# **Child Safeguarding Risk Assessment of Dunhill N.S.**

Written Assessment of Risk of Dunhill National School, Dunhill, Co. Waterford

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 Dunhill N.S.

1. **List of school activities**

**A - Daily arrival and dismissal of pupils:** Opening/Closing Times and Break Times

**B – Visitors/Visiting Speakers/Coaches/Tutors**

**C – School Tours & Outings**

**D – Classroom Teaching**

**E – Swimming Lessons/Sports Events**

**F - One-to-One Teaching**

**G - The School Sponsored Walk**

**H – School Bus & Outside Transport**

**I - Use of Toilet/Changing Areas in the school**

**J - Administration of Medicines and First Aid**

**K – Non-Teaching School Staff**

**L - Before & After-School Club**

**M - Use of Video/Photography/other Media to record school events**

**N – Internet/Social Media/Contact with people via ICT**

**O - Students undertaking Training Placement/Work Experience in the School**

**2. The school has identified the following risk of harm in respect of its activities:**

**A - Daily arrival and dismissal of pupils:**

- Access to pupils by strangers or other adults

- Risk of harm from other pupils

**B – Visitors/Visiting Speakers/Coaches/Tutors:**

- Coaches/Tutors behaving inappropriately

**-** Coaches/Tutors lacking awareness of child safety issues

**C – School Tours & Outings**

**-** Access to pupils by strangers

- Inappropriate activity by pupils

- Dangers posed by unfamiliar environment

**D – Classroom Teaching**

- 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

**E – Swimming Lessons/Sports Events**

- Potential for unsupervised times in changing areas

- Risk of child being harmed by a member of school personnel

- Risk of child being harmed by another child

- Access to pupils by strangers or other adults

**F - One-to-One Teaching/Counselling**

- Risk of child being harmed in the school by a member of school personnel

**G - The School Sponsored Walk**

- Access to pupils by strangers or other adults

- Inappropriate activity by pupils

- Risk of child being harmed by another child

**H – Dunhill National School Bus & Outside Transport**

- Access to pupils by strangers or other adults

**I - Use of Toilet/Changing Areas in the school**

- 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

**J - Administration of Medicines and First Aid**

- Risk of child being harmed in the school by a member of school personnel

**K – Non-Teaching School Staff**

- Risk of child being harmed in the school by a member of school personnel

**L - Before & After-School Club**

- Risk of child being harmed in the BASC by a member of BASC personnel

- Risk of child being harmed by another child

- Access to pupils by strangers or other adults

**M - Use of Video/Photography/other Media to record school events**

- Risk of harm caused by member of school personnel or an other adult(s) accessing/circulating

inappropriate material via social media, texting, digital device or other manner

**N – Internet/Social Media/Contact with people via ICT**

- Potential for Bullying and Exploitation

- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate

manner via social media, texting, digital device or other manner

- Risk of harm due to children inappropriately accessing/using computers, social media, phones

and other devices while at school

- Potential for the grooming of students

- Risk of harm due to inappropriate relationship/communications between child and another child or adult

**O - Students undertaking Training Placement/Work Experience in the School**

- Risk of child being harmed in the school by a trainee/ Work experience student

- Risk of harm due to inappropriate relationship/communications between child and trainee/Work

Experience student.

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

**A - Daily arrival and dismissal of pupils:**

**-** Supervision by Teachers from 9.10-9.20am, 11—11.10am and 12.30-1pm

- Supervision of pupils leaving school by Principal and Vice-Principal

**B – Visitors/Visiting Speakers/Coaches/Tutors:**

- Visiting Coaches from reputable organisations with appropriate vetting

- Coaches will be furnished with our External Coach Policy before they have any contact with school

pupils

- Glass panels in doors

- A coach/tutor will always be accompanied by a teacher in the presence of school pupils and will never

find themselves in a one on one situation with a pupil.

**C – School Tours & Outings:**

- Adequate supervision of pupils at all times

- Adequate planning and preparation by staff

- No teacher/adult/guide should find themselves alone with a pupil

- External guides are appropriately vetted

- The school has an Anti-Bullying Policy/ School Rules Policy and a Code of Behaviour for Pupils

**D – Classroom Teaching**

- All teachers in Dunhill N.S. are vetted

- No teacher should find himself/herself alone with a child unless there is an open door policy or they

are in designated rooms with clear glass in the door or a window open to a corridor

(Computer Room/Resource Room/Learning-Support Room/Main School Office)

- The pupils are supervised at all times while in class by a teacher

- If the teacher is called out of class then the another vetted member of staff should be asked to step in

temporarily

- The school has an Anti-Bullying Policy/ School Rules Policy and a Code of Behaviour for Pupils

**E – Swimming Lessons/Sports Events**

- No member of staff should find himself/herself alone with a child in a changing/dressing room

- Vetted Coaches/Lifeguards should be used in the Swimming Pool

- Adequate supervision provided

- No unauthorised persons should be permitted in Changing/Dressing Rooms or have access to the pupils at

any time

**F - One-to-One Teaching/Counselling**

- takes place in specially designated room with clear glass in the door or a window open to a corridor

(The Learning Support Room/The Resource Room/The Main Office of the school)

- Parental permission received

**G - The School Sponsored Walk**

- Adequate Supervision

- Code of Conduct for Staff and Parents

- Adequate planning and preparation by staff and Parent’s Council

- The school has an Anti-Bullying Policy/ School Rules Policy and a Code of Behaviour for Pupils

**H – Dunhill National School Bus & Outside Transport**

- Adequate Supervision

- No teacher should find themselves 1 on 1 with a pupil.

**I - Use of toilet/changing areas in the school**

- No teacher/member of staff should find himself/herself alone with a child in a toilet

- Teachers/Staff use the staff toilets

- The school has an Anti-Bullying Policy/ School Rules Policy and a Code of Behaviour for Pupils

**J - Administration of Medicines and First Aid:**

- No teacher/member of staff should find himself/herself alone when administering Medicine/First-Aid

to a child

- Where possible Medicine/First-Aid should be administered in the First-Aid area in the Staffroom

with others present

**K – Non-Teaching School Staff**

- All non-teaching staff will be fully vetted

- All non-teaching staff follow the school’s Code of Conduct for Staff

- No non-teaching member of staff should find himself/herself alone with a child unless there is an

open door policy or they are in one of the designated rooms with clear glass in the door or a window

open to the corridor (Computer Room/Resource Room/Learning-Support Room/Main School Office)

**L - Before & After-School Club**

- All BASC personnel are fully vetted through the school

- BASC staff follow the school’s Code of Conduct for Staff

- Pupils in the BASC are adequately supervised

- The school has an Anti-Bullying Policy/ School Rules Policy and a Code of Behaviour for Pupils

which also applies to the pupils in the BASC

- BASC personnel will not communicate with BASC pupils in an inappropriate manner via social media,

texting or any other manner

- Pupils may only leave the BASC provided they are being collected by an authorised person

who ‘signs’ them out on the BASC register

- Parents are informed that if they are dropping their child early or collecting them late that a

form needs to be filled in (once off) letting them know that their child may be 1 on 1 with a member

of the BASC staff as this is the nature of the service.

**M - Use of Video/Photography/other Media to record school events**

**-** Acceptable Use Policy

- Code of Conduct for Parents and Teachers

**N – Internet/Social Media/Contact with people via ICT**

- Anti-Bullying Policy

- Bi-Annual information session with teachers, parents and pupils on the dangers of accessing

and using the internet and social media

- Code of conduct for Teachers and Staff members

- The Dept of Education NCTE School Filter System

- Pupils are not allowed bring Mobile Phones to school

- Acceptable Use Policy

- Adequate supervision when using ICT.

- Pupils are forbidden from using chatrooms

**O - Students undertaking Training Placement/Work Experience in the School**

**-** should never be left unsupervised in the company of pupils

- follow The Code of Behaviour for Work Experience Students

- should never find themselves alone with another student

**General:**

- 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 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 Safety Statement 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 code 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 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 has in place a code of behaviour for pupils

- The school has in place an ICT policy in respect of usage of ICT by pupils

- The school has in place a Critical Incident Management Plan

- The school has in place a policy and procedures for the use of external coaches

- Student mobile phones are not permitted in Dunhill N.S. This reduces the risk of Internet and Social Media issues.

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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 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 completed by the Board of Management on June 30th, 2022. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed : Michael Breen Date: 30/6/2022

Chairperson, Board of Management

Signed : Fergus Cooper Date: 30/6/2022

Principal/Secretary to the Board of Management

**Checklist for Review of the Child Safeguarding Statement**

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school’s Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017.*

|  | **Yes/No** |
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| 1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’? |  |
| 1. As part of the school’s Child Safeguarding Statement, has the Board formally adopted, without modification, the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’’? |  |
| 1. Does the school’s Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? |  |
| 1. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? |  |
| 1. Has the DLP attended available child protection training? |  |
| 1. Has the Deputy DLP attended available child protection training? |  |
| 1. Have any members of the Board attended child protection training? |  |
| 1. Are there both a DLP and a Deputy DLP currently appointed? |  |
| 1. Are the relevant contact details (Tusla and An Garda Síochána) to hand? |  |
| 1. Has the Board arrangements in place to communicate the school’s Child Safeguarding Statement to new school personnel? |  |
| 1. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ and the Children First Act 2015? |  |
| 1. Has the Board received a Principal’s Child Protection Oversight Report at each Board meeting held since the last review was undertaken? |  |
| 1. Since the Board’s last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP? |  |
| 1. Since the Board’s last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made? |  |
| 1. Since the Board’s last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel? |  |
| 1. Has the Board been provided with and reviewed all documents relevant to the Principal’s Child Protection Oversight Report? |  |
| 1. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed? |  |
| 1. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?\* |  |
| 1. Were child protection matters reported to the Board appropriately recorded in the Board minutes? |  |
| 1. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely? |  |
| 1. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ |  |
| 1. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ were subsequently issued by the DLP? |  |
| 1. Has the Board ensured that the Parents’ Association (if any), has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the Board ensured that the patron has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the Board ensured that the school’s Child Safeguarding Statement is available to parents on request? |  |
| 1. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools) |  |
| 1. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools) |  |
| 1. Has the Board ensured that the SPHE curriculum is implemented in full in the school? |  |
| 1. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? \* |  |
| 1. Is the Board satisfied that the Department’s requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?\* |  |
| 1. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?\* |  |
| 1. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school’s Child Safeguarding Statement? |  |
| 1. Has the Board sought the feedback of parents in relation to the school’s compliance with the requirements of the child safeguarding requirements of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ |  |
| 1. Has the Board sought the feedback of pupils in relation to the school’s child safeguarding arrangements? |  |
| 1. Is the Board satisfied that the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ are being fully and adequately implemented by the school? |  |
| 1. Has the Board identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement? |  |
| 1. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school’s Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ? |  |
| 1. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school’s Child Safeguarding Statement have been adequately addressed? |  |

\*In schools where the ETB is the employer the responsibility for meeting the employer’s requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management

**Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Board of Management of Dunhill N.S wishes to inform you that:

• The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting of May 20th, 2021.

• This review was conducted in accordance with the “Checklist for Review of the Child Safeguarding Statement” published on the Department’s ‘website [www.education.ie](http://www.education.ie)

Signed: Michael Breen Date 30/6/2022

Chairperson, Board of Management

Signed: Fergus Cooper Date 30/6/ 2022

Principal/Secretary to the Board of Management