



St Joseph's Convent National School, Smith's Rd., Charleville, Co. Cork

Tel: 063-89467 Email: stjosephsconventns@gmail.com Website: www.stjosephsinfants.ie

Risk Assessment February 2024

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	Low	Harm not recognised or reported promptly	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures made available to all staff • DLP& DDLP to attend PDST face to face training • Staff to view Tusla training module: Teachers, SNAs, cleaner/caretaker, secretary, homework club staff completed this to date • Staff to view online training offered by PDST: Teachers and SNAs completed this • BOM records all records of staff and board training • Welcome pack and all relevant Child protection documentation will be made available to all new staff • Principal to ensure absent/new staff receive training • Annual review of statement
Recruitment of school personnel including – <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners • Homework club • External Tutors/Guest • Volunteers/Parents in school activities 	Low	Harm not recognised or properly or promptly reported Harm by a member of school personnel/school support personnel	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures made available to all staff • DLP/DDLP signage on display • Staff to view Tusla training module & any other online training offered by PDST • Principal to ensure absent/new staff receive training • Strict recruitment procedures followed – Qualifications, Garda Vetting, Statutory Declaration, Form of Undertaking, Photo ID • Vetting Procedures followed • Class teacher supervision of class for in class supports • Groups withdrawn by external personnel (vetting and/or recruitment procedures followed) • Substitute teacher reference checklist sheet given to substitute teachers



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Care of pupils with specific vulnerabilities/including but not limited to needs such as <ul style="list-style-type: none"> • 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 • Children in temporary accommodation • Children with Special Needs 	High	Harm not recognised or properly or promptly reported Harm from other pupils Harm from known/unknown adults in school	<ul style="list-style-type: none"> • Individual Education Plans are developed for all children with special educational needs • Anti-Bullying Policy • Code of Behaviour • School will liaise with TUSLA re children in care and children on CPNS • Principal/Deputy/HSCL will inform staff of relevant child safeguarding issues on a need to know basis
Before School			
Arrival of Pupil	High	Harm from other pupils Harm from known/unknown adults on the playground/in hall/in school	<ul style="list-style-type: none"> • In class supervision from 8.50. Parents/guardians are advised not to drop children before this time and this is regularly communicated to parents.
During School Day			
School Access	High	Harm from known/unknown adults on the playground/ in school	<ul style="list-style-type: none"> • Signage on doors - reminder to keep closed • Access control on main door and fire doors on ground floor • Yard supervisors approach visitors on yard • Access to school during the school hours is restricted
Classroom Teaching	Low	Harm by school personnel	<ul style="list-style-type: none"> • Garda Vetting Procedures and Staff recruitment procedures adhered to • Supervision in place



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			<ul style="list-style-type: none"> • Proposal of the provision of glass panels in all classroom doors to be presented to the Board of Management • All staff should never do anything of a personal nature that the child can do themselves • As a general rule, physical contact between adults and children should not be necessary. However, physical contact may be used to comfort, reassure or assist a child. In these cases it must be in the open in front of others, be acceptable to the child and be age appropriate. It should be in response to the needs of the child and not the adult.
Use of Information and Communication Technology by pupils in school -	Low	<p>Harm by online content</p> <p>Harm due to children inappropriately accessing/using computers/iPads /phones and other devices while at school.</p> <p>Bullying</p>	<ul style="list-style-type: none"> • ICT policy • Anti-Bullying Policy • Cyberbullying policy • Code of Behaviour • Supervision by adults in the school • Adult laptops password protected • Restricted access to internet to be updated regularly
One to one teaching One to one SNA	Medium	Harm by school personnel	<ul style="list-style-type: none"> • Garda Vetting Procedures and Staff recruitment procedures adhered to • Supervision in place • Proposal of the provision of glass panels in all classroom doors to be presented to the Board of Management • All staff should never do anything of a personal nature that the child can do themselves • As a general rule, physical contact between adults and children should not be necessary. However, physical contact may be used to comfort, reassure or assist a child. In these cases it must be in the open in front of others, be acceptable to the child and be age appropriate. It should be in response to the needs of the child and not the adult.



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			<ul style="list-style-type: none"> • Written Permission for withdrawal of pupils is sought • Parents are welcome to view a sample 1:1 session to gain further insight into the 1:1 set up
Care of Children with special needs, including intimate care needs	High	Harm by school personnel	<ul style="list-style-type: none"> • Meeting will take place to organise this before child starts school or early in the school year • IEP/SNA Care Needs Plan will be drawn up
Secretary, Cleaner/Caretaker	Low	Harm by school personnel	<ul style="list-style-type: none"> • Child Protection Safeguarding Statement made available/TUSLA eLearning training • Garda Vetting Procedures and Staff recruitment procedures adhered to • Pupils sent on messages in twos
Use of toilet areas	Low - Medium	Harm from known/unknown adults in the school Harm from other pupils	<ul style="list-style-type: none"> • Toilets have signage which indicates for pupil use only • One toilet is allocated for adult use (disabled toilet) • Specific toilets are allocated for staff use • During class time 1 pupil at a time as a general rule. SEN pupils attending 1:1 sessions are accompanied to the outer door. • Accessing toilet from yard –as a general rule toilets are not used during break time outside as pupils are encouraged to use the toilet before going outside.
Toileting accidents	High	Harm by school personnel	<ul style="list-style-type: none"> • Clean underwear and suitable clothing is kept in the school. If a child has an accident they will be given clean clothes to change into. If for some reason they can't change themselves parents/emergency contacts will be called. If no contacts can be reached the child will be assisted by two staff members.
Curricular Provision in respect of SPHE, RSE, Stay safe.	Low	Non-teaching of same	<ul style="list-style-type: none"> • SPHE/RSE and the Stay Safe Program are in place • This is monitored through cuntas míosúil.
Children moving around school	Low	Risk of harm due to inadequate supervision of pupils in school	<ul style="list-style-type: none"> • Pupils move with a staff member therefore supervision is in place • If pupils move without a staff member pupils must travel in twos
Managing of challenging behaviour amongst pupils, including	High	Injury to pupils and staff	<ul style="list-style-type: none"> • Code Of Behaviour • Staff only take actions as per a prudent parent



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appropriate use of restraint when required		Harm by school personnel	<ul style="list-style-type: none"> • Incident sheets completed when necessary • Staff training provided on challenging behaviour/SESS support • IEPs/Behaviour plans are developed for children with special education needs and/or serious behaviour needs
Prevention and dealing with bullying amongst pupils	Medium	Harm from other pupils	<ul style="list-style-type: none"> • Anti Bullying Policy
Recreation Breaks for pupils	Medium	Harm from other pupils Harm from known/unknown adults on the playground	<ul style="list-style-type: none"> • Supervision Rota in place for supervision indoors and on playground • Staff ensure they are visible on yard and that all children are visible • There are out-of-bounds areas where children must not go • Staff awareness of need to approach unauthorised person(s) on playground • Pupils sent in twos on message if necessary • Basic first aid is administered where necessary • SNA accompany serious injury inside and First Aid/Parent contacted • Accessing toilet from yard –as a general rule toilets are not used during break time outside as pupils are encouraged to use the toilet before going outside.
Administration of Medicine Administration of First Aid	Medium	Harm by school personnel	<ul style="list-style-type: none"> • Administration of Medicine policy
Use of information and communication technology by pupils in school	Low	Harm due to inappropriate pupil access and/or use of ICT while in school	<ul style="list-style-type: none"> • Acceptable Usage Policy • Code of Behaviour • Anti Bullying Policy • Teacher Supervision – use of ICT is always under direct school staff supervision
Use of video/photography/other media to record school events	Medium	Harm to pupils (pupil identification)	<ul style="list-style-type: none"> • Parents give permission for children to appear in print media



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Visitors present during the school day e.g. parent classes, work people, members of statutory agencies, parents, external tutors/guest speakers/school completion staff, special ed agencies etc.	Medium	Harm to pupils by known/unknown adult	<ul style="list-style-type: none"> • Child Protection Safeguarding Statement is displayed and applies • DLP/DDLP signage on display • See recruitment of school personnel above • Garda Vetting procedures followed • Pupil supervision • Access control on main door
Visitors/contractors present in school during school hours	Medium	Harm to pupils by known/unknown adult	<ul style="list-style-type: none"> • Parents / Volunteers will always be assisted and accompanied by a member of staff. • Procedure for Visiting Contractors – Visiting contractors to carry out work outside of school hours where possible. Contractors, when working during the day will not have unsupervised contact with children. All contractors discuss activities with secretary/principal.
Use of external personnel to supplement curriculum e.g. sport coaches, guest speakers/tutors	Low	Harm to pupils by known/unknown adult	<ul style="list-style-type: none"> • In cases where external personnel are involved in teaching, mentoring of pupils a Joint Agreement must be made, Garda Vetting and Statutory Declaration/ Form of Undertaking produced. Teacher stays in charge at all times. • Groups withdrawn by external personnel (vetting and /or recruitment procedures followed)
Outings/Trips off site : e.g. church, library, school tours, sporting events etc.	High	Harm to pupils by known/unknown adult Harm from other pupils	<ul style="list-style-type: none"> • See recruitment of school personnel above • Staff undertaking outings require another adult present and informs insurance company • Staff remain with class at all times • Supervision policy • Code of Behaviour and Anti-Bullying Policy
Whole school events: e.g. Annual Sports Day / Grandparents Day / Mass / Intercultural Day /Book Fair / Fundraising events e.g. bake sale, school walk	High	Harm to pupils by known/unknown adult Harm from other pupils	<ul style="list-style-type: none"> • Teachers/staff remain with their classes at all times • Pupils move in twos • Code of Behaviour and Anti-Bullying Policy • Additional supervision/extra vigilance by staff



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Student teachers undertaking training placement in school	Low/ Medium	Harm to pupils by known/unknown adult	<ul style="list-style-type: none"> • Joint Agreements are put in place with training colleges and students must present their Garda Vetting disclosure, statutory declaration and form of undertaking • Teacher remains with their class at all times
Students participating in work experience in the school	Low/ Medium	Harm to pupils by known/unknown adult	<ul style="list-style-type: none"> • Only those who are over 16 are accepted as Garda Vetting can only be processed by those over 16 • Joint Agreements are put in place with secondary schools and students must present their Garda Vetting disclosure, statutory declaration and form of undertaking • Teacher remains with their class at all times
Early collection of pupils	Medium	Harm to pupils by known/unknown adult	<ul style="list-style-type: none"> • Pupils can only be collected by a known adult • In the event of children being collected by an unknown adult, the teacher must be notified in advance and parents have been notified of same
Dismissal of pupils at home time	High	Harm from other pupils Harm from known/unknown adults on the playground/in school Harm to pupils by known/unknown adult collecting	<ul style="list-style-type: none"> • Teachers dismiss children each day /to known adult • If children are being collected by an unknown adult, the teacher must be notified in advance and parents have been notified of same • Those not collected are advised to return to/remain in their classroom and parents are phoned
Afterschool Activities			
Homework Club	Low/ Medium	Harm not recognised or properly or promptly reported Harm by a member of school personnel	<ul style="list-style-type: none"> • Child Protection Safeguarding Statement applies • See recruitment of school personnel above • Child Protection Training • Supervision in place • Attendance recorded
After school use of school premises by other organisations	Low	Harm from known/unknown adults on the playground/in school while afterschool activities/holiday camps are taking place	<ul style="list-style-type: none"> • If services/events are provided for or involve minors (persons under eighteen years of age)/vulnerable adults the following will be requested • Written assurance that the operator has a child protection policy in place.



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Visitors/contractors present during after school activities	Medium	Harm from known/unknown adults on the playground/in school	<ul style="list-style-type: none"> Procedure for Visiting Contractors – Visiting contractors to carry out work outside of school hours where possible. Contractors, when working will not have unsupervised contact with children. All contractors sign-in and discuss activities with secretary/principal/deputy principal. Staff awareness of need to approach unauthorised person(s) in school/on playground Visitor Identification Badges (to be examined)

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 13/2/2024. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: Denis Waters Date: 13/2/2024

Denis Waters, Chairperson, Board of Management

Signed: Brian Fitzgerald Date: 13/2/2024

Brian Fitzgerald, Principal/Secretary to the Board of Management