

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;



Coláiste na Trócaire

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*.

Designated Liaison Person (DLP): Mr Michael Behan **Deputy Designated Liaison Person (DLP): Ms Susan Burke**

	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"> ▪ Classroom teaching ▪ Homework club/evening study ▪ Outdoor teaching activities ▪ Sporting 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 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>. ▪ All teachers have received CPD on Child Safeguarding ▪ The school has a Child Safeguarding protocol in place ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.
2	<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 school has in place zoned areas for recreation and bathroom breaks ▪ The school will develop a PE Policy in respect of changing rooms. ▪ The school will develop a policy and procedures for one-to-one meetings with students
3	Daily arrival and dismissal of students	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students entering 	<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

		and leaving school.	<p>Supervision & Substitution Scheme of the Department of Education and Skills and the NCSE allocation of SNA staff</p> <ul style="list-style-type: none"> ▪ The school communicates annually by letter with parents/guardians regarding the school's position outside of the times covered by the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.
4	One-to-one teaching	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one teaching situation 	<ul style="list-style-type: none"> ▪ The school will develop a policy and procedures for one-to-one meetings with students
5	One-to-one counselling	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one counselling situation 	<ul style="list-style-type: none"> ▪ The school will develop a policy and procedures for one-to-one meetings with students
6	School outings	<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 an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
7	School trips involving overnight stay	<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 an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.

8	School trips involving foreign travel	<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 an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
9	Use of off-site facilities for school activities	<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 has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
10	Annual Sports Day	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students while attending out of school activities ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities 	<ul style="list-style-type: none"> ▪ The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
11	School transport arrangements	<ul style="list-style-type: none"> ▪ Risk of student being harmed while student is travelling to/from a school activity. 	<ul style="list-style-type: none"> ▪ The School sends teachers on all outings with students ▪ The school liaises with bus companies to ensure they are compliant with DES and LCETB regulations ▪ Staff complete a risk assessment for each outing in advance of

			the outing taking place
12	Management of challenging behaviour amongst students, including appropriate use of restraint where required	<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
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"> ▪ 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 ▪ The school has in place an acceptable usage policy in respect of usage of mobile phones by students
14	Care of students with special educational needs, including intimate care where needed.	<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 has a care plan in respect of students who require such care ▪ The school will develop a policy and procedures for one-to-one meetings with students
15	Care of students with specific vulnerabilities/ needs including: <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

	<ul style="list-style-type: none"> Children on CPNS 		
16	Administration of Medicine	<ul style="list-style-type: none"> Risk of harm to student due to own or school mistake 	<ul style="list-style-type: none"> The school has a care plan in place the administration of medication to students
17	Administration of First Aid	<ul style="list-style-type: none"> Risk of harm to student due to own or school mistake 	<ul style="list-style-type: none"> The school has in place procedures for the administration of First Aid
18	Curricular provision in respect of SPHE, RSE	<ul style="list-style-type: none"> Student discomfort or disclosure due to subject matter Students might be exposed to harmful or upsetting information from supplementary materials or outside speakers 	<ul style="list-style-type: none"> The school implements in full the SPHE curriculum The school has an RSE Policy The school implements in full the Wellbeing Programme at Junior Cycle The school has a visiting Speakers policy
19	Participation by students in religious ceremonies/religious instruction external to the school	<ul style="list-style-type: none"> Student discomfort or disclosure due to subject matter Students might be exposed to harmful or upsetting information from supplementary materials or outside speakers 	<ul style="list-style-type: none"> The school has a Religious Education Policy The school has a visiting Speakers policy
20	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 Acceptable Usage policy in respect of usage of ICT by students The school has in place an Acceptable Usage policy in respect of usage of mobile phones by students
21	Students participating in work experience in the school	<ul style="list-style-type: none"> Risk of Student harming minor students in the school 	<ul style="list-style-type: none"> The school will develop formal procedures in respect of students undertaking work experience in the school
22	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 will develop formal procedures in respect of students of the school undertaking work experience in external organisations

23	<p>Recruitment of school personnel including -</p> <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 ▪ The school encourages staff to avail of relevant training
24	<p>Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities</p> <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 	<ul style="list-style-type: none"> ▪ The school has in place a Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum ▪ Parents/Guardians who volunteer are required to undergo Garda Vetting through LCETB. ▪
25	<p>Fundraising events involving students</p>	<ul style="list-style-type: none"> ▪ Risk of student being harmed in or out of the school by volunteer or member of the public 	<ul style="list-style-type: none"> ▪ Staff complete a risk assessment for each fundraising event in advance of the fundraising taking place ▪ Students fundraise during agreed times only and supervision is provided
26	<p>Use of video/photography/other media to record / at school events</p>	<ul style="list-style-type: none"> ▪ Risk of student being exposed to public in a manner that is likely to be harmful to the student 	<ul style="list-style-type: none"> ▪ Parents' consent to use of images for school purposes only - other usage is cleared on a case by case basis ▪ The School has an Acceptable Usage Policy
27	<p>Use of student images for PR purposes</p>	<ul style="list-style-type: none"> ▪ Risk of student being exposed to public in a manner that is likely to be harmful to the student 	<ul style="list-style-type: none"> ▪ Parents' consent to use of images for school purposes only - other usage is cleared on a case by case basis

			<ul style="list-style-type: none"> ▪ The School has an Acceptable Usage Policy
28	Student teachers undertaking training placement in school	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school a student teacher 	<ul style="list-style-type: none"> ▪ The school will develop formal procedures in respect of student teacher placements
29	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 has a document regarding terms and conditions of the use of the school's Sports Hall and requires insurance and child protection details to be in place by the visiting organisation.
30	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
31	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.
32	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.
33	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.

34	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 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 _____.

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

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal

Date: _____

Date: _____

Date of next review: September 2021