

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;

St Anne's Community College, Killaloe

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*.

St. Anne's Community College, Safeguarding Risk Assessment

Activity	Risk Identified	Level of Risk L/M/H	Procedure in Place to manage the risk
<p>1</p> <p>Interactions between teachers and students including but not limited to:</p> <ul style="list-style-type: none"> ■ Classroom teaching ■ After school study ■ Outdoor teaching activities ■ Sporting Activities ■ After school activities 	<ul style="list-style-type: none"> ■ Risk of student being harmed in the school by a member of school personnel ■ Risk of harm due to inappropriate relationship/communications between a student and an adult 		<ul style="list-style-type: none"> ■ The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement ■ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel ■ 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>. ■ School personnel are expected to adhere to the Teaching Council's Code of Conduct.
<p>2</p> <p>Interaction between students including but not limited to:</p> <ul style="list-style-type: none"> ■ Recreation breaks for students & movement between classes ■ Use of toilets ■ Use of PE changing rooms ■ Outdoor teaching activities ■ Sporting Activities 	<ul style="list-style-type: none"> ■ Risk of harm due to inadequate supervision of students ■ Risk of harm due to bullying of student ■ Risk of student being harmed in the school by another student ■ Risk of harm due to inappropriate relationship/communications between a student and another student 		<ul style="list-style-type: none"> ■ The school ensures appropriate supervision of students during breaks. ■ 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> ■ The school has in place a code of behaviour for students ■ The PE department has procedures in respect of changing rooms.

<p>3 Daily arrival and dismissal of students</p>	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students entering and leaving school. 	<ul style="list-style-type: none"> ▪ The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.
<p>4 One-to-one teaching</p>	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one teaching situation 	<ul style="list-style-type: none"> ▪ The school has in place a procedures for one-to-one meetings with students
<p>5 One-to-one counselling</p>	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one counselling situation 	<ul style="list-style-type: none"> ▪ The school has in place a policy and procedures for one-to-one meetings with students (Guidance Plan)
<p>6 School outings</p>	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities 	<ul style="list-style-type: none"> ▪ The school has in place a School Tour Policy which is under review. ▪ The school has in place a Code of Behaviour
<p>7 School trips involving overnight stay</p>	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities 	<ul style="list-style-type: none"> ▪ The school has in place a School Tour Policy which is under review. ▪ The school has in place a Code of Behaviour

<p>8 School trips involving foreign travel</p>	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities 		<ul style="list-style-type: none"> ▪ The school has in place a School Tour Policy which is under review. ▪ The school has in place a Code of Behaviour ▪ An information session is held for parents and students beforehand where procedures are clearly outlined.
<p>9 Use of off-site facilities for school activities</p>	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending an off-site facility 		<ul style="list-style-type: none"> ▪ The school ensures appropriate supervision of students.
<p>10 School transport arrangements</p>	<ul style="list-style-type: none"> ▪ Risk of student being harmed while student is travelling to/from a school activity. 		
<p>11 Management of challenging behaviour amongst students, including appropriate use of restraint where required</p>	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of student being harmed in the school by another student 		<ul style="list-style-type: none"> ▪ The school has in place a code of behaviour for students.
<p>12 Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.</p>	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate code of behaviour 		<ul style="list-style-type: none"> ▪ The school has in place a code of behaviour for students

<p>13 Care of students with special educational needs, including intimate care where needed.</p>	<ul style="list-style-type: none"> ▪ Risk of harm to students with SEN who have particular vulnerabilities ▪ Risk of harm to student while a student is receiving intimate care 		<ul style="list-style-type: none"> ▪ The school has a Special Educational Needs policy. ▪ The school currently has no pupil requiring intimate care but will develop an appropriate policy should the need arise.
<p>14 Care of students with specific vulnerabilities/ needs including:</p> <ul style="list-style-type: none"> ▪ Students from ethnic minorities/migrants ▪ Members of the Traveller community ▪ Lesbian, gay, bisexual or transgender (LGBT) students and students perceived to be LGBT ▪ Students of minority religions ▪ Children in care 	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of student being harmed in the school by another student ▪ Risk of harm due to bullying of student 		<ul style="list-style-type: none"> ▪ 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> ▪ The school has in place a code of behaviour for students
<p>15 Administration of Medicine</p>	<ul style="list-style-type: none"> ▪ 		<ul style="list-style-type: none"> ▪ The school has an SNA who is a nurse. She liaises with parents re the administration of medication to students. This is only done in exceptional circumstances.
<p>16 Administration of First Aid</p>	<ul style="list-style-type: none"> ▪ 		<ul style="list-style-type: none"> ▪ The school has an SNA who is a nurse and other staff trained in Occupational First Aid.
<p>17 Curricular provision in respect of SPHE, RSE</p>	<ul style="list-style-type: none"> ▪ 		<ul style="list-style-type: none"> ▪ The school implements in full the SPHE curriculum ▪ The school has an RSE Policy

			<ul style="list-style-type: none"> ▪ The school implements in full the Wellbeing Programme at Junior Cycle
18	Use of Information and Communication Technology by students in school	<ul style="list-style-type: none"> ▪ Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school 	<ul style="list-style-type: none"> ▪ The school has in place an ICT policy in respect of usage of ICT by students ▪ The school has an Anti-Bullying Policy & Code of Behaviour.
19	Students participating in work experience in the school	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ The school has in place procedures in respect of students undertaking work experience
20	Students from the school participating in work experience elsewhere	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience 	<ul style="list-style-type: none"> ▪ The school has in place procedures in respect of students of the school undertaking work experience in external organisations. Students are advised to request employers to complete risk assessment forms prior to work experience.
21	Recruitment of school personnel including - <ul style="list-style-type: none"> ▪ Teachers ▪ SNAs ▪ Admin staff ▪ Caretaker ▪ Cleaners 	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted 	<ul style="list-style-type: none"> ▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. ▪ All new staff are provided with a copy of the school's Student Safeguarding Statement as part of their induction session. ▪ The school encourages staff to avail of relevant

			training
22	Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities <ul style="list-style-type: none"> ▪ Sports coaches ▪ External Tutors/Guest Speakers ▪ Volunteers/Parents in school activities 	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by volunteer or visitor to the school ▪ Risk of harm to student due to policy on visiting speakers not yet complete ▪ Risk of harm to students due to the school not yet having a policy on use of external coaches in place 	<ul style="list-style-type: none"> ▪ Parents/Guardians who regularly volunteer are required to undergo Garda Vetting through LCETB.
23	Fundraising events involving students	<ul style="list-style-type: none"> ▪ Risk of student being harmed while fundraising out of school 	<ul style="list-style-type: none"> ▪ TY have an overall permission form signed by parents/guardians which includes fundraising ▪ The school ensures appropriate supervision of students & school activities.
24	Use of video/photography/other media to record / at school events	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Opt-in / out questions on the school enrolment form for parents/guardians to indicate preferences re student images.
25	Use of student images for PR purposes	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ All student teachers undergo an induction session and are monitored closely by their cooperating teacher
26	Student teachers undertaking training placement in school	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ The school requires insurance and child protection details to be in place by the visiting organisation as appropriate.
27	After school use of school premises by other organisations	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a visitor to the school 	<ul style="list-style-type: none"> ▪ The school requires insurance and child protection details to be in place by the visiting organisation as appropriate.

28	Use of school premises by other organisations during school day	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school a visitor to the school 	N/A
29	Non-curricular related visitors / contractors present in school during school hours	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a visitor/contractor to the school 	<ul style="list-style-type: none"> ▪ The school has a Health and Safety policy.
30	Non-curricular related visitors / contractors present during after school activities	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a visitor/contractor to the school 	<ul style="list-style-type: none"> ▪ The school has a Health and Safety policy.
31	Use of Information and Communication Technology by staff	<ul style="list-style-type: none"> ▪ Risk of harm caused by member of school personnel communicating with students in an 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 	<ul style="list-style-type: none"> ▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel ▪ 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>. ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct. ▪ The school complies with the agreed disciplinary procedures for teaching staff.
32	Reporting	<ul style="list-style-type: none"> ▪ Risk of harm not being recognised by school personnel ▪ Risk of harm not being reported properly and promptly by school personnel 	<ul style="list-style-type: none"> ▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made

			<ul style="list-style-type: none"> available to all school personnel ▪ 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>. ▪ The school encourages staff to avail of relevant training. ▪ The school complies with the agreed disciplinary procedures for teaching staff.
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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 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 31st Oct 2018.

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: *Barbara Herbertson*
 Chairperson of Board of Management
 Date: *28th March 2018*

Signed: *Aileen Ryan*
 Principal
 Date: *31st March 2018*

Date of next review: March 2019