



# Holy Family School for the Deaf

Navan Road, Cabra, Dublin DO7 TH79

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## Child Safeguarding Statement

### Appendix 1: Child Safeguarding Risk Assessment

Written Assessment of Risk of Holy Family School for the Deaf, Navan Road, Cabra, Dublin 7  
 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 the Written Risk Assessment of Holy Family School for the Deaf, Navan road, Cabra,

#### 1. List of school Activities

Risk Identified	Potential Risk of harm	Risk Level	Procedure in place to manage risk identified
Potential for abuse by employee: Management/ teacher, SNA, Bus Escort, Ancillary/Boarding Campus Staff/ /Volunteer/parents	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Vetting procedures</li> <li>• Child Protection Procedures</li> <li>• Bus escort to carry ID - implemented by 30<sup>th</sup> April</li> <li>• Training of school personnel in child protection matters.</li> <li>• All Staff to view current online training module &amp; any other online training offered by PDST &amp; Tusla</li> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• DLP&amp; DDLPs to attend PDST face to face training</li> <li>• BOM records all records of staff and board training</li> </ul>
Substitute Teachers/Student Teachers/Substitute & Student SNAS	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Vetting procedures</li> <li>• Child Protection Procedures</li> <li>• Procedures for employing substitutes</li> </ul>

			<ul style="list-style-type: none"> <li>• Students to be provided with copy of Safe Guarding Statement</li> <li>• Students to be made aware of DLP and DDLPs</li> <li>• Information pack for substitute/student teachers</li> <li>• Information pack for substitute/student SNAs</li> <li>• All Students under supervision of qualified teacher</li> </ul>
Students on Work Placement	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Vetting procedures: Schools and Colleges to provide necessary vetting</li> <li>• Students to be provided with copy Safe Guarding Statement</li> <li>• Students to be made aware of DLP and DDLPs</li> </ul>
Use of external personnel to supplement the Curriculum	Harm to pupils	Med	<ul style="list-style-type: none"> <li>• Visitors/Tutors from reputable organisations with appropriate vetting</li> <li>• All visitors/tutors supervised by teachers</li> <li>• Sign in/Sign out protocol to be implemented with immediate effect</li> </ul>
Visitors to the school	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Entrance doors are secure</li> <li>• Access codes.</li> <li>• Codes changed regularly</li> <li>• Signage</li> <li>• Pupils prohibited from opening doors to visitors</li> <li>• Sign in/Sign out protocol to be implemented with immediate effect</li> <li>• Visitors to school to use designated adult toilets</li> <li>• Health &amp; Safety Statement</li> </ul>
Harm not recognised or reported by school personnel	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Training of school personnel in child protection matters.</li> <li>• All Staff to view current online training module &amp; any other online training offered by PDST &amp; Tusla</li> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• DLP&amp; DDLPs to attend PDST face to face training</li> <li>• BOM records all records of staff and board training</li> </ul>
Mandated persons may not be aware of their responsibilities under the Children First Act 2015	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Role of mandated person described in child protection procedures document</li> <li>• Training and information sessions or role of Mandated Persons provided</li> </ul>

			<ul style="list-style-type: none"> <li>List of mandated persons will be compiled and kept updated</li> </ul>
One to one teaching/coaching/counselling	Harm by school personnel	High	<ul style="list-style-type: none"> <li>School has protocol in place for one to one teaching: open doors, table between teacher and pupils, glass in classroom door.</li> <li>One to one policy to be in place by end of May 2018</li> <li>Best practice</li> <li>Advise parents of Policy &amp; protocols</li> </ul>
Pupils on Child Protection Notification system	Harm to pupils	Med	<ul style="list-style-type: none"> <li>Disclosure to relevant personnel on strictly need to know basis</li> <li>Recording of information as per DES Child Protection Procedures for Primary and Post Primary Schools.</li> <li>Supervision by teachers &amp; SNAs as directed by DLP, DDLPs</li> <li>Critical Incident Plan</li> <li>Home School Liaison Policy to be drafted</li> </ul>
Communication/Language difficulties	Disclosure by pupil not being understood Deaf adult making a report not being understood	High	<ul style="list-style-type: none"> <li>Teaching &amp; SNA staff competence in ISL&amp; the language challenges of deaf pupils</li> <li>Support when necessary from relevant staff member who can communicate effectively with the pupil or Deaf adult</li> <li>Rostering of Deaf &amp; hearing staff together for supervision</li> </ul>
Care of children with special needs including intimate care needs	Harm by School personnel	High	<ul style="list-style-type: none"> <li>Policy on Intimate Care</li> <li>SNA Policy</li> </ul>
Curricular Provision in respect of SPHE, RSE, Stay Safe	Non –teaching of same	Med	<ul style="list-style-type: none"> <li>School implements SPHE, RSE, Stay Safe in full</li> <li>School implements Wellbeing Programme in full at Junior Cycle</li> <li>Differentiation for SEN pupils</li> <li>Home School Liaison Policy to be drafted</li> </ul>
Daily arrival and dismissal of pupils	Harm from unknown adults on the Campus Inadequate supervision	High	<ul style="list-style-type: none"> <li>Supervision Policy to be drafted &amp; ratified by BOM by October 2018</li> <li>Arrival and dismissal supervised by rostered</li> </ul>

			<p>teachers &amp; SNAs  Early Intervention: 8.45am  Primary: 8.45am  Post Primary:8.30am</p> <ul style="list-style-type: none"> <li>• Bus drivers &amp; Escorts requested to keep pupils on school transport until school opening time above</li> <li>• Health &amp; Safety Statement</li> <li>• Notification must be received from parent regarding changes to normal travel/collection arrangements</li> </ul>
Post Primary pupils moving between main building and Clonfert building	Harm from unknown adults on the Campus Peer abuse/Risk of harm from other pupil Inadequate supervision	High	<ul style="list-style-type: none"> <li>• Supervision Policy to be drafted &amp; ratified by BOM by October 2018</li> <li>• Adequate Supervision by teachers &amp; SNAs</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Health &amp; Safety Statement</li> <li>• Signage indicating private areas with no access</li> </ul>
Marian Campus	Harm from unknown adults on the Campus Peer abuse/Risk of harm from other pupil Inadequate supervision		<ul style="list-style-type: none"> <li>• Supervision Policy to be drafted &amp; ratified by BOM by October 2018</li> <li>• Adequate Supervision by teachers &amp; SNAs</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Health &amp; Safety Statement</li> <li>• Signage indicating private areas with no access</li> </ul>
Pupils may not understand what is expected of them in terms of their contact with and behaviour towards each other	Peer abuse/Risk of harm from other pupils	High	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• School implements SPHE, RSE, Stay Safe in full</li> <li>• Supplement curricular with additional training for pupils</li> </ul>
Bullying amongst pupils	Bullying of pupils	High	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy which fully adheres to Department's Anti-Bullying procedures for Primary &amp; Post Primary Schools</li> <li>• Code of Behaviour</li> <li>• Home School Liaison Policy to be drafted</li> </ul>

Care of pupils with specific vulnerabilities/needs such as: Pupils from ethnic minorities/migrants/members of the Traveller Community	Bullying of pupils	Med	<ul style="list-style-type: none"> <li>• Ethos of inclusive school community</li> <li>• SPHE programmes</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Activities to promote inclusivity &amp; acceptance of diversity</li> </ul>
Care of Lesbian, gay, bisexual or transgender (LGBT) children/pupils perceived to be LGBT	Bullying of pupils Risk of harm from other pupils	High	<ul style="list-style-type: none"> <li>• Ethos of inclusive school community</li> <li>• Consideration &amp; consultation regarding participation in school religious events</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Activities to promote inclusivity &amp; acceptance of diversity</li> </ul>
Pupils of minority religious faiths	Bullying of pupils Risk of harm from other pupils	Med	<ul style="list-style-type: none"> <li>• Ethos of inclusive school community</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Activities to promote inclusivity &amp; acceptance of diversity</li> </ul>
Participation by pupils in religious ceremonies/religious instruction external to the school during the school day	Harm from unknown adults Unsupervised travel to location for instruction	High	<ul style="list-style-type: none"> <li>• Permission from parents to participate in external religious instruction &amp; independent travel to location</li> <li>• Home School Liaison Policy to be drafted</li> </ul>
Managing of challenging behaviour amongst pupils	Injury to pupils and staff	High	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Health &amp; Safety Statement</li> <li>• Training on managing challenging behaviour for all staff, to be completed by June 2019</li> <li>• Policy on challenging behaviour to be developed and implemented by June 2019</li> </ul>
Administration of First Aid	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Core team fully trained</li> <li>• Core team receive refresher training</li> <li>• Adequate staff on duty</li> <li>• Staff Roster to have gender balance where possible</li> <li>• First Aid Policy</li> <li>• Procedures for working one to one</li> <li>• Protocols for access to Boarding campus nursing provision</li> <li>• Protocols for sharing of information between the</li> </ul>

			school and Boarding Campuses
Administration of Medicine	Harm to pupils	Med	<ul style="list-style-type: none"> <li>• Medicines Policy</li> <li>• Protocols for access to Boarding campus nursing provision</li> </ul>
Toilet areas	Inappropriate behaviour Inadequate supervision	High	<ul style="list-style-type: none"> <li>• Supervision Policy to be drafted &amp; ratified by BOM by October 2018</li> <li>• Pupil usage and adequate supervision procedures</li> <li>• Visitors to school to use designated adult toilets</li> </ul>
Recreation breaks for pupils	Inadequate supervision Open access to Play yard. Access to pupils by strangers or other adults on the campus Risk of harm from other pupils	High	<ul style="list-style-type: none"> <li>• Visitors to school to use designated adult toilets</li> <li>• Adequate rostered supervision from Teachers &amp; SNAs</li> <li>• Adequate supervision at all break times</li> <li>• Signage on the campus re privacy and access</li> <li>• Health &amp; Safety Statement</li> </ul>
Social Media	Risk of harm due to pupils inappropriately accessing/using computers and other devices while at school  Potential for bullying Potential for grooming of pupils	High	<ul style="list-style-type: none"> <li>• No access to mobile phones during the school day</li> <li>• Phones to be kept in lockers or handed in to school office</li> <li>• Restricted access to inappropriate sites</li> <li>• Anti-Bullying Policy</li> <li>• Information sessions for pupils, staff &amp; parents</li> </ul>
Use of Information Technology and communication Technology by pupils in school	Potential for bullying Potential for grooming of pupils Inadequate supervision	High	<ul style="list-style-type: none"> <li>• Teacher supervised access to ICT</li> <li>• Use of IT &amp; Communication Policy to be revised</li> <li>• Restricted access to designated websites</li> </ul>
Use of Information Technology and communication Technology by personnel in school	Risk of harm caused by member of school personnel communicating with pupil in inappropriate manner via social media, texting, digital device or other manner	High	Staff use of ICT policy The school complies with the agreed disciplinary procedures for staff
Use of video/photography/other media to record school events	Risk of harm caused by member of school personnel communicating with pupil in inappropriate manner via social media, texting, digital	High	<ul style="list-style-type: none"> <li>• Events recorded on school equipment</li> <li>• Events not shared on personal devices</li> <li>• Permission sought from parents</li> </ul>

	<p>devise or other manner</p> <p>Potential for bullying</p> <p>Potential for grooming of pupils</p>		<ul style="list-style-type: none"> <li>• Website and social media managed by core administration team</li> <li>• Data Protection Policy ratified by end of September 2018</li> </ul>
Swimming	<p>Access to pupils by strangers or other adults in public pool areas</p> <p>Risk of harm from other pupils</p>	High	<ul style="list-style-type: none"> <li>• Supervision from teachers and SNAs</li> <li>• Intimate Care Policy</li> <li>• Code of behaviour</li> <li>• Policy on trips and outings to be revised</li> </ul>
School tours and outings including over -night stays/Out -door teaching activities	<p>Access to pupils by strangers</p> <p>Peer abuse/Risk of harm from other pupils</p> <p>Insufficient supervision</p>	High	<ul style="list-style-type: none"> <li>• Adequate supervision from teachers and SNAs</li> <li>• Code of behaviour extends to Trips and Outings</li> <li>• Draft Policy on Trips and Outings to be ratified by BOM</li> <li>• Code of conduct for school personnel to be included in policy</li> <li>• Clear reporting structure while on tour</li> <li>• Risk assessment completed prior to tour or outing as per policy</li> <li>• Clear plan for tour/outing reviewed by senior management</li> <li>• Designated staff school mobile phone</li> </ul>
Sporting Activities	<p>Access to pupils by strangers</p> <p>Peer abuse/Risk of harm from other pupils</p>	High	<ul style="list-style-type: none"> <li>• Supervision from PE teachers/teachers and SNAs</li> <li>• Visiting teachers/coaches from other schools to school to use designated adult toilets</li> <li>• Sign in/Sign out protocol to be implemented with immediate effect</li> </ul>
School Bus including use of bus escorts	<p>Harm to pupils</p> <p>Peer abuse/Risk of harm from other pupils</p>	High	<ul style="list-style-type: none"> <li>• School Transport/Bus Éireann vetting procedures</li> <li>• Training of bus escorts in child protection matters.</li> <li>• Bus escorts to be provided with copy Safe Guarding Statement</li> <li>• Bus escorts to be made aware of DLP and DDLPs</li> <li>• Bus escort sign acceptance of procedures</li> <li>• School Transport Policy</li> <li>• Code of Behaviour</li> </ul>

After school use of school premises by other organisations	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Organisation to provide copy of Child Protection Policy</li> <li>• Agreement regarding access &amp; restricted access</li> <li>•</li> <li>• Teacher PCs to be password protected</li> </ul>
Home Work Club (Based in Post Primary & Primary buildings)	Harm to pupils	High	<ul style="list-style-type: none"> <li>• Supervision from teachers &amp; Boarding Campus Social Care staff</li> <li>• Social Care Staff to carry ID- in progress</li> <li>• Social care staff responsible for reception areas- i.e. attending to visitors</li> <li>• Home Work Club Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Use of IT &amp; Communication Policy</li> <li>• Mobile phone policy</li> </ul>
Sports Day & Whole School Events	Harm from unknown adults on the Campus Peer abuse/Risk of harm from other pupils Inadequate supervision	High	<ul style="list-style-type: none"> <li>• Specific plan for Sports day/whole school event</li> <li>• Adequate supervision from teachers and SNAs</li> <li>• Child Protection Procedures</li> <li>• Code of Behaviour</li> </ul>



**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 *09/03/2018*. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed *Fr. Paddy D. Boyle* Date *9 March 2018*

Chairperson, Board of Management

Signed *Eimear O'Rourke* Date *9 March 2018*

Principal/Secretary to the Board of Management