BALLYGLASS NATIONAL SCHOOL
SCOIL NÁISIÚNTA MHUIRE
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ROLL NO: 14642T
Fiddaun, Ardrahan, Co. Galway. H91D263 PH: 091 635424

Child Safeguarding Risk Assessment

Signed: _____ **Date:** 15/10/2025
Chairperson of Board of Management

Signed: Nicola Lynskey **Date:** 15/10/2025
Principal

Frequency of Review: Annually

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Child Safeguarding Risk Assessment

2025/2026

DLP: Mrs. Nicola Lynskey **Deputy DLP: Valerie Tannian**

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 (revised 2023)*, the following is the Written Risk Assessment of Ballyglass National School.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
• 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.

● 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.
● 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.
● 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	● 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

	• 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	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.
• 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 o class teacher
• 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	• 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/	• 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.

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	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	● 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.
● 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.
● Toilet Areas	● Inappropriate behaviour	● Supervision Policy ● School Toilet Procedures (One pupil at a time).
● 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.
● LGBT Children/Pupils Perceived to be LGBT	● Bullying, isolation or harassment	● Anti-Bullying Policy ● Code of Behaviour ● Stay Safe Programme
● 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)
● Managing of challenging behaviour amongst pupils	● Injury to pupils and staff	● Health and Safety Policy ● Code of Behaviour ● Anti-Bullying Policy
● Sports Coaches	● Harm to pupils	● Garda Vetting approved & procedures in place-teachers supervise activities ● Garda Vetting Policy
● 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.
● 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.
• Toileting	• Risk of harm to the child • Misinterpretation of essential physical contact	**<u>Toileting Accidents</u>**: • 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.
• 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.
• 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
• Critical Incidents	• Risk of trauma to the child in the event of a critical incident.	• Policy in place for the management of Critical Incidents.

• 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
• 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.
• 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.	• 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.

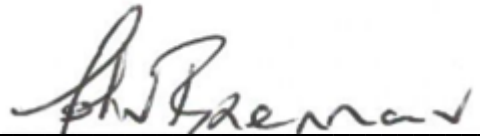
	• Risk to the child of another child taking her photo and uploading it onto social media.	• Media – Parental consent is sought at enrolment to allow children be photographed or videoed by the school or media during school events. While every effort will be made to adhere to best practice as agreed and 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.
• 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.
● 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.

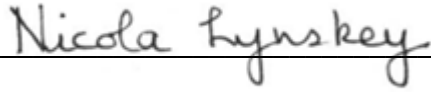
Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 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 15th October 2025. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed:  **Date:** 15th October 2025

Chairperson of the Board of Management

Signed:  **Date:** 15th October 2025

Principal/Secretary to the Board of Management

Appendix 1

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.

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.

Appendix 2

Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- 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
- 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 CPNS
- 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 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
- 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

Appendix 3

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 bullying of child
- 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
- 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 appropriate 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

Appendix 4

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 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- 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 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 DES 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 in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- 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