



## Scoil Náisiúnta Leacht na mBard

### Latnamard National School

**Roll No: 16769H**

#### Written Assessment of Risk

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 2023*, the following is the Written Risk Assessment of Latnamard N.S.

School Activities	Risks of Harm	Procedures to address risks of harm/ School Policies
School Day Instruction	From personnel  From other pupils	All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> The <i>Child Protection Procedures for Primary and Post-Primary Schools 2023</i> are made available to all school personnel School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2023</i> and all registered teaching staff are required to adhere to the <i>Children First Training</i> . School personnel foster and encourage an atmosphere and environment where all children are respected and valued. <i>Ref: Code of Behaviour, school's Mission Statement</i> Anti-Bullying Policy

<b>Daily arrival and dismissal of pupils</b>	<i>Due to inadequate supervision</i> <i>From school personnel</i> <i>From strangers</i>	Supervision is provided from 9:10am-9:20am in the school yard by the supervising teacher. Pupils enter the school independently by assigned entrance. The school bell is sounded at 9:20am. Bus pupils will be supervised from 9:05am.  <i>Ref: Supervision Policy</i>
<b>Break times</b>	<i>Bullying by other pupil/pupils</i>  <i>From Strangers</i>	The Principal, Ms. Gina Curley, is responsible for drawing up and updating the Supervision Rota which is on display in the Staff Room. Each teacher receives a copy of this rota. The Supervision rota will be reviewed accordingly.  <i>Ref: Supervision Policy      Anti-Bullying policy      Code of Behaviour</i>
<b>Classroom teaching</b>	<i>From personnel</i>	All permanent, temporary and substitute teaching personnel will have been Garda Vetted by the relevant organisations (Teaching Council/Latnamard NS) before being permitted to taking up positions in the school. They will have completed a Statutory Declaration form.  <i>Ref: DES circular on Garda Vetting &amp; The Vetting Act , Statutory Declaration</i>
<b>One-to one teaching</b>	<i>From personnel</i>	Where one-to-one teaching is in the best interests of the child's learning, every effort will be made to ensure that this teaching takes place in an open environment. Parents will be informed and permission for one-to-one teaching will be sought.  All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> .  The <i>Child Protection Procedures for Primary and Post-Primary Schools 2023</i> are made available to all school personnel

		School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2023</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>
<b>Curricular Provision in respect of SPHE, RSE, Stay Safe</b>	<i>Non- teaching of programmes</i>	The school fully implements the SPHE programme, RSE Programme, Stay Safe programme and the Friends for Life Programme (3 <sup>rd</sup> to 6 <sup>th</sup> ), Fun Friends (1 <sup>st</sup> & 2 <sup>nd</sup> Class) & Zippy Friends in Infants.
<b>Outdoor teaching activities</b>	<i>From school personnel</i>  <i>From visitors or strangers</i>	Out- door teaching activities usually take place on the school grounds where pupils are supervised by the class teacher. On the occasion where classes are venturing further than the school grounds another member of school personnel will accompany the class and class teacher.  <i>Ref: Supervision</i>
<b>School outings</b>	<i>From school personnel</i> <i>From strangers</i>  <i>From other pupils</i>	Where pupils are attending events outside the school, pupils are supervised by the class teacher and another member of school personnel according to the ratio 15:1. Buses hired are from reputable firms and companies. Pupils will not be allowed on the bus without being supervised by a teacher.  <i>Ref: Anti-Bullying Policy</i> <i>Supervision policy</i>
<b>School Tours</b>	<i>From strangers</i>  <i>From other pupils</i>	Pupils are supervised by the class teachers and accompanying school personnel according to a ratio of 15:1. Buses hired are from reputable firms and companies. Pupils will not be allowed on the bus without being supervised by a teacher.  <i>Ref: School Tour Policy</i> <i>Supervision Policy</i> <i>Code of behaviour</i> , Anti=Bullying Policy

<b>Toileting</b>	<i>From school personnel</i>  <i>From other pupil/pupils</i>	<p>Each classroom has the facility of two toilets inside the room(one male, one female)</p> <p>Only one pupil is permitted to be in the toilet area at a time. Other pupils must wait their turn outside the toilet door.</p> <p>Pupils use the toilets before going outside for break times. In the event that a pupil needs to use the toilet they ask permission from the supervising teachers.</p> <p>In the event of an “accident”, the child will be offered fresh clothing into which they can change. If the child is unable to clean and change themselves, the child will be assisted by members of staff. Two members of staff will be present. A record of all such incidents will be kept and parents will be notified.</p> <p><i>Ref: Supervision Policy,</i></p>
<b>Specific toileting/intimate care needs</b>	<i>From school personnel</i>	<p>In all situations where a pupil needs assistance with toileting/intimate care a meeting will be convened ,after enrolment, before the child begins school between parents/guardians, class teacher, SNA (if applicable), principal and if required pupil. The needs of the child will be identified and it will be agreed how these needs will be met and who will be involved. A record will be kept of arrangements to be put in place and placed in the child’s file. Two members of staff will be present when dealing with intimate care needs.</p>
<b>Annual Cake Sale</b>	<i>From visitors</i>	<p>Pupils are permitted to attend the cake sale in the school hall under the supervision of the class teacher. Other school personnel will also be in attendance in the hall during the cake sale.</p> <p>Ref: Code of behaviour/Outings Policy</p>

<b>School Concerts and Performances</b>	<i>From Visitors</i>  <i>From strangers</i>  <i>From other pupil/pupils</i>	<ul style="list-style-type: none"> <li>● Pupils are the responsibility of their parents before and after their time of performing</li> <li>● When preparing to go on stage and during the performance the pupils are under the supervision of the school teaching staff.</li> <li>● Mobile phones will <u>not</u> be permitted in the classrooms during preparations and changing.</li> <li>● This event is unscheduled at present  <i>Ref: Mobile Phone use Policy</i>  Code of Behaviour</li> </ul>
<b>Participation in other religious ceremonies</b>	<i>From strangers</i>	Pupils participate in religious ceremonies in the school hall and the church under the supervision of the class teacher and other members of staff.  Ref: Code of Behaviour
<b>Confirmation Practice</b>	<i>From strangers</i>	Where Confirmation is in the local church the 6 <sup>th</sup> class are supervised by their class teacher for the practice. When confirmation is being hosted by either of the other churches in the parish, a bus will be used to transport the pupils to and from the church. Pupils are supervised by the class teacher at all times. Ref: Code of Behaviour
<b>Administration of Medicines</b>	<i>From school personnel</i>	Where a parent has sought the permission for administration of medicines, two members of school personnel will administer the medicine in the school office and document and sign form of administration. If a pupil has a care plan this plan will be followed in relation to the administration of medication with staff supervision. <i>Ref: Policy on Administration of Medicines</i>

<b>Administration of First Aid</b>	<i>From school personnel</i>	<p>Accidents on the yard or in the classroom will be attended to by the supervising teacher. If the pupil requires further treatment the pupil is sent to the school office accompanied by another pupil. Two members of school personnel will be present when administering First Aid. All practices and policies will be adhered to. Parents are contacted if a pupil needs further treatment.</p> <p><i>Ref: Policy on Administration of First Aid</i></p>
<b>Prevention and dealing with Bullying amongst pupils</b>	<p><i>Inadequate supervision</i></p> <p><i>Inadequate Anti-Bullying policy</i></p> <p><i>Inadequate investigation and reporting</i></p>	<p>Teachers will educate and make the pupils aware of the expected code of Behaviour of this school, the Code of Discipline and the anti-Bullying policy of this school by way of:</p> <ul style="list-style-type: none"> <li>• Regular class discussions on the rules of the classroom and the rules of the school</li> <li>• Regular class and whole school discussions and awareness of Bullying and the strategies of dealing and reporting bullying behaviour</li> <li>• Promoting and taking part in Friendship Week</li> <li>• Curriculum based lessons, SPHE, Stay Safe, Walk Tall and participation in the Friends for Life Programme</li> <li>• Promotion of home –school links to counter bullying behaviour</li> </ul> <p>Members of staff will be provided with a copy of the schools Code of Behaviour, Code of Discipline and Anti-Bullying Policy.</p> <p>Members of staff should be aware of the procedures for investigating and dealing with incidences of Bullying.</p> <p><i>Ref: Code of Behaviour</i></p>

		<p><i>Anti-Bullying Policy</i></p> <p><i>Friends for Life Programme</i></p> <p><i>Stay Safe and Walk Tall Programme</i></p>
<p><b>Training of School Personnel in respect of child Protection Matters</b></p>	<p>Failure to recognise risk of harm</p> <p>Inadequate training on Child Protection procedures and reporting</p>	<p>Members of staff and school personnel will be facilitated in undertaking training provided by relevant organisations- Tusla, PDST, DES, MEC.</p> <p>Members of staff, in particular the DLP and the DDLP will be facilitated in participating in any further available training on Child Protection matters.</p> <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2023</i> are made available to all school personnel</p> <p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2023</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></p>
<p><b>Use of external Personnel to supplement curriculum</b></p>	<p>From outside school Personnel</p>	<p>Personnel providing services to supplement the curriculum will be Garda Vetted by the school before commencement in the school. Pupils will be under the supervision of class teacher during these lessons.</p> <p><i>Ref: Garda Vetting Legislation</i></p> <p><i>Supervision Policy</i></p>

<b>Use of external Personnel for sports training</b>	From outside school personnel	The school adheres to the Garda Vetting Legislation. All personnel visiting the school to provide Sports Training will have been Garda Vetted before commencing in the school. Pupils are supervised the class teacher during training. <i>Ref; Supervision Policy, Garda Vetting legislation</i>
<b>Sports Day</b>	From strangers or visitors	Sports Day takes place on the school grounds and in the school hall .Pupils are under the supervision of school personnel. <i>Ref: Supervision Policy Code of Behaviour, Anti-Bullying Policy</i>
<b>Go-Game Blitz'-Away</b>	From other pupils  From school personnel  From strangers	Pupils are supervised by the class teacher and another member of school personnel  Buses hired are from reputable firms and companies. Pupils will not be allowed on the bus without being supervised by a teacher. Pupils are reminded of expected behaviour and code of Behaviour.  <i>Ref: Supervision Policy, Code of Behaviour, Anti-Bullying Policy</i>
<b>Football matches-Away</b>	<i>From other pupils From school personnel  From strangers</i>	Pupils are supervised by the class teacher and another member of school personnel.  Buses hired are from reputable firms and companies. Pupils will not be allowed on the bus without being supervised by a teacher. Pupils are reminded of expected behaviour and code of Behaviour. <i>Ref: Supervision Policy, Code of Behaviour, Anti-Bullying Policy</i>



<b>Football matches- Home</b>	<i>From other pupils</i> <i>From school personnel</i>  <i>From strangers</i>	Pupils are supervised by the class teacher and another member of school personnel. Pupils are made aware of expected behaviour and code of Behaviour. Parents are required to give written permission for their child to attend matches home and away. <i>Ref: Supervision Policy, Code of Behaviour, Anti-Bullying Policy</i>
<b>Swimming</b>	<i>From other pupils</i>  <i>From strangers</i>  <i>From school personnel</i>	<ul style="list-style-type: none"> <li>• Best practice in relation to the supervision, instruction and child protection procedures as outlined by the Irish Sports Council, the School’s Safe Guarding Statement and Swimming Policy and the National Safety Council will be adhered to at all times.</li> <li>• Teachers will remain within viewing contact of the pool during the lesson in order to supervise the overall group.</li> <li>• Teachers walk around the appropriate dressing room area prior to and after lesson encouraging pupils to get dressed appropriately</li> </ul> <i>Ref: Swimming Policy, Code of Behaviour, Anti-Bullying Policy</i>
<b>Athletics Training</b>	<i>From school personnel</i>  <i>From other pupils</i>	Pupils are supervised by two class teachers during training. Pupils change for training in the classrooms/toilets/hall. Members of school personnel remain on supervision on the corridor during preparation for training and after training. <i>Ref; Code of Behaviour, Anti-Bullying Policy, Supervision Policy</i>
<b>Use of Video/Photography to record school events</b>	<i>From school personnel</i>  <i>From strangers</i>	Pupils are not permitted to have mobile phones at school. Photographs/ videos are taken by members of staff for the recording of performances, school activities, field trips and sports events. Parents are required to sign a consent for photographs/video to be used by the school in recording events.

		<i>Ref; Acceptable use policy</i>
<b>Use of ICT by pupils</b>	<i>From strangers</i>	<p>Pupils are supervised by the class teacher while using ICT in the classroom, Parents are requested to read and sign The Acceptable Use Permission Form on their child beginning school in Junior Infants. This permission form is resigned by the parent and the child when the child begins 3<sup>rd</sup> class.</p> <p><i>Ref: Acceptable Use Policy.</i></p> <p><i>ICT Policy, Code of Behaviour, Anti-Bullying Policy</i></p>
<b>Student Teachers on Placement</b>	<i>From placement personnel</i>	<p>Student Teachers must have complied with Garda Vetting requirements, through the relevant organisations-college/ Teaching Council/, before commencing placement.</p> <p>Pupils remain the responsibility of the class teacher. The class teacher supervises the class during the teacher's placement.</p> <p>Student teachers will be provided with a copy of the safe Guarding statement and are made aware of the <i>Child Protection Procedures for Primary and Post-Primary Schools 2023</i>.</p> <p><i>Ref: Student Placement Policy, Garda Vetting Procedures, Child Protection Procedures for Primary and Post-Primary Schools 2023.</i></p>
<b>Students on Work Experience</b>	<i>From visiting students</i>	<p>Students on work experience over the age of 16 must be Garda Vetted before placement in the school.</p> <p>Students will be made aware of the schools Safe Guarding statement and <i>Child Protection Procedures for Primary and Post-Primary Schools 2023</i>.</p> <p>Students will work under the guidance and supervision of the class teacher.</p> <p><i>Ref: Work Placement Policy</i></p>

<b>Detention of Pupils for breach of Code of Behaviour</b>	<i>From school personnel</i>  <i>From other pupils</i>	Pupils acting in breach of the code of Behaviour and rules of the school may be referred to detention. Pupils will remain in the front hall, outside the staff room, under the supervision of staff. <i>Ref; Code of Behaviour</i>
<b>Recruitment of caretaker/cleaner</b>	<i>From ancillary staff</i>	School caretakers and cleaners must comply with Garda Vetting requirements before commencing employment in the school. <i>Ref: Garda Vetting Requirements</i> <i>Contracts of Work</i>
<b>Work of the Caretaker/Cleaner</b>	<i>From ancillary staff</i>	Works carried out by caretaker and cleaner is after school hours. In the event that work needs to be carried out during school time, pupils are supervised by class teacher or other members of staff
<b>Visitors to school during school hours</b>	<i>From strangers</i>	The front door is fitted with a key pad. Visitors ring the bell for assistance from secretary or school personnel . Initially the school secretary will deal with visitors to the school. The Principal will be responsible for checking the credentials of the visitor. All visits must be prearranged. <i>Ref: Supervision Policy</i>
<b>Contractors at school during school hours</b>	<i>From strangers</i>	In the event that work must be carried out by contractors during school hours, the pupils remain under the supervision of the class teacher. <i>Ref: Supervision Policy</i>

<p><b>Care of Children with special Educational needs</b></p>	<p><i>From school personnel</i></p>	<p>Pupils with special Educational needs are supervised by the class teacher/SET teacher/ SNA.  Parents give a written consent for their child to attend support. Support may be one-to-one or as a working group.</p> <p>Ref: Special Educational Needs Policy</p>
<p><b>Management of pupils with Challenging Behaviours</b></p>	<p><i>From school personnel</i></p>	<p>Physical contact between school personnel and the child will be in response to the needs of the child. It may be used to comfort, reassure or assist a child.</p> <p>In the event where a child is aggressive or violent, the teacher will call for the assistance of another member of staff and where possible the child will be isolated. Members of staff will stay at a safe distance, speaking calmly, assertively and respectfully to the child and endeavour to pacify the situation. A written record will be made and the incident reported to the Principal and parents/guardians.</p>
<p><b>Care of pupils with specific vulnerabilities/needs</b></p>	<p><i>From school personnel</i>  <i>From other pupil/pupils</i></p>	<p>Pupils with specific vulnerabilities are supervised by the class teacher/ SET and SNA.</p> <p>In all situations where a pupil has a specific need or vulnerability, a meeting will be convened, after enrolment, before the child begins school, between parents/guardians, class teacher, SNA, principal and if required pupil. The needs of the child will be identified and it will be agreed how these will be met and the child enabled to learn, participate and enjoy experiences in an inclusive</p>

		environment. A record will be kept of arrangements to be put in place and placed in the child's file. <i>Ref; Special Educational Needs Policy</i>
--	--	---

**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 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 31<sup>st</sup> January 2024.

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

Signed: *Paddy O'Brien*

Date: 31-1-2024

Chairperson of BOM

Signed: *Gina Curley*

Date: 31-1-2024

Principal/Secretary of BOM