



**Child Safeguarding Risk Assessment**  
**(of any potential harm) and school procedures to address risks of harm to pupils.**  
***The following procedures are in line with the ideals of our school's Mission Statement.***

<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Training of school personnel in Child Protection matters	High	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff  DLP & DDLP to attend PDST face to face training Túsla training module & online training offered by PDST completed by staff.  BOM documents all records of staff and board training
One to one adult-pupil contact: <ul style="list-style-type: none"> <li>• Teaching</li> <li>• Assessment</li> <li>• SNA withdrawal of a pupil</li> </ul>	Med	Harm by school personnel	School has policy in place for one to one adult-pupil contact Glass panels in doors of all SEN rooms
Care of Children with special needs (intimate care/toileting)	High	Harm by school personnel	Policy on intimate care / toileting Care details and Parent form signed in advance
Toilet areas	High	Inappropriate behaviour	Supervision policy: only 1 pupil at a time in toilet; in-class break use of toilets is with prior permission of supervising adult; Yard use: pupil accompanied by 2 Buddies
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full



<p>Daily arrival and dismissal of pupils:</p> <ul style="list-style-type: none"> <li>○ in a.m. }</li> <li>○ end of regular day }</li> <li>○ early closing day }</li> <li>○ at other times }</li> </ul> <p>Late arrivals Early going home</p>	<p>Low</p> <p>Med</p> <p>Med</p>	<p>Harm through neglect</p> <p>Harm from other pupils / adults on the playground</p>	<p>Arrival and dismissal policy Code of Behaviour Anti-Bullying Policy Prompt dismissal of pupils Staggered dismissal on shorter day: Infants -11.55; Remainder of school – 12.00 Pupils from 3<sup>rd</sup> – 6<sup>th</sup>: allowed go home on their own, with prior signed permission from parents Infant pupils:</p> <p>Latecomers must report to the office Pupils being collected early must be signed out at the office</p>
<p>Attendance</p>	<p>Med</p>	<p>Harm through neglect</p>	<p>Roll called before 9.45 daily and recorded on Aladdin School is compliant with reporting requirements under Education (Welfare) Act 2000 Annual Attendance Report completed</p>
<p>Parents entering school building during day:</p> <ul style="list-style-type: none"> <li>○ school parents</li> <li>○ Montessori parents</li> <li>○ Breakfast club parents</li> </ul>	<p>Med</p>	<p>Harm from other pupils / adults in the school building</p>	<p><i>Montessori protocol</i> <i>Breakfast Club protocol</i> Parents who visit the school during the day, must report to the school office and wait in foyer. Pupil pick-ups will be from the office not the classroom. Parents who have an appointment in the school must report to the school office and will be escorted to the meeting.</p>
<p>Breakfast Club</p>	<p>Med</p>	<p>Harm from other pupils / adults in the school building</p>	<p>Adult supervision is provided at all times; <i>Breakfast Club protocol</i> Code of Behaviour policy Anti-Bullying policy</p>
<p>School doors open</p>	<p>High</p>	<p>Harm from entry to the school by unauthorised personnel</p>	<p>Entry through main lobby is by code or office button; All other doors will be closed once pupils have entered the building and only opened to allow yard access and return. <i>All authorised visitors wear identifying lanyard</i></p>



Pupils going on messages around school / travelling to another room / pupil leaving early	Low	Harm from other pupils	Age-appropriate measures are in place: Pupils are sent in pairs (three pupils if one is going home); SEN pupils for 1-1 sessions are collected by SEN teachers; SEN pupils for groups sessions will travel together.
Pupils exiting to yard and returning at break times	Low	Harm from other pupils	Supervision policy Code of Behaviour policy Anti-Bullying policy
Pupils playing in yard <ul style="list-style-type: none"> <li>o Junior yard</li> <li>o Senior yard</li> </ul>	Med	Harm from other pupils	Supervision policy Code of Behaviour policy Anti-Bullying policy School gates closed
Pupils in classroom during break times	Med	Harm from other pupils IT exposure to harmful / inappropriate content	Pupils remain in their seats; Toilet visits are only made with permission from supervising adult Code of Behaviour policy Anti-Bullying policy IT equipment only to be used with content chosen and set up by class teacher Buddy protocol in place
Staff collecting classes from yard in a.m.	Low	Harm from other pupils	Pupils line up in class lines Code of Behaviour policy applies Anti-Bullying policy applies
Management of challenging behaviour involving staff physical intervention	High	Harm to pupils	Restraint policy and Information Report Supervision policy Code of Behaviour Anti-Bullying policy
Senior pupil 'Buddies'	Med	Harm from other pupils	Protocol for Buddies Supervision Policy Anti-Bullying Policy
Leaving hall for bathroom break (e.g. P.E.) Leaving yard for bathroom break Leaving yard for First Aid	Med	Harm from other pupils or visitors	Pupils encouraged to use toilets before P.E. & breaks. In an emergency during P.E. class, pupils ( <i>with the exception of Infants</i> ) will be accompanied by another pupil to Room 1.



			Two Buddies accompany a pupil leaving the yard for bathroom break / First Aid and wait to return with pupil. Toilet in classroom beside First Aid is used and Buddies wait at the classroom door. See Supervision policy
Classroom teaching	Low	Harm from other pupils	Teacher Code of Professional Conduct Teacher supervision & effective classroom management; Code of Behaviour policy Anti-Bullying policy Restraint policy & completion of any Incident Report.
Staff leaving classroom	Med	Harm from other pupils	If teacher needs to leave classroom- Door is left open Neighbouring Teacher informed Neighbouring Teacher monitors class Staff recognises collective responsibility nature of duty of care.
Splitting of class (e.g. EPV day / Teacher illness)	Low	Harm from other pupils	Class division arrangements are drawn up in Sept. indicating allocation of pupils for EPV/Teacher illness. EPV day: Co-Teacher splits class according to arrangements; Illness: Principal/Deputy or nominated teacher splits class; Where possible, pupils remain on same floor level; Pupils go to/return from yard with 'new' class.
SEN teaching:	Low	Harm from other pupils	Teacher supervision & effective classroom management Data Protection policy Code of Behaviour policy Anti-Bullying policy Restraint policy & completion of any Incident Report.
School outings / short trips	Med	Harm from other pupils / adults	Pupils leave the school grounds under the care of more than one adult Prior Risk Assessment for annual tours re toilets &



			<p>Garda vetting  Garda Vetting of accompanying adults  Garda Vetting of adults facilitating the purpose of the outing  Supervision policy  School Outings policy  Code of Behaviour policy  Anti-Bullying policy  Toilet use (out-of-school protocol)</p>
Outdoor teaching activities e.g. pupils working in the school garden	Low	Harm from other pupils	<p>Teacher supervision &amp; effective class management;  Code of Behaviour policy  Anti-Bullying policy  Restraint policy &amp; completion of any Incident Report  Pupils encouraged to use toilets before session;  In an emergency, pupil will be accompanied by another pupil to nearest classroom toilet.</p>
<p>Managing challenging behaviour-  In classroom  On school grounds  Out-of-school activity</p>	Med	Harm from school personnel	<p>Teacher Code of Professional Conduct  Restraint policy and Information Report  Supervision policy  Code of Behaviour  Anti-Bullying policy  Garda Vetting of accompanying adults  Garda Vetting of adults facilitating the purpose of the outing</p>
Investigating an incident in one-to-one context	Med	Harm from school personnel	<p>Teacher Code of Professional Conduct  Own classroom door and neighbouring classroom door left open and neighbouring teacher informed  Code of Behaviour  Anti-Bullying policy  Restraint policy and Information Report</p>
Application of sanctions for misbehaviour	Low	Harm from school personnel	<p>Teacher Code of Professional Conduct  Code of Behaviour policy</p>



Application of Bullying prevention, intervention and sanctions	Low	Harm from school personnel	Teacher Code of Professional Conduct Anti-Bullying policy
Use of ICT by pupils in the school	High	Harm from exposure to inappropriate content; Harm from being exposed to unacceptable use by other pupils	AUP policy in place No unsupervised access to internet School filter in place Access to class laptop by Teacher only Mobile Phone policy prohibits switching on of phones on school grounds Supervision policy Code of Behaviour Anti-Cyber Bullying policy
Use of photos, videos, phones, social media to record school events; use of social media by parents (e.g. whatsapp groups)	High	Harm from online pupil exposure	School protocol on recording of school events for family use only and not for online uploading; Parents reminded to act responsibly when using social media / whatsapp
Use of ICT by school staff	High	Harm from exposure to inappropriate content Harm from online pupil exposure	No personal devices to be used for recording (audio/visual); No recording (audio/visual) of identifiable pupils; Parental permission sought See AUP
Administration of medicine / First Aid	Low	Harm from school personnel Harm from other pupils	First Aid policy First Aid training for staff Administration of medication policy Supervision policy
Lunches	Med	Harm through neglect	Healthy Eating policy Teachers note any pattern of concern regarding pupils with no lunch/with poor nutritional lunches
Sporting Activities involving visiting coaches	Med	Harm from other pupils / adults	Garda Vetting required No access without Teacher presence
Swimming – dressing rooms, use of toilets	Med	Harm from other pupils / adults	Swimming protocol observed Separate changing rooms for boys and girls Pupils rinse under showers, while still in swim-gear Accompanying teachers adopt supervising positions.



Visits to Sonas room / Library	Low	Harm from other pupils / adults	Teacher supervision & effective class management; Code of Behaviour policy Anti-Bullying policy Restraint policy & completion of any Incident Report Glass panels in doors
After-school extra-curricular <ul style="list-style-type: none"> <li>o Indoor activities</li> <li>o Outdoor activities</li> </ul>	Med	Harm from other pupils / adults	After-school facilitators obliged to adhere to Holy Trinity Child Safeguarding Statement
Students participating in work experience	Low	Harm from participating student	Work Experience Policy – over 16yrs and Garda Vetted only accepted for work experience No access without Teacher presence Obliged to adhere to Holy Trinity Child Safeguarding Statement
Teaching placement of Student Teachers	Low	Harm from other pupils / adults	Garda Vetted School Mission Statement Compliance with all relevant school policies Obliged to adhere to Holy Trinity Child Safeguarding Statement
SNA work placement	Low	Harm from other pupils / adults	Garda Vetted Compliance with all relevant school policies Obliged to adhere to Holy Trinity Child Safeguarding Statement
Fundraising events involving pupils and outsiders e.g. Christmas Fair / Book Fair	High	Harm from other pupils / adults	Access only to designated areas Organisation and supervision of all activities by teachers / nominated adults Supervision policy Code of Behaviour Anti-Bullying policy
Annual Sports Day	Med	Harm from other pupils / adults	Access only to designated areas Organisation and supervision of all activities by teachers Supervision policy Code of Behaviour



			Anti-Bullying policy
Use of external personnel to supplement curriculum	High	Harm from adults	All visitors to the school sign-in and sign-out at the office and must wear lanyard; Obligated to adhere to Holy Trinity Child Safeguarding Statement  No pupil access without Teacher presence; Garda vetting required for visits other than incidental.
Volunteer / Parent helpers	High	Harm from adults	School Focus Week to promote / facilitate Garda Vetting Sept. each year. All visitors to the school sign-in and sign-out at the office and must wear lanyard; No pupil access without Teacher presence; Obligated to adhere to Holy Trinity Child Safeguarding Statement
Visiting groups to school	High	Harm from adults	All visitors to the school sign-in and sign-out at the office and must wear lanyard; No pupil access without Teacher presence Obligated to adhere to Holy Trinity Child Safeguarding Statement
Visiting inspectors – DES/Diocesan	High	Harm from adults	All visitors to the school sign-in and sign-out at the office and must wear lanyard; No pupil access without Teacher presence Obligated to adhere to Holy Trinity Child Safeguarding Statement
One-on-one assessment/meeting (NEPS, HSE, Túsla, Other agencies)	High	Harm from adults	All visitors to the school sign-in and sign-out at the office and must wear lanyard Obligated to adhere to Holy Trinity Child Safeguarding Statement





			Glass panels in doors of assessment / meeting room Pupil withdrawn from class in consultation with class teacher Garda vetting of personnel dealing with pupils
Visiting contractors / cleaners	High	Harm from adults	All visitors to the school sign-in and sign-out at the office and must wear lanyard; Contractors: wear lanyard; Cleaners: wear lanyard; Obligated to adhere to Holy Trinity Child Safeguarding Statement Pupils moving around the school will be in pairs/groups.
Sacramental ceremonies / church practices	Med	Harm from other pupils / adults	Supervision policy School Outings policy Code of Behaviour policy Anti-Bullying policy Garda Vetting of accompanying adults Toilet use (out-of-school protocol)
Fire drill	Low	Harm from other pupils / adults	Agreed and practiced fire drill procedure in place; School gates only opened by staff, if and when necessary; Collective teacher responsibility for duty of care.
Staff car park	Med	Harm from other pupils / adults	Designated entry and exit points for pupils separate to staff car park
Open days	Med	Harm from other pupils / adults	Entrance by public confined to designated locations; Organisation and supervision of all activities by school personnel; Supervision policy Code of Behaviour Anti-Bullying policy
Use of school by other organisations, outside of school hours	Med	Harm from other pupils / adults	Access only to designated areas All organisations / facilitators receive copy of Holy Trinity Child Safeguarding Statement and are obliged to adhere to it.



<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• SEN pupils</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> </ul>	<p>Med</p>	<p>Harm from other pupils / adults</p>	<p>Supervision policy Code of Behaviour Anti-Bullying policy</p> <p>School implements SPHE, RSE, Stay Safe in full</p>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary</li> </ul>	<p>High</p>	<p>Harm from adults</p>	<p>Child Safeguarding Statement &amp; DES procedures made available to all recruited; Staff training (Tusla training module &amp; online training)</p> <p>Garda Vetting References where applicable Code of Professional Conduct</p>



**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* (see box below).

In undertaking this risk assessment, the Board of Management of Holy Trinity N.S. 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 11.12.18

It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed Mary White

Date 11.12.18

Chairperson, Board of Management

Signed James Tobin

Date 11.12.18

Principal/Secretary to the Board of Management



In accordance with section 2 of the Children First Act, 2015 the defined threshold of “harm” in relation to a child is as follows:

*“harm” means, in relation to a child-*

- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or*
- (b) sexual abuse of the child,*

*whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise;”*

*“ill-treatment” means, in relation to a child, to abandon or cruelly treat the child,  
or to cause or procure or allow the child to be abandoned or cruelly treated;*

*“neglect” means, in relation to a child, to deprive the child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care;*

*“welfare” includes, in relation to a child, the moral, intellectual, physical, emotional and social welfare of the child.”*