

# Kilglass N.S. Risk Assessment

| School Activity   | Risk of Harm                                    | Risk Level | Procedures in place to address risk   |
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| <p>Training of school personnel in Child Protection matters</p> | <p>Harm not recognised or reported promptly</p> | <p>Low</p> | <ul style="list-style-type: none"> <li>• Kilglass National School Child's Safe guarding Statement, Kilglass National School Child Safeguarding Risk Assessment &amp; Department of Education &amp; Skills procedures are made available to all staff.</li> <li>• Staff members are aware of their responsibility and are familiar with and implement consistently, the contents of Kilglass National School's Child Safeguarding Statement, Kilglass National School Child Safeguarding Risk Assessment.</li> <li>• Kilglass N.S ensures all new staff are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment</li> <li>• DLP&amp; DDLP will attend PDST face to face training on October 4<sup>th</sup> and 8<sup>th</sup> 2018.</li> <li>• All staff members took part in Túsla training module &amp; any will take part in other online training offered by PDST.</li> <li>• Kilglass N.S encourages BOM members to avail of relevant training</li> <li>• BOM records all records of staff and board training</li> </ul> |

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|  | <b>Daily arrival and dismissal of pupils.</b>  | <p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognised by school staff</p> | <p>Low</p> <p>Low</p> <p>Low</p> | <ul style="list-style-type: none"> <li>The staff has a suitable yard/playground supervision rota (commencing at 8.50am) to ensure appropriate supervision of children during, arrival and dismissal and recreation breaks.</li> <li>Front entrance to the school has a magnetic lock so visitors must be provided with access by a staff member.</li> </ul>   |
|  | <b>Recreation breaks for pupils</b>  | <p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognized by school staff</p> | <p>Low</p> <p>Low</p> <p>Low</p> | <p><b>In line with our School Health and Safety:</b></p> <ul style="list-style-type: none"> <li>The school has a suitable yard/playground supervision roster for both teaching staff and SNA's to ensure appropriate supervision of children during recreation breaks.</li> <li>Appointed adults wishing to collect a pupil during school hours must notify the school and sign a sign out book.</li> </ul> |
|  | <b>Hand-over of children to an appointed adult at infant collection time (2.00pm).</b> | <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognized by school staff</p>   | <p>Low</p> <p>Low</p>            | <ul style="list-style-type: none"> <li>Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data-base.</li> <li>Children are lined up in the school yard released to their appointed adult.</li> <li>If an unknown adult comes to collect a child (e.g. a family friend, an</li> </ul>       |

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|  |  |     |  | <p>aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher may call the parents to confirm the child has permission to go with that adult.</p> <ul style="list-style-type: none"> <li>• If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately.</li> </ul> |
| After-school clubs/Childcare provider                      | Risk of child being harmed in the school by another adult. | Low |  | <ul style="list-style-type: none"> <li>• Childcare providers are required to provide the names of individuals who will be collecting pupils.</li> </ul>  |
| Late drop-offs, early collection, late pick up, attendance | Risk of child being harmed in the school by another adult. | Low |  | <ul style="list-style-type: none"> <li>• Early Leavers must be signed out by an appointed adult.</li> <li>• Children's attendance at school will be monitored with an explanation required for any missed days.</li> <li>• Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral.</li> </ul>   |
| Classroom teaching   | Harm by school personnel Harm from other pupils            | Low |  | <ul style="list-style-type: none"> <li>• All school staff will be supplied with a hard copy of the school Child Safeguarding Statement and Child Safeguarding Risk Assessment.</li> <li>• Glass viewing panels installed in doors.</li> </ul>  |
| One to one teaching and counselling.                       | Risk of harm in one-to-one situation.                      | Low |  | <ul style="list-style-type: none"> <li>• Parents are informed and provide written consent if children are withdrawn from class on a regular basis.</li> </ul>  |

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|  |  |                                       |     | <ul style="list-style-type: none"> <li>• Glass panels are installed in the doors of classrooms in the school</li> <li>• Window blinds, where fitted, will remain open during pupil contact time</li> </ul>   |
|  | Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc. | Harm by school personnel              | Low | <p><b>In line with school Policy on Detention of Pupils and the School Code of Behaviour:</b></p> <ul style="list-style-type: none"> <li>• In line with the school Code of Behaviour and Policy on Detention of Pupils, detention of pupils during recreation breaks may be used as a sanction for negative behaviour. During detention periods pupils will be supervised by the Principal or other appointed staff member.</li> <li>• Mobile phones strictly forbidden in Kilglass N.S. Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent/guardian.</li> </ul> |
|  | School-based bullying, verbal, physical or psychological   | Risk of harm due to bullying of child | Low | <p><b>The school Anti Bullying Policy is available to all staff:</b></p> <ul style="list-style-type: none"> <li>• Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries.</li> <li>• Adequate supervision is provided to ensure codes of behaviour is being followed.</li> </ul>  |

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|  |  |   |        | <ul style="list-style-type: none"> <li>At all times the dignity and privacy of the pupil will be paramount.</li> </ul> <p>Practices and procedures in this regard are detailed in various school policies such as:</p> <ul style="list-style-type: none"> <li>Code of Behaviour</li> <li>Anti Bullying Policy</li> <li>S.P.H.E Policy</li> <li>Supervision policy</li> <li>Mobile Phones Policy</li> </ul>  |
|  | <b>Toilet Areas</b>  | Inappropriate behaviour   | Low    | <p><b>During pupil contact time:</b></p> <ul style="list-style-type: none"> <li>Class teachers will supervise pupil's use of toilet facilities.</li> <li>Only one pupil at a time permitted in the class toilets.</li> </ul> <p><b>During recreation breaks:</b></p> <ul style="list-style-type: none"> <li>Pupils must get permission from the teacher on yard duty to enter the school to use their class toilet.</li> <li>Only one pupil at a time permitted in class toilets.</li> </ul>                                      |
|  | <b>Information Communication Technology and other digital devices.</b> | Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school. | Medium | <ul style="list-style-type: none"> <li>Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorized as Personal such as blogs and Social Networking such as Instagram and Face book.</li> <li>Internet sessions will always be supervised by a teacher. If there is no teacher in the room, access</li> </ul> |

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|  | <b>Administration of First Aid</b>   | Risk of child being harmed in the school by another adult.                                   | Low | <ul style="list-style-type: none"> <li>All staff will exercise their duty of care to pupils for the duration of the school day.</li> </ul> <p><b>In the event of Accident or Injury to a pupil:</b></p> <ul style="list-style-type: none"> <li>Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s.</li> <li>Accidents/injuries that involve treatment of minor cuts, bumps etc that are not exposed will be treated in the presence of another staff member.</li> </ul> |
|  | <b>Administration of Medicine</b>  | Risk of child being harmed in the school by another adult.                                   | Low | <p><b>In line with our school Administration of Medicines Policy:</b></p> <ul style="list-style-type: none"> <li>Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson of the Board of Management.</li> </ul>  |
|  | <b>Care of pupils with specific vulnerabilities/ needs such as Pupil from ethnic minorities/migrants<br/>Members of the Traveller Community<br/>Lesbian, gay, bisexual or transgender (LGBT) of minority religious faiths<br/>Children in care</b> | Harm by school personnel<br><br>Harm from other pupils,<br><br>Harm from adults at the venue | Low | <ul style="list-style-type: none"> <li>Kilglass National School will be welcoming and caring towards the needs of pupils with specific vulnerabilities.</li> <li>In as far as is possible the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc.</li> <li>A written copy of any parental agreement that exists on matters will be kept.</li> <li>Parents will be notified of any changes from agreed procedures.</li> </ul>   |

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|  | <p><b>Student teachers undertaking training placement in school.</b></p> | <p>Risk of child being harmed in the school by another adult.</p> | <p>Low</p>            | <p>Prior to accepting a student on teaching placement it is the responsibility of the student to provide the school with:</p> <ul style="list-style-type: none"> <li>• Written verification that the placement is supported by and indemnified by the college in which the student is attending.</li> </ul> <p>Teachers to remain with the class at all times.</p> |
|  | <p><b>Sporting Activities and Annual Sports Day</b></p>                  | <p>Harm by school personnel</p> <p>Harm from other pupils,</p>    | <p>Low</p> <p>Low</p> | <p>In line with our school Supervision Policy and Health and Safety Policy:</p> <ul style="list-style-type: none"> <li>• All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site.</li> </ul>   |

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|  |  |   |     | <p>to the Internet is prohibited.</p> <ul style="list-style-type: none"> <li>• Pupils are not permitted to use personal devices in school unless they are requested to bring same to school by a member of the teaching staff for use during school for educational purposes.</li> </ul>   |
|  | <b>Data protection</b>   | Risk of personnel information regarding pupils being accessed and used inappropriately. | Low | <p>In line with the school's Data Protection Policy:</p> <ul style="list-style-type: none"> <li>• Confidential documents relating to children in the school are stored securely in the school.</li> <li>• Hard copies are stored in locked filing cabinets in the Principal's Office.</li> <li>• Documents are shared with staff on a need to know basis</li> </ul>  |
|  | <b>Interaction with visitors to the school/external coaches.</b> | Risk of child being harmed in the school by another adult.                              | Low | <ul style="list-style-type: none"> <li>• Regular visitors to the school, e.g. external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school.</li> <li>• Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organization and a copy of any appropriate insurance.</li> <li>• In line with our school's Health and Safety Statement: Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.</li> </ul> |



- School staff will avail of online training made available by TUSLA and the PDST.
- The DLP/DDLP will engage with face to face Child Protection training with the PDST in October at Athlone Education Centre.
- School management will keep updated on current Child Protection guidelines and circulars.

## Procedure for the reporting of child protection or welfare concerns to Tusla

- All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
- The DLP, Vincent Glynn, or in his absence/unavailability, DDLP, Paula Mullins, shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
- On completion by the mandated person, a report shall be forwarded to the relevant Duty Social Worker by the DLP, DDLP or Mandated Person.
- In the event the report is forwarded by the DLP or DDLP, the Mandated Person shall be informed in writing that the report has been forwarded.
- In the event that the report is forwarded by a mandated person without the assistance of the DLP/DDLP, the DLP or DDLP shall be informed in writing and copies provided will be stored securely in a locked filing cabinet in Mr. Glynn's office.

## Procedure for maintaining a list of the persons in the relevant service who are mandated persons

All Members of the teaching staff of Kilglass National School are mandated persons. Mandated persons, as defined in the Children First Act 2015, have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.

Kilglass National School's Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance for the Protection and Welfare of Children 2017 and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

### Procedure for the management of allegations of abuse or misconduct against workers / volunteers of a child availing of our service

- Minor complaints about staff are managed in line with the complaint's procedure, as outlined in our Parental Complaints Procedure.
- Allegations against staff of abuse or misconduct are managed in line with the provisions of section 5.6 of the DES Child Protection Procedures for Primary and Post Primary Schools 2017.

### Procedure for the recruitment and selection of workers and volunteers to work with children

- Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in Kilglass National School. All temporary and permanent teachers are registered with the Teaching Council.
- All Special Needs Assistants and ancillary staff employed by the Board of Management must undergo and successfully complete vetting by the National Vetting Bureau in advance of commencing employment. This vetting will be processed through Elphin Diocesan Office.
- References from previous employers are obtained before employment commences in the school.
- A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.

### Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm

The following documents are readily available to school staff in a shared folder and a hard copy will be placed each teacher's planning folder.

- Kilglass National School's Child Safeguarding Statement
- Kilglass National School's Child Safeguarding Risk Assessment and access to child safeguarding training and information, including the identification of the occurrence of harm.
- School staff members are informed of school child-protection and anti-bullying procedures.
- Other relevant school policies are available to all school staff.