



Scoil Naisiúnta Leacht na mBard
Latnamard National School
Roll No: 16769H

Written Assessment of Risk

In accordance with **Bí Cineálta**: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024 the following is the Written Risk Assessment of Latnamard N.S.

School Activities	Risks of Harm	Procedures to address risks of harm/ School Policies
School Day Instruction	From personnel From other pupils	All school personnel are provided with a copy of the school's <i>Bí Cineálta Policy</i> . The <i>Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024</i> are made available to all school personnel. School Personnel are required to adhere to <i>Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024</i> and all registered teaching staff are required to adhere to all policies and procedures for <i>Bí Cineálta</i> . School personnel foster and encourage an atmosphere and environment where all children are respected and valued. <i>Ref: Child Safeguarding Statement, Code of Behaviour, School's Mission Statement</i>

Daily arrival and dismissal of pupils	<i>Due to inadequate supervision From school personnel From strangers</i>	Supervision is provided from 9:10am-9:20am in the school yard by the supervising teacher. Pupils enter the school independently by assigned entrance. The school bell is sounded at 9:20am. Bus pupils will be supervised from 9:05am. SNA to supervise pupils with care plans. Teachers are aware to observe for behaviour relating to bullying and record if necessary. <i>Ref: Supervision Policy & Child Safeguarding Statement</i>
Break times	<i>Bullying by other pupil/pupils From Strangers</i>	The Principal, Mrs. Gina Curley, is responsible for drawing up and updating the Supervision Rota which is on display in the Staff Room. Each teacher receives a copy of this rota. The Supervision rota will be reviewed accordingly. All yard incidents are to be reported using the report record in all class packs. <i>Ref: Supervision Policy Child Safeguarding Statement Code of Behaviour</i>
Classroom teaching	<i>From personnel</i>	All permanent, temporary and substitute teaching personnel will have been Garda Vetted by the relevant organisations (Teaching Council/Latnamard NS) before being permitted to taking up positions in the school. They will have completed a Statutory Declaration form. <i>Ref: DES circular on Garda Vetting & The Vetting Act, Statutory Declaration</i>
Small Group Teaching	<i>From personnel</i>	Where small group teaching is in the best interests of the child's learning, every effort will be made to ensure that this teaching takes place in an open environment with teacher supervision. Parents will be informed and permission for this teaching will be sought. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.

		<p>School Personnel are required to adhere to Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024 and all registered teaching staff are required to adhere to it too.</p> <p><i>Ref: Code of Behaviour Child Safeguarding Statement</i></p>
Curricular Provision in respect of SPHE, RSE, Stay Safe	<i>Non- teaching of programmes</i>	<p>The school fully implements the SPHE programme, RSE Programme, Stay Safe programme and the Friends for Life Programme (3rd to 6th), Lust for Life (1st & 2nd Class) & Zippy Friends in Infants.</p> <p><i>Ref: Child Safeguarding Statement Code of Behaviour</i></p>
Outdoor teaching activities	<p><i>From school personnel</i></p> <p><i>From visitors or strangers</i></p>	<p>Out- door teaching activities usually take place on the school grounds where pupils are supervised by the class teacher. On the occasion where classes are venturing further than the school grounds another member of school personnel will accompany the class and class teacher. SNA to assist when needed. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: Supervision Child Safeguarding Statement Code of Behaviour</i></p>
School outings	<p><i>From school personnel</i></p> <p><i>From strangers</i></p> <p><i>From other pupils</i></p>	<p>Where pupils are attending events outside the school, pupils are supervised by the class teacher and another member of school personnel according to the ratio 15:1. Buses hired are from reputable firms and companies. Pupils will not be allowed on the bus without being supervised by a teacher. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: Child Safeguarding Statement Supervision Policy Code of Behaviour</i></p>

School Tours	<p><i>From strangers</i></p> <p><i>From other pupils</i></p>	<p>Pupils are supervised by the class teachers and accompanying school personnel according to a ratio of 15:1.</p> <p>Buses hired are from reputable firms and companies. Pupils will not be allowed on the bus without being supervised by a teacher. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: School Tour Policy Child Safeguarding Statement Supervision Policy Code of Behaviour</i></p>
Toileting	<p><i>From school personnel</i></p> <p><i>From other pupil/pupils</i></p>	<p>Each classroom has the facility of two toilets inside the room.</p> <p>Only one pupil is permitted to be in the toilet area at a time. Other pupils must wait their turn outside the toilet door.</p> <p>Pupils use the toilets before going outside for break times. In the event that a pupil needs to use the toilet they ask permission from the supervising teachers.</p> <p><i>Ref: Code of Behaviour Child Safeguarding Statement</i></p>
Annual Cake Sale	<p><i>From visitors</i></p>	<p>Pupils are permitted to attend the cake sale in the school hall under the supervision of the class teacher. Other school personnel will also be in attendance in the hall during the cake sale.</p> <p><i>Ref: Code of behaviour Outings Policy Child Safeguarding Statement</i></p>
School Concerts and Performances	<p><i>From Visitors</i></p> <p><i>From strangers</i></p> <p><i>From other pupil/pupils</i></p>	<ul style="list-style-type: none"> • Pupils are the responsibility of their parents before and after their time of performing • When preparing to go on stage and during the performance the pupils are under the supervision of the school teaching staff. • Mobile phones/smart watches will <u>not</u> be permitted in the classrooms during preparations and changing.

		<i>Ref: Mobile Phone use Policy Code of Behaviour Child Safeguarding Statement</i>
Participation in other religious ceremonies	<i>From strangers</i>	<p>Pupils participate in religious ceremonies in the school hall and the church under the supervision of the class teacher and other members of staff.</p> <p><i>Ref: Code of Behaviour Child Safeguarding Statement</i></p>
Confirmation Practice	<i>From strangers</i>	<p>Where Confirmation is in the local church the 6th class are supervised by their class teacher for the practice.</p> <p>When confirmation is being hosted by either of the other churches in the parish, a bus will be used to transport the pupils to and from the church.</p> <p>Pupils are supervised by the class teacher at all times.</p> <p><i>Ref: Code of Behaviour Child Safeguarding Statement</i></p>
Confirmation Retreat	<i>Other pupils and staff in local schools</i>	<p>Where the school is hosting a Confirmation retreat all visitors must comply with the code of behaviour, Child Safeguarding Statement and Bí Cineálta. Staff must accompany their pupils from other schools to the retreat.</p> <p><i>Ref: Code of Behaviour Child Safeguarding Statement</i></p>
Prevention and dealing with Bullying amongst pupils	<p><i>Inadequate supervision</i></p> <p><i>Inadequate Anti-Bullying policy</i></p>	<p>Teachers will educate and make the pupils aware of the expected code of Behaviour of this school, the Code of Discipline and the Bí Cineálta Policy in this school by way of:</p> <ul style="list-style-type: none"> • Regular class discussions on the rules of the classroom and the rules of the school • Regular class and whole school discussions and awareness of Bullying and the strategies of dealing and reporting bullying behaviour

	<i>Inadequate investigation and reporting</i>	<ul style="list-style-type: none"> • Promoting and taking part in Amber Flag activities. • Curriculum based lessons, SPHE, Stay Safe, Walk Tall and participation in the Friends for Life Programme • Promotion of home –school links to counter bullying behaviour <p>Members of staff will be provided with a copy of the schools Code of Behaviour, Code of Discipline and Bí Cineálta Policy.</p> <p>Members of staff should be aware of the procedures for investigating and dealing with incidences of Bullying.</p> <p><i>Ref: Code of Behaviour SPHE Curriculum Plan Child Safeguarding Statement</i></p>
Training of School Personnel in respect of Bullying matters	<p>Failure to recognise risk of harm</p> <p>Inadequate training on bullying procedures and reporting</p>	<p>Members of staff and school personnel will be facilitated in undertaking training provided by relevant organisations- CPSMA, OIDE and MEC.</p> <p>Members of staff, in particular the DLP and the DDLP will be facilitated in participating in any further available training on Bí Cineálta matters.</p> <p>All school personnel are provided with a copy of the school's <i>Bí Cineálta Policy</i>.</p> <p>Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024 are made available to all school personnel</p> <p>School Personnel are required to adhere to the Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools 2024.</p>
Use of external Personnel to	From outside school	Personnel providing services to supplement the curriculum will be Garda Vetted by the school before commencement in the school. Pupils will be under the

supplement curriculum	Personnel	<p>supervision of class teacher during these lessons. Any incidents of bullying to be reported to the class teacher/supervising teacher and report to be completed if necessary.</p> <p><i>Ref: Garda Vetting Legislation Supervision Policy Child Safeguarding Statement</i></p>
Use of external Personnel for sports training	From outside school personnel	<p>The school adheres to the Garda Vetting Legislation. All personnel visiting the school to provide Sports Training will have been Garda Vetted before commencing in the school. Pupils are supervised the class teacher during training. Any indications of bullying to be reported to the class/supervising teacher and report to be completed if necessary.</p> <p><i>Ref: Supervision Policy Garda Vetting legislation Child Safeguarding Statement</i></p>
Sports Day	From strangers or visitors	<p>Sports Day takes place on the school grounds and in the school hall. Pupils are under the supervision of school personnel. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: Supervision Policy Code of Behaviour Child Safeguarding Statement</i></p>
Football Blitz'-Away	<p>From other pupils</p> <p>From school personnel</p> <p>From strangers</p>	<p>Pupils are supervised by the class teacher and another member of school personnel</p> <p>Buses hired are from reputable firms and companies. Pupils will not be allowed on the bus without being supervised by a teacher.</p> <p>Pupils are reminded of expected behaviour and code of Behaviour. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p>

	<i>From school personnel</i>	<ul style="list-style-type: none"> Teachers walk around the appropriate dressing room area prior to and after lesson encouraging pupils to get dressed appropriately Any indications of bullying to be reported to the class teacher and report to be completed if necessary. <p><i>Ref: Swimming Policy Code of Behaviour Child Safeguarding Statement</i></p>
Athletics Training	<i>From school personnel</i> <i>From other pupils</i>	<p>Pupils are supervised by two class teachers during training.</p> <p>Pupils change for training in the classrooms/toilets/hall. Members of school personnel remain on supervision on the corridor during preparation for training and after training. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: Code of Behaviour Child Safeguarding Statement Supervision Policy</i></p>
Use of Video/Photography to record school events	<i>From school personnel</i> <i>From strangers</i>	<p>Pupils are not permitted to have mobile phones at school.</p> <p>Photographs/ videos are taken by members of staff for the recording of performances, school activities, field trips and sports events.</p> <p>Parents are required to sign a consent for photographs/video to be used by the school in recording events. Pupils are aware of cyber bullying and educated in relation to reporting and dealing with cyber bullying.</p> <p><i>Ref: Acceptable use policy Child Safeguarding Statement</i></p>
Use of ICT by pupils	<i>From strangers</i>	<p>Pupils are supervised by the class teacher while using ICT in the classroom,</p> <p>Parents are requested to read and sign The Acceptable Use Permission Form on their child beginning school in Junior Infants. This permission form is resigned by the parent and the child when the child begins 3rd class.</p>

		<i>Ref: Acceptable Use Policy ICT Policy Child Safeguarding Statement Code of Behaviour</i>
Student Teachers on Placement	<i>From placement personnel</i>	<p>Student Teachers must have complied with Garda Vetting requirements, through the relevant organisations-college/ Teaching Council/, before commencing placement.</p> <p>Pupils remain the responsibility of the class teacher. The class teacher supervises the class during the teacher's placement.</p> <p>Student teachers will be provided with Bí Cineálta Policy and Risk Assessment. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: Student Placement Policy Garda Vetting Procedures Child Safeguarding Statement</i></p>
Students on Work Experience	<i>From visiting students</i>	<p>Students on work experience over the age of 16 must be Garda Vetted before placement in the school.</p> <p>Students will be made aware of the schools Bí Cineálta Policy and Risk Assessment.</p> <p>Students will work under the guidance and supervision of the class teacher. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: Work Placement Policy Child Safeguarding Statement</i></p>
Work of the Caretaker/Cleaner	<i>From ancillary staff</i>	<p>Works carried out by caretaker and cleaner is after school hours.</p> <p>In the event that work needs to be carried out during school time, pupils are supervised by class teacher or other members of staff. Any indications of bullying to be reported to the class teacher and report to be completed.</p>

		<i>Ref: Child Safeguarding Statement Code of Behaviour</i>
Work of Operator	<i>From ancillary staff</i>	<p>Work will be carried out in the staff room, delivery to classrooms and the corridor from 10am-12:00pm. Pupils are supervised by class teacher or other members of staff. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: Code of Behaviour Child Safeguarding Statement</i></p>
Visitors to school during school hours	<i>From strangers</i>	<p>The front door is fitted with a key pad. Visitors ring the bell for assistance from secretary or school personnel .</p> <p>Initially the school secretary will deal with visitors to the school. The Principal will be responsible for checking the credentials of the visitor. All visits must be prearranged. Aggressive behaviour/bullying behaviour will not be tolerated and the senior leadership team will ask them to leave the premises. Any indications of bullying to be reported and report to be completed if necessary.</p> <p><i>Ref: Supervision Policy Child Safeguarding Statement</i></p>
Care of Children with special Educational needs	<i>From school personnel</i>	<p>Pupils with special educational needs are supervised by the class teacher/SET teacher/ SNA.</p> <p>Parents give a written consent for their child to attend support. Support may be one-to-one or as a working group.</p> <p>Any indications of bullying to be reported to the class teacher and report to be completed.</p> <p><i>Ref: Special Educational Needs Policy Child Safeguarding Statement</i></p>

Management of pupils with Challenging Behaviours	<i>From school personnel</i>	<p>Physical contact between school personnel and the child will be in response to the needs of the child. It may be used to comfort, reassure or assist a child.</p> <p>In the event where a child is aggressive or violent, the teacher will call for the assistance of another member of staff and where possible the child will be isolated. Members of staff will stay at a safe distance, speaking calmly, assertively and respectfully to the child and endeavour to pacify the situation. A written record will be made and the incident reported to the Principal and parents/guardians.</p> <p><i>Ref: Code of Behaviour Child Safeguarding Statement</i></p>
Care of pupils with specific vulnerabilities/needs	<i>From school personnel</i> <i>From other pupil/pupils</i>	<p>Pupils with specific vulnerabilities are supervised by the class teacher/ SET and SNA. Whole school to be educated as age appropriate in relation to pupils with specific needs.</p> <p>In all situations where a pupil has a specific need or vulnerability, a meeting will be convened, after enrolment, before the child begins school, between parents/guardians, class teacher, SNA, principal and if required pupil. The needs of the child will be identified and it will be agreed how these will be met and the child enabled to learn, participate and enjoy experiences in an inclusive environment. A record will be kept of arrangements to be put in place and placed in the child's file. Any indications of bullying to be reported to the class teacher and report to be completed if necessary.</p> <p><i>Ref: Special Educational Needs Policy Child Safeguarding Statement</i></p>

--	--	--

Important Note: *Bullying is defined in Cineáltas: Action Plan on Bullying and Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools as targeted behaviour online or offline that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society.*

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible areas or situations that could result in an allegation of bullying 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 16th June 2025.

It shall be reviewed as part of the school's annual review of its Bí Cineálta.

Signed: *Paddy O'Brien*

Date: 16-6-25

Chairperson of BOM

Signed: *Gina Curley*

Date: 16-6-25

Principal/Secretary of BOM