

## Mandatory Template 1: Child Safeguarding Risk Assessment Template (Landscape version)

### Written Assessment of Risk of **GAELSCOIL AN CHUILINN**

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 [name of 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 -
(insert list of school activities in this section)	(insert risks of harm identified in this section)	(insert the procedures in place to address risks of harm in this section)
Staff training in Child Protection Procedures	Harm not recognised or reported	Child Safeguarding Statement & DES procedures made available to all staff  Child Protection procedures 2017 available to all staff members on school server  All Staff to view Túsla training module & any other online training offered by PDST  BOM records all records of staff and board training
School doors open during the day	Risk of someone unauthorised accessing the premises without signing in at school reception.	SNA's ensure that doors are closed after morning assembly and after lunch Signing in of all visitors recorded at reception Pupils are not allowed to walk around alone CCTV recordings of school surroundings

		Naionra to follow similar procedures as the school.
Pupils accessing school and departing school daily	Risk of older pupils or strangers accessing school site	The school has supervision strategies in place to ensure effective supervision of the pupils during assembly, yardtime, breaks, toilets and changing areas
Sensory breaks for the pupils	The risk that a child may harm another child The risk that a volunteer or a visitor may harm a child	Appropriate supervision is provided by the school for sensory breaks The school ensures that all volunteers and staff are fully Garda Vetted before having access to the pupils on site
Teaching in the classroom	The risk that a member of staff may harm a child at school.  The risk that a child may harm another child  The risk that a volunteer or a visitor may harm a child	The school has a health and safety policy.  The school adheres to the requirements of the Garda vetting legislation and the relevant circulars of the ROS with regards hiring agus vetting.  The school has codes of conduct for the school staff (teaching and non-teaching staff)

<p>Learning Support</p>	<p>When possible, learning support will take place in the classroom.</p> <p>The risk that a member of staff may harm a child at school.</p> <p>The risk that a child may harm another child</p>	<p>The school has a health and safety policy.</p> <p>The school adheres to the requirements of the Garda vetting legislation and the relevant circulars of the DES with regards hiring agus vetting.</p>
<p>One-to-one teaching</p>	<p>The risk that a member of staff may harm a child at school.</p> <p>The risk that a child will be harmed during the one-to-one session.</p>	<p>The school has a health and safety policy.</p> <p>Two children will be taken per session.</p> <p>The learning support room will have a window.</p> <p>A table will be between the teacher and the student.</p>
<p>One-to-one setting when giving advice</p>	<p>The risk that a member of staff may harm a child at school.</p> <p>The risk that a child will be harmed during the one-to-one session.</p>	<p>The school has a health and safety policy.</p> <p>Two children will be taken per session.</p> <p>The learning support room will have a window.</p> <p>A table will be between the teacher and the student.</p>
<p>Outdoor Activities</p>	<p>The risk that a member of staff, a member of staff of another organization or another person would harm the child and the child participating in activities outside the school, eg school trip, swimming lessons</p>	<p>The school adheres to the requirements of the Garda vetting legislation and the relevant circulars of the ROS with regards hiring agus vetting.</p> <p>The school has a supervisory policy on the yard or playground to ensure that children have appropriate supervision during assemblies, student events and lunch breaks and for specific areas such as toilet, changing rooms etc.</p>

		The school has a health and safety policy.
Sports Activities	That a child may harm him/herself or another child.	The school has a health and safety policy. First aid and defibrillator training.
Walks outside of school	The risk that a member of staff, a member of staff of another organization or another person would harm the child and the child participating in activities outside the school, eg school trip, swimming lessons	The school implements the Stay Safe programme The school implements the SPHE programme The school has a health and safety policy.
GAA Training	The risk that a child may be harmed during coaching.	The school adheres to the requirements of the Garda vetting legislation and the relevant circulars of the ROS with regards hiring agus vetting.  The school has clear policies and procedures in place. The school has a health and safety policy.  The class teacher is always present during GAA training.
Overnight school trips	N/A at present, a policy will be in place when the school reaches 6 <sup>th</sup> class.	Not in place in the school
School trips abroad	N/A	Not in place in the school

<p>The use of toilets/changing rooms/showers in the school</p>	<p>The risk that a member of staff may harm a child at school.</p>	<p>The school implements the Stay Safe programme</p> <p>The school implements the SPHE programme</p> <p>The school has codes of conduct for the school staff (teaching and non-teaching staff)</p>
<p>Fundraising events involving children from the school</p>	<p>The risk that an adult or another child may harm a child while they are fundraising for the school.</p>	<p>We will ensure that the parents have responsibility for the children whilst they are collecting money outside the school and that parents should be with them.</p>
<p>Fundraisers outside of school</p>	<p>The risk that an adult or another child may harm a child while they are fundraising for the school. Risk of injury.</p>	<p>We will ensure that parents have appointed responsibility for pupils whilst fundraising for the school. Proper supervision organised.</p>
<p>Use of school facilities outside of school</p>	<p>The risk that an adult or another child may harm a child while they are participating in activities outside of school.</p>	<p>We will ensure there are enough people to oversee all the children.</p>
<p>Swimming</p>	<p>The risk of a child being harmed due to non-supervision of children when attending out-of-school activities.</p>	<p>We will ensure there are enough people to oversee all the children.</p>

	<p>Bullying from other children.</p> <p>The chance that photos may be taken of the children.</p>	<p>We will ensure that they have cubicals for themselves to change their clothes if possible.</p> <p>The school follows the SPHE programme, RSE, Stay Safe, Misneach and Bullying Policy.</p> <p>We will ensure the school's mobile phone policy is followed.</p>
Football Games/ Athletics	<p>The risk of a child being harmed due to non-supervision of children when attending out-of-school activities.</p> <p>Bullying from other children</p>	<p>The school follows the SPHE programme, RSE, Stay Safe, Misneach and Bullying Policy.</p> <p>We will ensure an appropriate child:teacher ratio.</p>
Care of children with special educational needs, close care where necessary	<p>The risk that a member of staff may harm a child at school.</p> <p>The risk that another child may harm a child at school.</p> <p>The risk that a child with SEN and particular vulnerabilities may be harmed.</p>	<p>The child has a Special Educational Needs policy.</p> <p>The school adheres to the requirements of the Garda vetting legislation and the relevant circulars of the ROS with regards hiring agus vetting.</p>
Managing challenging behavior among students	<p>The risk that a child may harm another child or a member of staff.</p>	<p>The Child Protection Policy will be followed.</p> <p>The school's Code of Behaviour will be followed.</p>

		<p>The school has a Health and Safety Policy and an Anti-Bullying Policy.</p> <p>The school follows Child Protection Procedures for Primary and Post-schools.</p>
Administration of medicine	The risk that a member of staff might harm a child	<p>The school has a Health and Safety Policy</p> <p>The school has a Medicine Administration Policy.</p> <p>Open doors and windows in classrooms.</p> <p>First Aid training done by staff members.</p>
Administrating First Aid	The risk that a member of staff might harm a child	<p>The school has a Health and Safety Policy</p> <p>The school has a Medicine Administration Policy</p> <p>Open doors and windows in classrooms.</p> <p>First Aid training done by staff members.</p>
School Photographs	<p>The risk that a photographer might harm a child.</p> <p>The risk that a child's school photograph might be used inappropriately.</p>	<p>A teacher will be present with the photographer when photographs are being taken.</p> <p>The school follows the mobile phone policy.</p> <p>School photos will be deleted after leaving school grounds.</p>

<p>School activities that take place outside of school grounds (e.g. quizzes)</p>	<p>The risk of a child being harmed due to non-supervision of children when attending out-of-school activities.</p>	<p>The school follows the SPHE programme, RSE, Stay Safe, Code of Behaviour and Bullying Policy. We will ensure an appropriate child:teacher ratio.</p>
<p>Training for School Staff on Child Protection</p>	<p>Incidents not properly recorded.</p>	<p>The school follows Child Protection Procedures for Primary and Post primary schools.</p> <p>The BOM records all training done by staff.</p> <p>Induction is carried out on all new teaching staff in the school.</p> <p><i>A copy of Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna agus Iar-bhunscoileanna 2017 is available to all members of the school staff.</i></p>



		<p>PDST training has been carried out by the DLP/DDLDP</p> <p>The School Team is required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to comply with the Children First Act 2015.</p>
Bullying	Playgrounds games, in-class relationships, group work, before/ after school, school events e.g. sports day, school tours	<p>The school will create a positive environment and the school will follow the anti-bullying policy.</p> <p>The school will pay attention to the school's child protection policy, Yard supervision, Playworkds leaders, class observation, roles fore the children, extra people helping major events who are garda vetted.</p>
Toilets from yard	The risk of a child being harmed by a member of staff as they walk by themselves.	Teachers on yard duty, SNA in the first aid room, secretary in the office beside the toilets, avoid sending children to the toilet at small break if possible, toilet passes, two together at all times.

Curriculum Provision - including SPHE, RSE and Safeguarding	Bullying emerges after discussing these topics, inappropriate relationships with adults such as music teachers, sports team manager, after-school clubs, times when you should keep a secret and when you should tell.	A weekly SPHE lesson, teachers follow SPHE, RSE and Stay Safe plans, if it is not covered in the fortnight, include it in the next fortnight. (Follow the whole school plan)
LDBT students or potential LGBT	Bullying, making fun of differences, the child's own emotional strain, feels that they can not talk to anyone, they feel different and depressed.	Anti-Bullying Policy, Child Protection Policy, create an understanding atmosphere towards differences in the school.
Students on Placement	The risk that a member of staff might harm a child at school.  They are not accustomed to the rules and habits of the school, they do not follow the correct steps to deal with a concern.	They should have Garda vetting clearance as well as the appropriate forms from their schools & colleges of education.  Provide an Information Booklet as provided to substitute teachers to understand school structures.
Students on work experience	They are not accustomed to the rules and habits of the school, they may speak inappropriately to children or may use	They should have Garda vetting if they are over 16 as well as the appropriate forms from their schools & colleges of education.. They should

	<p>inappropriate language, they may not understand that they should not be alone with children (how serious something might be)</p>	<p>have a conversation with the principal/ class teacher before they start. They should understand best practice in that they should not be alone with a child, they should have the appropriate forms with them on the day, they should go straight to a staff member to deal with a problem.</p> <p>They should have a timetable for the week.</p>
Lunch time	<p>Rough play, bullying, teachers late for yard supervision, strangers/visitors coming into the yard, the weather.</p>	<p>Supervision in place for teachers and SNAs. Reflection wall, discipline policy, Playworks, the bell should ring a minute or two earlier, side gates are closed throughout the day, everyone has to go through the office, the children play in the classroom when the weather is too bad or in the hall for sport.</p>
Outdoor Teaching Events	<p>The teacher is not present at the time, the teacher is walking to the toilet with a child, the teacher not following the child protection / behavior code / school rules.</p>	<p>The class teacher is present at all times, two children go to the toilet together, the teachers should be garda vetted, to make policies and rules available to the teacher.</p>

Sports Day	Children missing from their class, children running out of the school grounds, physical accidents, sun burn, not drinking enough water, strangers coming up to the school environment.	One teacher / CRS in charge of groups. One appointed individual appointed on First Aid duties with a first aid box available so that a teacher does not leave their group, a note home about sunscreen and extra water for day in advance, sun cream / water available from the nurse, locked gates, additional supervision.
Use of non-school facilities	Children getting lost, strangers, accidents	A few teachers in charge of certain groups, take a roll at the beginning and at the end, take a first aid box / epipen / Defib (if necessary).
School Travel Arrangements	Going astray walking to the bus, walking through parents to the bus, not being seen by the driver.	All children in high vis vests, not letting them go until the bus is parked, the children of the bus are at the top of the line daily and are let out first, walking in a line to the bus, calls from parents if they are not travelling by bus. SNA on duty in the school courtyard
Management of Challenging Behavior and Restricted Use where appropriate	Bullying, physical / emotional harm, inappropriate language, lack of respect for other children / teachers / school.	Code of behavior, reflection wall, loss of golden time or nice things, behaviour support plan, meeting with parents, sending a child home if

		they pose a risk to other children, following the SPHE curriculum.
External people who contribute to the curriculum	The teacher is not present at the time, the teacher is walking to the toilet with a child, the teacher not following the child protection / behavior code / school rules.	The class teacher is present at all times, two children go to the toilet together, the teachers should be garda vetted, to make policies and rules available to the teacher.
Childcare with specific vulnerabilities <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities / migrants</li> <li>• Travelers</li> <li>• Students of Faith minorities</li> <li>• State care students</li> <li>• Pupils on the Child Protection Notification System</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Racism</li> <li>• The risk of an injury to a child with SEN and with particular vulnerabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Anti Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Create an understanding atmosphere in the school</li> </ul> <p>A weekly SPHE lesson, teachers follow SPHE, RSE and Stay Safe plans, if it is not covered in the fortnight, include it in the next fortnight. (Follow the whole school plan)</p>
Recruiting School Staff including; <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNAs</li> <li>• Carer</li> <li>• Secretary</li> <li>• Cleaners</li> </ul>	<ul style="list-style-type: none"> <li>• The risk that a member of the school staff would harm a child in the school</li> <li>• The risk that a child in the school would harm a volunteer or visitor</li> </ul>	<p>Garda Vetting</p> <p>Make a check with referees</p> <p>Not to leave children alone</p> <p>Interview the people if necessary</p> <p>Sign-in list</p>

<ul style="list-style-type: none"> <li>• Sports Coaches</li> <li>• External Differentials</li> <li>• Speakers</li> <li>• Voluntary workers</li> <li>• Board of Management Members</li> <li>• Parents</li> <li>• Visitors to the school's site throughout the day</li> <li>• Contractors at the school's site throughout the day</li> <li>• Visitors to school after school</li> <li>• Contractors at school after school</li> </ul>	<ul style="list-style-type: none"> <li>• The risk that a member of the staff of the school, a member of the staff of another organization or another person would injure the child and the child participating in activities outside the school, eg school trip, swimming lessons</li> </ul>	<p>The School Team is required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to comply with the Children First Children Act 2015.</p>
<p>Use the School building by other organisations throughout the day</p>	<ul style="list-style-type: none"> <li>• Child protection - The risk that a child in the school injured a volunteer or visitor</li> </ul>	<p>Not to leave children alone Ensure that the organisation knows what they can use.</p>
<p>The use of ICT by the children</p>	<p>Online bullying Inappropriate content The risk of a child being harmed due to a child having access to or using computers, social media, phones and other devices at school</p>	<p>SPHE Program Anti-Bullying Policy Internet Use Policy Implementing safeinternet use lessons for parents and children yearly Level of protection on school internet</p>
<p>Implementation of sanctions as part of the Code of Conduct - phone-taking, etc.</p>	<p>Bullying Inappropriate content</p>	<p>The school has a mobile phone policy in regards usage of mobile phones for the children</p>

	The risk of a child being harmed due to a child having access to or using computers, social media, phones and other devices at school	
Use of Videos / Media to record School Events	<p>Child Protection</p> <p>Data Protection</p> <p>The risk of a child being harmed due to a child having access to or using computers, social media, phones and other devices at school</p> <p>The risk of harm to a child because a member of the school staff having access to or disseminating inappropriate material through social media, texting, digital appliances or otherwise</p>	<p>Appropriate internet usage</p> <p>School wifi code for school staff</p>
Use of the school building by other organisations	<ul style="list-style-type: none"> <li>The risk that a child in the school may be harmed by a volunteer or visitor.</li> </ul>	<ul style="list-style-type: none"> <li>Contract signed by the other Organization.</li> <li>The school adheres to the requirements of the Garda vetting legislation and the relevant ROS circular regarding recruitment and vetting.</li> </ul>

<p>The use of the school building by other organisations during school time.</p>	<ul style="list-style-type: none"> <li>The risk that a child in the school may be harmed by a volunteer or visitor.</li> </ul>	<p>Teacher present at all times in class / school</p> <p>Not to leave a child alone</p> <p>Find out about the topic that is being discussed in advance</p> <p>Sign-in list</p> <p>The school adheres to the requirements of the Garda vetting legislation.</p>
<p>Volunteers / Parents involved in school activities</p>	<ul style="list-style-type: none"> <li>The risk that a child in the school may be harmed by a volunteer or visitor.</li> </ul> <p>The risk of injury to a volunteer/ parent.</p>	<p>Teacher present at all times in class / school</p> <p>Not to leave a child alone</p> <p>Find out about the topic that is being discussed in advance</p> <p>Sign-in list</p> <p>Parents following our school Health &amp; Safety Policy.</p> <p>All incidents reported to the DLP.</p> <p>The school adheres to the requirements of the Garda vetting legislation.</p>
<p>Visitors / contractors present in school during / after school hours</p>	<p>The risk that a child may be harmed if work is taking place.</p>	<p>One of the school staff remains with the visitor or contractor.</p>



	<p>The risk that a child in the school may be harmed by a volunteer or visitor.</p> <p>The risk of injury to a volunteer/ parent.</p>	<p>Try not to have contractors on the school site when there are children in the school.</p> <p>Parents following our school Health &amp; Safety Policy.</p> <p>All incidents reported to the DLP.</p> <p>The school adheres to the requirements of the Garda vetting legislation.</p>
Homework club/ afternoon study	<p>The risk that a member of staff may harm a child at school.</p> <p>The risk that a child will harm another child at school</p>	<p>Child Protection Policy</p> <p>School Anti-Bullying Policy</p>

**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 ..... [date]. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## **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.

### **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

## 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

## 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