



Child Safeguarding Risk Assessment

Written Assessment of Risk of Loreto Secondary School, Balbriggan.

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 Loreto Secondary School, Balbriggan.

1. List of school activities

- Daily arrival and departure of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities
- Supervised after school study/Saturday/evenings and holidays
- Preparation for Shows/Musicals/Presentations
- Information and Open Evenings
- Parent/Teacher meetings
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools - ours & other schools
- Annual Sports Days
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts – and travel to and from same
- Care of children with special educational needs, 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
- 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
- Use of substitute teachers
- Care of pupils who may have specific 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 the following:
 - Teachers/SNA's
 - Senior Leadership team
 - Caretaker/Secretary/Cleaners
 - Sports coaches
- Engagement of the following:
 - 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
- Facilitating all faiths with the R.E. curriculum
- Use of Information and Communication Technology by pupils in school both in and out of the classroom
- Meeting with Senior Leadership Team
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Student teachers 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
- Supporting and guiding students with regard to misuse of social media
- Congregating and gathering in school social areas – before, during and after school
- Homework club/evening study/Saturday 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 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 student being harmed in the school by a volunteer or a visitor to the school
- Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in extra or co-curricular activities before or after school
- Risk of harm due to bullying of student
- Risk of harm due to inadequate supervision of students in school
- Risk of harm due to inadequate supervision of students while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between student and

another student or adult

- Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to students with SEN who have particular vulnerabilities
- Risk of harm to student while a student 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 in 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
- Risk of harm where students finds herself first/last in the building
- Risk of harm while out at work experience
- Risk of harm by being bullied when away on a trip
- Risk of harm due to lack of understanding of specific needs including sexual identity, religious and ethnic background.

3. The school has the following procedures in place to address the risks of harm identified in this assessment –

- 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 the SPHE curriculum & RSE programme
- The school implements 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 supervision procedures to ensure appropriate supervision of students 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 trips and/or tours
- 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 follows a code of conduct for school personnel (teaching and non-teaching staff) including one to one counselling or one to one teaching.
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has Dignity at Work Policy and Code of procedures
- 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 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 procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place procedures in respect of student teacher placements
- The school has established procedures for LGBT students
- The school has an active Pastoral team with positive understanding of the needs of the students in its care
- The school has protocols in place for work experience in an external organisation
- The school has an R.E. policy to cater for the needs of all students.
- The school has procedures for the Code of Conduct for school personnel.
- The school has procedures in respect of student teacher placements.
- The school has procedures for the use of external persons to supplement curricular including sports coaches.
- The school has a supervision protocol for off site events and sporting activities including transport to and from same.

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 4th March 2019. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed

Date 4th March 2019

Chairperson, Board of Management

Signed

Date 4th March 2019

Principal/Secretary to the Board of Management