Child Safeguarding Risk Assessment

Milford National School, Castletroy, Co Limerick.

Written Assessment of Risk of Milford N.S.

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 Milford N.S.

1. **List of school activities**

- Swimming
- Hurling training and matches
- Football training and matches
- Band practice and competition
- Choir practice and competition
- Science Club
- Scratch Club
- Knitting Club
- Sacrament rehearsal in the school, church and Don Bosco Centre
- Nature walks around the university of Limerick environs
- Heritage Expert
- Athletics training and matches
- Basketball training and matches
- Music lessons after school
- Shared Reading
- Debate Team practice and competition
- Quiz Team practice and competition
- Sensory breaks in the sensory room, school gym and around the school environs
- Film Club
- Social Groups
- School Tours
- Shows outside of school
- Pupil workshop visits to UL
- Student teachers on teaching practice in the school
- Pupils attending Teaching practice / micro teaching in UL
- Bake sales / books sales organised by parents
- Use of school by After School
- Daily arrival and dismissal of Students
    - Recreation breaks for Students
    - Classroom teaching
    - One-to-one teaching
    - Outdoor teaching activities
    - Sporting Activities
    - School outings
    - School trips involving overnight stay
    - Use of toilet/changing areas in schools
    - Annual Sports Day
    - Fundraising events involving Students
    - Use of off-site facilities for school activities
    - School transport arrangements including use of taxi escorts
    - Care of children with special educational needs, including intimate care where needed,
    - Management of challenging behaviour amongst Students, 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 Students
    - Training of school personnel in child protection matters

- Parent teacher meetings
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of Students with specific vulnerabilities/ needs such as
  - Students from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Students perceived to be LGBT
  - Students of minority religious faiths
  - Children in care
  - Children on CPNS (Child Protection Notification System)
- Recruitment of school personnel including -
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Use of Information and Communication Technology by Students in school
- Application of sanctions under the school's Code of Behaviour including detention of Students, confiscation of phones etc.
- 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
- After school use of school premises by other organisations

2. **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 volunteer or visitor 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 child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of children overhearing irate parent
- 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 behaviour
- Risk of harm in one-to-one teaching situation
- Risk of harm caused by member of school personnel communicating with Students 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
- Risk of harm to child due to inadequate supervision
- Risk of harm caused due to traffic of people (parents/guardians, unvetted individuals) through the school buildings and grounds.

3. 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 in place a policy and clear procedures in respect of school outings
  - The school has a 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 has a codes of conduct for school personnel (teaching and non-teaching staff)
  - 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 Students
  - The school –
    - o Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
    - o Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
    - o Encourages staff to avail of relevant training
    - o Encourages board of management members to avail of relevant training
    - o Maintains records of all staff and board member training
  - The school has in place a policy and procedures for the administration of First Aid
  - The school has in place a code of behaviour for Students
  - The school has in place an ICT policy in respect of usage of ICT by Students
  - The school has in place a mobile phone policy in respect of usage of mobile phones by Students
  - The school has in place a Critical Incident Management Plan
  - The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
  - The school has in place a policy and procedures for the use of external sports coaches
  - The school has in place a policy and clear procedures for one-to-one teaching activities
  - The school has in place a policy and procedures in respect of student teacher placements
  - The school has in place a policy and procedures in respect of students undertaking work experience in the school.

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 was completed by the Board of Management in March 2018. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed _____*Liam de Búrca*_____   **Date** *24th October 2018*
Chairperson, Board of Management

Signed _____*Diarmaid Moore*_____   **Date** *24th October 2018*
Principal/Secretary to the Board of Management

Child Safeguarding Statement

Milford National School, Castletroy, Co Limerick.

Milford N.S. is a co-educational primary school providing primary education to Students 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 Milford N.S. 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: **Diarmaid Moore**

3. The Deputy Designated Liaison Person (Deputy DLP) is: **John Nelligan**

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 student with a special vulnerability.

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:

   o has provided each member of staff with a copy of the school's Child Safeguarding Statement
   o ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
   o encourages staff to avail of relevant training
   o encourages BoM members to avail of relevant training

- o   The BoM 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 above named DLP as the 'relevant person' (as defined in the Children First Act 2015) to be the first point of contact in respect of the s 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 BoM 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 these procedures.

- 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 BoMs shall also include in this section such other procedures/measures that are of relevance to the school in question.

This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association 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.

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 in March 2018

The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting on 24th October 2018.

Signed _____ _Liam de Búrca_ _____   **Date** _24[th] October 2018_
Chairperson, Board of Management

Signed _____ _Diarmaid Moore_ _____   **Date** _24[th] October 2018_
Principal/Secretary to the Board of Management

Child Safeguarding Risk Assessment (of any potential harm)

Milford National School, Castletroy, Co Limerick.

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 Milford N.S.

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address identified risks	The School has ranked the risks
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff DLP & DDLP to attend PDST face to face training All Staff to view Túsla training module & any other online training offered by PDST BOM records all records of staff and board training	Low
One to one teaching	Harm by school personnel	School has guidelines in place for one to one teaching	Low
Care of Children with special needs, including intimate care needs	Harm by school personnel	Policy on intimate care	Low
Toilet areas	Inappropriate behaviour	Usage and supervision policy AUP POLICY	Low
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full	Low
Classroom teaching	Harm by school personnel	Child Safeguarding Statement & DES procedures made available to all staff Code of Professional Conduct from Teaching Council	Low
Daily arrival and dismissal of Students	Harm from older Students, unknown adults on the playground, UL students & personnel	Arrival and dismissal supervised by Teachers Stay Safe Programme	Low
Managing of challenging behaviour amongst Students, including appropriate use of restraint	Injury to Students and staff	Health & Safety Policy Code Of Behaviour Individual Behavioural Plans Special Needs Assistants Sensory Breaks	Low
Visiting Sports Coaches	Harm to Students	Good Practice Procedures in place - class teacher with coach & children at all times Garda Vetting	Low
Students participating in work experience (TY students, co-op students, TP students,	Harm by student	Work experience Policy School Supervision Policy Child Safeguarding Statement Letter from Secondary School & college. Garda Vetting	Low

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address identified risks	The School has ranked the risks
Recreation breaks for Students	Harm by student Bullying Harm by personnel Harm by unknown pedestrians and motorists passing through the church car park	Code of Discipline Expectation Anti-Bullying Policy Professional Code of Conduct SPHE Programme Supervision Policy	Low
Outdoor teaching activities	Harm to student	Ongoing Risk Assessment - is this safe? Best Practice - do not put a child in harm's way. Professional Code of Conduct (Teaching Council) Supervision Policy	Low
Sporting Activities	Harm to student	Risk Assessment Professional Code of Conduct Supervision Policy	Low
School outings	Harm by school personnel Harm by other adults Bullying	School Excursion Policy Supervision Policy AUP Policy Code of Conduct Policy Code of Behaviour Policy Anti-Bullying Policy	Low
Primary School Sports	Harm by school Personnel Harm by unknown adults Inappropriate behaviour	School Excursion Policy Supervision Policy Code of Conduct Policy Code of Behaviour Policy Anti-Bullying Policy	Low
Swimming	Harm by school Personnel Harm by pool personnel Harm by unknown adults Inappropriate behaviour	Best Practice Aquatics Policy Supervision Policy	Low
After school activities run by teachers	Harm to students	Professional Code of Conduct Garda vetting Supervision Policy Code of Conduct Policy Code of Behaviour Policy Anti-Bullying Policy	Low
Fundraising events involving Students	Harm to Students Harm by school Personnel Harm by venue personnel Harm by unknown adults	Best Practice Supervision Policy Garda Vetting	Low
Use of off-site facilities for school activities (church, UL fields and track, astro turf)	Harm to Students Harm by unknown adults	Risk Assessment Best Practice Supervision Policy	Low
School transport arrangements going to matches, school excursions, Choir, debates, quizzes	Harm by school personnel Harm by unknown adults Harm by transport personnel	Child Safeguarding Statement & DES procedures made available to all staff Supervision Policy Risk Assessment	Low
Administration of Medicine Administration of First Aid	Harm by school personnel	Administration of Medicine Policy First Aid CPD	Low

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address identified risks	The School has ranked the risks
Prevention of and dealing with bullying amongst Students	Harm to student	Anti-Bullying Talks Anti-Bullying Policy Cyberbullying Talks RES, SPHE and Stay Safe full implementation Supervision Policy Friendship Week Friends for Life Programme	Low
Care of Students with specific vulnerabilities / needs such as ● Students from ethnic minorities/migrants ● Members of the Traveller community ● Lesbian, gay, bisexual or transgender (LGBT) children ● Students perceived to be LGBT ● Students of minority religious faiths ● Children in care ● Children on CPNS	Harm to student	School implements SPHE, RSE, Stay Safe in full Anti-bullying Policy Code of Discipline Best Practice Liaise with NEPS Supervision Policy	Low
Use of external personnel to supplement curriculum	Harm to Students	Child Safeguarding Statement Statutory Vetting Supervision Policy	Low
Parent teacher Meetings	Students overhearing irate parent and possible inappropriate language	Parent Teacher policy - Meetings by appointment only before or after school	Low
Recruitment of school personnel including - ● Teachers ● SNA's ● 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	Harm not recognised or properly or promptly reported	Child Safeguarding Statement & DES procedures made available to all staff Staff to view Tusla training module & any other online training offered by PDST Vetting Procedures Policy of Parents / Volunteers Policy on Visiting Contractors	Low
Application of sanctions under the school's Code of Behaviour including detention of Students, confiscation of phones etc.	Harm by school personnel	Code of Behaviour Policy Anti-bullying Policy Signed detention Slip Open doors Glass in window	Low
Use of video/photography/other media to record school events	Harm to students Exploitation of student	AUP Policy Best Practice	Low

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address identified risks	The School has ranked the risks
Use of Information and Communication Technology by Students in school	Bullying	AUP policy Anti-Bullying Policy Code of Behaviour Create lock/password on personal laptop/computer.	Low
Child left on their own (due to cancelled activity and no pickup)	Harm to students	Children return to school office to text phone call parents at earliest opportunity	Low
Visiting public toilets	Harm to students	Supervision Policy School Excursion Policy	Low
Collection of children from after-school activities	Harm to students	Supervision / collection from the school entrance rather than the car park	Low
Sensory breaks	Harm to student	Always in the open / class teacher aware of where the child is/ glass on the door and window of sensory room	Low
Going to the church for practice (band)	Harm to student	Stay Safe Programme Not to walk alone	Low

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Signed _____ *Liam de Búrca* _____   **Date** *24ᵗʰ October 2018*

Chairperson, Board of Management

Signed _____ *Diarmaid Moore* _____   **Date** *24ᵗʰ October 2018*

Principal/Secretary to the Board of Management