St. Paul's SNS

Child Safeguarding

Risk-Assessment

Signed: A. Colby Principal

Signed: Rev. Sola Colman Chairperson of BoM

6/10/26

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1.	Daily arrival and dismissal of pupils	Risk of harm due to inadequate supervision of children in school.	The school has a Supervision Policy to ensure appropriate supervision of children during arrival, dismissal and breaks.
2.	Recreation breaks for pupils	Risk of harm due to inadequate supervision of children in school.	The school has a Supervision Policy to ensure appropriate supervision of children during arrival, dismissal and breaks.
3.	Classroom teaching	Risk of child being harmed in the school by a member of school personnel.	The school adheres to the requirements of the Garda vetting legislation. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment. The school has a code of conduct for school personnel (teaching and non-teaching staff). The school complies with the agreed disciplinary procedures for teaching staff.
4.	One to one teaching / learning support	Risk of child being harmed in the school by a member of school personnel.	One-to-one teaching may be provided for any pupil where it is deemed by teaching staff and the principal to be in the best interest of the child. In all such situations written parental consent must be given. All one-to-one teaching sessions should be clearly timetabled and should only be carried out where there are appropriate arrangements in place with regard to the physical environment (e.g. vision panel in door, open door policy).
5.	One-to-one counselling	Risk of harm in one-to-one teaching, counselling, coaching situation.	One-to-one counselling should be conducted in a similar manner as above, glass panel door or open-door policy, desk between pupil and counsellor.
6.	Sporting activities	Risk of harm due to inadequate supervision of children in school. Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities.	Two members of staff will always accompany pupils travelling to sporting activities/ school outings. Permission will be sought from parents for all sporting activities away from school/ school outings.
7.	School outings	Risk of harm due to inadequate supervision of children on school outings.	The school has in place a policy and clear procedures in respect of school outings.
8.	School trips involving overnight stay	Risk of harm due to inadequate supervision of children in school. Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities.	All school trips, outings and tours will be sanctioned by the principal – in certain circumstances the principal may have to get the prior approval of the BOM e.g. trips involving an overnight stay. Teaching staff must ensure that activity centres / adventure centres where pupils are being brought to have in place their own CSS and that all supervising staff in activity centres

			/ adventure centres have been Garda vetted.
9.	Changing for Games / PE / Swimming	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out-of-school activities, e.g. school trip, swimming lessons. Risk of harm due to inadequate supervision of children while attending out of school activities.	In all activities that require children to change clothing, staff must ensure that a balance is struck between the child's right to privacy and adequate supervision. Pupils will be expected to dress / undress themselves. Teachers will always be present in a supervisory capacity. School staff will not take any responsibility for the dressing / undressing of pupils. Pupils will be encouraged to dress/undress in communal areas and will not be allowed share cubicles with anyone else. Changing for activities will not be permitted in areas where personnel other than school personnel are present. The needs of pupils who require assistance will be addressed under the schools Intimate Care Policy.
10.	Annual Sports Day	Risk of harm due to inadequate supervision of children in school. Risk of harm due to inadequate code of behaviour	Annual Sports Day is usually held at St. Nicholas GFC. Parents will be informed in advance. Preparation for races and activities will be undertaken by teaching staff beforehand. Pupils will be supervised by class teachers, resource teachers and SNAs. The school has in place a policy and clear procedures in respect of school outings.
11.	Fundraising events involving pupils. Use of off-site facilities for school activities.	Risk of harm due to inadequate supervision. Risk of harm due to inadequate code of behaviour.	Permission will be sought from parents for all fundraising activities away from school/ school outings. Two members of staff will always accompany pupils travelling to fundraising activities/ off-site facilities for school activities. The school's Code of Behaviour applies on all these events and activities.

Additional pages may be added to the Risk Assessment as required

	List of School Activities	**Risks Identified Against Each School Activity**	**Procedures/Measures in place to Mitigate Risk**
12.	Care of children with special educational needs, including intimate care where needed. Toileting incidents.	Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities. Risk of harm to child while a child is receiving intimate care. Risk of child being harmed in the school by a member of school personnel.	The school has a Special Educational Needs policy. A copy of this policy can be found in the principal's office and on the school website. The school has an Intimate Care Policy in respect of students who require such care. A copy of this policy can be found in the principal's office and on the school website. While the needs of pupils with specific toileting needs are addressed in the Intimate Care policy, the following guide is to address situations where a child has a toileting accident. The school has a supply of clean clothing and toilet wipes available for use in such situations. If the child can tend to themselves, they will be offered wipes and clean clothing. The parent or carer will be informed by the teacher by phone of the incident. A note will be sent home along with soiled clothing in

			circumstances where parent/carer could not be contacted by phone. Teachers must also note the incident in the 'Incident Book'. In any situation where the child cannot attend to themselves the parents/ carers will be notified by phone of the incident. Parents / carers will be asked if they wish to come to the school to attend to the child or if they would like staff to attend to the child. Where a parent/ carer cannot be contacted, staff will attend to the child unless the school has been specifically notified by a parent/ carer that staff in the school do not have permission to assist the child. Staff attending to the child will do so in as 'open' an environment as possible with due regard to the privacy of the child. A note should be kept of such incidents in the 'Incident Book'. It is important for staff to be aware that a parent/carer may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended to in this situation.
13.	Administration of Medicine	Risk of harm due to inadequate administration of medication to pupils.	The school has in place a policy and procedures for the administration of medication to pupils. A copy of this policy can be found in the principal's office and on the school website.
14.	Administration of First Aid	Risk of harm due to inadequate administration of First Aid.	The school has in place a policy and procedures for the administration of First Aid. A copy of this policy can be found in the principal's office and on the school website.
15.	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Risk of child being harmed in the school by another child. Risk of adult being harmed in the school by child. Risk of child being harmed in the school by a member of school personnel. Risk of harm where members of school personnel have not received appropriate training.	The school has complied with the Understanding Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety. All relevant school personnel are trained in Crisis Prevention Training (CPT). In addition to the school's Code of Behaviour, Individual Safeguarding plans /Positive Behaviour Management Strategies are in place for relevant pupils which are reviewed regularly. Parents / Guardians of pupils involved are consulted with in drawing up such plans and strategies. Patterns of behaviour and triggers are identified where possible to try to minimise re-occurrence. When necessary, the school will seek appropriate clinical and therapeutic supports for pupils. Behaviour incident forms / behaviour check lists are completed for all pupils who are presenting with challenging behaviour. In addition, Adverse Incident forms are completed when staff or pupils suffer injury. These forms are completed by the staff involved. In all such cases parents/guardians of all pupils involved will be notified. Once a term, or more frequently if necessary, a report on the management of challenging behaviour and serious /adverse incidents will be brought to the BOM

			by the principal.
16.	Management of provision of food and drink – Breakfast Club	Risk of child being harmed in the school by a member of school personnel. Risk of harm due to inadequate supervision of children in school.	The school has the following procedures in place for use of the Breakfast Club: • Doors from canteen to school are secure and coded. Supervision arrangements are in place in the canteen by Breakfast Club staff. • All employees must be Garda vetted. • Deliveries should be buzzed in and restricted to certain times when employees are there to supervise the delivery. • All doors are coded and canteen doors to the yard are supervised. If children are finished in the canteen when playtime is over, they will enter school through interior doors. • The children are to remain in the breakfast club until supervising adults have arrived on the yard. • SNA's bring lunch to the classroom for pupils in the EBD class.
17.	Curricular provision in respect of SPHE, RSE, Stay Safe	Risk of harm due to inappropriate relationship/communications between child and another child or adult.	The school implements in full the SPHE curriculum over a two-year cycle as outlined in the school plan for SPHE which can be found in the principal's office and on the school website. The Stay Safe programme will be taught in every class over a period of 2 weeks in Year 1 of the school's SPHE Plan. Individual teacher planning documents indicate when specific objectives of the SPHE curriculum, including the Stay Safe programme) will be taught (timetabled for) and what specific objectives of SPHE, Stay Safe and RSE will be taught in that period of time. The Cuntas Miosiul of individual teachers will highlight the SPHE content objectives covered and the Stay Safe lessons covered in that month.
18.	Prevention and dealing with bullying amongst pupils	Risk of harm due to bullying of a child	The school has a Code of Behaviour and an Anti-Bullying Policy in place in accordance with the department's 'Bí Cineálta' procedures to prevent and address bullying in schools and as outlined in Circular 55/2024. A copy of that policy can be found in the principal's office and on the school website. The school has provided specific training on the prevention and dealing with bullying as part of the Restorative Practice programme. The school has implemented the KIVA programme and has a trained KIVA team in place. The school has a Supervision Policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific cases such as school outings, changing rooms etc. A copy of this policy can be found in the principal's office and on the school website.
19.	Training of school personnel in child protection matters	Indicators of harm /abuse not being recognised by school personnel. Harm / Abuse not being reported properly and	The school – • Has provided all school personnel with a copy of the school's Child Safeguarding Statement. • Ensures the DES child protection procedures are made available to all school personnel. • Encourages staff to avail of relevant training.

		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 volunteer or visitor to the school	• Encourages board of management members to avail of relevant training. • Maintains records of all staff and board member training. The DLP /DDLP are required to avail of training provided by a professional organisation (e.g. PDST) on a regular basis – Certificate of attendance provided to the BOM. All school personnel are required to do the online Tusla training and provide a copy of the certificate of completion to the DLP All school personnel, mandated and non-mandated, are required to adhere to the DES Child Protection Procedures for Primary and Post-Primary Schools 2017.

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20.	Use of external personnel to supplement curriculum	Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities.	A copy of the schools' CSS will be provided to all external personnel who shall be required to sign the 'Acceptance of St. Paul's CSS statement including the Risk Assessment' document and return the signed copy to the DLP. A member of the teaching staff will always be present when external personnel are working with students.
21.	Use of external personnel to support sports and other extra-curricular activities	Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities.	All external coaches will be garda vetted. A copy of the schools' CSS will be provided to all external coaches who shall be required to sign the 'Acceptance of St. Paul's CSS statement including the Risk Assessment' document and return the signed copy to the DLP. A member of the teaching staff will always be present when external coaches are working with students.
22.	Care of pupils with specific vulnerabilities/needs	Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities	The school has a Special Educational Needs policy. A copy of this policy can be found in the principal's office and on the school website.
23.	Pupils from ethnic minorities/ migrants Members of the Traveller community	Risk of harm due to racism	St Paul's is a School of Sanctuary, an educational institution committed to creating a safe, welcoming, and inclusive environment for everyone, especially families and children fleeing violence, war, or persecution. The school undertakes anti-racism awareness initiatives The school has an anti-racism policy. A copy of this policy can be found in the principal's office and on the school website.

24.	Recruitment of school personnel including teachers/ SNAs, caretakers/ secretaries/ cleaners and sport coaches.	Risk of child being harmed in the school by a member of school personnel Risk of harm where members of school personnel have not received appropriate training	The school adheres to the requirements of the Garda vetting legislation. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment. The school has a code of conduct for school personnel (teaching and non-teaching staff). The school complies with the agreed disciplinary procedures for teaching staff.
25.	Volunteers / Parents in school activities.	Risk of child being harmed by a volunteer / parent person while child participating school activities.	All volunteers / parents involved in school activities are Garda vetted. A copy of the schools' CSS will be provided to all volunteers / parents who shall be required to sign the 'Acceptance of St. Paul's CSS statement including the Risk Assessment' document and return the signed copy to the DLP.
26.	Use of Information and Communication Technology by pupils in school, including social media	Risk of harm due to children inappropriately accessing/ using computers, social media, phones and other devices while at school. Risk of harm due to inappropriate relationship/communications between a child and another child or adult	The school has in place an Acceptable Use Policy in respect of usage of ICT. A copy of this policy can be found in the principal's office and on the school website. The school holds an Internet Safety Week annually which involves pupils from 3rd and 4th taking part in a programme called 'HTML Heroes', while 5th and 6th class engage with 'My Selfie and the Wider World'. The school regularly employs an outside organisation, eg. Zeeko, to educate the children from 5th and 6th on internet safety, the dangers of social media and their rights and responsibilities online. There is an annual Internet / Social Media Safety poster competition with prizes for winners. The school organises an Internet safety talk / webinar for parents annually.
27.	Participation by pupils in religious ceremonies/ religious instruction external to the school	Risk of harm due to inadequate supervision of children outside of school.	The school has a Supervision Policy to ensure appropriate supervision of children. A copy of this Supervision Policy is available in the principal's office and on the school website. The school has a School Tours and Outings Policy which deals with the procedures around school trips and outings. Religious ceremonies / religious instruction outside of school hours are the responsibility of parents.
28.	Students participating in work experience in the school	Risk of child being harmed in the school by a member of school personnel Risk of harm due to inappropriate relationship/communications between a child and another child or adult Risk of harm due to inadequate supervision of children in school.	Students participating in work experience in the school must be 16 years or older. Students participating in work experience in the school must be Garda Vetted. Students participating in work experience in the school must not be left unsupervised with pupils. Child Safeguarding Statement & DEY procedures made available to all staff, including students. Students must report the to the DLP if they have a child protection concern or if a child makes a disclosure to them.

29.	Student teachers undertaking training placement in school	Risk of child being harmed in the school by a member of school personnel Risk of harm due to inappropriate relationship/communications between a child and another child or adult Risk of harm due to inadequate supervision of children in school.	Students undertaking training placement in the school must be Garda Vetted. Students undertaking training placement in the school must not be left unsupervised with pupils. Child Safeguarding Statement & DEY procedures made available to all staff, including student teachers. Student teachers must report the to the DLP if they have a child protection concern or if a child makes a disclosure to them.
30.	Use of video / photography / other media to record school events	Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	The school will take all reasonable steps to ensure that pupils whose parents have opted out of photography are not photographed or recorded. Where possible, school events and presentations should be recorded on school devices e.g. iPads and stored in a secure place e.g. USB, Google Drive etc. In the event that a member of school personnel records a school event or presentation on their personnel device, it should be transferred to a school device at the next available opportunity and deleted from the staff-members device. No member of school personnel should share online images or video of school events on their personal social media accounts. Video / photography of school events is shared on the school website where appropriate and approved.
31.	After-school use of school premises by other organisations eg. Music Generation	Risk due to lack of adequate supervision. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating after-school activities, e.g. Music Generation	Personnel from other organisations must be Garda Vetted. A copy of the schools' CSS will be provided to all external personnel.
32.	Summer Camps	Risk of child being harmed in the school by a member of school personnel. Risk due to lack of adequate supervision. Risk of child being harmed in the school by volunteer or visitor to the school. Risk of a child being handed into care of an unknown / innominate adult.	All relevant school policies, including Child Safeguarding Statement, Supervision Policy, Bí Cinéalta Policy, Health and Safety Policy, Administration of Medicine Policy, First Aid Policy, Intimate Care Policy, Mobile Phone Policy, Acceptable Use Policy etc extend to approved summer camps.
33.	Critical incident	Risk of harm caused by a	The school has in place a Critical Incident

		critical incident within or outside the school.	Management Plan. A copy of this plan can be found in the principal's office and on the school website.