

## Written Assessment of Risk of BRAY SCHOOL PROJECT 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 **Bray School Project 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 -
<p><b>During the School Day</b></p> <p><b>Daily assembly and dismissal.</b></p> <p><b>Instruction Time</b></p> <p><b>Toileting/intimate care /changing</b></p> <p><b>Playtime and breaks</b></p>	<ul style="list-style-type: none"> <li>• Risk from persons unknown.</li> <li>• Risk of bullying by peers, including physical, verbal and cyber.</li>   <li>• Teacher alone with student</li> <li>• SNA alone with student</li> <li>• Sub teacher alone with child.</li> <li>• Visitors to school/Guest speakers</li> <li>• Classes provided by external agencies/teachers</li> <li>• Unauthorised persons in building</li>   <li>• SNA in cubicle alone with child.</li>   <li>• Risk of inappropriate behaviour/bullying</li> <li>• Exposure to inappropriate material via mobile e phones/devices</li> <li>• Potential harm from Unauthorised visitors</li>   <li>• Administration of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Anti Bullying Policy</li> <li>• AUP including prohibition of mobile phone use by pupils.</li> <li>• Yard supervision procedures.</li> <li>• Arrival and dismissal supervised by staff.</li> <li>• Early collections recorded in book.</li> <li>• Late arrivals recorded on Aladdin.</li>   <li>• All staff are Garda Vetted and have received training in Child safeguarding</li> <li>• Doors /blinds left open</li> <li>• All visitors must check in and sign book.</li> <li>• Visitors wear lanyard to identify them as such</li> <li>• Regular volunteers are Garda vetted</li> <li>• All external staff/agencies must provide evidence of garda vetting .</li> <li>• Door codes changed regularly</li>   <li>• Agreed procedures for toileting and intimate care in place (school policy and risk assessment)</li>   <li>• The yard is adequately supervised.</li> <li>• Code of Behaviour</li> <li>• Anti Bullying Policy</li> <li>• AUP</li> <li>• Parents and visitors may not remain on yard when classes begin/are in progress.</li> <li>• Health and Safety Policy</li> </ul>

<p><b>External Classes/Trips</b></p>	<ul style="list-style-type: none"> <li>• Risk from persons unknown during swimming lessons.</li> <li>• Day trips</li> <li>• Overnight trips</li> <li>• Library/shop visits</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures in place for changing rooms/poolside and cubicles – see Swimming Policy</li> <li>• Code of behaviour</li> <li>• Each trip is risk assessed in advance of departure taking venue and specifics of group into consideration.</li> <li>• Adults do not go alone with students</li> </ul>
<p><b>ECAs/After School club</b></p>	<ul style="list-style-type: none"> <li>• Harm caused by staff/Instructors</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting policy</li> <li>• Child Safeguarding</li> <li>• School has coordinator in place to oversee handovers and attendance</li> </ul>
<p><b>Use of ICT/Digital Technologies</b></p>	<ul style="list-style-type: none"> <li>• Exposure to inappropriate material</li> <li>• Inappropriate use of social media. By Children./Adults</li> </ul>	<ul style="list-style-type: none"> <li>• BSP has appropriate filters in place to mitigate against the possibility of exposure to harmful/inappropriate content.</li> <li>• School AUP outlines protocols for use of technology/ICT</li> <li>• Parents sign AUP to permit publication of material on website. Agree to policy prohibiting use of mobile phones on school premises.</li> <li>• Voluntary Smartphone Code developed by PGA.</li> </ul>
<p><b>Recruitment of School Personnel</b></p>	<ul style="list-style-type: none"> <li>• Failure to recognise harm, failure to promptly and properly report harm</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding statement and procedures made available to all staff.</li> <li>• Staff to view Tusla training module and avail of any other PDST training</li> <li>• Garda Vetting procedures</li> </ul>
<p><b>Curricular Provision in SPHE</b></p>	<ul style="list-style-type: none"> <li>• Failure to provide the required instruction as mandated</li> </ul>	<ul style="list-style-type: none"> <li>• The school implements the full Stay Safe Programme.</li> <li>• The school provides RSE at all class levels.</li> <li>• BOM via principal keep record to ensure all teaching staff implement above.</li> </ul>
<p><b>Children with Additional Needs/Vulnerabilities</b></p>	<p>Harm caused by failing to recognise the particular Vulnerabilities of children with additional needs.</p>	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Anti Bullying Policy</li> <li>• Special Education Policy</li> <li>• Inclusion Policy</li> <li>• Personal Safety Skills for Children with SEN (CAPP, 1996)</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 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 (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.

This risk assessment has been completed by the Board of Management on 17<sup>th</sup> February 2025. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: \_\_\_\_\_ 

Date 17/02/2025

*Chairperson, Board of Management*

Signed \_\_\_\_\_ 

Date 17/02/2025

*Principal/Secretary to the Board of Management*

## Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

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.

### Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- 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
- 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
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study

## Examples of Risks of Harm

- 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 child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- 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 bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- 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

## Examples of Procedures to address risks of harm

- 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 implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- 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 yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and safety 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 has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff 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
- 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 a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations