



Presentation Secondary School Listowel 2019-2020

Mandatory Template 1: Child Safeguarding Risk Assessment Template

Mission Statement:

Ours is a Presentation Secondary School, inspired by the vision of Nano Nagle, and in response to her we welcome and cherish girls irrespective of ability or background.

We aim to develop a vibrant community of Pupils, Staff, Parents, and Management, based on Gospel values such as justice, truth and honesty, in accordance with the ethos of the school and our agreed Code of Discipline and conduct.

We aim to assist in the development of the full potential of each girl in a pleasant and safe environment, where the dignity of each member of the School community is recognised, affirmed and valued.

We aim to awaken our girls to their true dignity and role as women in present day society. Inspired by these values we dedicate ourselves to the continual development of our Presentation School.

Mandatory Template 1: Child Safeguarding Risk Assessment Template

Written Assessment of Risk of [name of school]

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 [name of school].

1. List of school activities

(insert list of school activities in this section)

Daily arrival and dismissal of pupils
Recreation breaks for pupils
Classroom teaching
One-to-one teaching
One-to-one counselling
Outdoor teaching activities
) Geography field trips
) Biology field trips
) Hiking/Walking
) Tidy Towns
) History Trips
Sporting Activities
) Gaelic Football
) Soccer
) Rugby
) Basketball
) Zumba
) Athletics
) Cross Country
School outings — all day trips
) Retreats
) Outdoor Education trips
) Trips to Plays, Art Galleries
) Young Scientists / SciFest
) Theatre Trips
) Bowling
School trips involving overnight stay

<ol style="list-style-type: none"> 1) Training Camp 2) Young Scientist 3) School trips – Gaeltacht 4) Hosteling 5) History Trips 6) Biology Trips
Use of toilet/changing/shower areas in schools
<ol style="list-style-type: none"> 1) Annual Sport's Day
Fundraising events involving pupils
Use of off-site facilities for school activities
<ol style="list-style-type: none"> 1) Town Park 2) St John's 3) University Laboratories 4) Careers Exhibitions 5) Sports' Facilities
School transport arrangements including use of bus escorts (for student with special needs)
Care of children with special educational needs, including intimate care where needed
Administration of Medicine
Administration of First Aid
HSE Vaccination
Curricular provision in respect of SPHE, RSE.
Wellbeing
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 Pupils from Traveller community Lesbian, Gay, Bisexual or Transgender (LGBT) students Pupils of minority religious faiths Children in care Children on CPNS (Child Protection Notification System) Other vulnerable students
Recruitment of school personnel including Teachers/SNA's/Caretaker/Secretary/Cleaners/Canteen, etc.
External 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
Use of school premises by other organisation during school day
Student Council Activities
Parent Council Activities
After School Study, including weekends and holidays. (Distinguish between school versus privately organised)

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

(insert risks of harm identified in this section)

- 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 to child while a child is receiving intimate care
- 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 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 -

(insert the procedures in place to address risks of harm in this section)

Supervision, Code of Behaviour, Anti-Bullying, Social Media, Mobile Phones & Electronic devices.
Supervision, Code of Behaviour, Anti-Bullying Policy, Social Media, Mobile Phones & Electronic devices.
Professional Code of Conduct for Teachers, School Policy on one- to- one teaching/meetings
Guidance Policy, SEN Policy, School Policy on one- to- one teaching /meetings
Guidance Policy, School Policy on one- to- one teaching /meetings
First Aid, Administration of Medicines, Supervision Policy, Pastoral Care, Whole School Guidance, Out of school activities policy, School Policy on one-to-one teaching/meetings Vetting, Policy on students travelling to event, Policy and Procedures for use of external personnel
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School Tour Policy, Pastoral Care, Whole School Guidance, Substance Use Policy, School Policy on one- to- one teaching /meetings, First Aid Policy, Administration of Medicines, Communication Policy with parents (fixtures/venues/ times/changes, etc.), Policy on students travelling to events, Policy and Procedures for use of external personnel
School Tour Policy, CP, Pastoral Care, Whole School Guidance, Substance Use Policy, School Policy on one- to- one teaching /meetings, First Aid Policy, Administration of Medicines, Policy and Procedures for use of external personnel
Supervision *, Code of Behaviour, Anti-Bullying , Social Media, Mobile Phones and Electronic Devices
Supervision, Code of Behaviour, Anti-Bullying, Social Media, Mobile Phones and Electronic Devices
School Policy, CP, Pastoral Care, Whole School Guidance, Substance Use Policy, School Policy on one-to-one teaching /meetings, First Aid Policy, Administration of Medicines
School Tour Policy, CP, Pastoral Care, Whole School Guidance, Substance Use Policy, School Policy on one-to-one teaching /meetings, First Aid Policy, Administration of Medicines, Policy and Procedures for use of external personnel
Supervision Policy, Code of Behaviour, Anti-Bullying Policy, Social Media Policy , SEN Policy, Mobile Phones and Electronic Devices
SEN Policy School Policy, Pastoral Care, Whole School Guidance, Substance use Policy, School Policy on one-to-one teaching /meetings, First Aid Policy, Administration of Medicines
School Policy. See <u>administration-of-medicines</u>
School Policy. See <u>administration-of-medicines</u>
School Policies , Policy on teachers being present with external personnel No unsupervised access to students
SPHE and RSE Policy, RSE Policy for senior school students
Wellbeing Policy
Anti-Bullying Policy , Code of Behaviour Policy, Pastoral Care Policy, Whole School Guidance Policy, Wellbeing Policy, SPHE Policy
I. All school personnel are provided with a copy of the school's <i>Safeguarding Statement and the Child Protection Procedures for Primary and Post-Primary Schools 2017</i>
II. All school personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i>
III. All school personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i>
IV. All registered teaching teachers are required to adhere to the <i>Children First Act 2015</i>
V. School adheres to the requirements of the Garda vetting legislation and DES circulars
VI. School complies with the agreed disciplinary procedure for teaching staff
VII. Training for Principal (DLP) and Deputy Principal (Deputy DLP)
VIII. Encourages all staff to avail of relevant training
IX. Encourages BOM members to avail of relevant training
X. Induction of all new staff and school personnel, including student teachers and students on work experience
Policy and Procedures for use of external personnel
Policy and Procedures for use of external personnel
Some /all of the following policies may be relevant:

Admission and Enrolment Policy, Religion Policy, Pastoral Care Policy, Whole School Guidance
Being LGBT in Schools Resource — https://www.education.ie/en/Publications/Education-Reports/Being-LGBT-in-School.pdf .
Transgender Equality Network Ireland www.teni.ie
Child Protection Notification System http://www.tusla.ie/uploads/content/Parent_leaflet_-_Final.pdf
Critical Incident Management Plan
Links with SENO, NEPS, EWO, TUSLA, CAMPS, and outside agencies
BOM Recruitment Policy, Statutory Declaration, Vetting, Registration Teaching References, Induction, Training, Child Protection Procedures
Policy and Procedures for use of external personnel
Policy and Procedures for use of external personnel
Policy and Procedures for visitors, contractors during school hours
Policy and Procedures for visitors, contractors after school hours
Admission and Enrolment Policy, Religion Policy
AUP Policy, Social Media Policy , Supervision policy
Code of Behaviour, Suspension and Expulsion Policy, Mobile Phone Policy & Electronic Devices Policy
Policy in respect of students undertaking work experience at the school.
Policy in respect of students undertaking work experience at the school.
Induction Policy, Training , Vetting and Statutory Declarations
School Policy
School Policy
School Policy
Supervision, Code of Behaviour, Anti-Bullying, Social Media, Mobile Phones & Electronic devices.

Important Note: It should be noted that risk in the context of this risk assessment is the risk “harm” as defined in the Children First Act 2015 and not general health and safety risk. 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 [date]. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: **Shay Downes**

Date **20th August 2019**

Chairperson, Board of Management

Signed **Eileen Kennelly**

Date: **20th August 2019**

Principal/Secretary to the Board of Management

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Signed _____ Date: **20th August 2019**

Chairperson, Board of Management

Signed _____ Date: **20th August 2019**

Principal/Secretary to the Board of Management

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

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.

Examples 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
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of 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
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children on CPNS
- 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
- Use of school premises by other organisation during school day

- Breakfast club
- Homework club/evening study

Examples of Risks of Harm

- 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 to child while a child is receiving intimate care
- 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 appropriate 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

Examples of Procedures to address risks of harm

- 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* 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 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 policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- 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
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
 - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
 - 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 management 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
- 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
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- 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 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
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations