

PORTMARNOCK COMMUNITY SCHOOL

Written Risk Assessment — Child Safeguarding

Academic Year: September 2026 – June 2027

Prepared in accordance with the **Child Protection Procedures for Schools 2025** (Circular 0041/2025) and Section 11, Children First Act 2015

DLP: Ms Helen Tobin (Principal) | DDLP: Ms Elaine Moran (Deputy Principal) | ★ = New item added 2026

Risk Level Key: **HIGH** = Significant risk requiring priority attention **MEDIUM** = Risk present; procedures in place and effective

School Activity	Risk of Harm	Level	Procedures in Place to Manage Risk
Daily arrival and dismissal of pupils	Harm due to inadequate supervision or traffic risk	Medium	Staff supervision rota at entrances; clearly communicated arrival/dismissal protocols; traffic and vehicular access management plan in place.
Recreation breaks and unsupervised periods	Harm due to bullying, physical or verbal abuse	Medium	Supervision rota; anti-bullying measures in line with BÍ Cineálta Action Plan; yard supervision duty while students are outside; incident recording.
Classroom teaching and one-to-one teaching/learning support	Harm from inappropriate interaction or inadequate procedures	Medium	One-to-one protocols; open-door policy; glass panel visibility; DLP informed of all SEN one-to-one arrangements.
Use of digital platforms and AI tools in learning	Inappropriate use of AI or unsafe online interaction	High	Updated Acceptable Use Policy (AUP); ICT/AI Policy; Digital Learning Protocol; staff and student training; parental consent; regular monitoring. A dedicated AI Use Policy is under development in compliance with the EU AI Act 2024 (Annex III high-risk system obligations applicable from August 2026) and informed by the DEY Guidance on Artificial Intelligence in Schools (October 2025). A staff working group has been established to develop this policy for adoption by the Board of Management in advance of the August 2026 deadline.
Online teaching, learning and homework submission	Harm due to lack of safe digital procedures or data breaches	High	Use of secure school-sanctioned platforms only; staff training; parental consent; GDPR compliance; safe messaging protocols.
Use of toilet and changing areas	Risk of inappropriate contact, lack of privacy or injury	Medium	Clear toilet access management procedures; staff recording of toilet breaks for specific students; parental awareness and support.
One-to-one counselling and pastoral support	Harm due to unsupervised setting or breach of confidentiality	Medium	Qualified, Garda-vetted professionals only; parental awareness; open-door/visible practice; parental consent where required; DLP notified of all counselling arrangements; confidentiality boundaries communicated clearly.
School trips: domestic and overseas including overnight	Harm during unsupervised travel or activities away from school	High	School trip risk assessment for every trip; parental consent; staff/student supervision ratios; emergency contact procedures; DLP consultation prior to trip.

School Activity	Risk of Harm	Level	Procedures in Place to Manage Risk
Sporting activities and Active Week events	Injury or harm due to lack of oversight or inappropriate contact	Medium	Medical/first aid policies; activity-specific risk assessments; adequate staff and coach supervision; all external coaches Garda-vetted. NIMS reporting
Care of pupils with SEN including intimate care	Harm due to physical or communication vulnerabilities	High	SEN Policy; individual intimate care plans agreed with parents; SNA training and supervision; DLP involvement in all sensitive care arrangements.
Recruitment of staff and engagement of external personnel	Harm due to unsafe recruitment or absence of vetting	Medium	Recruitment policy; Garda vetting required for all personnel prior to commencement; two references sought and verified for all appointments; enhanced reference checking per 2025 Procedures.
Use of school premises by external organisations	Harm due to lack of safeguarding procedures by external users	Medium	Visitor/external user sign-in/out system; wearing of identification lanyards; supervision of use; written confirmation of their own child safeguarding policy required from organisations using the premises.
Participation in external work experience or placements	Harm or exploitation in external placement settings	Medium	Work experience vetting procedures; parental consent; placement induction; employer contact details confirmed; DLP consulted for any concern.
Student teacher placements	Inappropriate conduct or unsupervised access to students	Medium	Code of conduct for all trainees; mentoring by permanent staff member; Garda vetting via their college; induction to school's CP procedures on first day.
Use of ICT, mobile phones and photography/video	Circulation of harmful, inappropriate or non-consensual content	High	Mobile phone and ICT use policies enforced; parental/student consent for photography; CCTV policy in place; clear sanctions for breaches.
Application of sanctions and Code of Behaviour	Inconsistent or unfair application leading to harm	Medium	Reviewed Code of Behaviour; fair procedures training for all staff; appeals process in place; pastoral care follow-up after all serious sanctions.
Bullying — including cyberbullying and identity-based bullying	Harm due to exclusion, intimidation, isolation or online harassment	High	Bí Cineálta-compliant Anti-Bullying Policy; awareness programmes for students and parents; restorative practice; staff CPD; monitoring of online platforms.
Child-on-child sexual harassment or inappropriate behaviour	Sexualised language, gestures or behaviours between students causing harm	High	SPHE and RSE curricula; staff CPD; restorative practice; immediate DLP involvement in any reported incident; parental notification procedures; compliance with 2025 Procedures on child-on-child harm.
Failure to attend classes: school refusal and truancy	Neglect or increased vulnerability due to unexplained absence	Medium	TUSLA reporting protocol via TESS; TYRO attendance system; Year Head and SST monitoring; Punctuality & Attendance system of interventions; pastoral care; parental contact at early stage of absence.
Visitors during school hours and after-school events	Unvetted access to students or lack of visibility and supervision	Medium	Visitor policy; sign-in/out protocols; visitor lanyards; all visits to classrooms/corridors supervised or escorted; external coaches/speakers vetted.

School Activity	Risk of Harm	Level	Procedures in Place to Manage Risk
Retrospective disclosures of abuse — historical reporting ★	Failure to respond appropriately to disclosures of past abuse	High	New 2025 Procedures guidance on retrospective abuse followed; DLP consults with Tusla in all cases; staff trained to receive disclosures; no inappropriate questioning of students. ★ New item 2026
Use of volunteers and parents in school activities ★	Harm due to unvetted or unsupervised adult access to students	High	All regular volunteers Garda-vetted prior to involvement; code of conduct signed; supervised at all times when with students; induction to school CP Statement. ★ New item 2026
Allegations or concerns raised against the DLP or Board member ★	Harm due to conflict of interest or failure to report	High	Procedures from Chapter 7 of the 2025 Procedures followed; report made directly to Tusla/HSE; Board Chairperson and/or Patron informed; alternative reporting pathway activated. ★ New item 2026
Administration of medication and first aid	Harm due to inappropriate physical contact or medical error	Medium	Medication administration policy; written parental consent; trained staff only administer medication; records maintained; first aid carried out in accessible, visible space. All incidents/ accidents recorded and reported using NIMS system
Adult Education / Night School programme	Harm to any minor participating in or present during adult programmes	Medium	Under-18 participants in Adult Education identified and appropriate safeguards applied; adult educators informed of school CP Statement; DLP contact shared; separate supervision where required.

Important note: *The risks assessed above are risks of harm as defined in the Children First Act 2015 — not general health and safety risk. This assessment will be reviewed annually or as soon as practicable after any material change.*

Adopted by the Board of Management: 13th May 2026 **Signed (Chairperson):** _____ **Signed (Principal):** _____