BALLYGLASS NATIONAL SCHOOL
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Child Safeguarding Risk Assessment

Signed: _____ **Date:** 8th October 0226

Chairperson of Board of Management

Signed: Nicola Lynskey **Date:** 8th October 0226

Principal

Frequency of Review: Annually

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1	● Staff member who may be the subject of investigation	● Risk of child being harmed by a member of school personnel ● Harm not recognised or reported promptly	● In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
2	● Recruitment of Staff	● Suitability to work with children	● The school has ratified a Garda Vetting Policy. In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
3	● Training of school personnel in Child Protection matters	● Harm not recognised or reported promptly	● In relation to the provision of information and, where necessary instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school: ● Has provided each member of staff with a copy of the school's Child Safeguarding Statement. ● Ensures staff to avail of relevant training. ● Encourages Board of Management members to avail of relevant training. ● The Board of Management maintains records of all staff and Board member training. Child Safeguarding Statement and DES procedures made available to all staff members. ● DLP and DDLP have attended Oide face to face training.

			• All staff to attend Tusla training module and any other online training offered by the Oide. • Visiting staff and part-time teachers to comply with Garda Vetting and to be familiar with the school's Child Safeguarding Statement. • BOM records and maintains all records of staff and board member training. • Staff are kept up to date with best policy and practice in relation to Child Protection. • Child Protection is put on the agenda for all BoM meetings. • An annual review of the school's Child Protection and Anti-Bullying Policies is undertaken by the BoM.
4	• Classroom teaching • Outdoor teaching activities • Recreation breaks for pupils	• 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 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. Toileting school trip, swimming lessons/ sports	• Copy of Child Protection/ Child Safeguarding Statement made available in the school. • Ensure that all new employees receive a copy of the Child Safeguarding Policy and Code of Conduct, and procedure for supervision prior to or at the time of issuing an employment contract. • They must read and show that they are aware of and agree to act in accordance with the Policies. • Child Safeguarding Statement and DES procedures made available to all staff. • Staff to participate in any other online training offered by PDST. Vetting Procedures ensure that all parents receive a copy, refreshed annually, of the Child Safeguarding Policy and Code of Conduct. • Adequate supervision of pupils. • The same Code of Behaviour applies when the children are in class at lunchtimes on wet days. • From time to time, educational DVDs, cartoons and News2Day (children's news) may be shown in the school in all classes. • Children also have access to board games, chess and books at lunchtime.

5	• School Access	• Harm to pupils, such as; ○ Unauthorised removal of a child from the school. ○ Unauthorised access to a child in the school. ○ Access to the school by unwanted personnel.	• Front door access by bell and security camera. • Access during the school day through the front door only. • Gates shut while children are outside. • Sign in-Sign out book in the school office. • Access to classrooms during the school day is restricted and monitored. • CCTV cameras in place to monitor access. • Deliveries during school hours through front door supervised by secretary or class teacher
6	• Recruitment of school personnel including - ○ Teachers/SNA's ○ Caretaker/Secretary/Cleaners ○ Sports coaches ○ External Tutors/Guest Speakers /Visiting teachers for music, dancing, sport and other activities ○ Volunteers/Parents in school activities ○ Visitors/contractors present in school during school hours ○ Visitors/contractors present during after school activities ○ Parents/Volunteers - including attending school outings and sport events	• Risk of child being harmed in the school by a member of school personnel/ sports coaches/External tutors /teachers • Risk of harm not being recognised by school personnel • Risk of harm not being reported properly and promptly by school personnel/ visitors/ external teachers/ coaches/ contractor • Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while in school	• The Board of Management has ratified a Garda Vetting Policy as of October 8th 2018. • Garda Vetting Procedures to be strictly followed for school personnel, visiting teachers and coaches. • Copy of Garda vetting to be kept on file in the office. • Ensure that all new employees/ school personnel/ regular visitors receive a copy of the Child Safeguarding Policy and Code of Conduct, and procedure for supervision prior to or at the time of issuing an employment contract. • They must read and show that they are aware of and agree to act in accordance with the Policies. • The school will ensure volunteers are appropriately supervised as outlined in the policy while supervising the activities of children with teachers. • Volunteers who have not completed their Garda vetting will at no time be left alone with any children. There will always be supervision by staff.
7	• One to one teaching/ SNA activities • One to one counselling/ assessments • NEPS and other HSE personnel including doctors/ nurse/ speech therapist/ O.T and visiting professionals	• Harm by school personnel/ visiting professionals • Storing sensitive information on the child.	• Table between teacher and pupil. • Glass in window/open door. • Parents of pupils who are to be involved in one to one teaching/ assessments will be informed and their permission sought at the start of the school term. Child safeguarding statement given to professionals. • Training of all professionals.

8	• Toilet Areas	• Inappropriate behaviour	• Supervision Policy • School Toilet Procedures (One pupil at a time).
9	• Curricular Provision in Respect of SPHE, RSE and Stay Safe.	• Non-teaching of same	• The school implements SPHE (Social, Personal and Health Education), RSE (Relationships and Sexuality Education), Stay Safe Programme, Friends for Life, Zippy's Friends in full and facilitates staff training when available.
10	• LGBT Children/Pupils perceived to be LGBT	• Bullying, isolation or harassment	• Anti-Bullying Policy • Code of Behaviour • Stay Safe Programme.
11	• Daily Arrival and Dismissal of Pupils	• Harm from older pupils, unknown adults on the playground • Bullying	• Policy and Procedures on Code of Behaviour • Anti-Bullying Policy • Bí Cinealtás Policy • Safeguarding Statement • Arrival and dismissal supervised by Teachers / SNA's and Principal. All doors will be safely secured during class time, particularly on days where the school secretary isn't present in the school office. There is an automatic locking system on the front door entrance which faces the main road, through which entry is gained via a buzzer system. • Parents are informed of school procedure for daily arrival/ dismissal (Supervision Policy/ Sign In and Sign Out Book)
12	• Managing of challenging behaviour amongst pupils	• Injury to pupils and staff	• Health and Safety Policy • Code of Behaviour • Anti-Bullying Policy
13	• Sports Coaches	• Harm to pupils	• Garda Vetting approved & procedures in place-teachers supervise activities • Garda Vetting Policy
14	• Students participating in work experience/ teaching placement	• Risk of harm to the child from an adult on teaching placement • Risk of harm to the child from a student on work experience	• Student Placement/Work Experience Policy • Garda Vetting Policy • Child Safeguarding Statement in place. • Ensure that all student teachers receive a copy of the Child Safeguarding Policy. They must read and show that they are aware of and agree to act in accordance with the Policies.

			● When organising work experience placements, the school will ensure that it receives vetting disclosures from the students who are over 16 years. ● Letter of agreement completed with the 3rd Level College/ Secondary School. ● Teachers remain with the class.
15	● Care of children with special educational needs ● Motor Breaks/ Multi-sensory exercise activities/ breaks by school personnel ● Management of challenging behaviour amongst pupils including appropriate use of restraint where required (Pupil may harm himself or others) ● Pupils with Special Education Needs and behaviour plans	● Risk of harm to children with SEN who have particular vulnerabilities ● Risk of harm due to inadequate code of behaviour	● Particular vigilance will be exercised in respect of pupils with SEN needs. ● Staff are aware of the needs of pupils with SEN. ● SNA Policy and procedures in place. ● Supervision Policy ● The school implements SPHE, RSE, Stay Safe, Friends for Life and Zippy's Friends Programme in full. ● We acknowledge that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. We are aware that additional barriers can exist when recognising abuse and neglect in this group of children. This can include assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; children with SEN and disabilities can be disproportionally impacted by things like bullying - without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers. ● Parents of pupils with special educational needs are invited to a meeting with all the staff involved to discuss their child's individual care needs in a sensitive manner and draw up a pupil personal care plan.
16	● Toileting	● Risk of harm to the child ● Misinterpretation of essential physical contact	**Toileting Accidents**: ● Clean underwear and suitable clothing will be kept in the school/ in the child's school bag so that if a pupil has an 'accident' of this nature they will in the first instance be offered fresh clothing into which they can change.

			• If an occasion should arise where a staff member needs to help clean or dress a child an additional member of staff should also be present if possible. In this situation the child's parent will be contacted and given the option to collect the child. A record of all such incidents will be kept and parents will be notified by the class teacher.
17	• Fundraising events involving pupils outside of the school premises • Use of off-site facilities for school activities • Sporting activities • School outings • School trips/ tours • School transport arrangements including use of bus escorts	• Risk of harm due to inadequate supervision of children in school while attending out of school activities • Risk of harm not being recognised by school personnel	• Adequate supervision of pupils on out of school activities (Supervision Policy) • All adults have completed Garda Vetting • Child Safeguarding Statement is followed • Anti-Bullying Policy • Code of Behaviour • Swimming Policy • Children travelling in Staff Cars: Members of the school staff will not carry children alone in their cars at any time. • Children will not be left alone in dressing rooms. Teachers will not be left alone with a child in dressing rooms at any stage.
18	• Bullying of Pupils	• Risk of bullying not being recognised by personnel • Risk of harm to the child through rough play, bullying, isolation, etc.	• Child Safeguarding Statement is followed • Anti-Bullying Policy • Code of Behaviour • Adequate supervision of pupils on out of school activities • Prevention and dealing with bullying amongst pupils • Training of school personnel in child protection matters • Extra-Curricular use of external personnel to supplement curriculum, e.g., music, sport and dancing. • Bí Cinealtás Policy
19	• Critical Incidents	• Risk of trauma to the child in the event of a critical incident.	• Policy in place for the management of Critical Incidents.
20	• Annual Sports Day • Open Afternoon/ Evening for new infants • Concerts in the school • Activities in the school • Events with visitors attending the school	• Risk of harm not being recognised by school personnel • Risk of child being harmed in the school by a member of public visiting the school • Risk of child being harmed in the school by another child	• Copy of Child Protection / Child Safeguarding on display in public areas where visitors attend functions • Adequate supervision of pupils during all these events No visitors are left alone with any children during these school events

			• Venues chosen after careful consideration of safety and educational value. • Follow first aid and safety procedures
21	• Online Safety for Pupils	• The issues can be categorised into three areas of risk; • Content – being exposed to illegal, inappropriate or harmful material • Contact – being subjected to harmful online interaction with other users • Conduct – personal online behaviour that increases the likelihood of, or causes harm	• It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage risks posed both in the real world and the virtual world. • Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being. • ICT Policy – Speaker invited to school to discuss ICT and Online Safety for pupils. • Use of website resources by teachers.
22	• Use of Information and Communication Technology by pupils in school • Application of sanctions under the school's Code of Behaviour including confiscation of phones • Use of video /photography and other media to record school events	• Risk of harm due to children inappropriately accessing and using computers, social media, phones and other devices while at school. • Direct and indirect risks to children when photographs are shared on the websites. • Children may be identifiable when a photo is shared with personal information. • Risk to the child if photographs are distributed without the consent of the parents/guardians. • Risk to the child of another child taking her photo and uploading it onto social media.	• The school has an Internet Acceptable Use Policy. • Access to online content on the internet is restricted in accordance with our Internet Acceptable Use Policy and the DES Policy on internet use through its agency – the National Centre for Technology in Education (NCTE). • A filtering system has been applied and is a safety precaution for children when using the internet. • Internet sessions are supervised by a teacher and are used for educational purposes only. • The senior classes take part in workshops on Internet Safety organised by trained personnel. • Internet Safety Acceptable Use Policy: • School ICT Policy • Acceptable Use Policy • Facebook Policy • Children's family names and details will not be used on school media. • Media – Parental consent is sought at enrolment to allow children be photographed or videoed by the school or media during school

			events. While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to principal and parents. ● No child is in any media or photo alone. ● Parents taking photos or videos for purely personal, family, household or recreational purposes does not come within the School's Data Protection Policy. ● The school adheres to the 'best practice' guidelines as outlined by the INTO and which are in compliance with the GDPR.
23	● Distance Learning	● GDPR breaches ● The challenge of engaging staff with distance learning ● The challenge of engaging students with distance learning ● Continue with routine management activities ● Security of the school building and facilities ● Potential savings ● Accurate information conveyed via Facebook ● Students at risk of educational disadvantage	● Principal to communicate best GDPR practise to BOM, staff and parents ● Regular communication regarding safeguarding ● Provide training and development in 'Distance Learning' to staff ● Provide support to staff by communicating via email, telephone and video calls ● Communicating best practice for 'Distance learning' as provided by the Department of Education and Skills and the DES Inspectorate ● Principal and Deputy Principal to review annually, the communication between the teacher and pupils ● Request feedback on 'Distance Learning' from staff and parents by questionnaire ● Unable to participate as no technology at home - school to lend technology to enable 'Distance Learning' ● Increase communication by telephone email and/ or video call ● Staff to deploy best practice for 'Distance Learning' ● Regular In-School Management meetings ● Regular Staff meetings ● Regular Board of Management meetings ● Put additional measures in place if considered necessary by the BOM

			● Ring Insurance company to ensure the school is covered while not being occupied all day long ● Review of services that are not currently being used, e.g., photocopying, etc. ● Any information posted to the school Facebook will only be posted from reliable sources such as the Department of Education and Skills, the Health Service Executive, etc. ● A designated contact person from the staff will be identified to keep regular communication lines open with parents/ guardians of children at risk of educational disadvantage. ● ICT equipment will be provided to families in need of additional support.
24	● Administration of Medicine ● Administration of First Aid ● Visit/ Medical Check – HSE Staff	● Risk of harm to the child from an error in the administration of medication or first aid.	● Child Safeguarding Statement followed. ● BOM Ratified Administration of Medicine Policy. ● Parental permission sought for administration of medicine/ Medical check by HSE Staff. ● Parents sign Indemnity Form in certain instances. ● Parents of pupils with medical needs are invited to a meeting with all the staff involved to discuss their child's individual care needs in a sensitive manner and draw up a pupil personal care plan. ● First aid kits available. ● All staff are trained in first aid every 3 years. ● Defibrillator available at the front entrance of the school. ● Training provided on specific conditions if necessary.

In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 9 of the Child Protection Procedures for Schools 2025, the following is the written Child Safeguarding Statement and Risk Assessment. In undertaking this Child Safeguarding Statement and 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 Child Safeguarding Statement and Risk Assessment was reviewed by the BOM on

8th October 2026

Signed: _____ Date: 8th October 2026

Chairperson of the Board of Management

Signed: Nicola Lynskey Date: 8th October 2026

Principal/Secretary to the Board of Management

Child Safeguarding Statement and Risk Assessment is expected to be reviewed again Annually