

## **ASSESSMENT OF RISK**

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;

**Coláiste Mhuire, Askeaton**

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.

## Coláiste Mhuire, Askeaton, Safeguarding Risk Assessment

	Activity	Risk Identified	Level of Risk L/M/H	Procedure in Place to manage the risk
1	<p>Interactions between teachers and students including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Classroom teaching</li> <li>▪ Homework club</li> <li>▪ Evening study</li> <li>▪ Outdoor teaching activities</li> <li>▪ Sporting Activities</li> <li>▪ Work experience in the school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a member of school personnel</li> <li>▪ Risk of harm due to inappropriate relationship/communications between a student and an adult</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement.</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel.</li> <li>▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct. ▪</li> </ul> <p>The school has a Dignity Charter.</p> <ul style="list-style-type: none"> <li>▪ The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>
2	<p>One-to-one meetings with students including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ One-to-one teaching</li> <li>▪ One-to-one counselling</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of harm in one-to-one teacher-student situation</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a policy for one-to-one meetings with students.</li> </ul>

3	<p>Interaction between students including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Recreation breaks for students</li> <li>▪ Movement between classes</li> <li>▪ Use of toilets</li> <li>▪ Use of PE changing rooms</li> <li>▪ Outdoor teaching activities</li> <li>▪ Sporting Activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students</li> <li>▪ Risk of harm due to bullying of student</li> <li>▪ Risk of student being harmed in the school by another student</li> <li>▪ Risk of harm due to inappropriate relationship/communications between a student and another student</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school ensures appropriate supervision of students during breaks.</li> <li>▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</li> <li>▪ The school has in place a code of behaviour for students.</li> <li>▪ The school has a Dignity Charter.</li> <li>▪ The school has a PE Policy in respect of changing rooms.</li> <li>▪ The school has in place an Educational School Tours/Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.</li> </ul>
4	<p>Daily arrival and dismissal of students</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students entering and leaving school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision &amp; Substitution Scheme of the Department of Education and Skills.</li> <li>▪ The school communicates annually by letter with parents/guardians regarding the school's position outside of the times covered by the allocation provided under the Supervision &amp; Substitution Scheme of the Department of Education and Skills.</li> </ul>

5	<p>School outings including:</p> <ul style="list-style-type: none"> <li>▪ Day trips</li> <li>▪ Activities/matches</li> <li>▪ Annual Sports Day</li> <li>▪ School trips involving overnight stay</li> <li>▪ School trips involving foreign travel</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student is participating in out of school activities</li> <li>▪ Risk of harm due to inadequate supervision of students while attending out of school activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.</li> </ul>
6	School transport arrangements	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed while student is travelling to/from a school activity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students are supervised on buses travelling to and from school activities.</li> <li>▪ The school has in place a code of behaviour for students.</li> </ul>
7	Management of challenging behaviour amongst students, including appropriate use of restraint where required	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a member of school personnel</li> <li>▪ Risk of student being harmed in the school by another student</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place a code of behaviour for students.</li> <li>▪ The school does not have a restraint policy. <i>(ETBI to advise)</i></li> </ul>
8	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place a code of behaviour for students.</li> <li>▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students.</li> </ul>
9	Care of students with special educational needs, including intimate care where needed.	<ul style="list-style-type: none"> <li>▪ Risk of harm to students with SEN who have particular vulnerabilities</li> <li>▪ Risk of harm to student while a student is receiving intimate care</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has a Special Educational Needs policy.</li> <li>▪ The school will devise an intimate care policy/plan in respect of students who require such care.</li> </ul>

10	<p>Care of students with specific vulnerabilities/ needs including:</p> <ul style="list-style-type: none"> <li>▪ Students from ethnic minorities/migrants</li> <li>▪ Members of the Traveller community</li> <li>▪ Lesbian, gay, bisexual or transgender (LGBT) students and students perceived to be LGBT</li> <li>▪ Students of minority religions</li> <li>▪ Children in care</li> <li>▪ Children on CPNS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by another student</li> <li>▪ Risk of harm due to bullying of student</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place a code of behaviour for students.</li> <li>▪ The school has a Dignity Charter.</li> <li>▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</li> </ul>
11	Administration of Medicine		<ul style="list-style-type: none"> <li>▪ The school does not administer medication to students unless there is a specific medical ailment requiring administration of medication. This is discussed on a case-by-case basis with parent(s)/guardian(s).</li> </ul>
12	Administration of First Aid		<ul style="list-style-type: none"> <li>▪ The school has in place procedures for the administration of First Aid.</li> <li>▪ A number of staff members are trained in First Aid.</li> </ul>
13	Curricular provision in respect of SPHE, RSE		<ul style="list-style-type: none"> <li>▪ The school implements in full the SPHE curriculum.</li> <li>▪ The school has an RSE Policy.</li> <li>▪ The school implements in full the Wellbeing Programme at Junior Cycle.</li> </ul>

14	Participation by students in religious ceremonies/religious instruction external to the school		<ul style="list-style-type: none"> <li>▪ The school has a Religious Education Policy</li> </ul>
15	Use of Information and Communication Technology by students in school	<ul style="list-style-type: none"> <li>▪ Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place an ICT policy in respect of usage of ICT by students</li> <li>▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> </ul>
16	Use of Information and Communication Technology by staff	<ul style="list-style-type: none"> <li>▪ Risk of harm caused by member of school personnel communicating with students in an inappropriate manner via social media, texting, digital device or other manner</li> <li>▪ Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>▪ The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>
17	Students from the school participating in work experience external to the school	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school is awaiting advice from LCETB in relation to a safeguarding policy in respect of students undertaking work experience.</li> <li>▪ Students must find their own work placement.</li> </ul>

				<ul style="list-style-type: none"> <li>Parent(s)/guardian(s) are required to sign their consent to their child taking the placement detailed on the Work Placement Details Form.</li> </ul>
<b>18</b>	Third level student teachers / students undertaking training placement in school	<ul style="list-style-type: none"> <li>Risk of student being harmed in the school by a 3<sup>rd</sup> level work placement student/ student teacher.</li> </ul>		<ul style="list-style-type: none"> <li>All 3<sup>rd</sup> level student work placement students are Garda vetted through LCETB prior to commencing their placement.</li> <li>The school will provide work placement students/student teachers with a copy of the school's Student Safeguarding Statement</li> <li>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> will be made available to all work placement students/student teachers.</li> </ul>
<b>19</b>	Fundraising events involving students	<ul style="list-style-type: none"> <li>Risk of harm due to inadequate supervision of students</li> </ul>		<ul style="list-style-type: none"> <li>The school ensures appropriate supervision of students during fundraising events</li> </ul>
<b>20</b>	Use of video/photography/other media to record / at school events			<ul style="list-style-type: none"> <li>Students are not permitted to video events within school premises.</li> <li>Parent(s)/guardian(s) of students participating in the school musical and talent show in the Community Centre must fill in a form re use of video &amp; photography.</li> </ul>
<b>21</b>	Use of student images for PR purposes			<ul style="list-style-type: none"> <li>Opt-in / out questions on the school enrolment form for parents/guardians to indicate preferences re student images.</li> </ul>
<b>22</b>	Recruitment of school personnel including -	<ul style="list-style-type: none"> <li>Risk of student being harmed in the school by a member of school</li> </ul>		<ul style="list-style-type: none"> <li>LCETB adheres to the requirements of the Garda vetting legislation and relevant DES</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Teachers</li> <li>▪ SNAs</li> <li>▪ Admin staff</li> <li>▪ Caretaker</li> <li>▪ Cleaners</li> </ul>	personnel who has not been Garda Vetted		<p>circulars in relation to recruitment and Garda vetting</p> <ul style="list-style-type: none"> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel.</li> <li>▪ All new staff are provided with a copy of the school's Student Safeguarding Statement</li> <li>▪ The school encourages staff to avail of relevant training</li> </ul>
<b>23</b>	<p>Use of external personnel to supplement curriculum and / or support sports and other extracurricular activities;</p> <ul style="list-style-type: none"> <li>▪ Sports coaches</li> <li>▪ External Tutors/Guest Speakers</li> <li>▪ Volunteers/Parents in school activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by volunteer or visitor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum</li> <li>▪ Parents/Guardians who volunteer are required to undergo Garda Vetting through LCETB.</li> <li>▪</li> </ul>
<b>24</b>	After school use of school premises by other organisations			<ul style="list-style-type: none"> <li>▪ The school has a document regarding terms and conditions of the use of the school's Sports Hall and requires insurance and child protection details to be in place by the visiting organisation.</li> </ul>
<b>25</b>	Non-curricular related visitors / contractors present in school during school hours	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a visitor/contractor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has a Health and Safety policy.</li> </ul>
<b>26</b>	Non-curricular related visitors / contractors present during after school activities	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a visitor/contractor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has a Health and Safety policy.</li> </ul>



27	Reporting	<ul style="list-style-type: none"> <li>▪ Risk of harm not being recognised by school personnel</li> <li>▪ Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement and</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. All school personnel are required to adhere to these procedures and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>▪ The school encourages staff to avail of relevant training.</li> <li>▪ The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>
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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 policies and 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 **February 8<sup>th</sup> 2018**. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement. Date of next review: February 2019

Signed:   
Chairperson of Board of Management

Signed: \_\_\_\_\_  
Principal

Date: 08/02/18