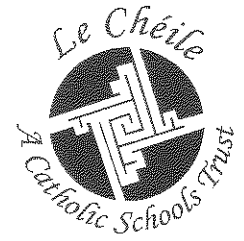## Child Safeguarding Risk Assessment

## Written Assessment of Risk of St Louis High School

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of [name of school]. St Louis High School

### 1. List of school activities

- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Online classroom teaching
- One-to-one online teaching
- One-to-one online student support
- 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 Yoga Classes, *Little Kickers*.
- 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 or lates
- 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 -**

| Risk Identified | Procedure in place to manage risk identified |
|---|---|
| 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 – first staff meeting of any given academic year. Staff has been facilitated to engage with online child protection training ( Tusla & PDST online training in 2018,2019 and 2020). |
| 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><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</li></ul> |

| | | |
|---|---|---|
| | with senior management, counsellors and class teachers overseeing the care of students.<br>• A care team is established in the school and addresses on a weekly basis the care of all students.<br>• CCTV is installed on every corridor | |
| Risk of child being harmed in the school by another child | • All staff is advised by management as to how to deal with children in its care.<br>• 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.<br>• A care team is established in the school and addresses on a weekly basis the care of all students.<br>• 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.<br>• CCTV is installed on every corridor | |
| Risk of child being harmed in the school by volunteer or visitor to the school | • 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.<br>• A staff member will accompany and provide supervision at the visit.<br>• Frequent volunteers will be vetted through the NVB process.<br>• Students will not be permitted to engage with visitors/volunteers on a one-to-one basis without appropriate supervision.<br>• CCTV is installed on every corridor and outdoors. | |
| Risk of child being harmed by a member of school personnel, a member of staff of | • All staff members have been vetted through the NVB (National Vetting Bureau) | |

| another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons | <ul><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> | |
| Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school | <ul><li>Students are supervised at all times whilst using the computer rooms</li><li>Students are advised as to how to behave online using the school's suite of Office 365, which also includes the online learning platform, Teams.</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. Inappropriate use of such media is addressed in both our anti-</li></ul> | |

| | | bullying policy, code of behaviour and acceptable use policies – all of which are available to download on the school's website. | |
|---|---|---|---|
| | | | |

> **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.

**Examples of activities, risks and procedures**

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as "any potential for harm". Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools

should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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.

**Examples of School Activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- 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,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- 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
  - 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
- Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNA's
  - 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/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- 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
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study

**Examples of Risks of Harm**
- 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 inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- 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
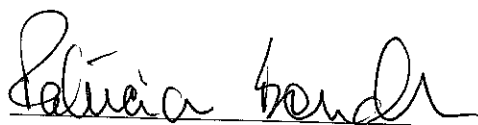- Risk of harm due to inappropriate relationship/communications between child and another child or adult

- 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, including medical 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

**Examples of Procedures to address risks of harm**

- 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* and it's Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the 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 requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- 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 and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes 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 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 a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures (not applicable in our school context)
- 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 procedures for the use of external sports coaches
- 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 student-teacher placements
- 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

Child Protection Safeguarding Statement and Risk Assessment were ratified by the Board of Management on 3rd March 2022.


Signed; _Patricia Bourden_____ P Bourden (Chairperson)

_C Mc Donogh_____ C McDonough (Principal)