



# Scoil Thomáis, Laurel Lodge, Castleknock, Dublin 15



## APPENDIX - Child Safeguarding Risk Assessment (of any potential harm) updated 2022

Scoil Thomáis	List of School Activities	Risk Level	Scoil Thomáis has identified the following Risks of Harm	Scoil Thomáis has the following procedures in place to address risks identified in this assessment
Board of Management	❖ Familiarisation and Training of all BOM members in updated Child Protection Procedures	LOW	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>DES 'Child Protection Procedures for Primary &amp; Post Primary Schools 2017' notified to BOM and DES Circular 81/2017 to incoming (2019-2023) BOM members (March 2020)</li> <li>All new BOM Members to undertake TUSLA online training module and provide certification of same + CAPP Training for BOM (DECEMBER 2020 completed)</li> <li>Child Safeguarding Statement and Child Safeguarding Risk Audit &amp; Assessment to be reviewed by BOM as per DES procedures (APRIL 2021)</li> <li>CPOR will continue to be provided at each BOM meeting</li> <li>BOM noted updated DES Requirements @Dec 2020 for CPOR reporting during school Covid closure/ remote learning periods</li> </ul>
School Staff	❖ Familiarisation and training of school staff on updated 2017 Child Protection Procedures Teachers, SNAs, Ancillary Staff	MED	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li><b>School Staff made aware of their obligations under Children First 2015 and revised 2017 DES procedures and responsibilities (online whole staff training on 19<sup>th</sup> January 2021 with Marion Hefferon CAPP)</b></li> <li>Staff undertook Túsla online training &amp; certification (20/02/18)</li> <li>Staff to receive hard copy of updated Child Safeguarding Statement and Risk Assessment following BOM ratification (September 2022) and available on school website</li> <li>All staff provided with hard copy of Child Protection &amp; Welfare Procedures for School Staff</li> <li>DLP&amp; DDLP attended PDST face to face training</li> <li>Record of staff training and certification retained for BOM records</li> </ul>
Recruitment of School Staff and Volunteers to assist with school activities	<ul style="list-style-type: none"> <li>❖ Recruitment of school personnel ie Teachers, SNA's, Ancillary Staff.</li> <li>❖ Sports Coaches, External Tutors/Guest Speakers</li> <li>❖ Volunteers/Parents for school activities eg fundraising events &amp; swimming trips,</li> </ul>	MED	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> <li>Child Safeguarding Statement &amp; DES procedures available to all staff</li> <li>Vetting of school staff in accordance with current DES regulations</li> <li><b>Vetting of Teachers via Teaching Council</b></li> <li><b>VETTING OFFICER on BOM to process all Non-Teacher Vetting applications via Archbishop House - online portal</b></li> <li>Supervision of Pupils Policy and Good Practice Child Protection Policy on outside speakers</li> <li>Vetting documentation presented in advance for outside speakers as applicable.</li> <li>Vetting of volunteers (as appropriate) and meeting with volunteers (for swimming)</li> <li><b>Policy on Parents / Volunteers assisting in the school (to be developed)</b></li> <li>Pupils always under supervision of teachers – never in care of volunteers</li> <li>Life Guards at the Coolmine Pool and teachers supervising at all times</li> </ul>
Entry and Dismissal of pupils each school day	❖ Morning entry and home time dismissal of pupils	MED	<i>Unknown adults in the in car park/on the school grounds</i>	<ul style="list-style-type: none"> <li>School entrance gates/ external school doors monitored by staff members for morning arrival. Only pupils and authorised adults are permitted on the school grounds in the mornings. Parents can enter yard at home-time for collection.</li> <li>School gates opened and closed at relevant times - caretaker on duty provides security.</li> <li>Parent/guardians advised to ensure children collected at home time - in Junior Classes</li> <li>Pupils uncollected at home time go to school office – home contacted by phone</li> <li>General school security and monitoring of entrance/exit areas.</li> <li>Monitoring of School Attendance by class teachers and Pastoral Care teachers Continued implementation of the Attendance at School Policy</li> <li>Consistency of Morning Roll Call at 9.10am ( via Aladdin)</li> </ul>



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<p><b>Curricular Provision</b></p>	<ul style="list-style-type: none"> <li>❖ Curricular provision in respect of SPHE, RSE, and Stay Safe.</li> <li>❖ Use of Information and Communication Technology (ICT) by pupils and staff during school day</li> </ul>	<p><b>MED</b></p>	<p><i>Non-Teaching of the curriculum</i></p> <p><i>Inappropriate use of school internet and mobile phones/ Access inappropriate online content or messaging</i></p> <p><i>Inappropriate recording of staff or pupils</i></p>	<ul style="list-style-type: none"> <li>• School implements SPHE as curricular subject taught in all classes.</li> <li>• <b>SPHE POLICY &amp; STAY SAFE POLICY</b></li> <li>• RSE 'sensitive' lessons taught in all classes in accordance with RSE policy.</li> <li>• Stay Safe programme taught annually in Senior Infants, First, Third, Fifth Classes.</li> <li>• Abi Care programme (Anti Bullying Initiative) for classes 2<sup>nd</sup> - 6<sup>th</sup> Class (monthly theme)</li> <li>• Acceptable Use policy for ICT for Pupils and school staff ( AB tutor in Computer Room)</li> <li>• Data Protection Policy</li> <li>• Mobile Phone and Electronic Device Policy for pupils</li> <li>• Supervision of pupils policy</li> </ul>
<p><b>Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>❖ Classroom teaching</li> <li>❖ One to one teaching</li> <li>❖ Outdoor teaching for PE/Sports etc</li> <li>❖ Care of pupils with vulnerabilities/ needs based on race, disability, religion etc</li> <li>❖ Use of video/ photography/other media to record school events</li> </ul>	<p><b>MED</b></p>	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Inadequate supervision of pupils</i></p> <p><i>Online posting of school images and pupils and staff</i></p>	<ul style="list-style-type: none"> <li>• Daily recording of pupil attendance (via Aladdin)</li> <li>• Reasons for pupil absences to be submitted electronically by parents (via Aladdin)</li> <li>• Supervision of Pupils Policy</li> <li>• Child Safeguarding Statement and DES procedures</li> <li>• Attendance at School Policy</li> <li>• Child Safeguarding Statement and DES procedures</li> <li>• <b>ANTI BULLYING POLICY UPDATED &amp; ABI CARE PROGRAMME on-going</b></li> <li>• <b>Updating of the school procedures and records for dealing with cases of bullying (revised October 2019)</b></li> <li>• Acceptable Use Policy (school staff not to use personal devices to record pupils activities)</li> <li>• <b>School Advice to parents that photos/recordings not permissible at school events ie Christmas/End of year performances etc for Child Protection reasons With effect from December 2019.</b></li> <li>• <b>Update photo/website permissions via Aladdin - teachers to be aware</b></li> </ul>
<p><b>Special Education Needs (SEN)</b></p>	<ul style="list-style-type: none"> <li>❖ Care of pupils with SEN including intimate care needs</li> <li>❖ Managing challenging behaviour including appropriate use of restraint</li> </ul>	<p><b>MED</b></p>	<p><i>Harm by school personnel</i></p> <p><i>Injury to pupils and staff</i></p>	<ul style="list-style-type: none"> <li>• School Child Protection Guidance Document (update MARCH 2018) for school staff on practices such as one to one teaching, toileting, care needs etc</li> <li>• Minimum restraint necessary</li> <li>• At least two staff members present if possible</li> <li>• Parents contacted immediately</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour</li> <li>• Supervision of Pupils Policy</li> </ul>
<p><b>Medical Emergencies and First Aid</b></p>	<ul style="list-style-type: none"> <li>❖ Administration of First Aid Treatment by staff</li> <li>❖ Administration of Medication by staff</li> </ul>	<p><b>MED</b></p>	<p><i>Harm by school personnel</i></p> <p><i>Non recognition of medical needs</i></p>	<ul style="list-style-type: none"> <li>• Supervision of Pupils Policy</li> <li>• First Aid Procedures - First Aid station - 2 teachers on first aid duty at yard time</li> <li>• Medical Alert File + First Aid Policy (revised 2018)</li> <li>• Administration of Medication Policy and procedures</li> <li>• First Aid Training for School Staff - regularly and as necessary - <b>September 2019</b></li> </ul>
<p><b>Sports Coaches, Speakers, &amp; Visitors for curricular purposes</b></p>	<ul style="list-style-type: none"> <li>❖ Use of external personnel to support the delivery of the curriculum</li> </ul>	<p><b>LOW</b></p>	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> <li>• Supervision of Pupils Policy</li> <li>• Class Teacher <b>MUST ALWAYS REMAIN WITH THE CLASS</b></li> <li>• School Guidance Document</li> <li>• Vetting in accordance with CPSMA and DES regulations</li> </ul>



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<p><b>After-School Activities and Camps</b></p>	<p>❖ <b>After-school Classes and Camps run by school staff</b></p>	<p><b>MED</b></p>	<p><u>Harm to pupils due to inappropriate behaviour /communication</u></p>	<ul style="list-style-type: none"> <li>• <b>ROLL CALL FOR ALL AFTERSCHOOL ACTIVITIES</b> taken by organising teacher</li> <li>• After-School Activity Policy (to be updated in 2022/23 school year).</li> <li>• Supervision of Pupils Policy</li> <li>• Policy on After-School Activities and Camps – <b>Child Safeguarding Statement and Risk Assessment to be provided by camp organisers to BOM in advance of Camp</b></li> </ul>
<p><b>Behaviour &amp; Supervision of pupils during school hours</b></p>	<p>❖ <b>Recreation Breaks and Lunch Breaks and Yard time</b></p> <p>❖ <b>Toilet areas/other communal school areas</b></p> <p>❖ <b>Exit and entry to class from recreation time</b></p> <p>❖ <b>Prevention of and dealing with bullying and behaviour amongst pupils</b></p>	<p><b>MED</b></p>	<p><u>Inappropriate behaviour /communication with pupils</u></p> <p><u>Unknown adults on the playground/in car park</u></p> <p><u>Inappropriate videoing/recording of pupils by unknown adults</u></p> <p><u>Inappropriate behaviour by pupils</u></p> <p><u>Harm not recognised or reported in accordance with procedures</u></p>	<ul style="list-style-type: none"> <li>• Supervision of pupils policy (2017) - teachers and SNAs on duty for school breaks</li> <li>• School security – staff member assigned to gate in mornings</li> <li>• Staff on duty in all play areas at yard time and wet day duty roster and First Aid Duty</li> <li>• Classroom rules including toilet permissions</li> <li>• Toilet areas specific to each classroom – teacher permission</li> <li>• Teacher on duty in yard - Class teacher supervises exit of pupils to yard area - Class teacher collect class after yard time - supervises entry to classroom</li> <li>• <b>ANTI BULLYING POLICY AND PROCEDURES – UPDATED October 2019</b></li> <li>• Abi Care programme (Anti Bullying Initiative) for classes 2<sup>nd</sup> – 6<sup>th</sup> Class (monthly theme)</li> <li>• Stay Safe programme</li> <li>• Code of Behaviour</li> <li>• Pastoral Care Support for pupils at all class levels</li> </ul>
<p><b>Teaching Practice and Work Placement</b></p>	<p>❖ <b>Students/adults participating in work experience /shadowing</b></p> <p>❖ <b>Trainee Teachers on teaching placement</b></p>	<p><b>LOW</b></p>	<p><u>Harm not recognised or reported in accordance with procedures</u></p>	<ul style="list-style-type: none"> <li>• <b>WORK EXPERIENCE POLICY – DUE FOR REVIEW</b></li> <li>• Child Safeguarding Statement</li> <li>• Vetting of student teachers and work placement students</li> </ul>
<p><b>School Fundraising Events</b></p>	<p>❖ <b>Volunteers/parents assisting at events</b></p>	<p><b>LOW</b></p>	<p><u>Harm not recognised or reported in accordance with procedures</u></p>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement.</li> <li>• BOM approval for all school fundraising events</li> <li>• Vetting of PA Officeholders, Vetting of volunteers and parents/adult volunteers assisting at swim trips as necessary</li> </ul>
<p><b>Parents/Guardians coming to the school</b></p>	<p>❖ <b>Parents/guardians seeking to collect pupils early/home time/when pupils unwell etc</b></p>	<p><b>MED</b></p>	<p><u>Harm to pupils due to inappropriate behaviour /communication</u></p> <p><u>Unknown adults in the in car park/on the school premises</u></p>	<ul style="list-style-type: none"> <li>• Parents/Guardians report to school office – verification of identity where necessary</li> <li>• Parents/guardians/adults remain in reception area - not permitted to go to classroom areas unless accompanied by member of school staff</li> <li>• School security – buzzer at door</li> <li>• All parents must remain in reception area</li> <li>• Parents &amp; Teacher to reinforce Stay Safe Rules with pupils regularly</li> </ul>



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<p><b>School Trips &amp; Use of External Facilities for educational purposes</b></p>	<ul style="list-style-type: none"> <li>❖ School tours/outings involving classes to external venues</li> <li>❖ Hire of Transport ( bus)</li> <li>❖ Use of Public Transport</li> <li>❖ Use of All Weather Pitch (adjacent to the school)</li> <li><b>for outdoor PE classes and for lunchtime sports training</b></li> </ul>	<p><b>MED</b></p>	<p><u>Harm not recognised or reported in accordance with procedures</u></p> <p><u>Inadequate Supervision appropriate to the activity and transport mode</u></p> <p><u>Inappropriate behaviour by pupils</u></p> <p><u>Inadequate supervision to/from AWP</u></p> <p><u>Unknown adults in vicinity</u></p>	<ul style="list-style-type: none"> <li>• Adequate planning and preparation by school staff for school trips and outings to all external venues (off school site)</li> <li>• PUPILS not permitted to leave offsite location without authorised member of school staff ( ie AW Pitch/Church etc)</li> <li>• Minimum of two vetted school staff (including at least one teacher) to accompany pupils on school outings/trips</li> <li>• Supervision of Pupils Policy (updated 2017) - teacher on duty (and SNA if appropriate)</li> <li>• Adequate pupil-teacher ratio for school outings (according to age of pupils)</li> <li>• Code of Behaviour</li> <li>• Mobile Phone Policy for Pupils</li> <li>• Private transport providers hired by the school to be licensed in accordance with Department of Transport regulations and vetting of transport provider as appropriate</li> <li>• Adequate planning and preparation by school staff</li> <li>• Adequate Supervision by teacher</li> <li>• First Aid Kit available to teacher for all trips</li> <li>• School Code of Behaviour &amp; Anti Bullying Policy</li> </ul>
<p><b>Contractors &amp; non curricular Visitors to the school</b></p>	<ul style="list-style-type: none"> <li>❖ Visitors/contractors in school during school hours &amp; after school hours</li> </ul>	<p><b>LOW</b></p>	<p><u>Harm to pupils due to inappropriate behaviour /communication</u></p>	<ul style="list-style-type: none"> <li>• All contractors/ and visitors report to the school office and sign in and out</li> <li>• Contractors work outside of school hours where possible</li> <li>• Contractors/visitors provide identification where necessary</li> </ul>

**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 is not a 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 27<sup>th</sup> September 2022**  
**It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.**

Signed: *Brian Kealy* Dated: 27<sup>th</sup> September 2022

**Chairperson. Board of Management**

Signed: *Lorna Diffley*

Dated: 27<sup>th</sup> September 2022

**Principal/Secretary to the Board of Management**