



ST. CONLETH'S COLLEGE

Child Safeguarding Risk Assessment

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 St Conleth's College Junior and Senior School

1. List 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
- Annual Sports Days
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements.
- Care of children with special educational needs
- Administration of Emergency 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
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
- 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
- Early Morning Drop Off
- Afterschool Care / Evening Study

2 The school has identified the following risk of harm in respect of its activities:-

- 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 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 an inappropriate 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

3. The school has the following procedures in place to address the risks of harm identified in this assessment –

- **All school personnel are provided with a copy of the school's Child Safeguarding Statement on Schoolbase**
- **The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel on Schoolbase**
- **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 Junior 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 rota to ensure appropriate supervision of children during breaks and in respect of specific areas such as toilets, corridors etc**
- **The school has in place a policy and clear procedures in respect of school outings (see School Base- School tours and day trips)**
- **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.**
- **Procedures for a vetting disclosure: The Principal (Senior and Junior School) makes an informed decision based on the merits of an individual case**
- **The school has a code of conduct for school personnel (teaching and non-teaching staff) see school base: Legal Liabilities**
- **The school complies with the agreed disciplinary procedures for teaching staff (see School Base: disciplinary Procedures for Teaching Staff other than professional Competency; Gross Misconduct; Procedures relating to professional competencies issues)**
- **The school has a Special Educational Needs policy**
- **The school has in place a policy and procedures for the administration of medication to pupils – available on School Base**

- **The school –**
 - **Has e-mailed each member of school staff with a copy of the school’s Child Safeguarding Statement part of New Teachers’ Pack**
 - **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 Directors 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 and admin of medicines on school base**
- **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 (School Base: Behaviour Policy Senior School, Mobile Phone policy Jun School)**
- **The school has in place a Critical Incident Management Plan**
- **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 see school base x 2**
- **The school has in place a policy and procedures for one-to-one counselling**
 - X 3, special needs, counselling and teacher (See school base) –The school has in place a policy and procedures in respect of student teacher placements see school base: mentoring of student teachers and status and responsibilities of student teachers**
- **The school has in place a policy and procedures in respect of students undertaking work experience in the school (pack in place kept at reception)**
- **The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations**
- **The school has a School Trips Policy**
- **The school has the names of the DLP and Deputy DLP in a prominent place**
- **The school has contact details of Tusla and Gardai prominently displayed in front office.**
- **School has Child Safety Guidelines Statement on Website, Schoolbase and prominently displayed in front office.**

- **School does annual risk assessment.**

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 Manager 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 Manager on 18th December 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed _____ **Date** _____

Manager

Signed _____ **Date** _____

Senior School Principal

Signed _____ **Date** _____

Junior School Principal