

Child Safeguarding Risk Assessment - St. Clare's College

Written Assessment of Risk of St. Clare's College

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. Clare's College.

1. List of school activities

- 1 Daily arrival and dismissal of pupils
- 2 Recreation breaks for pupils
- 3 Classroom teaching
- 4 One-to-one teaching
- 5 One-to-one counselling
- 6 Outdoor teaching activities
- 7 Sporting Activities
- 8 After school activities, project work, choir rehearsals, additional classes
- 9 School outings
- 10 School trips involving overnight stay
- 11 School trips involving foreign travel
- 12 Use of toilet/changing/shower areas in schools
- 13 Annual Sports Day
- 14 Fundraising events involving pupils
- 15 Use of off-site facilities for school activities
- 16 School transport arrangements including use of bus escorts
- 17 Care of children with special educational needs, including intimate care where needed
- 18 Care of any vulnerable adult students, including intimate care where needed
- 19 Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- 20 Administration of Medicine
- 21 Administration of First Aid
- 22 Curricular provision in respect of SPHE, RSE, wellbeing
- 23 Prevention and dealing with bullying amongst pupils
- 24 Training of school personnel in child protection matters
- 25 Use of external personnel to supplement the curriculum
- 26 Use of external personnel to support sports and other extra-curricular activities
- 27 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

- 28 Recruitment of school personnel including -
- Teachers/SNAs
 - 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
- 29 Participation by pupils in religious ceremonies/religious instruction external to the school
- 30 Use of Information and Communication Technology by pupils in school
- 31 Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- 32 Students participating in work experience in the school
- 33 Students from the school participating in work experience elsewhere
- 34 Student teachers undertaking training placement in school
- 35 Use of video/photography/other media to record school events
- 36 After school use of school premises by other organisations
- 37 Use of school premises by other organisations during school day
- 38 Evening study

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

- 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, sports' matches
- 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 –

1. Supervision in the morning in all areas of school.

Classroom doors open.

Students in designated areas.

Additional support of Year Heads monitoring their group.

Supervision at the door of school when leaving and supervision at school gates/buses.

Students who arrive in school late must sign in at school office, also recorded on eportal.

Parents/guardians informed by text re student absences.

Parents/guardians collecting students from the college for pre-arranged appointments must report to the school office. Students sign out at school office.

All visitors to the school must go to the school office. Signs with this direction visible at school entrance.

2. Supervision on all areas of the school, both inside and outside.

Student not permitted to leave the school.

Classrooms doors open.

Designated areas for students. Designated toilets for junior and senior students.

Separate junior and senior breaks and lunchtimes

3. Students are classroom based apart from specialist subjects.

Each class has base classroom.

All classrooms have glass windows on the door.

Classroom doors open in between classes

Roll call taken at start of class by teacher, students missing from class reported to office/
secretary, principal, deputy principal

Seating plan in place

Student must have signed note by teacher in student journal if leaving the classroom
during class.

Any incident of a serious nature eg assault, verbal aggression reported to Principal, deputy
Principal

Practical subjects/specialist rooms have procedures in place to provide optimum safety.

4&5. SEN and Guidance Policy best practice of sharing classroom for small groups if possible.

Door left open.

Glass panel in all doors.

Record of all SEN students availing of resource/learning support on file.

Guidance office has glass panel in door.

Guidance counsellor has appointment slips for all meetings.

6. Students are in the care of their teacher on ball court areas during PE. Best classroom practice applies as in No. 3.
7. Sporting activities by students in the care of their teacher.
Outside instructors are vetted and College staff are present for any such coaching/instruction.
8. All outings are authorised by Principal using the Tour Authorisation form.
Written permission from parents/guardians.
Adequate supervision of students at all times.
- 9&10. Overnight School Tours/School Code of Behaviour applies.
In addition the school has written tour procedures
and students enter a contract to abide by school rules and procedures.
Male and female staff accompany group.
School tours have adequate staff for supervision at all times.
Tour co-ordinator meets students and parents prior to school tour.
Searching policy may apply.
11. Senior and junior toilets for boys and girls.
First Year boys' toilets
Outside doors of toilets open and supervision at break/ lunch at these areas
Limited movement to toilet during classroom.
Students who have particular need are identified and brought to attention of staff.
Students leaving class for toilet bring journal with a signed note by teacher.
PE teachers on corridor outside changing rooms before and after PE class.
Notice on toilet doors that staff may need to enter – Practice of knocking and announcing your presence before entering.
12. Supervision of all sporting activities by staff.
Best classroom practice observed.
Roll call taken.
Students not allowed to leave the premises
13. Supervision of all fundraising activities by staff, code of behaviour applies, students not allowed leave the premises without supervision/permission, minimum of two teachers and two students must be present for the counting of any monies collected for the chosen cause.
14. Parents/guardians permission sought, students supervised at all times, transport arrangements in place

15. Students with special needs escorted to their transport.
- 16&17. Special education care needs under the care of the SNA staff. Each student has a care plan.
18. Code of Behaviour applies. Anti-bullying policy applies.
19. Administration of medicine policy applies.
20. Staff trained in First Aid and students needs cared for in the presence of two members of staff.
21. Provision of RSE, SPHE and wellbeing in curriculum.
22. Anti-Bullying Policy including Cool schools programme, Pastoral care policy. Form teachers, Year Heads and Guidance Counsellor monitor all classes.
23. DLP and Deputy DLP are trained. All staff training in Tusla & PDST Children First training.
- 24&25. All external personnel involved in sport or extracurricular activities are vetted. All visitors must report to office on arrival and will be escorted to destination. It is policy of St. Clare's College that staff members are present at all times. Outside contractors if on site during school hours are accompanied by school personnel eg caretaker
26. Students with specific vulnerabilities are cared for under our Pastoral Care Policy, Guidance Policy and SEN Policy. Consultation with NEPS and other agencies.
27. The school adheres to Garda vetting legislation and to DES circulars relating to the recruitment of SNAs and teaching staff.
28. Code of behaviour applies and supervision of all activities by staff.
29. Social media guideline and acceptable usage policy applies. Internet Safety expert visits the schools and a presentation given to students. School mobile phone available to staff for trips.
30. Code of behaviour applies.

31&32. Standard letters to parent and employer, vetting forms given to students and employers, insurance cover in place and documentation applicable, employer report form post work experience, communication between school and employer during the work experience period.

33. The school adheres to Garda vetting legislation and to DES circulars relating to teacher training placements.

34. Only school recording and storage device will be used. Safe and secure storage of video/photography equipment within the school.

35&36. External organisations use of the gym is currently suspended and under BOM review.

37&38. Evening study: The following conditions apply:

- A roll will be taken at each study (parents/guardians may check re attendance).
- Each session will be supervised by a teacher.
- Each student will study on his/her own, in silence; there will be no group work.
- No talking, eating or drinking allowed.
- Use of mobile phones is strictly forbidden during study.
- Students must be on time and must stay the whole session, unless parents request otherwise in writing.
- Any breach of regulations or disruption to the study session will result in a student being removed immediately from the scheme.
- Parents/guardians will be responsible for arranging any transport that is required.
- Normal school rules apply, full uniform must be worn.

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

Signed 

Date 04/11/21

Chairperson, Board of Management

Signed 

Date 4/11/2021

Principal/Secretary to the Board of Management