



 Child Safeguarding Risk Assessment

Written Assessment of Risk of St Mary’s Secondary School, Charleville

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 Mary’s Secondary School, Charleville.



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| **St Mary’s Charleville** | **List of School Activities** |
|  | * Daily arrival and dismissal of pupils
* Recreation breaks for pupils
* Classroom teaching
* One-to-one teaching
* One-to-one counselling
* Outdoor teaching activities
* Sporting activities
* School outings
* School trips involving overnight stay
* School trips involving foreign travel
* Use of toilet/changing/shower areas in schools
* Fundraising events involving pupils
* Use of offsite facilities for school activities
* School transport arrangements including use of bus escorts, teachers cars
* Care of children with special educational needs, including intimate care where needed
* Care of any vulnerable adult students, 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, Stay Safe
* 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 other extra-curricular activities
* 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
* Recruitment of school personnel including –
* Teachers / SNA’s
* Caretaker / Secretary / Cleaners
* Sports coaches
* Guest speakers
* Volunteers / Parents in school activities
* Visitors / contractors present in school during school hours
* Visitors / contractors present during after school activities
* Deliveries to canteen during school day
* Participation by pupils in religious ceremonies / religious instruction external to the school
* Use of Information and Communication Technology by pupils in school
* Application of sanctions under the school’s Code of Behaviour including detention eg pupils, confiscation of phones etc
* Students 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 organisation during school day
* Breakfast club, homework club / evening study
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|  | **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 school activities eg school trip, swimming lessons
* 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 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
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|  | **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 schools *Child Safeguarding Statement*
* The *Child Protection Procedures for Primary and Post Primary Schools 2017* are made available to all 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 schools implements in full the Stay Safe Programme
* The school implements in full SPHE curriculum
* The school implements in full the Wellbeing Programme at Junior Cycle
* The school has an Anti-Bullying Policy which fully adheres to the requirement s of the Departments *Anti –Bullying Procedures for Primary and Post Primary Schools*
* The school has a yard/playground supervision policy to ensure appropriate supervision of children 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 outings
* The school has a Health & 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 has a code of conduct for school personnel (teaching and non teaching staff)
* The school complies with the agreed disciplinary procedures for teaching staff
* The school has a Special Educational Needs policy
* The school has an intimate care policy/plan in respect of students who require such care
* 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 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 a Home School Liaison Policy and related procedures
* The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
* The school has in place a policy and clear procedures for one to one teaching activities
* The school has in place a policy and procedures for one to one counselling
* The school has in place a policy and procedures in respect of students undertaking work experience in the school
* The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
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| **Risk Identified** | **Management of Risk** |
| **Covid 19** | * The schools covid response plan is operational and adopted by the school community
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| .**Changing rooms** | * Pupil will be expected to dress and undress themselves for Games/PE/Swimming.
* Under no circumstances will members of staff/volunteers be expected to, or allowed to, dress/undress a child unsupervised in a cubicle/private area. In such situations where privacy is required, the parents/guardians of the child will be asked to assist the child.
* The Board shall make a judgement about supervision based on the age and developmental needs of pupils.
* It is not necessary that adults remain in the room in order to maintain good behaviour, being in close proximity and pupils being aware of this may be enough. Pupils should know that adults will enter the room if necessary in response to a disturbance, for example:
* It is often possible to leave the door of designated changing rooms slightly open
* If there is a need for an adult to enter the room, it is recommended they should alert pupils to this by announcing it to give pupils the opportunity to cover up if they want to.
* Encourage pupils of all ages to be as independent as possible, consider promoting and giving verbal help/encouragement before offering assistance.
* Where possible, female staff should supervise girls.
* All adults, but particularly those of the opposite sex, should avoid just standing in the changing room watching pupils, or repeatedly going in and out without good reason.
* Establish a code of behaviour with pupils so they are clear about expectations about their conduct whilst they are supervised.
* All staff shall be aware of any intimate care issues for individual pupils. Pupils and parents shall be involved in making decisions which involve intimate care, and these arrangements shall be reviewed regularly.
* Staff shall be especially vigilant when helping children with underclothes, tights and swimming costumes. If necessary, offer assistance openly and not out of sight of others.
* In the case of using off-site changing rooms, such as at a public swimming pooll, it is not appropriate for school swimmers to share changing facilities with members of the public (unless this has been carefully risk assessed). If school sessions precede or are followed be public sessions, enough time shall be booked either side of the swimming session to allow pupils to get showered and changed.
* If changing areas are shared with pupils from another school, particularly those who are older/younger, adults from both schools shall take this into consideration and properly risk assess together.
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| **One to one situations** | * Every effort shall be made to ensure the protection of pupils and staff.
* Every effort will be made to ensure that teaching takes place in an open environment.
* Clear boundaries are in place regarding our physical environment (eg vision panel in door unobstructed), seating arrangements(students seat approx 1.5m from guidance counsellor), proper timetabling (appointment system) etc
* No staff member shall meet with a student alone in school outside of the normal timetabled hours of the teaching day
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| **Overnight trips** | * Parents will be given full contact details of the centre/hotel/accommodation and also of the staff member in charge of the event.
* The school will ensure that the physical surroundings are safe, comfortable, accessible and appropriate
* There will be an appropriate ratio of adults to young people at the event – this may vary depending on the age and ability of the group involved.
* There will be appropriate gender based supervision for the event.
* Dormitories will not be shared with non-group members.
* All staff who work on a residential event with young people will be Garda vetted.
* The school has a system in place for recording any accidents or incidents which occur on a trip.
* One staff member will be designated as the key contact person for the event and parents/guardians and participants will be given contact details of this person. All complaints, concerns etc shall be directed to this person (with the exception of complaints in relation to the safety and welfare of the children/young people).
* Parents/guardians will also be given the contact details of the DLP.
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| **Code of Behaviour for events** | * The school’s Code of Behaviour will apply at all times while students are involved in an event or on a trip
* The privacy of the participants will be respected at all times, particularly in dormitories, changing rooms, showers and toilets.
* Participants shall be encouraged to report to a staff member any cases of bullying and the staff member in charge must be made aware of this.
* Staff shall ensure that the relationship with students is constructive and aims to build the independence and autonomy of the participants.
* Adequate and safe transport arrangements will be made.
* There will be adequate insurance cover for the activities being undertaken.
* Parent/guardian consent will be obtained for each participant, prior to the trip, including information on each participant about the following-
* Contact details for parent/guardian and another person named by the parent/guardian in the event of the parent/guardian not being available in an emergency.
* All relevant medical information for the participant and consent for medical intervention, if necessary.
* Any special needs which the participant may have, including diet, medical needs, support needs.
* All relevant information including contact details, allergies, medicines, dietary needs etc for the student will be kept with a staff member on the trip.
* Parents/guardians will be fully informed of the programme or timetable for the event and will receive a copy of the programme
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| **Excursions** | * Adults shall not share a room with a student. Where the presence of an adult is needed, there shall be more than one student in the room with the adult. If students are sharing a room, it shall be with those of the same age grouping.
* Staff organisers shall check out the venue beforehand, so that separate and appropriate sleeping arrangements can be made in advance.
* Alcoholic drink, smoking and other illegal substances/activities are forbidden
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| **Administering First Aid** | * First Aid shall be administered by suitably qualified staff members, in line with the school’s Health & Safety Policy.
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| **Internet use** | * The school’s Acceptable Usage Policy ensures that child protection concerns are addressed as part of its Digital Strategy.
* The school’s SPHE and RSE Programmes shall be supplemented with appropriate resources.
* There are annual Information Evenings during which parents are invited to attend a session with an invited speaker to stay abreast of the ever changing situation regarding internet access.
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| **Contact /phone** | * All contact between school and home is via official lines of communication eg school landline or mobile, email or text alert
* No staff member shall contact a student directly or store a student’s personal mobile number or personal email address in their own personal contacts list
* No staff member shall make contact or interact in any way with a student via social media
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| **Teacher induction**  | * The DLP is responsible for informing all new teachers and ancillary staff of the Child Protection Procedures (DES, 2011), Children First Guidelines (2011), and Children First – National Guidance for the Protection and Welfare of Children (2011).
* The DLP is responsible for ensuring all staff members are Garda Vetted and aware of their responsibilities as per the school’s Child Safeguarding Statement.
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| **Student travelling in a staff member’s car** | * Members of the school staff will not carry students alone in their cars at any time
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| **Students with specific toileting/intimate care needs** | * In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened after enrolment and before the student starts school, between parents/guardians, class teacher, special needs assistant, Principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs.
* One staff member to be involved in this care will be identified and provision will be made for occasions when the particular staff member involved is absent. A written copy of what has been agreed will be made and kept in the student’s file.
* Two members of staff will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.
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|  **School Events/Competitions** | * If late collections occur, staff shall remain in pairs until participants have left.
* Group texts shall be used for communication purposes
* Camera phones shall not be used in changing rooms.
* The school shall ensure that only those who have a right to take photographs do so.
* Anyone concerned about photography or the use of images at events or training sessions can contact the DLP.
* Parental permission is required to use the student’s image
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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 2-12-2021. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: \_ Date: 2-12-2020

Chairperson, Board of Management



Signed: Date: 2-12-2020

Principal/ Secretary to the Board of Management

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