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 **St. Colmcille’s NS, Westport.**

**Child Safeguarding Risk Assessment**

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| **1. List of School Activities** | **2. The School has identified the following Risk of Harm** | **3. The School has the following Procedures in place to address risk identified in this assessment** |
| ***Training of school personnel in Child Protection matters*** | * Harm not recognised or reported promptly | * 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 has provided each member of school staff with a copy of the school’s Child Safeguarding Statement. * Ensures all new staff members 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 policy and procedures for the administration of First Aid. * All visiting staff and part time teachers to comply with Garda vetting and to be familiar with the Child Safeguarding Statement. * Child Protection will be on the agenda for all BOM meetings. * Annual review of the Risk Assessment and Child Safeguarding Statement by staff. |
| ***Classroom Teaching*** | * Harm to pupils | * Garda Vetting * Child Safeguarding Statement & DES procedures made available to all staff * All staff to view Túsla and PDST training modules |
| ***One to one teaching*** | * Harm by school personnel | * School has policy in place for one to one teaching * Advise parents * Open doors * Table between teacher and pupil * Transparent glass in the doors in SEN rooms * Comprehensive SEN Policy and procedures in place. |
| ***Care of Children with special needs, including intimate care needs*** | * Harm by school personnel | * The school has an intimate care policy in respect of students who require such care. * SEN Policy * Supervision Policy * Anti-Bullying Policy |
| ***Toilet areas*** | * Inappropriate behaviour * Risk of harm due to bullying of a child * Risk of harm due to inadequate supervision of children in the toilet area * Risk of harm due to inappropriate relationship/communications between child and another child or adult | * 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 etc. |
| ***Curricular Provision in respect of SPHE, RSE, Stay Safe.*** | * Non-teaching of same | * 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 |
| ***Daily arrival and dismissal of pupils*** | * Harm from older pupils, unknown adults on the school grounds * Traffic on roundabout * Inappropriate behaviour | * Arrival and dismissal supervised by Teachers * Supervision Policy * Health & Safety Policy * Traffic Management Procedures in place * 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 etc. |
| ***Managing of challenging behaviour amongst pupils, including appropriate use of restraint*** | * Risk of harm to children with SEN who have particular vulnerabilities * Injury to pupils and staff | * SEN Policy * Health & Safety Policy * Code of Behaviour Policy * Critical Incident Policy |
| ***External Visitors, Teachers, Coaches*** | * Harm to pupils * Risk of child being harmed in the school by a visitor to the school * Risk of unknown adults on the school grounds | * The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. * Child Safeguarding Statement. * All visiting staff and part time teachers to comply with Garda vetting * External Personnel Policy |
| ***School Placement students and Transition Year students participating in work experience*** | * Harm by student | * The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. * Child Safeguarding Statement. * Work Experience Policy * Garda Vetting |
| ***Yard time Supervision***  ***Wet Day Supervision*** | * Harm by pupils * Injury to pupils * Bullying * Risk of harm due to inadequate supervision of children in school * Harm not recognised or   responded to appropriately. | * Supervision Policy * 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 etc. * Health & Safety Policy * Anti-Bullying Policy * 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 * Code of Behaviour Policy * The school has in place a Code of Behaviour for pupils * Yard duty supervision rota * Discipline book |
| ***Unannounced Visitors*** | * Risk of child being harmed in the school by visitor to the school. * Risk of unknown adults on the school grounds | * 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 in place procedures in respect of visitors to the school * Visitors “Sign in Sign Out” and “Early Leaver” Book * Strict access into school – doors only open by secretary. |
| ***Play Therapy*** | * Harm to pupils | * Policy & Procedures in place * Child Safeguarding Statement * Visitors “Sign in Sign out” * The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting |
| ***Sporting Activities – Swimming, GAA and Cross Country*** | * Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons * Risk of harm due to inadequate supervision of children while attending out of school activities | * All school personnel are provided with a copy of the school’s Child Safeguarding Statement * The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting * School External Personnel Policy |
| ***School outings/tours***  ***Outdoor teaching activities*** | * Risk of child being harmed by a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons * Risk of harm due to inadequate supervision of children while attending out of school activities | * The school has in place a policy and clear procedures in respect of school outings – Educational Tour Policy * The school has a Health & Safety Policy * Stay Safe Programme * Vetting Procedures |
| ***Annual Sports Day*** | * Harm to pupils * Harm not recognised or reported promptly * Unknown adults on the field | * Annual Sports Day Plan * Health & Safety Policy * Supervision Policy |
| ***Administration of Medicine***  ***Administration of First Aid*** | * Risk of harm not being recognised by school personnel * Risk of harm not being reported properly and promptly by school personnel * Risk of child being harmed in the school by a member of school personnel * Risk of harm to children with SEN who have particular vulnerabilities | * First Aid Policy * First Aid course every two years * Administration of Medicine Policy * Enrolment Policy * Confidential forms * Health & Safety policy |
| ***Prevention and dealing with bullying amongst pupils*** | * Risk of child being harmed due to bullying in the school by a member of school personnel * Risk of child being harmed/bullied in the school by another child * Risk of harm due to inadequate supervision of children in school * Risk of harm caused by member of school personnel communicating with pupils inappropriately via social media, texting, digital device or other manner * Risk of harm by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or another manner | * 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 implements in full the Stay Safe Programme. * The school implements in full the SPHE curriculum * 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. * 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 procedures in respect of usage of mobile phones by pupils. |
| ***Care of pupils with specific vulnerabilities/ needs such as***   * ***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*** | * Risk of child being harmed in the school by another child * Risk of harm due to bullying of child * Risk of harm not being recognised by school personnel | * All school personnel are provided with a copy of the school’s Child Safeguarding Statement * 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 etc. * The school has in place a Code of Behaviour for pupils * The school has a Special Educational Needs Policy * The school has an intimate care policy in respect of students who require such care * The school has in place an ICT policy in respect of usage of ICT by pupils * All staff are made aware of any court orders in place |
| ***Boundary Fence***  ***Recruitment of school personnel including -***   * ***Teachers*** * ***SNA’s*** * ***Caretaker/Secretary/Cleaners*** * ***Sports coaches*** * ***External Tutors/Guest Speakers*** * ***Volunteers/Parents in school activities*** * ***Visitors/contractors present in school during school hours*** * ***Visitors/contractors present during after school activities*** | Harm to pupils – abduction/flight risk   * Harm not recognised or properly or promptly reported * Risk of harm not being reported properly and promptly by school personnel * Risk of child being harmed in the school by a member of school personnel | * Supervision 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 –  1. Has provided each member of school staff with a copy of the school’s Child Safeguarding Statement 2. Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement 3. Encourages staff to avail of relevant training 4. Encourages Board of Management members to avail of relevant training 5. Maintains records of all staff and board member training 6. The school has in place a policy and procedures for the administration of First Aid 7. The school has in place procedures for the use of external persons to supplement delivery of the curriculum 8. The school has in place a policy and procedures for the use of external sports coaches 9. The school has in place procedures in respect of students undertaking work experience in the school |
| ***Use of Information and Communication Technology by pupils in school*** | * Risk of harm due to bullying of child * Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner * Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner | * 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 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 procedures in respect of usage of mobile phones by pupils |
| ***Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc.*** | * Risk of harm due to inadequate code of behaviour | * 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 Health and safety policy * 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 procedures in respect of usage of mobile phones by pupils |
| ***Use of video/photography and other media to record school events*** | * Risk of harm not being recognised by school personnel * 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 caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner | * All school personnel are provided with a copy of the school’s Child Safeguarding Statement * School obtains a signed consent in our enrolment form which is then updated annually through the student’s confidential form. |

**Covid -19 Risk Assessment**

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|  | **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** |
| **Pre Return Assessment** | Staff returning to school in a safe environment. | To ensure staff are aware of proper protocols and training for safe return to school. | Section 4 of Covid - 19 Response Plan for the safe and sustainable reopening of Primary and Special Schools 27th July 2020  4.1 Complete Covid –19 Induction Training  4.2 Complete a return to Work (RTW) form of above document and returned 3 days before returning to work  High risk category teachers get advice from HSE  4.3 Appointment of Lead Worker Representative (LWR) and Deputy Lead Worker Representative (DLWR) |
| **Pre Return for Children and Parents** | Parents and children returning to school in a safe environment | To ensure parents and children are aware of proper protocols and training for safe return to school. | Keeping lines of communication open will bring certainty and security.  Formal letter to parents outlining the protocols and procedures that schools are putting in place for a safe return to school.  It is a working document and will change as needs arise according to Department guidelines and our own school environment.  Parents will be required to complete a daily health checklist each morning prior to child attending school, to ensure that each is healthy and not presenting with symptoms of Covid-19. This will be delivered through Aladdin Connect (All parents are connected to the school database)  Parents are advised to inform principal of special needs that a child in the high risk category may have prior to attending school.  If a child is unable to return due to medical condition, the school will provide support for this child through an online platform |
| **Arrival at School** | Keep Covid-19 out of school environment | Minimise contact with pupils, staff and parents through maximising physical distancing and minimise social interaction. | *Staggered arrival times as follows:*  Junior Infant to 2nd class – 8.40am to 8.50am  3rd to 6th class – 8.50am to 9.00am  There will be three main entry points allocated to specific classes.  Relevant teachers will be in their classroom to receive children at this time as there will be no lining up in yard as the children arrive in school. Children will go straight to their classroom.  On arrival children will utilise the sanitise stations positioned around the school before entering their classroom. |
| **Dismissal from school** | Keep Covid-19 out of school environment | Minimise contact with pupils, staff and parents through maximising physical distancing and minimise social interaction. | *Staggered dismissal times as follows:*  Junior Infant to 2nd class – 2.20pm  3rd to 6th class – 2.30pm  Teacher will oversee good hand hygiene etiquette before dismissal.  Children will exit by the same door that they entered the school. |
| **Break times** | Keep Covid-19 out of school environment | Minimise contact with pupils, staff and parents through maximising physical distancing and minimise social interaction. | **Staggered breaks**  ***Small break***  Junior Infants to 2nd class 10.50am to 11.00am  3rd to 6th class – 11.00am to 11.10am  ***Lunch***  Junior Infants – 12noon to 12.30pm  3rd to 6th class – 12.30pm to 1pm  In order to ensure safe distancing and maintaining the integrity of the class bubble each class will be allocated a separate playing area within the school yard.  On a wet day children will remain in their class bubble in their classroom. Windows will be kept open to maintain adequate ventilation. Teachers will use their whiteboards to occupy children during these times.  **Supervision**  In order to maintain the integrity of the class bubble children will be supervised in staggered breaks as outlined above by the personnel working with them at all times. This will minimise staff crossover. At all times there will be 2 teachers and 1 SNA on yard.  Use of toilets during break – The children will use their classroom toilet and this will be supervised by an adult. (Junior Infant by classroom assistant, senior end by SNA and teacher)  Accident on Yard – If a child has an accident on yard during break, they will be taken to a special area which has been cordoned off by clear Perspex screens, where they will be attended to by an adult.  If an ice pack is needed, then single use ice packs will be used.  Children will be required to sanitise their hands when leaving the classroom for yard and on re-entering the school at the various stations provided. |
| **Medication** | Health and safety of each child and adult. | Speedy access to medication and to minimise contact with others outside of bubble. | Remove medication from central location in principal’s office and place in the child’s classroom (bubble) for class teacher to easily access |
| **School Personnel** | Reduce contact and maximise distance. | To protect staff members during the school day and prevent spread of Covid-19 in school. | *SNA team will work as follows:*  1 SNA will work with classes from junior infants to 2nd class while the other SNA will work with classes from 3rd to 6th class.  *SET team (3 teachers) will work as follows:*  Junior Infants to 2nd class  3rd and 4th class  5th and 6th class  Communication to classrooms will be done through the intercom system in so far as is practicable. |
| **Homework** | Reduce number of books going home. | To protect pupils, parents and staff members during the school term and prevent spread of Covid-19 at home and in school. | This will be assigned and corrected using our online platforms – Seesaw (Junior Infants, Senior Infants, First Class) and Google Classroom (3rd to 6th class). |
| **Shared Use of Equipment** | Health and Welfare of pupils and teachers. | To protect staff members during the school day and prevent spread of Covid-19 in school. | Our IT equipment will be allocated to each class for a specific day. This equipment will be cleaned after use and set aside before being used in the next classroom. |
| **Meeting Parents** | Health and Safety of pupils and staff. | To minimise contact and spread of Covid-19 in school. | This will be done by appointment for face to face only. We will try to communicate over the phone or by email. |
| **Person presenting with Symptoms** | Health and Safety | Spread of Covid-19 | Isolation area – The School Library had been adapted to cater for a child that is presenting with the symptoms and minimise the spread.  Contact tracing log will be filled out.  Follow agreed procedure in the event someone showing symptoms while at school.  Appendix 5 of Response Plan from Department of Education & Skills. |
| **School Closure** | Health and Safety of pupils, staff and parents. | Reduce spread of Covid-19 in homes, school and community. | Carry out an assessment of the incident/s which will form part of determining follow-up actions and recovery.  Arrange for appropriate cleaning of the whole school.  Contact HSE and parents |
| **Classroom ventilation** | Health and Safety | Spread of Covid-19 | The children will be outside for play times where practicable and while this is happening all doors and windows of classrooms (Bubbles) and main doors will be left open. |
| **Teacher Absence** |  |  |  |
| **Social Distancing** | Health and Safety of pupils and staff.. | To minimise contact and Covid-19 in school | The school has been adapted to facilitate social distancing as appropriate in line with guidance and direction from the Department of Education & Skills  Each class bubble will be divided into pods with a Perspex clear screen between the pods.  A one-way system will be in placed in each class to facilitate going and coming from toilets in class.  The yard will be sectioned into areas for each class bubble to ensure social distancing. |
| **Coughing and Sneezing Etiquette** | Health and Safety of pupils and staff. | To minimise contact and Covid-19 in school. | Information will be displayed around the school on proper coughing and sneezing etiquette. Bins will be provided in each room for disposing of tissue. |
| **Hand washing & Sanitisation stations** | Health and Safety of pupils and staff. | To minimise contact and Covid-19 in school | Hot water and soap dispensers will be available in all classes to ensure appropriate hand washing.  Information will be displayed around the school on proper hand washing technique.  Hand sanitisers will be allocated at main touch points and on the inside and outside of each class. Foot pedals on main entrance areas and beside the keypad area.  Rigorous cleaning and disinfectant procedures will be in place each day. |
| **PPE Equipment** | Health & Safety of Staff | To protect staff members during the school day and prevent spread of Covid-19 in school. | All necessary PPE equipment will be available to all staff members. |
| **Staff room** | Reduce contact and maximise distance | To protect staff members during the school day and prevent spread of Covid-19 in school. | A maximum of four people will be allowed in the staff room at any one time as per our supervision rota to maintain the integrity of the class bubbles. |

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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 17th August 2020 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**