



## Child Safeguarding Risk Assessment

### Written Assessment of Risk of CBC Monkstown Park

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017 and the Revised Procedures (2023)*, the following is the Written Risk Assessment of CBC Monkstown Park.

#### 1. List of school activities; Risks Identified; Procedure To Manage Identified Risk

<p>-All CBC school personnel are provided with a copy of the school’s Child Safeguarding Statement.          -The Child Protection Procedures for Primary and Post-Primary Schools 2017 and the Revised Procedures (2023) are made available to all CBC School Personnel.          -CBC School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and the Revised Procedures (2023) and all registered CBC teaching staff are required to adhere to the Children First Act 2015.          -CBC maintains a list of all employees who are mandated persons which is available on request, and which includes registered teachers and all staff directly employed by the School.</p>		
	<b>Risk Identified</b>	<b>Procedure To Manage Identified Risk</b>
1	Daily arrival and dismissal of pupils	The school has yard and locational procedures to ensure appropriate supervision of children/pupils during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms, locker areas, corridors, after-school study etc.
2	Recreation breaks for pupils	The school has yard and locational procedures to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms, corridors etc.
3	Classroom teaching	The school has a Health and Safety Policy which is made available to all staff. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting. The school has a general code of conduct for school personnel. Windows have been inserted in all classroom doors.
4	One-to-one teaching	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting. The school has a general code of conduct for school personnel. Windows have been inserted in all classroom doors.
5	One-to-one learning support	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting. The school has a general code of conduct for school personnel. Windows have been inserted in all classroom doors.
6	One-to-one counselling	The school has procedures in place for one-to-one counselling as composed by the CBC Guidance Department.
7	Online or remote teaching or co-curricular activities	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting. The school has a general code of conduct for school personnel. The school has an ICT Acceptable Use Policy that deals with Online Teaching and Learning.



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8	Outdoor teaching activities	The school has procedures in place for the use of external persons to supplement delivery of the curriculum. The school has procedures in place a policy for the use of external sports coaches. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
9	Sporting Activities	The school has procedures in place for the use of external persons to supplement delivery of the curriculum. The school has procedures in place a policy for the use of external sports coaches. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
10	School outings	The school has a policy and clear procedures in respect of school outings.
11	School trips involving overnight stay	The school has a policy and clear procedures in respect of school outings.
12	School trips involving foreign travel	The school has a policy and clear procedures in respect of school outings. The school has attached a safeguarding statement on all consent forms for foreign trips.
13	Use of toilet/changing/shower areas in CBC	The school has yard and locational procedures to ensure appropriate supervision of children/pupils during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms, corridors etc
14	Annual CBC Sports Day	The school has a general code of conduct for school personnel. The school has procedures in place a policy for the use of external sports coaches. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
15	Fundraising events involving pupils	The school has a policy and clear procedures in respect of school outings.
16	Use of off-site facilities for school activities	The school has a policy and clear procedures in respect of school outings.
17	School transport arrangements including use of bus escorts	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.



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18	Care of children with special educational needs, including intimate care where needed.	The school has a Special Educational Needs policy. The school has an intimate care policy/plan in respect of students who require such care.
19	Care of any vulnerable adult students, including intimate care where needed	The school has a Special Educational Needs policy. The school has an intimate care policy/plan in respect of students who require such care.
20	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	The school has a code of behaviour in place for pupils.
21	Management of provision of food and drink	The school has a policy with the food and drink supplier in place.
22	Administration of Medicine	The school has a policy in place covering procedures for the administration of First Aid and medicines.
23	Administration of First Aid	The school has a policy in place covering procedures for the administration of First Aid and medicines.
24	Curricular provision in respect of SPHE and RSE	The school implements, in full, the latest SPHE and RSE curricula.
25	Prevention and dealing with bullying amongst pupils	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.
26	Training of school personnel in child protection matters	The school – <ul style="list-style-type: none"><li>• Has provided each member of school staff with a copy of the school's Child Safeguarding Statement</li><li>• Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement – staff induction</li><li>• Encourages staff to avail of relevant training</li><li>• Encourages Board of Management members to avail of relevant training</li><li>• Maintains records of all staff and board member training</li></ul>
27	Use of external personnel to supplement curriculum	The school has in place procedures for the use of external persons to supplement delivery of the curriculum. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.



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28	Use of external personnel to support sports and other extra-curricular activities	The school has in place a procedure for the use of external sports coaches. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
29	Care of pupils with specific vulnerabilities/ needs such as - Pupils from ethnic minorities/migrants - Members of the Traveller community - Lesbian, gay, bisexual or transgender (LGBT) children - Pupils perceived to be LGBT - Pupils of minority religious faiths - Children in care - Children with medical needs	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. The school operates a Student Support Team to deal with issues pertaining to the care of pupils with specific vulnerabilities/ needs such as - Pupils from ethnic minorities/migrants - Members of the Traveller community - Lesbian, gay, bisexual or transgender (LGBT) children - Pupils perceived to be LGBT - Pupils of minority religious faiths - Children in care - Children with medical needs
30	Recruitment of school personnel including - - Teachers/SNA's - Caretaker/Secretary/ Cleaners - Sports coaches - External Tutors/Guest Speakers - Volunteers/Parents in school activities - Visitors/contractors present in school during and after school hours	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. The school has a policy in place for using the services of external agencies. The school has procedures in place for the use of external persons to supplement delivery of the curriculum.



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31	Participation by pupils in religious ceremonies/religious instruction external to the school	The school has a policy in place and clear procedures in respect of school outings. The school has a Health and Safety policy.
32	Use of Information and Communication Technology by pupils in school, including social media	The school has an ICT policy in place in respect of usage of ICT by pupils. The school has an ICT Acceptable Use Policy.
33	Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	The school has a code of behaviour in place for pupils.
34	Students participating in work experience in the school	The school has a policy and procedures in place in respect of undertaking work experience in TY Year. The school has a code of behaviour in place for pupils.
35	Students from the school participating in work experience elsewhere	The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations.
36	Student teachers undertaking training placement in school	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. The school has procedures in place for student teachers on placement.
37	Use of video/photography/other media to record school events	The school has in place a code of behaviour for pupils. The school has an ICT policy in place in respect of usage of ICT by pupils. The school has an ICT Acceptable Use Policy for staff and students.
38	Use of school premises by other organisation during school day	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. The school has procedures and a policy in place covering the use of school premises by other organisation during school day.
39	CBC After-School Study	The school has in place a code of behaviour for pupils and procedures for after-school activities. The school has a code of general conduct for all school personnel.
40	Facilitation of all Faiths	The school adheres to the guidelines provided by its Trust Body.

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

**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 and the Revised Procedures (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.

### Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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### **Examples of School Activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters

- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
  - Children in care
  - Children on Tusla's Child Protection Notification System (CPNS)
  - Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNAs
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study



### **Examples of Risks of Harm**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and 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 another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- 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 e.g. school trip, swimming lessons
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- 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 harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

### **Examples of Procedures to address risks of harm**

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)

- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- 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*
- The school undertakes anti-racism awareness initiatives
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches

- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations