



## Child Safeguarding Risk Assessment



### Written Assessment of Risk of St Louis High School

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 Louis High School

#### 1. List of school activities

- 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
  - Annual Sports Day
  - Fundraising events involving pupils
  - Use of off-site facilities for school activities
  - School transport arrangements including use of bus escorts
  - 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, 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 sports and other extra-curricular activities
  - Care of pupils with specific vulnerabilities/ needs such as
    - Pupils from ethnic minorities/migrants
    - 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/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
- Participation by pupils in religious ceremonies
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of 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 organisations – BA Norton, Kumon, Star Camp and Spleodar, Dublin Symphony Orchestra, Baroque Players and Yoga Classes.
- Supervised Study
- One-on-one music lessons
- Mock interviews
- Evening meetings – parents and sometimes students
- Library time

**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, 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 an 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
- Risk of harm to a child caused by visitors accessing the building
- Risk of harm to students not present in class without reason
- Risk of harm by unexplained school absences
- Risk of harm to children caused by access to substances eg alcohol, drugs etc.

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

| <b>Risk Identified</b>                                | <b>Procedure in place to manage risk identified</b>   |
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| Risk of harm not being recognised by school personnel | Staff is advised by management on an annual basis as to how to recognise risk of harm. Staff has been facilitated to engage with online child protection training (Legal Island in 2016-2017) |

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|  | and Tusla online training in 2018   |
| Risk of harm not being reported properly and promptly by school personnel      | All staff is advised and given guidance by senior management on an annual basis as to how to report risk of harm to a child and to whom.  |
| Risk of child being harmed in the school by a member of school personnel       | <ul style="list-style-type: none"> <li>• All staff is advised by management as to how to deal with children in its care.</li> <li>• A strong pastoral care system is in place with a Year Head, liaising with senior management, counsellors and class teachers overseeing the care of students.</li> <li>• A care team is established in the school and addresses on a weekly basis the care of all students.</li> <li>• CCTV is installed on every corridor</li> </ul>  |
| Risk of child being harmed in the school by another child                      | <ul style="list-style-type: none"> <li>• All staff is advised by management as to how to deal with children in its care.</li> <li>• A strong pastoral care system is in place with a Year Head, liaising with senior management, counsellors and class teachers overseeing the care of students.</li> <li>• A care team is established in the school and addresses on a weekly basis the care of all students.</li> <li>• A strong Code of Behaviour is implemented to deal with any student behaviour which may/would put another student at risk. This policy is available on the school website, in the school journal and parents are informed of same.</li> <li>• CCTV is installed on every corridor</li> </ul> |
| Risk of child being harmed in the school by volunteer or visitor to the school | <ul style="list-style-type: none"> <li>• All visitors must report to the reception office on arrival and if proceeding beyond reception, will be required to wear a visitor's lanyard and to sign in and out at the office.</li> <li>• A staff member will accompany and provide supervision at the visit.</li> <li>• Frequent volunteers will be vetted through the NVB process.</li> <li>• Students will not be permitted to</li> </ul>   |

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|   | <p>engage with visitors/volunteers on a one-to-one basis without appropriate supervision.</p> <ul style="list-style-type: none"> <li>• CCTV is installed on every corridor.</li> </ul>  |
| <p>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, swimming lessons</p> | <ul style="list-style-type: none"> <li>• All staff members have been vetted through the NVB.</li> <li>• Appropriate staff numbers will accompany students on trips, activities etc.</li> <li>• The School's Trips policy will apply in relation to trips – both foreign and national. The Trips policy is available on the school website.</li> <li>• Staff members are advised not to enter student changing rooms whilst students are changing their clothes for PE classes/swimming lessons.</li> <li>• Staff members are advised to follow the Child Protection protocol of another organisation eg swimming pool etc.</li> <li>• Staff members are advised to report on any incident which may have or put a child at risk of being harmed.</li> <li>• Staff are advised not to take images of students on their own devices and to only use school authorised devices.</li> </ul> |
| <p>Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</p>   | <ul style="list-style-type: none"> <li>• Students are supervised at all times whilst using the computer rooms</li> <li>• An Acceptable Use Policy is in place and students must contract to using/accessing computers, social media, phones and other devices in an appropriate manner. This policy is available to download from the school website.</li> <li>• A Mobile Phone Policy is in place and students are not permitted to use their phones while in school apart from when a teacher permits their use in class for teaching and learning purposes. Inappropriate use of such media is addressed in both our anti-bullying policy, code of behaviour and acceptable use policies – all of which are available to download on the</li> </ul>  |

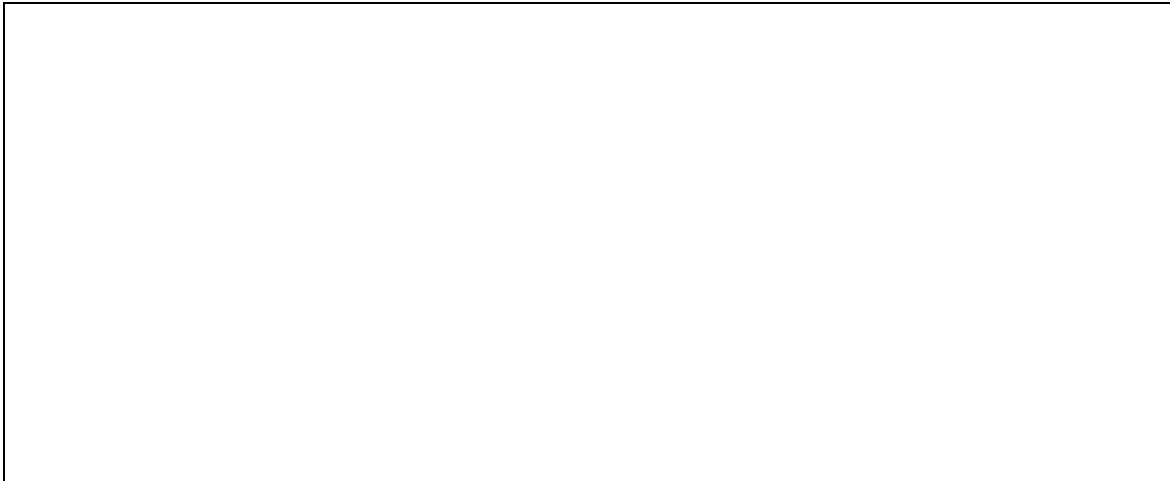
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|   | <p>school's website.</p>   |
| <p>Risk of harm due to bullying of child</p>  | <ul style="list-style-type: none"> <li>• The school has an anti-bullying policy in place which is available to download from the school's website.</li> <li>• All year groups are given a presentation by a visiting speaker on bullying on an annual basis.</li> <li>• The school's ethos is strong in sending out the message of zero-tolerance for bullying. This is reflected in our Code of Behaviour, Anti-bullying policy and in the manner in which students are treated in the school.</li> <li>• Visual displays relating to bullying are on show around the school to remind students of their obligations not to indulge in bullying and for observers and victims of bullying not to remain silent and to report bullying.</li> </ul> |
| <p>Risk of harm due to inadequate supervision of children in school</p>                                       | <ul style="list-style-type: none"> <li>• An S &amp; S rota is drawn up and is on display in the staff room and staff is advised of the importance of active, vigilant supervision at all times.</li> <li>• The rota is prepared on a daily basis in order to ensure that adequate supervision is in place.</li> <li>• Presence of a caretaker on site when the school is open.</li> </ul>  |
| <p>Risk of harm due to inadequate supervision of children while attending out of school activities</p>        | <ul style="list-style-type: none"> <li>• Staff must adhere to the Trips and Events policy while students are attending out-of-school activities.</li> </ul>  |
| <p>Risk of harm due to inappropriate relationship/communications between child and another child or adult</p> | <ul style="list-style-type: none"> <li>• A strong pastoral care system is in place with a Year Head, liaising with senior management, counsellors and class teachers overseeing the care of students.</li> <li>• A Code of Behaviour policy is in place.</li> <li>• All staff members are vetted through the NVB.</li> <li>• All teaching staff is registered with the Teaching Council.</li> <li>• All teaching staff has been employed according to the guidelines at the time and references were sought for all</li> </ul>   |

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|  | <p>concerned before employment was offered.</p> <ul style="list-style-type: none"> <li>• All staff are advised on an annual basis in relation to how to manage communication and relationships with students in a professional and appropriate manner in line with teaching council and child protection guidelines.</li> </ul>  |
| <p>Risk of harm to children with SEN who have particular vulnerabilities</p> | <ul style="list-style-type: none"> <li>• A strong pastoral care system is in place with a Year Head, liaising with senior management, counsellors and class teachers overseeing the care of students.</li> <li>• To provide adequate and appropriate supervision of students with SEN.</li> <li>• All SNAs are advised by senior management and the SEN co-ordinator as to the particular needs of the individual students.</li> <li>• SNA timetables are drawn up in order to put the best supports in place for the students in question.</li> <li>• Close contact with parents of SEN students is maintained in order to provide as much support as possible – SNA, SEN Co-ordinator, Year Heads, Senior Management etc.</li> </ul> |
| <p>Risk of harm to child while a child is receiving intimate care</p>        | <ul style="list-style-type: none"> <li>• Close contact with parents of SEN students is maintained in order to provide as much support as possible – SNA, SEN Co-ordinator, Year Heads, Senior Management etc.</li> <li>• Close contact with medical support is maintained to ensure that the appropriate procedures are being followed.</li> <li>• To provide adequate and appropriate supervision of students with needs of this nature.</li> <li>• The allocated person to assist with intimate care has received medical guidance and advice from parent/s.</li> </ul>  |
| <p>Risk of harm due to inadequate code of behaviour</p>                      | <ul style="list-style-type: none"> <li>• The Board of Management reviews the Code of Behaviour on a regular basis to ensure that it is adequate.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Senior and middle management along with the teaching staff implement the code of behaviour on a daily basis to ensure that the risk of harm is reduced to all.</li> </ul>   |
| Risk of harm in one-to-one teaching, counselling, coaching situation, meeting situation, music lessons, mock interviews, oral language examinations etc. | <ul style="list-style-type: none"> <li>• Staff members are advised to meet with students either accompanied by another adult eg staff member, or another student.</li> <li>• Any one-to-one engagement must take place in either a room with a glass panel so that the room is visible to passers-by or on a corridor in full view of passers-by.</li> </ul>             |
| 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"> <li>• Staff members are advised at staff meetings as to how to behave online.</li> <li>• Invited speakers have been invited to give presentations on how members of the school personnel should behave on social media, using texting etc.</li> <li>• Staff members are advised as to current data protection legislation.</li> </ul> |
| Risk of harm caused by visitors accessing the building   | <ul style="list-style-type: none"> <li>• Once class commences, the front door is locked and access to the building can only be made by ringing the bell and access being granted by the reception office.</li> <li>• Notices are on display at the entrance and at reception advising visitors of protocol.</li> </ul>   |
| Risk of harm to students not present in class without reason   | <ul style="list-style-type: none"> <li>• Staff use VS Ware to record attendance in each class.</li> <li>• If a student is absent from class and has previously been recorded as present up until then, the teacher, SNA or supervisor will report this absence immediately to the office, where upon action will be taken to locate the student.</li> </ul>              |
| Risk of harm by unexplained school absences  | <ul style="list-style-type: none"> <li>• The Year Head will follow up on any unexplained school absences.</li> <li>• Parents are advised to ring school in relation to absences and to provide written explanation for absences on students' return to school. There are notes available in the school journal for</li> </ul>  |



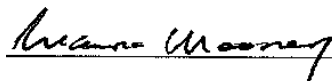
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|  | <p>this purpose.</p> <ul style="list-style-type: none"> <li>• A school text-alert system is also in place.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Risk of harm to children caused by access to inappropriate substances eg alcohol, drugs etc.</li> </ul> | <ul style="list-style-type: none"> <li>• The school has a substance misuse policy in place.</li> <li>• SPHE and Social education curricula will address the topics of substance abuse.</li> <li>• Invited speakers with specialist knowledge in these areas will be facilitated to address students.</li> <li>• Senior and middle management along with the teaching staff implement the code of behaviour on a daily basis to ensure that the risk of harm is reduced to all.</li> <li>• A strong pastoral care system is in place with a Year Head, liaising with senior management, counsellors and class teachers overseeing the care of students.</li> <li>• A strong Code of Behaviour is implemented to deal with any student behaviour which may/would put another student at risk. This policy is available on the school website, in the school journal and parents are informed of same.</li> <li>• CCTV is installed on every corridor</li> <li>• An S &amp; S rota is drawn up and is on display in the staff room and staff is advised of the importance of active, vigilant supervision at all times.</li> <li>• The Student Representative Council is advised to report any such issues that could arise in order to reduce any risk to students.</li> <li>• Any alcohol received by the school eg Christmas Fair is locked away.</li> </ul> |



**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 31<sup>st</sup> January 2018]. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

  
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Chairperson, Board of Management Date 31-08-2018

Signed  Date 31-08-2018

Principal/Secretary to the Board of Management