



Written Assessment of Risk for St. Ita's N.S., Loughrea, Co. Galway

2023/ 2024

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. Ita's N.S., Loughrea, Co. Galway.

1. List of school activities

- (A) Recruitment of school personnel including teachers, SNA's, ancillary staff, sports coaches, external tutors, guest speakers and contractors
- (B) Daily arrival and dismissal of pupils
- (C) Recreation breaks for pupils
- (D) One to one teaching
- (E) Use of off-site facilities for school activities Choir, Band, Sport, Quizzes, Debating, Parade.
- (F) Administration of First Aid / Medication
- (G) Use of external personnel to support sports and other extra-curricular activities
- (H) Swimming
- (I) School Tours, Annual sports day, Fundraising events
- (J) Work experience personnel, Student Teachers, Transition / 4th Year Students
- (K) ICT
- (L) Intimate Care
- (M) Parents / other adults collecting children throughout the day
- (N) Homework Club
- (O) Irish dancing
- (P) General visitors e.g., Sales Reps., Credit Union Personnel. Service Matters personnel.

2. The school has identified the following risk of harm in respect of its activities –

- (A) Risk of harm not being recognised by school personnel. Risk of harm not being reported properly and promptly by school personnel.
- (B) Risk of child being harmed by another child or by a visitor to the school.
- (C) Risk of harm due to bullying of a child.
- (D) Risk of harm to children with S.E.N. who have particular vulnerabilities.
- (E) 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.
- (F) Risk of child being harmed in the school by another child.
- (G) Risk of harm to child being harmed in the school by a volunteer or visitor to the school.
- (H) Swimming – risk of harm to a pupil when engaged in swimming classes.
- (I) School Tours – risk of harm to a pupil while on a school tour, at sports day/ fundraising events
- (J) Risk of child being harmed by a person on work experience.
- (K) ICT- risk of harm due to pupils inappropriately accessing / using computers, social media, phones and other devices while at school.
- (L) Risk of harm to child while a child is receiving intimate care.
- (M) Risk of child being harmed by visitors / parents to the school.
- (N) Risk of a child being harmed in the school by a member of school personnel.
- (O) Risk of a child being harmed by external tutors while participating in extracurricular activities outside of school hours.
- (P) Risk of child being harmed by general visitors to the school.

3. The school has the following procedures in place to address the risks of harm identified in this assessment:

- (A) The school has provided each member of staff with a copy of the school's Child Safeguarding Statement. School personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools and all registered teaching staff are required to adhere to the Children First Act 2015. All school personnel must be garda vetted.
- (B) Teacher on duty on each corridor every morning (8.40am – 8.50am). Three members of the In -School Management team on duty at the main doors in the morning. One teacher on gate duty at 2.30pm each day.
- (C) Increase the number of teachers on yard duty thereby providing a greater level of supervision and a reduction in the risks of harm. Classroom teachers / S.N.A. staff / are responsible for the supervision of children from 8.50am

to the end of the school day. 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

- (D) Doors of S.E.N. rooms to be fitted with clear glass panels.
- (E) At least one other teacher from the staff to be present when an outside coach is coaching pupils off-site and extra teachers and school personnel present at all other events.
- (F) S.N.A. to clean cuts and apply plasters. Plasters / cool boiled water / sterile water to be applied in a public area i.e., on or beside the benches located immediately inside the doors leading to the yards. School Administration of Medication Policy guidelines to be followed.
- (G) All volunteer coaches and visitors to the school to be provided with a copy of the school's Child Safeguarding Statement. All volunteer coaches must be garda vetted.
- (H) Extra teachers will be present to help the mainstream class teachers during swimming classes. Two teachers to be present.
- (I) Support teachers will accompany class teachers on school tours / sports day activities and fundraising events, (as outlined in the school tour policy) thereby providing extra personnel and extra supervision which will reduce the risk of harm.
- (J) Work experience personnel will receive 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.
- (K) ICT – parents / guardians receive a copy of the school's Acceptable Usage Policy. The AUP has been reviewed during the 2020 / 2021 school year to cater for remote teaching and learning. The National Centre for Technology in Education monitors all websites accessible to primary schools.
- (L) Intimate Care – a meeting is arranged to access the intimate care requirements of each child. This meeting is attended by the parents of the child, relevant professionals, the S.N.A. and the class teacher. Guidelines are drawn up specific to the intimate care needs of the child. Regular meetings are held during the first few weeks to amend and adapt the intimate care guidelines. These guidelines are reviewed during the course of the school year and are amended as necessary. The parents and relevant professionals are central to this review process.
- (M) A signing out book giving a reason for the child's collection at this time.
- (N) Two teachers on duty at any given time
- (O) Children are always in groups and tutors are garda vetted.
- (P) There is a buzzer system on the main door to the school. All visitors to present at the secretary's office or at the principal's office on arrival so that their visit can be supervised.
- (Q) Parents are not allowed to enter the pupils' toilets.
 - a. Principal to remind parents / guardians at the Induction Meeting in September.
 - b. In the event of an emergency involving a child the parent must bring the child to the Wheelchair Accessible Unisex Toilet which is located on the ground floor.

This Written Assessment of Risk was reviewed and updated by the B.O.M. on the 28/06/2023.

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 Written Assessment of Risk.

This Assessment of Risk has been reviewed and ratified by the Board of Management on the 28th of June 2023 as part of the school's annual review of its Child Safeguarding Statement.

Signed: Monsignor Cathal Geraghty
Chairperson of Board of Management

Signed: Patrick Coyle
Principal

Date: 28/06/2023

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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 <i>Child Protection Procedures for Primary and Post- Primary Schools 2017</i>
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Important Telephone Numbers:

Loughrea Garda Station: (091) 841 222

Tusla: Duty Social Worker: (091) 546 366