

Mandatory Template 1: Child Safeguarding Risk Assessment Template

Written Assessment of Risk of Loreto Secondary School, Clonmel, Co. Tipperary

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 Loreto Secondary School Clonmel.

1. List of school activities

General Daily Activities

- Early Arrival.
- General Arrival.
- Early Departure.
- Departure.
- Transition between classes.
- Mid-morning Break.
- Lunchtime for students who remain on the premises.
- Lunchtime for students who leave the premises.
- Use of Toilet facilities.
- School Transport.
- Use of Technology in areas other than the classroom.
- Use of video / photography / other media to record and communicate school news and events.
- Congregation in locker / social areas.
- Supervised after school study.
- An 'empty' school at the beginning or end of the school day.

Teaching and Learning Activities

- Classroom interactions.
- One-to-one teaching.
- Guidance/counselling one-to-one sessions.
- Outdoor teaching activities.
- Curricular content and/or presentation in SPHE / RSE/ Wellbeing.
- Use of substitute teachers in the case of absenteeism.
- Training of student teachers.
- Facilitation of all faiths in Curricular RE.
- Use of technology within the classroom.
- Work Experience.
- Students with Special Needs.

Pastoral Care

- One-to-one counselling.
- School outings.
- School trips involving overnight stay.
- School trips involving foreign travel.
- Care of students with special educational needs, including intimate care where needed.
- Management of challenging behaviour amongst students.
- Administration of medicine.
- Administration of first aid.

- Curricular provision in respect of SPHE and RSE.
- Prevention and dealing with bullying amongst students.
- Training of school personnel in child protection matters.
- Care of students with specific vulnerabilities / needs such as:
 - Students from ethnic minorities/migrants,
 - Members of the Traveller community,
 - Lesbian, gay, bisexual, transgender, intersex (LGBTI+) students,
 - Students perceived to be LGBTI+,
 - Students of minority religious faiths,
 - Students in care,
 - Students on Child Protection Notification Services (CPNS).
- Supporting students involved in misuse of Social Media.
- Sanctioning students involved in misuse of Social Media.

Recruitment

- Principal.
- Deputy Principal.
- Teachers.
- SNAs./ISAs.
- Administration staff.
- Caretaking staff.
- Housekeeping staff.
- Cleaning staff.
- Catering staff.
- Short or long-term contractors.

Sporting and Extra-Curricular Activities

- Travelling to / from matches / competitions / expos / events.
- Use of toilet / changing / shower areas in school, in other schools, and in other locations.
- Annual Sports Day.
- Fundraising events.
- School trips involving overnight stay.
- Administration of first aid following a sports injury.
- Use of external personnel to support sports and other extra-curricular activities.
- Sports coaches.
- Volunteers/Parents in sports activities.
- Use of social media and technology to record and report on extra-curricular activities and events.

2. The school has identified the following risk of harm in respect of its activities –

General Daily Activities

- Risk of harm not being recognised by school personnel.
- Risk of harm not being reported properly and promptly by school personnel.
- Risk of student being harmed by a member of school personnel.
- Risk of student being harmed in the school by another child.

- Risk of harm due to bullying of student.
- Risk of harm due to inadequate supervision of students in school.
- Risk of harm where a student is first/last in the school building.
- Risk of harm due to inappropriate relationship / communications between child and another child or adult.
- Risk of falling ill while on school premises.

Teaching and Learning Activities

- Risk of student being harmed in the classroom by another student.
- Risk of harm due to inadequate supervision of students in classroom.
- Risk of harm not being recognised by school personnel.
- Risk of harm not being reported properly and promptly by school personnel.
- Risk of harm due to bullying of student in classroom.
- Risk of student being harmed in the classroom by teacher or substitute teacher.
- Risk of student being harmed by volunteer or visitor to the school.
- Risk of harm in one-to-one teaching.
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other.
- Risk of harm due to children inappropriately accessing / using computers, social media, phones and other devices / technologies while at school.
- Risk of harm while carrying out work experience.
- Risk of harm caused by personnel not differentiating for the needs of students with Special Needs.
- Risk of harm to a child while a child is receiving intimate care needs.
- Risk of harm due to inappropriate relationship / communications between child and another child or adult.

Pastoral Care

- Risk of harm in one-to-one counselling situation.
- Risk of harm not being recognised by school personnel.
- Risk of harm not being reported properly and promptly by school personnel.
- Risk of harm to students through bullying when away from home on school trips.
- Risk of mishandling of students with challenging behaviour.
- Risk of harm due to inadequate supervision of student.
- Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background.
- Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other.
- Risk of harm caused by school personnel accessing / circulating inappropriate / confidential material via social media, texting, digital device or any other means.
- Risk of harm to students using inappropriate or over- harsh sanctions for bullying/misuse of social media.
- Risk of harm due to inappropriate relationship / communications between child and another child or adult.

Recruitment

- Risk of harm to students by recruitment of inappropriately qualified personnel.

- Risk of harm to students from personnel who have a history of unacceptable practices in previous employment.
- Risk of harm to students from a member of personnel with a history of abuse.
- Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school.
- Risk of harm due to inappropriate relationship / communications between child and another child or adult.

Sporting and Extra-Curricular Activities

- Risk of a student being harmed by a member of school personnel / a member of staff of another organisation or other person while participating in sporting or other extra-curricular activities.
- Risk of harm to student while student is receiving first aid treatment.
- Risk of harm due to inadequate Code of Behaviour.
- Risk of harm in one-to-one coaching / teaching situations.
- 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 or a student circulating inappropriate material in relation to sporting activities and extra-curricular activities via social media, texting, digital device or other manner.
- Risk of harm due to inappropriate relationship / communications between child and another child or adult.

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

General Daily Activities

- The school has a corridor/grounds supervision to ensure appropriate supervision of students during arrival, dismissal, break and lunch times and in respect of specific areas such as toilets, changing rooms etc.
- The school has a Health and Safety Policy.
- The school has in place a Code of Behaviour for students.
- All staff are Garda Vetted.
- All staff have been provided with the *Child Safeguarding Statement* and have had appropriate training.
- The school has an Anti-Bullying Policy and procedures in place, which have been explained to the whole school community.
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* and *Children First 2015* 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 requires all parents to complete a Medical Emergencies and Conditions form prior to entry. Relevant material is circulated to staff.

Teaching and Learning Activities

- The school implements in full SPHE and RSE as part of the Wellbeing Programme at Junior Cycle, and SPHE and RSE at Senior Cycle.
- 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* and *Children First 2015* 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 adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
- The school requires its teachers to comply with the Professional Code of Conduct for Teachers as outlined by the Teaching Council.
- The school complies with the agreed disciplinary procedures for teaching staff.
- 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 Code of Behaviour for students.
- The school has in place an Attendance Strategy.
- The school has an RE Policy to cater for the inclusion of all students.
- The school has protocols in place for work experience in an external organisation.
- The school has in place a policy and procedures in respect of student teacher placements.
- The school has in place a Mobile Phone Policy in respect of usage of mobile phones by students.
- The school has in place Acceptable Use and Data Protection Policies in respect of use of computers, internet, social media and other technology.
- The school has a Whole School Inclusion Policy.
- The school has a Special Needs Assistant Policy.
- The school has a Whole School Guidance Plan.
- The school has in place Subject Department Policies.

Pastoral Care

- The school has a Health and Safety Policy.
- The school has in place a Code of Behaviour for students.
- The school has in place a Charter of Student Rights.
- All staff have been provided with the *Child Safeguarding Statement* and have had appropriate training.
- The school has an Anti-Bullying Policy and procedures in place which have been explained to the whole school community.
- 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 has in place a Mobile Phone Policy in respect of usage of mobile phones by students.
- The school has in place Acceptable Use and Data Protection Policies in respect of usage of all computers, internet, social media and other technology.
- The school requires its teachers to comply with the Professional Code of Conduct for Teachers as outlined by the Teaching Council.
- The school has appointed qualified Guidance Counsellor.
- The school has recruited teachers with Special Education Needs training and qualifications.
- The school appoints qualified SNAs where deemed necessary and funded by the DES.
- The school has a Whole School Inclusion Policy.
- The school has a Special Needs Assistant Policy.
- The school has a Whole School Guidance Policy.
- The school has a Tour policy which covers protocols for overnight stays.

- The school has active Pastoral and Student Support Teams with particular understanding of the needs of the students in its care, including their background.
- The school has a set of procedures in relation to the administration of medicines.

Recruitment

- 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 an Employee Handbook and Induction Programme for teaching staff.
- When appointing, detailed references are sought.
- The school has a rigorous interview process.

Sporting and Extra-Curricular Activities

- All staff and volunteers are Garda vetted.
- All staff have been provided with the *Child Safeguarding Statement* and have had appropriate training.
- School sports personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and also are required to adhere to the *Children First Act 2015*.
- The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE.
- The school has Acceptable Use and Data Protection Policies in relation to the use of digital media.
- The School has a Code of Behaviour, drafted in consultation with all stakeholders.
- A number of staff are trained in First Aid.
- The school has a Tour Policy which covers protocols for overnight stays for sporting and extra-curricular activities.
- The school has in place a policy and procedures in respect of student teacher placements.
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils.
- The school has in place a Code of Behaviour for students.

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 29th January 2019. 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