <p>Mobile phones policy. Anti-bullying policy.</p> <p>Supervision. Anti-Bullying policy.</p> <p>School Rules/ Code of Behaviour.</p>

**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*

Consultation <sup>1</sup> with Students Council.  
15/3/2019



Code of Behaviour including Detention of pupils, confiscation of phones.	code of behaviour.	Health and Safety Policy.	
Students work experience in the school- TY s / French Student .		The school will require students on work experience to fulfil the requirements of the DES Circular in relation to recruitment and Vetting.	Low

**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 The Monastery School on ..... . It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed:  Date: 8/3/18

Chairperson, Board of Management

Signed:  Date: 8/3/2018

Principal/Secretary to the Board of Management