

Brannoxtown Community National School

Child Safeguarding Risk Assessment of any Potential Harm

Note: In the context of this risk assessment, the risk of "harm" is defined according to the Children First Act (2015) and is not the same as a general health and safety risk. This document follows the definition of harm set out in detail in the *Child Protection Procedures for Primary and Post- Primary Schools* (Chapter 4, 2017).

	List of School Activities	The School has identified the following Risk of Harm	Risk Level	The School has the following Procedures in place to address risk identified in this assessment
1.	Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	LOW	<p>The Brannoxtown CNS Child Safeguarding Statement, this Child Safeguarding Risk Assessment and the Department of Education and Skills procedures are available and familiar to all staff.</p> <p>Staff members acknowledge in writing, that they are aware of their responsibility to be familiar with and implement the contents of the Brannoxtown CNS Child Safeguarding Statement and Child Safeguarding Risk Assessment.</p> <p>The DLP and DDLP will attend PDST face to face training and will engage fully with in-service related to Child Safeguarding.</p> <p>All staff members will complete the Túsla training module and will engage fully with in-service related to Child Safeguarding.</p> <p>The Single School Manager/BOM will record all staff and Board training related to Child Safeguarding.</p>

2.	Daily arrival and dismissal of pupils	<p>Risk of child being harmed in the school by another child</p> <p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p>	<p>As detailed in the Brannoxtown CNS Supervision Policy:</p> <p>The Brannoxtown CNS yard/playground supervision rota—beginning with drop-off at 8.40am and finishing with dismissal at 2.30pm, ensures appropriate supervision of children throughout the school day, including recreation breaks.</p> <p>All adults are required to report to the Principal in Room 2 prior to entering the school building.</p> <p>The front entrance to the school (the original school building) is locked throughout the day and a sign directs visitors to the main door to the new building which requires 'buzzer' for entry.</p> <p>Parents of all pupils attending Brannoxtown CNS must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day.</p>
3.	Recreation breaks for pupils	<p>Risk of child being harmed in the school by another child</p> <p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>In line with the Brannoxtown CNS School Health & Safety Policy:</p> <p>The school has a suitable yard/playground supervision roster for staff to ensure appropriate supervision of children during recreation breaks.</p> <p>Parents who wish to collect a pupil during recreation time must first report to the Principal and are not permitted to enter the school yard or collect a child without first doing so.</p>

4.	Hand-over of children to an appointed adult at Infant collection time (1.30pm)	<p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>LOW</p> <p>LOW</p>	<p>The names and contact numbers of adults who have permission to collect a child from Brannoxtown CNS are provided by parents at the beginning of each year and stored in the school's online database (Aladdin).</p> <p>Teachers support children to line-up in the school corridor for collection by their appointed adult.</p> <p>If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult.</p> <p>In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult.</p> <p>If an adult appears to be under the influence of drugs or alcohol when he/she comes to collect a child from school, the child is not released by the class teacher. The situation is immediately reported to the DLP or DDLP immediately.</p>
5.	After-school clubs/Childcare providers	<p>Risk of child being harmed in the school by another child</p> <p>Risk of child being harmed in the school by another adult</p>	<p>LOW</p> <p>LOW</p>	<p>In line with the Brannoxtown CNS Use of the School Premises Policy:</p> <p>Individuals/groups using the facilities of Brannoxtown CNS are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the</p>

				<p>supervision and care of pupils at all times while on the school premises.</p> <p>Responsibility lies solely with the individual/Group using the premises for communicating with Parents about starting and finishing times, cancellations and/or re-scheduling. A contact number should be provided to parents.</p> <p>Children are collected and supervised by personnel from the relevant childcare providers who are required to have suitable vetting.</p> <p>Childcare providers are required to provide the names of individuals who will be collecting pupils.</p>
6.	Late drop-offs, early collection, late pick up, attendance	Risk of child being harmed in the school by another adult	LOW	<p>In line with the Brannoxtown CNS School Attendance Policy:</p> <p>Latecomers must be signed in by an adult from 9:00am onwards.</p> <p>Adults are not permitted to accompany latecomers to class.</p> <p>Early Leavers must be signed out by an appointed adult. The appointed adult must wait in the foyer/reception area for the child.</p> <p>Significant concerns in relation to timekeeping are reported to the Education Welfare Officer.</p> <p>Children's attendance at school is monitored and an explanation is required for any missed days.</p> <p>Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral.</p>

7.	Classroom teaching	Harm by school personnel Harm from other pupils	LOW	<p>All school staff will be supplied with a hard copy of the school Child Safeguarding Statement and Child Safeguarding Risk Assessment.</p> <p>Glass viewing panels are installed in all classroom doors.</p> <p>Glass viewing panels will not be obstructed in any way.</p>
8.	One to one teaching and counselling	Risk of harm in one-to-one situation	LOW	<p>Parents are informed and provide written consent if children are withdrawn from class on a regular basis.</p> <p>Glass panels are installed in the doors of all classrooms in the school.</p> <p>Glass panels will not be obscured in any way.</p> <p>Window blinds, where fitted, will remain open during pupil contact time.</p>
9.	Application of sanctions under the school's Code of Behaviour including confiscation of phones etc.	Harm by school personnel	LOW	<p>In line with the Brannoxtown CNS Code of Behaviour:</p> <p>Time-out during recreation breaks may be used as a sanction for negative behaviour. During time-out periods pupils will be supervised by the Principal or other appointed staff member.</p> <p>In line with school Policy on Use of Mobile Phones:</p> <p>Written permission from parents is required for pupils in senior classes to bring a phone to school. The phone is collected each morning by the class teacher and returned to the child upon leaving the school. The phone may not be in the child's possession during the school day.</p>

10.	School-based bullying, verbal, physical or psychological	Risk of harm due to bullying of child	MEDIUM	<p>In line with the Brannoxtown CNS Anti-Bullying Policy:</p> <p>Anti-bullying and related policies are available on the school website to inform parents. Parents are required to sign a contract for/with their child to engage in appropriate behaviour at Brannoxtown CNS.</p> <p>A culture of openness and respect in which pupils can approach staff to discuss concerns and worries, is promoted at all times.</p> <p>Adequate supervision is provided to ensure the procedures and practices inherent in the school's Code of Behaviour are being followed.</p>
11.	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm by school personnel	LOW	<p>As outlined in Department of Education and Skills Primary Circular 02/05 some pupils with serious difficulties may require urgent action:</p> <p>Should these cases present, they will, with parent/guardian permission, be discussed with the school's Special Needs Education Officer (SENO) and/or NEPS psychologist.</p> <p>This may lead to a more detailed behavioural management programme being implemented at home and or in class or to a referral for further specialist assessment.</p> <p>All Staff (in time, SNAs and support teachers) will follow educational plans for these particular students.</p> <p>Intervention plans will be agreed with the parents / guardians.</p>

				The school will engage the services of the Special Education Support Services (SESS) to support teaching and non-teaching staff when required.
12.	Administration of First Aid	Risk of child being harmed in the school by another adult	LOW	In line with the Brannoxtown CNS Accident and Injury Policy : All staff will exercise their duty of care to pupils for the duration of the school day. In the event of Accident or Injury to a pupil: <ul style="list-style-type: none"> • Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s. • Accidents/injuries that involve treatment of minor cuts, bumps etc that are not exposed will be treated in the presence of another staff member.
13.	Administration of Medicine	Risk of child being harmed in the school by another adult	LOW	In line with the Brannoxtown CNS Administration of Medicines Policy : Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson of the Board of Management.
14.	Care of pupils with specific vulnerabilities/needs such as:	Harm by school personnel Harm from other pupils Harm from adults at the venue	LOW MEDIUM LOW	In line with the patron's vision for Community National Schools and the Ethos of Brannoxtown CNS : Brannoxtown CNS will be welcoming and caring towards the needs of pupils with specific vulnerabilities.

	<p>Pupils from ethnic minorities or migrants</p> <p>Members of the Traveller Community</p> <p>Lesbian, gay, bisexual or transgender (LGBT) children</p> <p>Pupils perceived to be LGBT</p> <p>Pupils of minority religious faiths</p> <p>Children in care</p> <p>Children on CPNS</p>			<p>In as far as is possible, the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc.</p> <p>A written copy of any parental agreement that exists on matters will be stored on the pupil's enrolment file.</p> <p>Parents will be notified of any changes from agreed procedures.</p> <p>At all times the dignity and privacy of the pupil will be paramount.</p> <p>Practices and procedures in this regard are detailed in various school policies for Brannoxtown CNS such as:</p> <ul style="list-style-type: none"> • Code of Behaviour • Anti-Bullying Policy • S.P.H.E Policy • Supervision policy • Mobile Phones Policy • Acceptable Usage Policy • School Tours and Field Trips Policy
15.	Participation by pupils in religious ceremonies/religious instruction / sacramental preparation	<p>Harm from other pupils</p> <p>Harm from other adults</p>	<p>LOW</p> <p>LOW</p>	<p>In line with the Brannoxtown CNS Supervision Policy:</p> <p>Pupils will not be permitted to make their way to a place of worship unaccompanied.</p> <p>Teachers will ensure there is effective supervision at all times both en route to and in places of worship.</p>

	external to the school			<p>Where ceremonies are conducted outside of school time it is parents' responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location.</p> <p>Where ceremonies take place as part of a scheduled mass outside of school time it is parents responsibility to ensure that their child/children are adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony.</p>
16.	Toilet Areas	Inappropriate behaviour	LOW	<p>During pupil contact time:</p> <p>Class teachers will supervise pupil's use of toilet facilities.</p> <p>Only one pupil at a time is permitted in the class toilets. During recreation breaks:</p> <ul style="list-style-type: none"> • Pupils must have permission from the teacher on yard duty to enter the school to use their class toilet. • Only one pupil at a time is permitted in class toilets. • Pupils can only access the building through the main doors to the new building (between Rooms 1 and 2).
17.	Information Communication Technology and	Risk of harm due to children inappropriately accessing/using computers, phones or	MEDIUM	internet access is filtered by the PDST Technology in Education service.

	other digital devices	other smart devices while at school		<p>All Filtering Levels are designed to block content of an illegal or pornographic content.</p> <p>In line with the Brannoxtown CNS Acceptable Use Policy:</p> <p>Internet sessions will always be supervised by a teacher. If there is no teacher in the room, access to the Internet is prohibited.</p> <p>Pupils are not permitted to use personal devices in school unless they are requested to bring same to school by a member of the teaching staff and have written permission from their parent/guardian for use of the personal device during school for educational purposes.</p>
18.	Storage or publication of photos of children	Risk of pupil images being accessed and used inappropriately	MEDIUM	<p>In line with the Brannoxtown CNS Data Protection Policy:</p> <p>Parental consent to take photos of children is obtained by the school on Registration.</p> <p>All staff are made aware of any children who do not have permission to be in school photos</p> <p>Children's names are not published with photos uploaded to the school website or class blogs.</p> <p>Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes.</p> <p>Children are not permitted to use camera phones/digital devices during the school day or at school events</p>

19.	Data protection	Risk of personnel information regarding pupils being accessed and used inappropriately	LOW	<p>In line with the Brannoxtown CNS Data Protection Policy:</p> <p>Confidential documents relating to children in the school are stored securely in the school.</p> <p>Hard copies of data are stored in locked filing cabinets.</p> <p>Soft copies are stored in a secure online database (Aladdin). A password is required to access the documents.</p> <p>Sensitive information in school documents are shared with staff on a need to know basis.</p>
20.	Use of video/photography/other media to record school events	<p>Bullying Harm from adults</p> <p>Harm from other pupils</p>	<p>MEDIUM</p> <p>MEDIUM</p>	<p>It is school policy that:</p> <p>Parents are informed that any photographs or videos of school events or school related events taken by parents or other individuals are for private, personal use only.</p> <p>Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others (e.g. Face book).</p>
21.	Interaction with visitors to the school/external coaches	<p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>LOW</p> <p>LOW</p>	<p>Visitors and external coaches must check in with the Principal (Room 2) or when a secretary is appointed, at reception at the front entrance before accessing the main school building.</p> <p>Regular visitors to the school, e.g. external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school.</p>

				<p>Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organization and a copy of any appropriate insurance.</p> <p>In line with the Brannoxtown CNS Health and Safety Statement:</p> <p>Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.</p>
22.	Student teachers undertaking training placement in school	Risk of child being harmed in the school by another adult	LOW	<p>In line with the Brannoxtown CNS Policy on Students on Teaching Placement:</p> <p>The Class Teacher remains in his/her class at all times during the student placement.</p> <p>Prior to accepting a student on teaching placement it is the responsibility of the student to provide the school with:</p> <ul style="list-style-type: none"> • Written verification that the placement is supported by and indemnified by the college in which the student is attending. • Confirmation that vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement.
23.	Students participating in work experience	Risk of child being harmed in the school by another adult	LOW	<p>In line with the Brannoxtown CNS Policy on Students on Work Experience:</p>

				<p>The school requires confirmation from the school college, in writing, that vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement.</p> <p>Students must be able to provide current NVB vetting documentation which should be processed in advance of placement start date through the student's post- primary school or the relevant colleges.</p> <p>Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations.</p>
24.	Use of the school premises by outside groups or individuals	Risk from other adults	MEDIUM	<p>Access to Brannoxtown CNS will not be granted to any outside group for use during the school day, from 8:40am to 2.30pm.</p> <p>In line with the Brannoxtown CNS Use of the School Premises Policy:</p> <p>In the event of individuals/groups using the school premises outside of school hours, involving unrestricted access to children, it is essential that these individuals/groups provide evidence of current vetting clearance to the BOM.</p>
25.	Children not collected from after school activities	Risk from other pupils Risk from other adults	MEDIUM MEDIUM	<p>In line with the Brannoxtown CNS Use of the School Premises Policy and Supervision Policy:</p> <p>In the case of school related activities, all parents are made aware of the finishing time of activities and that pupils must be collected</p>

				<p>on time. If a pupil is not collected on time the teacher(s) in charge must make contact with the parents.</p> <p>In the event of a teacher being unable to make contact with either a parent or a nominated emergency contact, the teacher shall ring the TUSLA Duty Social Worker for advice, record details and take the appropriate action as advised.</p> <p>Individuals/groups using the facilities of Brannoxtown CNS are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards.</p> <p>Responsibility lies solely with the individual/Group using the premises for communicating with Parents about Starting/Finishing times, Cancellations or re- scheduling. A contact number should be provided to parents.</p>
26.	Lack of, or insufficient lunch	Child at risk of neglect	LOW	<p>In line with the Brannoxtown CNS Healthy Eating Policy:</p> <p>Teachers will monitor children’s lunches and ensure that all children are provided with a sufficient quantity of healthy food each day.</p> <p>If a child is not provided with any lunch in school, the school phones the parents and asks them to bring the lunch to school.</p>

				<p>If a lunch is not provided the DLP or DDLP will be informed immediately and best efforts made to ensure the child is adequately fed throughout the day.</p> <p>If a child is regularly provided with insufficient lunch the class teacher discusses it with the parents in the first instance. If the situation does not improve the class teacher will take appropriate action to ensure resolution.</p>
27.	School transport arrangements	Risk of child being harmed in the school by another adult	LOW	<p>In line with the Brannoxtown CNS Transport Policy:</p> <p>The school will only consider using and will only use transport operators that have a "Road Passenger Transport Operators Licence".</p> <p>Pupils will not be permitted to board or remain on a bus without teacher supervision.</p> <p>The school shall receive confirmation from any service provider that their employees are suitably vetted.</p>
28.	Parental Involvement in school activities	Risk of child being harmed in the school by another adult	LOW	<p>Where parents visit the school to take part or assist in school activities on a one off or irregular basis the responsibility for supervision and care of pupils rests with the relevant teacher.</p> <p>Where parents visit the school to take part or assist in school activities on regular basis they will be required to undergo vetting.</p>
29.	Sporting Activities and	Harm by school personnel	LOW	<p>In line with the Brannoxtown CNS Supervision Policy and Health and Safety Policy:</p>

	Annual Sports Day	Harm from other pupils Harm from other adults at the venue	LOW MEDIUM	All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site. Teacher responsibilities in this regard are detailed in the aforementioned policies.
30.	Use of off-site facilities for school activities	Harm from other adults at the venue Harm from other pupils	MEDIUM LOW	In line with the Brannoxtown CNS Supervision Policy and Health and Safety Policy : All teachers will exercise their Duty of Care to pupils during school activities whether undertaken on site or off site. Prior to the use of off-site facilities teachers will satisfy themselves as to the suitability of the venue. Teacher responsibilities in this regard are detailed in the aforementioned policies.
31.	Use of external coaches/instructors during off-site activities	Harm from unknown adults at the venue	MEDIUM	In line with the Brannoxtown CNS Supervision Policy and Health and Safety Policy : All teachers will exercise their Duty of Care to pupils during school activities undertaken off site. Organisers of off-site activities involving the use of external coaches/instructors must receive confirmation in writing from the host organisation that their coaches/instructors have suitable vetting. Teacher responsibilities in this regard are detailed in the aforementioned policies.

The Brannoxtown Community National School Child Safeguarding Statement has been developed in line with the requirements of the Children First Act (2015), the Children First: National Guidance for the Protection and Welfare of Children (2017) and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice (2018).

In addition to the procedures listed in this Risk Assessment, the following procedures support our intention to safeguard children while they are availing of our service:

Procedure for the management of allegations of abuse or misconduct against workers / volunteers of a child availing of our service:

- Minor complaints about staff are managed in line with the complaint's procedure, as outlined in our Parental Complaints Procedure.
- Allegations against staff of abuse or misconduct are managed in line with the provisions of section 5.6 of the DES Child Protection Procedures for Primary and Post Primary Schools (2017).

Procedure for the recruitment and selection of workers and volunteers to work with children:

- Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in Brannoxtown Community National School. All temporary and permanent teachers are registered with the Teaching Council.
- All Special Needs Assistants and ancillary staff employed by the Single School Manager/Board of Management must undergo and successfully complete vetting by the National Vetting Bureau in advance of commencing employment. This vetting will be processed through the Kildare Wicklow Education and Training Board.
- References from previous employers are obtained before employment commences in the school.
- A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.

- Parents and volunteers who attend the school on a regular basis to assist in school related activities will be vetted by the BOM through the Kildare Wicklow Education and Training Board.

Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm:

- School staff members are given a hard copy of the Brannoxtown Community National School Child Safeguarding Statement along with a hard copy of this document, the Child Safeguarding Risk Assessment. These documents provide the basis for all school and class planning.
- Teachers will download and engage with the pdf version of the following documents, stored on the Brannoxtown CNS database (Aladdin):
 - DES Child Protection Procedures for Primary and Post Primary Schools (2017)
 - Primary Circular 0081/2017 (2017)
 - Children First: National Guidance for the Protection and Welfare of Children (2017)
- School staff members are informed of school child-protection and anti-bullying procedures during staff induction and at the beginning of each school year.
- Other relevant school policies are available to all school staff on the school's Aladdin account.
- School staff will avail of online training by TUSLA and the PDST.
- The DLP/DDLP will engage with Child Protection training with TUSLA, the PDST and other providers, as specified.
- School management will remain updated on current Child Protection guidelines and circulars.

Procedure for the reporting of child protection or welfare concerns to Tusla:

- All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
- The DLP, Dr. Sarah FitzPatrick shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
- On completion by the mandated person, a report shall be forwarded to the relevant Duty Social Worker by the DLP (or DDLP) or Mandated Person.
- In the event the report is forwarded by the DLP (or DDLP), the Mandated Person shall be informed in writing that the report has been forwarded.
- In the event that the report is forwarded by a mandated person without the assistance of the DLP/DDLP, the DLP or DDLP shall be informed in writing and copies provided will be stored securely in a locked filing cabinet at Brannoxtown CNS.

Procedure for maintaining a list of the persons in the relevant service who are mandated persons

- All Members of the teaching staff of Brannoxtown CNS are mandated persons. Mandated persons, as defined in the Children First Act 2015, have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.
- The Single School Manager of Brannoxtown Community National School, at a meeting held on the 28th August 2018, appointed the school principal, Dr. Sarah FitzPatrick, as DLP, in accordance with the Children First Act 2015.
- The Single School Manager/Board of Management of Brannoxtown Community National School will appoint the school's second teacher (when appointed) as the DDLP. The DDLP will deputise for the DLP in her absence.
- The name and contact details of the current DLP and DDLP will be displayed in the school reception area and are included on the Child Safeguarding Statement available on the school website.

In undertaking this risk assessment, the School Principal and Single School Manager have endeavoured to identify as far as possible the risks of harm that are relevant to Brannoxtown Community National 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 and practices listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the School Principal and the Single School Manager on August 28th 2018 for the 2018-2019 school year. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: _____

Date: _____

Signed: _____

Date: _____

Dr. Rory O' Toole
Single School Manager

Dr. Sarah FitzPatrick
Principal