

## CHILD SAFEGUARDING RISK ASSESSMENT

<b>Version</b>	v2
<b>Date Ratified by Board of Management</b>	24th February 2021



## **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;

### **Ennis Community College / Gaelcholáiste an Chláir**

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*.

## Child Safeguarding Risk Assessment

	Activity	Risk Identified	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/evening study</li> <li>▪ Breakfast club</li> <li>▪ Outdoor teaching activities</li> <li>▪ Sporting activities</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>
2	<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 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 in place a policy on personal electronic devices which includes the use of mobile phones by students.</li> </ul>

3	Daily arrival and dismissal of students	<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 has in place a Code of Behaviour Policy for students.</li> </ul>
4	One-to-one teaching	<ul style="list-style-type: none"> <li>▪ Risk of harm in one-to-one teaching situation</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has a Special Educational Needs policy</li> <li>▪ The school has a Whole School Guidance Plan</li> </ul>
5	One-to-one counselling	<ul style="list-style-type: none"> <li>▪ Risk of harm in one-to-one counselling situation</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has a Special Educational Needs policy</li> <li>▪ The school has a Whole School Guidance Plan</li> </ul>
6	School outings	<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</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 a Code of Behaviour for students</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct</li> <li>▪ The school complies with agreed disciplinary procedures for teaching staff.</li> <li>▪ The school has in place a Critical Incident Management Plan</li> </ul>
7	School trips involving overnight stay	<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</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> <li>▪ The school has in place a Code of Behaviour for students</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct</li> <li>▪ The school complies with agreed disciplinary procedures for teaching staff.</li> <li>▪ The school has in place a Critical Incident Management Plan</li> </ul>

8	School trips involving foreign travel	<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</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 Policy and clear procedures in respect of same.</li> <li>▪ The school has in place a Code of Behaviour for students</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct</li> <li>▪ The school complies with agreed disciplinary procedures for teaching staff.</li> <li>▪ The school has in place a Critical Incident Management Plan</li> </ul>
9	Use of off-site facilities for school activities	<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</li> <li>▪ Risk of harm due to inadequate supervision of students while attending an off-site facility</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/ Trips Policy and clear procedures in respect of same.</li> <li>▪ The school has in place a Code of Behaviour for students</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct</li> <li>▪ The school complies with agreed disciplinary procedures for teaching staff.</li> <li>▪ The school has in place a Critical Incident Management Plan</li> </ul>
10	Annual Sports Day	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students</li> <li>▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/ Trips Policy and clear procedures in respect of same.</li> <li>▪ The school has in place a Code of Behaviour for students</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct</li> </ul>
11	School transport arrangements	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed while student is travelling to/from a school or school activity</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place a Code of Behaviour for students</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct</li> <li>▪ The school has in place a Critical Incident Management Plan</li> </ul>

12	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> </ul>
13	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 policy on personal electronic devices which includes the use of mobile phones by students</li> </ul>
14	Care of students with special educational needs	<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 has a Whole School Guidance Plan</li> </ul>
15	Care of students with specific vulnerabilities/ needs including: <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 a member of school personnel</li> <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 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 Whole School Guidance Plan</li> </ul>

16	Administration of Medicine	<ul style="list-style-type: none"> <li>Risk of harm due to inadequately trained staff</li> </ul>	<ul style="list-style-type: none"> <li>The school has in place procedures for the administration of medication to students</li> </ul>
17	Administration of First Aid	<ul style="list-style-type: none"> <li>Risk of harm due to inadequately trained staff</li> </ul>	<ul style="list-style-type: none"> <li>The school has in place procedures for the administration of First Aid</li> </ul>
18	Curricular provision in respect of SPHE, RSE and wellbeing	<ul style="list-style-type: none"> <li>Risk of harm due to inadequate education of students</li> </ul>	<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>
19	Use of Information and Communication Technology by students in school and/or by members of staff	<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> <li>Risk of student being harmed by a member of school personnel, a member of staff or another organisation or other person</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 policy on personal electronic devices which includes the use of mobile phones and mobile devices by students</li> <li>Students and school staff are permitted to only use approved school accounts for school related business and activities</li> </ul>
20	Students participating in work experience in the school	<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</li> </ul>	<ul style="list-style-type: none"> <li>The school has in place a procedures in respect of students undertaking work experience in the school</li> </ul>

21	Students from the school participating in work experience elsewhere	<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 has in place procedures in respect of students of the school undertaking work experience in external organisations</li> </ul>
22	Recruitment of school personnel including - <ul style="list-style-type: none"> <li>▪ Teachers</li> <li>▪ SNAs</li> <li>▪ Admin staff</li> <li>▪ Caretaker</li> <li>▪ Cleaners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <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>
23	Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities <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>▪ The school has in place procedures for the use of external sports coaches</li> <li>▪ Parents/Guardians who volunteer are required to undergo Garda Vetting through LCETB</li> </ul>



24	Fundraising events involving students	<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 fundraising</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place an ICT policy (AUP Policy) in respect of usage of ICT by pupils</li> <li>▪ The school has in place a policy on personal electronic devices which includes the use of mobile phones by students</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct and the schools Code of Professional Conduct.</li> <li>▪ The school has in place a Code of Behaviour for students</li> </ul>
25	Use of video/photography/other media to record at school events	<ul style="list-style-type: none"> <li>▪ Risk of harm due to bullying of the child</li> <li>▪ Risk of harm due to disregarding the wishes of the students parent/guardian</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 policy on personal electronic devices which includes the use of mobile phones and mobile devices by students</li> </ul>
26	Use of student images for PR purposes	<ul style="list-style-type: none"> <li>▪ Risk of harm due to bullying of the child</li> <li>▪ Risk of harm due to disregarding the wishes of the students parent/guardian</li> </ul>	<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> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct and the schools Code of Professional Conduct.</li> <li>▪ The school complies with agreed disciplinary procedures for teaching staff.</li> </ul>
27	Student teachers undertaking training placement in school	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of school personnel, a</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place procedures in respect of student teacher placements</li> </ul>

		member of staff of another organisation or other person	
28	After school use of school premises by other organisations	<ul style="list-style-type: none"> <li>Risk of student being harmed in the school by a visitor to the school</li> </ul>	<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 / building and requires insurance and child protection details to be in place by the visiting organisation</li> </ul>
29	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> <li>All visitors are required to report to and sign in at reception</li> <li>The school has in place a visiting speakers policy</li> </ul>
30	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> <li>Staff and students are required to use only official school accounts for email, remote teaching and learning, etc</li> </ul>

31	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 an acceptable usage policy</li> <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>▪ 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 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 24th 2021. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: **Cllr Ann Norton** (Chairperson, Board of Management)

Signed:  (Principal)

Date: 24/02/2021

Date of next review: February 2021