

2023 Child Safeguarding Risk Assessment for Ballintemple National School

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 Ballintemple National School.

List of School Activities	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	<p>Risk of Harm to the child not being recognised by school personnel.</p> <p>Risk of harm not being reported properly or promptly by school personnel.</p>	<p>A Child Safeguarding Risk Assessment & Child Safeguarding Statement has been prepared under the direction of the Board of Management and made available to all staff and to the school community.</p> <p>DLP & DDLP have attended PDST face to face training during school year 2018/19.</p> <p>All staff have completed the e-learning online training module offered by PDST. www.tusla.ie/children-first/children-first-e-learning-programme</p> <p>The Board of Management will keep a record of staff and Board training.</p>
Recruitment of school personnel including		
<i>Teachers</i>	Risk of child being harmed.	<p>Standard recruitment procedures followed including qualification, teacher registration.</p> <p>Mentoring programme for new teachers in place.</p> <p>All teachers have been / will be Garda Vetted</p>
<i>Student teachers undertaking training placement at the school.</i>	Risk of harm to pupil.	<p>Standard placement procedures followed</p> <p>Garda Vetted</p> <p>Statutory Declaration</p> <p>Mentoring programme for new teachers in place.</p> <p>Class teacher to be present at all times.</p>
<i>Special Needs Assistant</i>	Harm to pupil	<p>Standard recruitment procedures followed</p> <p>Garda Vetted</p>
<i>Secretary</i>	Harm to pupil	<p>Standard recruitment procedures followed</p> <p>Garda Vetted</p>
<i>Sports coaches</i>	Harm to pupil	<p>Class teacher will be present and participating at all times during the coaching session.</p> <p>Coaches will provide Garda vetting before session takes place.</p>
<i>External/Tutors/Guest Speakers</i>	Harm to pupil	<p>Class teacher will be present at all times during contact time.</p> <p>Content of talk etc will be approved by the class teacher beforehand.</p>
<i>Volunteers /Parents in school activities</i>	Harm to pupil	<p>Class teacher will be present at all times during contact time.</p>

Supervision & Teaching		
Daily arrival and dismissal of pupils	Harm from other pupils. Harm from adults	Children are supervised from 8.30 each morning in both the schools - early morning supervision rota in place. Dismissal at 1.30pm (Infants) and 2.20/ 2.30pm (4th-6th/ 1st-3rd) is /will be supervised by staff at all times
Inadequate supervision of children	Harm to pupil. Bullying by other children.	Ref school's Supervision Policy Supervision rota in place for all school outings etc
Classroom teaching / School Support Teaching	Harm by inappropriate conduct or underperformance of school personnel. Harm by peers	Teaching Council Guidelines and Code of Professional Conduct in place. Code of Behaviour / Anti Bullying Policy in place. Plean Scoile (including subject plans / school policies) in place Supervision rota in place
Curricular Provision in respect of SPHE, RSE, Stay Safe.	Harm to pupil - non-teaching of same	The school implements the SPHE, RSE and Stay Safe programmes in full in all classes.
One to one teaching	Risk of harm by school personnel to children with SEN who have particular vulnerabilities.	It is the policy in this school that one-to-one teaching can sometimes be in the best interests of the child. Every effort will be made to ensure that this teaching takes place in an 'open environment.' The teacher will ensure that the door is unlocked and that the windows are not covered and the blinds are open. The glass panel in the door will not be covered. Parents of children who are to be involved in one-to-one teaching will agree and sign the School Support Plus plan. The plan will stipulate the instruction setting which will be used.
Outdoor teaching activities - e.g. maths trails	Risk of harm due to inadequate supervision of children.	Code of Behaviour / Anti Bullying Policy / Supervision policy in place.
Intimate care / toileting		
Care of Children with special needs, including intimate care needs	Risk of harm.	<i>Incoming Pupils:</i> In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, Special Needs Assistant, Principal and, if appropriate, the pupil. The purpose of the meeting will be to assess the specific needs of the child and to determine how the school can best meet those needs. The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be constructed and kept on file. Two members of staff will be present when dealing with intimate care/toileting needs. Any deviation from the agreed

		procedure will be recorded and notified to the DLP and the parents/guardians.
Toilet areas	Risk of harm Bullying	Children are / will be reminded regularly by the class teacher and by the Principal / Deputy Principal of the correct use and correct behaviour surrounding the use of the toilets in the school. A break time pass will be used to try and ensure that no more than 2 boys and 2 girls will in the toilet at any one time during break time.
Toileting Accidents	Risk of harm to a child while the child is receiving intimate care. Impact on the child's self esteem Bullying - teased by peers	When an toileting accident occurs, the class teacher will act swiftly and discreetly. In the main school and in the infant classrooms, the class teacher will inform the neighbouring teacher of the situation and ask them to also supervise their class while they attend to the situation. The class teacher will discreetly escort the child to the wheelchair-accessible toilet in the main school/and to the staff toilet or the classroom toilet in the Infant school, depending on whether assistance is needed by the child. Clean underwear and suitable, replacement clothing will be kept in storage boxes. Each box will contain - body wipes, a roll of kitchen towel, toilet paper, plastic gloves, roll of plastic bags, underwear for boys and girls, socks, tracksuit pants and uniform pants suitable for different age groups. The child will be given an opportunity to change and freshen up by himself/herself and place the soiled clothes in a plastic bag. The child will then return to class. If the pupil, for whatever reason, cannot clean or change himself/herself and the parents/guardians cannot be contacted, the child will be assisted by two female members of staff familiar to the child. In all situations, the class teacher will attempt to inform the parents by phone. In the Infant school the teacher will inform the parent/minder when the child is collected after school. The plastic bag containing the soiled clothes will be placed in the child's bag at hometime if not already collected by parents. Parents will be requested to launder the spare clothes and return to the school. The supply boxes will be checked and replenished on the last day of each term by the Deputy Principal.
Toileting procedures while attending S.M.A.church	Risk of harm.	All classes attending the church will be reminded to go to the toilet in the school before leaving for the church. If a child needs to go to the toilet while at the church, they will inform the class teacher. The class teacher will appoint 2 other children to accompany the child to the toilet. Access to the toilet will be through the main parish office.
Teacher toilet breaks / lunch breaks.	Risk of harm.	Where a teacher is required to have an early lunch (10 minutes) prior to supervising the yard at break time, class supervision will be provided by an SNA colleague or by the school secretary. For unscheduled toilet breaks the class teacher will give the class a silent activity while the classroom door is left open

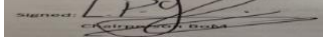
		(e.g. writing /silent reading). In this situation, supervision will be provided by another staff member e.g. a neighbouring teacher, SNA based in the class or the school secretary or Principal.)
Use of toilet /changing /shower areas during swimming sessions at Douglas pool	Risk of harm.	<p>To facilitate speed of changing as well as maintaining privacy, pupils should wear swimming togs underneath their tracksuits or uniforms. Pupils are expected to dress/undress themselves for swimming. Where assistance is needed, this will be done in the communal area and with the consent of parents. Under no circumstances will members of staff be expected to or allowed to dress or undress a child unsupervised in a cubicle/private area. In such situations where privacy is required, the parents/guardians of the child will be asked to assist the child or, where the parents cannot attend, an agreed changing procedure will be entered into between the school and the parents and the child.</p> <p>Prior to going to the pool the children will be reminded to respect one another and to respect each others' privacy when at the pool and in the changing room. A note from the parent is required explaining the child's absence from swimming. Teachers accompanying children to the pool will have a mobile phone in their possession as well as a class list containing the contact numbers for all the children in case of any emergency. The teacher in charge will hold any medication which may be needed by any child at the pool (e.g. inhaler, anapen, diabetic medication). At the swimming pool, changing areas will be supervised by two adults. The door to the changing room will be open at all times while the teachers/coaches supervise. Male teachers will only supervise the male changing room. Children who are ready to enter the pool must line up quietly at the gate until called by the coaches. At the end of the session, children will line up in the corridor under a teacher's supervision until all are ready to begin the return walk to the school.</p> <p>Two children will accompany a child who needs to go to the bathroom from the pool. If a child becomes ill at the pool, one of the teachers in charge (female teacher/coach if a girl becomes ill) will accompany the child to the bathroom in the company of 2 other children.</p>
Poor Attendance at school	Harm to pupil's welfare	<p>School attendance is monitored as per the school's 'Attendance Policy. '</p> <p>With regards to child protection / welfare, the school staff will pay particular attention to trends in poor / non-attendance. All absences will be recorded on the Aladdin system by the class teacher. Parents will be contacted by the DDLP once a child has been absent for 15 days during the school year.</p>
LGBT Children/Pupils perceived to be LGBT	Risk of harm.	<p>School Mission Statement ('the school celebrates difference / respect for others') in place</p> <p>Anti-Bullying Policy in place.</p> <p>Code of Behaviour in place</p>
Care of pupils of minority religious faiths	Risk of harm	SPHE / Code of Behaviour / Anti Bullying Policy (Acceptance of difference lessons)

Use of external personnel to supplement curriculum - coaches e.g. P.E. lessons in Páirc Uí Chaoimh / Cork Constitution. Visitors to the school	Harm to pupils	In a situation where a coach is employed, the class teacher will assist in whatever way he/she can and will at all times supervise the class for the duration of the session. Children will be given the opportunity to go to the toilet before leaving the school to go to Cork Con., Páirc Uí Chaoimh. Arrangements will be made both venues for access to the on-site toilets while the children are participating in P.E. While here, if a pupil needs to go to the toilet they will inform the class teacher. The class teacher will then call on two other pupils to accompany that child to the toilet.
Students participating in work experience	Harm to pupils	Students will at all times be supervised and will work under the direction of the Principal and staff. Garda vetting required from students over 16 yrs of age.
Recreation breaks for pupils (sos beag & sos mór)	Harm to pupils Bullying	School Mission Statement in place (' harmonious development of all aspects of the child') Health & Safety Statement in Place Code of Behaviour / Anti Bullying Policies in place Supervision rota in place Critical Incident Management Plan in place.
After School Sporting Activities e.g. Sciath na Scol training	Harm to pupils Bullying	Code of Behaviour / Anti Bullying Policy / Supervision policy and toileting procedures in place.
After School Clubs: e.g. Homework club, Dance Classes, Drama Classes etc	Harm to children Bullying	Garda vetting in place for those who supervise children. Separate insurance cover in place. Supervisors au fait with the school's Code of Behaviour / Anti Bullying Policy Toileting procedure in place- three children go to the toilet at a time
School outings / tours e.g. Lifetime Lab, Blackrock Castle, Ashton pitch, Cork Con, Páirc Uí Rinn, Páirc Uí Chaoimh Use of off-site facilities for school activities	Harm to pupils Bullying	Code of Behaviour / Anti Bullying Policy / Health & Safety Statement / Supervision policy Toileting procedures in place The school will operate a ratio of two adults per class for school tours. This ratio will operate in addition to any Special Needs Assistant attached to the class.
Physical Contact by a teacher	Harm to pupil	Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness: <ul style="list-style-type: none"> • It is acceptable to the child. • It is open and not secretive. • The age and developmental stage of the child are taken into consideration. School personnel should avoid doing anything of a personal nature for children that they can do for themselves. School personnel should never engage in or allow:

		<ul style="list-style-type: none"> The use of inappropriate language or behaviours. Physical punishment of any kind. Sexually-provocative games or suggestive comments about or to a child. The use of sexually-explicit or pornographic material.
Annual Sports Day	Harm to pupil	Code of Behaviour / Anti Bullying Policy / Health & Safety Statement / Supervision policy Toileting procedures in place.
Administration of Medicine	Harm to pupil	Administration of Medicine Policy in place. Procedures followed will be in line with advice from the school's insurers.
Administration of First Aid	Harm to pupil	Well stocked First Aid Classroom kits / cold packs Critical Incident Policy Administration of Medicine Policy in place
Prevention and dealing with bullying amongst pupils	Harm to pupil. Bullying	Code of Behaviour / Anti Bullying Policy in place SPHE programme taught in all classes
Use of Information and Communication Technology by pupils in school	Risk of harm to the pupil due to inappropriately accessing / using computers, social media, phones and other devices while in school	ICT policy - appropriate use directions in place Code of Behaviour / Anti Bullying Policy in place All laptop / iPads access to the internet if filtered. (Netgear)
Use of video / photography / other media to record school events	Bullying	ICT Policy - appropriate use directions Code of Behaviour / Anti Bullying Policy
Use of Information and Communication Technology by pupils for remote learning	Harm to pupil - accessing inappropriate material Bullying	ICT policy - appropriate use directions Code of Behaviour / Anti Bullying Policy All laptops/ iPads are protected by the school's filtering system (Netgear)


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 01/02/2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement in the second term of every school year.

Signed  Peter Johnson

Date: 01/02/2023

Chairperson, Board of Management

Signed  Bryan McCarthy

Date: 01/02/2023

Principal / Secretary to the Board of Management