

Child Safeguarding Risk Assessment Template

Written Assessment of Risk of Windfield NS

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 (revised 2023)*, the following is the Written Risk Assessment of Windfield NS

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 -
Child protection Training of School Personnel	<ul style="list-style-type: none">● Indicators of harm /abuse not being recognised by school personnel● Harm / Abuse not being reported properly and promptly by school personnel● Risk of child being harmed in the school by a member of school personnel	The Provision of information and training for all school personnel The BOM – <ul style="list-style-type: none">● Provides all school personnel with a copy of the school's Child Safeguarding Statement & Risk Assessment.● Requires that all school personnel sign the 'Acceptance of Windfield NS Child Protection Safeguarding Statement● Ensures the DE child protection procedures are made available to all school personnel

	<ul style="list-style-type: none"> • Risk of child being harmed by a volunteer / parent person while child participating in school activities • Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities • Risk of child being harmed in the school by another child 	<ul style="list-style-type: none"> • Requires that all school personnel, mandated and non-mandated, adhere to the DE <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> • Ensures staff avail of relevant training <ul style="list-style-type: none"> a) the DLP /DDL P must avail of training provided by a professional organisation b) All school personnel are required to complete the online Tusla training and provide a copy of the certificate of completion to the DLP c) A Croke Park session will be utilised on an annual basis to address the DES child protection requirements of staff either using an outside facilitator or the PDST online training • Encourages the board of management members to avail of relevant training • Maintains records of all staff and board member training

Record Keeping	<p>Risk of Sensitive Information not being shared with DLP / DDLP as required</p> <ul style="list-style-type: none"> ● Risk of records of a sensitive nature not being properly secured and treated in confidence ● Risk of loss of records of a sensitive nature 	Record Keeping <ul style="list-style-type: none"> ● All school personnel are made aware of the record keeping procedures that are in place in our school. ● All child protection records are kept in a secure location and are treated with the strictest of confidence.
Recruitment of school personnel And Volunteers / Parents in school activities	<ul style="list-style-type: none"> ● Risk of recruiting unsuitable personnel ● Indicators of harm /abuse not being recognised by school personnel ● Harm / Abuse not being reported properly and promptly by school personnel 	Garda Vetting and Recruitment of school personnel <ul style="list-style-type: none"> ● All school personnel are required to be Garda vetted and the relevant DE circulars in relation to recruitment and Garda vetting are adhered to.
	<ul style="list-style-type: none"> ● Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child is participating school activities, by a member of staff of another organisation or other person while child participating in school activities 	<ul style="list-style-type: none"> ● Best practice procedures with regard to interviewing and checking references are followed ● All volunteers / parents <u>regularly involved</u> in school activities are Garda vetted

		<ul style="list-style-type: none">• All school personnel, volunteers / parents involved in school activities are provided with a copy of the school's Child Safeguarding and Risk Assessment Statement• All school personnel, volunteers / parents involved in school activities are required to sign the 'Acceptance of Windfield NS Child Protection Safeguarding and Risk Assessment Statement form and return a signed copy to the DLP
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<p>Curriculum Implementation of SPHE and the Stay Safe programme</p>	<ul style="list-style-type: none"> • Risk of inadequate implementation of the SPHE curriculum and the Stay Safe programme • Risk of pupils not learning the skills and strategies necessary to protect themselves 	<p>Planning for and implementation of the SPHE curriculum and the <i>Stay Safe</i> programme:</p> <ul style="list-style-type: none"> • The school implements in full the SPHE curriculum over a two year cycle as outlined in the school plan for SPHE which can be found at + <p>Curriculum Implementation of SPHE and the Stay Safe programme</p> <ul style="list-style-type: none"> • The Stay safe programme will be taught in every class over the months of November & December in Year 1 of the school's SPHE Plan. • All teachers will revise the topics of Touches and Secrets and Telling as part of Year 2 of the SPHE plan • On completion of the Stay Safe programme all class teachers are required to sign the 'Completion of the Stay Safe Programme' document (available on the school drive) • Individual teacher planning documents must indicate when specific objectives of the SPHE
		<p>curriculum, (including the Stay Safe programme) will be taught (timetabled for) and what specific objectives of SPHE, Stay Safe and RSE will be taught in that period of time.</p>

		<ul style="list-style-type: none"> • The Cuntas Miosiuil of individual teachers will highlight the SPHE content objectives covered and the Stay Safe lessons covered in that month
Prevention and dealing with bullying amongst pupils	<ul style="list-style-type: none"> • Risk of harm due to bullying of child • Risk of serious incidents of bullying not being recognised as being a child protection concern • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour 	<ul style="list-style-type: none"> • All school personnel are required to act in accordance with the school's Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>. A copy of that policy can be found at www.windfieldns.ie • Pupils will receive teaching on the prevention of and dealing with bullying as part of the SPHE programme • Child protection concerns that arise from serious instances of bullying amongst children
		must be reported to the DLP in accordance with DES Child Protection Procedures (revised 2023)

Online Safety	<ul style="list-style-type: none"> • Risk of harm to pupils by school personnel, other adults and children • Risk of pupils accessing inappropriate online material • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour 	<ul style="list-style-type: none"> • The School has in place an Acceptable Use Policy & Digital Device Policy for school personnel and pupils • As part of the SPHE curriculum targeted ageappropriate lessons addressing online safety are provided for all pupils. • Pupils learn appropriate strategies and skills for dealing with situations where they feel unsafe in the online community • Online Safety Talks for 4th, 5th and 6th Class children are provided by the school annually • Online Safety talks are provided to Parents annually • Assemblies and Whole Class Discussions on online safety
Online Teaching and Learning Remotely	<ul style="list-style-type: none"> • Risk of inappropriate behaviour/ conversations between school personnel and pupils 	<ul style="list-style-type: none"> • All school personnel must adhere to the guidelines of Using Digital Platforms – Guidelines for teachers and parents
Use of information and communication technology by pupils in school	<ul style="list-style-type: none"> • Risk of pupil accessing inappropriate material • Risk of pupils being bullied through technology 	<ul style="list-style-type: none"> • Appropriate filtering level is implemented by NCTE/PDST. Acceptable usage & Digital Device Policy is implemented and parents and students must sign to indicate acceptance of same each year (3rd-6th)

		<ul style="list-style-type: none"> • Code of Positive Behaviour is implemented. • Anti-Bullying policy is implemented • Teacher supervision- use of ICT is always under direct school staff supervision. • No access to any social media platforms is possible within the school due to NCTE filtering.
Arrival/Dismissal and Recreation pupils breaks for	<ul style="list-style-type: none"> • Risk of harm to pupils by another child or an adult • Risk of Inadequate supervision 	<ul style="list-style-type: none"> • Staff on supervision duty during the arrival, dismissal and recreation breaks for students.
	<ul style="list-style-type: none"> • Risk of Inappropriate Behaviour • Risk of Bullying • Risk of pupil being harmed being allowed to leave school with an unsuitable adult or child. 	<ul style="list-style-type: none"> • The school has a yard/morning supervision rota in place to ensure appropriate supervision of children during, arrival, dismissal and breaks • Records of incidents and behaviours on yards documented on yard sheets by supervising teacher • Active Yards with activities in place from 3rd-6th to minimise conflicts/incidents • Structured Play/Yard Plan in place for individuals who may require it • All classes have designated doors to be dismissed from at the end of the school day • Permission to walk home is required from 3rd class onwards

		<ul style="list-style-type: none"> • Parents/guardians will be asked to supply the school with the names and contact details of any adult that may be collecting a pupil during the course of the year. • Outside of normal dismissal times of the school teachers will only release pupils to those nominated by the parent/carer or where
		<p>advance notice of another adult collecting the pupil is given by the parent / carer. In the event that another person arrives to collect a child the school will endeavour to contact the parent/carer to get their permission. Under no circumstance will staff allow a child to leave the school with another person that does not have permission to collect them.</p> <ul style="list-style-type: none"> • Children from Infants to 2nd are collected at designated collection points in the school grounds
One to one teaching	<ul style="list-style-type: none"> • Risk of child being harmed by a member of school personnel • Risk of allegations being made against a member of staff 	<ul style="list-style-type: none"> • One-to-one teaching may be provided for any pupil where it is deemed by teaching staff and the principal to be in the best interest of the child. In all such situations written parental consent must be given.

		<ul style="list-style-type: none"> All one to one teaching sessions should be clearly timetabled and should only be carried out where there are appropriate arrangements in place with regard to the physical environment
		(e.g. vision panel in door, open door policy, table between teacher and pupil)
Classroom Teaching	<ul style="list-style-type: none"> Risk of child being harmed by a member of school personnel Risk of allegations being made against a member of staff 	<ul style="list-style-type: none"> Code of Positive Behaviour Door open if in room alone with a child Door open between partner teacher if teacher is on break- SET teacher to cover where possible
Toileting Issues	<ul style="list-style-type: none"> Risk of pupil being harmed by a member of school personnel or another child/ren Risk of an allegation being made against a another child/ren or a member of school personnel 	<ul style="list-style-type: none"> Pupils with Specific Toileting Needs: The individual needs of pupils with specific toileting needs are addressed as part of the requirements outlined in the school's Intimate Care policy. A specific plan will be agreed upon by Parents and Staff at the beginning of a school year where a child has intimate care needs. SNAs assisting pupils with toileting / changing must act in accordance with that child's plan as agreed with parents/carers and school personnel

		<p>Dealing with Toileting Accidents:</p> <ul style="list-style-type: none"> • The school has a supply of clean clothing and toilet wipes available for use in such situations. • If the child can tend to themselves they will be offered wipes and clean clothing. The parent or carer will be informed by the teacher of the incident on collection of the pupil or if required during the school day. • If a child has a soiling accident, parents are called immediately. They are asked if they can come to the school. If not, they are informed that the child can clean themselves with verbal direction from a teacher. Parents are made aware that they may not be fully cleaned as the child is doing the best they can. . <p>In any situation where the child cannot attend to themselves</p> <ul style="list-style-type: none"> • The parents/ carers will be notified by phone of the incident. Parents / carers will be asked if they wish to come to the school to attend to the
		<p>child or if they would like staff to attend to the child.</p>

		<ul style="list-style-type: none"> Where a parent/ carer cannot be contacted staff will attend to the child unless the school has been specifically notified by a parent/ carer that staff in the school do not have permission to assist the child. Staff attending to the child will do so in as 'open' an environment as possible with due regard to the privacy of the child. A note should be kept of such incidents It is important for staff to be aware that a parent/carers may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended to in this situation.
Toilet areas	<ul style="list-style-type: none"> Inappropriate behaviour 	<ul style="list-style-type: none"> Toilets in the Classroom
		<ul style="list-style-type: none"> Children accessing toilets before and after breaks and during the school day

Changing for Games / PE/ Swimming	<ul style="list-style-type: none"> • Risk of pupil being harmed by a member of school personnel or another child/ren • Risk of an allegation being made against a another child/children or a member of school personnel 	<ul style="list-style-type: none"> • In all activities that require children to change clothing staff must ensure that a balance is struck between the child's right to privacy and adequate supervision. • Pupils will be expected to dress / undress themselves. Teachers will always be present in a supervisory capacity. School staff will not take any responsibility for the dressing / undressing of pupils – except where that child's intimate care policy requires staff assistance. The needs of pupils who require assistance will be addressed under the schools Intimate Care policy. • Staff should never do anything of a personal nature for a child that the child can do themselves
		<ul style="list-style-type: none"> • Pupils will be encouraged to dress/undress in communal areas and will not be allowed share cubicles with anyone else.
Managing challenging behaviour amongst pupils, including appropriate use of restraint	<ul style="list-style-type: none"> • Risk of harm to a child • Risk of an allegation being made against a member of school personnel 	<ul style="list-style-type: none"> • Relevant school personnel are trained in Crisis Prevention Institute (CPI Safety Intervention Training) • Relevant Personnel include SNA's and other staff members identified by the school Principal

		<ul style="list-style-type: none"> ● In addition to the school's Code of Positive Behaviour - Individual Safeguarding plans /Positive Behaviour Management Strategies are in place for relevant pupils which are reviewed as necessary. ● Patterns of behaviour and triggers are identified where possible to try to minimise re-occurrence. ● When necessary the school will seek appropriate clinical and therapeutic supports for pupils.
		<ul style="list-style-type: none"> ● Behaviour incident forms / behaviour check lists are completed for all pupils who are presenting with challenging behaviour. In addition Incident Reports are completed when staff or pupils suffer a substantial injury. These forms are completed by the staff involved and are reviewed and signed by the Principal. In all such cases parents/guardians of all pupils involved will be notified.

<p>Sporting Activities</p> <p>Use of external personnel to support sports and other extra curricula activities.</p> <p>Travel to away Sporting Activities</p>	<ul style="list-style-type: none"> ● Risk of harm to a child by an adult or child ● Risk of harm not being recognised and/or reported correctly and appropriately ● Risk of an allegation being made against a another child/ren or a member of school personnel 	<p>External personnel / coaches working with pupils</p> <ul style="list-style-type: none"> ● In accordance with Circular No. 0042/2018 '<i>Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice</i>' a member of the teaching staff will always be present when external personnel are working with students.
		<ul style="list-style-type: none"> ● All external coaches will be garda vetted. ● A copy of the schools' CSS and Risk Assessment will be provided to all external coaches who shall be required to sign the 'Acceptance of Windfield NS' CSS statement including the Risk Assessment' document and return the signed copy to the DLP. ● External coaches will be required to report child protection concerns to the DLP. ● A teacher/s will always accompany pupils travelling to sports events. Pupil Teacher Ratio for trips will be adhered to.

		<ul style="list-style-type: none"> Pupils will not travel in staff cars, unless in the case of an emergency situation
Use of video/photography/other media to record school events	<ul style="list-style-type: none"> Risk of pupils identity being inappropriately shared Risk of harm to a child through inappropriately sharing of information 	<ul style="list-style-type: none"> Pupil names are never used with pupil photos. Parents give permission for children to appear in print or online media School personnel are required to use school devices when photographing, recording or videoing pupils and school events In the event that staff use personal devices to photograph, record or video pupils and school events the data must be deleted from the personal device after material has been uploaded, printed or uploaded to the appropriate platform Principal/nominated person to communicate to parents taking pictures at school events not to share them on social media.
Fundraising events involving students – PTA	<ul style="list-style-type: none"> Risk of of harm to a child by an adult (non-staff member) or child 	<ul style="list-style-type: none"> Risk assessment completed before large scale events Insurance in place for event

	<ul style="list-style-type: none"> • Risk of harm not being recognised and/or reported correctly and appropriately • Risk of an allegation being made against a another child/ren or a member of school personnel 	<ul style="list-style-type: none"> • Health & Safety procedures and first aid procedures in place • Event timetable, organisation & procedures circulated to school community in advance • Appropriate supervision in place • Procedures for arrival and dismissal of children • Garda Vetting where applicable if events are regular
School tours / trips	<ul style="list-style-type: none"> • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation 	<ul style="list-style-type: none"> • All school trips, outings and tours will be sanctioned by the principal – in certain circumstances the principal may have to get the prior approval of the BOM e.g. trips involving an overnight stay. • Appropriate supervision in line with our school tours policy will be in place • parental consent through Aladdin must be given for all outings and tours.
	or other person while child participating in school activities	

Student teachers undertaking training placement	<ul style="list-style-type: none"> • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel • Risk of child being harmed in the school by a member of school personnel/ by a volunteer 	<ul style="list-style-type: none"> • Teacher training students must be garda vetted, by the organisation /university they attend All students will be given a copy of the school's CSS and asked to sign an 'Acceptance of the Ashbourne ETNS CSS including the Risk Assessment'. • In the event that students have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP.
Trainee SNA's undertaking placement	<ul style="list-style-type: none"> • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel 	<ul style="list-style-type: none"> • All trainee SNA's who are on training with the school to be garda vetted through Educate Together • All trainee SNA'a will be given a copy of the school's CSS and asked to sign an 'Acceptance of
	<ul style="list-style-type: none"> • Risk of child being harmed in the school by a member of school personnel/ by a volunteer • 	<ul style="list-style-type: none"> • the Windfield NS CSS including the Risk Assessment'. <p>In the event that trainee SAN's have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP.</p>

Transition Year Work Experience	<ul style="list-style-type: none"> • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel • Risk of child being harmed in the school by a member of school personnel/ by a volunteer • 	<ul style="list-style-type: none"> • School will only take past pupils of the school for TY Work Experience • If the past pupil is under 16 their Parents will need to complete garda vetting for them • If the past pupil is over 16 , they themselves will be vetted through Educate Together
Care of pupils with specific vulnerabilities/needs such as:		<ul style="list-style-type: none"> • All school personnel are provided with a copy of the school's Child Safeguarding Statement and

<ul style="list-style-type: none"> Members of the Traveller community Lesbian, gay, bisexual or transgender (LGBT) children Pupils perceived to be LGBT Pupils from ethnic minorities/migrants Pupils of minority religious faiths Children in care Children on Child Protection Notification System (CPNS) Children in temporary accommodation 	<ul style="list-style-type: none"> Risk of harm to a child by an adult or child Risk of harm not being recognised and/or reported correctly and appropriately Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour 	<ul style="list-style-type: none"> are required to adhere to the Child protection Procedures for Primary and Post Primary Schools (revised 2023). The school implements in full the SPHE curriculum The school implements in full the Stay Safe programme. The school has an Anti-Bullying Policy which is implemented in full. School will liaise with TUSLA re children in care and children on CPNS. Principal/Deputy Principal will inform staff of relevant child safeguarding issues on a need to know basis.
Care of children with special educational needs, including intimate care where needed	<ul style="list-style-type: none"> Risk of harm to a child by an adult or child 	<ul style="list-style-type: none"> Prior to enrolment in the school a meeting will take place with parents, relevant teachers and special needs assistants and the pupil, if appropriate, to discuss needs

	<ul style="list-style-type: none"> • Risk of school personnel not acting in accordance with agreed school protocols and procedures • Risk of allegation being made against school personnel 	<ul style="list-style-type: none"> • A school support plan will be drawn up to include an Intimate Care/Toileting plan . • An annual/regular review will take place for those students with care plans.
Other policies and procedures SPHE Curriculum, including the Stay Safe Programme Implementation Plan Use of ICT/ cameras/ Mobile Phones Acceptable Use Policy Administration of Medicine Administration of First Aid Prevention and dealing with bullying amongst pupils	<ul style="list-style-type: none"> • Risk of harm to a child by an adult or child • Risk of school personnel not acting in accordance with agreed school protocols and procedures • Risk of allegation being made against school personnel 	<p>The school has developed policies and procedures in the following related areas. All school policies are available to access on the school drive</p> <ul style="list-style-type: none"> • Health and safety policy. • Dignity in the workplace • Equality Policy • Inclusion & Special Educational Needs policy. • Intimate care policy/plan in respect of students who require such care • Administration of medication to pupils • First Aid training – bi annually • A code of positive behaviour/managing behaviours of concern policy • An ICT policy in respect of usage of ICT by pupils
Online teaching and learning remotely After school use of school premises by other organisations		<ul style="list-style-type: none"> • A Digital Device policy in respect of usage of mobile phones by pupils and school personnel • Critical Incident Management Plan • Health and Safety Policy • Anti Bullying Policy • After school use contracts in place

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 no 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 (revised 2023)*

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. In addition while every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the principal and parents.

This risk assessment has been completed by the Board of Management on

It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed Date:

Chairperson, Board of Management

Signed

Date

Principal/Secretary to the Board of Management