****

**Risk Assessment of Melview N.S.**

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 Melview N.S.

1. **List of school activities**

* Training of school personnel in Child Protection matters
* Daily arrival and dismissal of pupils
* Recreation breaks for Pupils
* Classroom teaching and outdoor teaching activities
* One to one teaching
* Use of toilet areas in school
* Curricular provision in respect of SPHE, RSE, Stay Safe
* Sporting activities
* School outings
* Sports Days
* Use of offsite activities for school activities including religious ceremonies
* Administration of First Aid
* Administration of medicines
* Care of pupils with Special Educational needs including intimate care needs if required
* Fundraising events involving pupils
* Prevention and dealing with bullying amongst pupils
* Application of sanctions under the school’s code of behaviour
* 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
* Members of the traveller community
* Gay, bisexual or transgender pupils
* Pupils perceived to be LGBT
* Pupils from minority religious faiths
* Children in care
* Recruitment of school personnel including –
* Teachers
* SNA’s
* Caretaker/Secretary/Cleaners
* Sport Coaches
* Breakfast club provider
* External Tutors/Guest Speakers
* Volunteers/Parents in school activities
* Visitors/contractors present in school during school hours
* Visitors/contractors presents during after school activities
* Use of information and communication technology by pupils in school
* Use of social media by staff in school
* Students participating in work experience in the school
* Managing of challenging  behaviour amongst pupils
* Student teachers undertaking training placement in school
* Use of video/photography/ other media to record school events
* Breakfast  club

1. **The school has identified the following risk of harm in respect of its activities -**

* Risk of harm not being recognised by school personnel
* Risk of harm not being reported properly and promptly by school personnel
* Risk of pupil being harmed by-
* A member of school personnel
* Another pupil
* A visitor or volunteer to the school
* Risk of a pupil being harmed by a member of school personnel or other person

while attending or participating in out of school activities

* Risk of harm due to bullying by another pupil or member of school personnel
* Risk of harm due to-
* inappropriate relationship/communications including via social media between a pupil and another pupil, member of school personnel or other adult
* pupil inappropriately accessing/using computers, social media, phones or

other devices while at school

* Risk of harm to pupils with SEN who have particular vulnerabilities
* Risk of harm caused by a member of school personnel

      accessing/circulating inappropriate material via social media, phone or digital devise

      or other manner

1. **The school has the following procedures in place to address the risks of harm identified in this assessment -**

* Child Safeguarding Statement & DES procedures have been provided to all staff;
* All new staff to be provided with a copy of the school’s child safe guarding statement
* DLP & DDLP to attend PDST face to face training;
* Encourages all staff to view Túsla training module and present certificate to DLP;
* Encourages Members of BOM to attend training on child protection guidelines
* School adheres to NVB vetting regulations
* School has a Statement of Strategy for School Attendance in place
* School has code of behaviour and anti-bullying policies in place
* School SEN policy, procedures in place for one to one teaching
* School has an ICT Acceptable Use Policy, in place in respect of pupils
* School has an Anti Cyber Bullying Policy
* School has First Aid,  Administration of Medicines and Substance Use Policies in place
* School implements SPHE, RSE, Stay Safe Programmes in all classes
* School has guidelines and procedures in place for arrival and dismissal of pupils and in respect of  sports coaches and other visitors to the school
* All external coaches must provide evidence of NVB vetting in advance of working with pupils
* Work experience guidelines and procedures in place
* The school complies with the agreed code of professional conduct for teaching staff
* School has a SNA Policy
* School has a Critical Incident Policy in place
* Agreed Parental Complaints Procedure in place

Need to review and update procedures for school outings and school teams – Data Protection guidelines will be updated following issue of expected new circular in May 2018.

**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*

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 9th March 2018.  It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

**Signed on behalf of the Board of Management:**

**Chairman:**Mr. Jimmy O’Connor **Date:**March 2018

**Principal:***Ms. Mary O’Boyle* **Date:** March 2018