

# CDL Child Safeguarding Risk Assessment



## Written Assessment of Risk of Coláiste De Lacy

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 Coláiste De Lacy, Ashbourne.

### 1. List of school activities

- Daily arrival and dismissal of students
- Recreation breaks for students
- Toilet breaks for students
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- School Events e.g. students acting as guides/presenters for Information Meetings, Open Night...etc.
- All Extracurricular Activities (including Sporting and Cultural activities, matches, competitions...etc.)
- After-school/additional tuition for class groups e.g. projects, preparation for practical exams...etc.
- School outings e.g. reward trips, curricular field trips...etc.
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Fundraising events involving students
- Use of off-site facilities for school activities e.g. PE/training in Donaghmore-Ashbourne GAA club grounds
- 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 students
- Administration of Medicine (in accordance with LMETB *Administration of Medicines Policy*)
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Wellbeing
- Prevention and dealing with bullying amongst students
- 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 students with specific vulnerabilities/ needs such as
  - Students from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBTQI+) children
  - Students perceived to be LGBTQI+

- Students of minority religious faiths
- Children in care
- Children on CPNS (Túsla Child Protection Notification System)
- 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
- Use of Information and Communication Technology (IPads) by students in school
- Application of sanctions under the school's Code of Conduct including detention of students, 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
- Collection of students by buses (shared with other schools) after school
- Movement of students between lessons
- Supervised Study (after school)

**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 CDL student
- Risk of student being harmed in the school by a student from another school
- Risk of student being harmed in the school by volunteer or 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 child participating in out of school activities e.g. school trip
- 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 receiving intimate care
- Risk of harm due to inadequate Code of Conduct (including policies, procedures and classroom management practices)
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with students 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
- Risk of harm caused by a student 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 -**

- 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*, *Children First* and *Circular Letter 0081/2017* are made available to all school personnel. Soft copies have been distributed to all staff
- 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 has a pastoral care structure which includes *Year Heads*, *Clanns* and *Caomhnóirs*
- The school implements in full the SPHE & RSE 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 organises Friendship Week and other Anti-Bullying events/workshops for students
- Supervision of students at break-times and lunchtimes. A roster of staff has been drawn up and is posted in the staffroom.
- The school has in place a policy and clear procedures in respect of school outings (LMETB *Educational Tours and Field Trips Policy*)
- The school has a *Health Safety Statement and Safety Risk Assessment*
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The ETB 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 developed *Special Educational Needs Policy*
- The school has an intimate care policy/plan (LMETB *Intimate Care Policy*) in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to students (LMETB *Policy and Procedures for the Administration of Medicines in Schools and Centres*)
- 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 Conduct* for students
- The school has in place a *Substance Misuse Policy*
- The school has in place an *Acceptable Usage Policy* in respect of usage of ICT by students.
- The school has in place a *Mobile Phone Policy* in respect of usage of mobile phones (and other devices) by students
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures in respect of student teacher placements (LMETB *Volunteering and Work Experience Policy*)
- The school has in place procedures in respect of students of the school undertaking work experience in external organisations
- The school has in place strict sign-out procedures for students and request identification from the collecting adult where the adult is unknown to the staff member signing the student out
- All visitors must sign-in at reception and wear a visitor's identification badge and use the designated toilet facilities for visitors i.e. UAC toilets/single cubicle toilets

- Where One-to-One tuition/meetings are essential, the door will generally be left open. If this is noise prohibitive then the meeting/learning session will be held in a room where there is a glass viewing panel in the door/wall.
- School attendance is monitored carefully. An *Assistant Principal 1* has been given duties regarding school attendance. Attendance reports are made regularly to the National Educational Welfare Board (NEWB). Students who miss twenty days or more are reported to the NEWB and receive a letter from the school (in accordance with the Educational Welfare Act, 2000)
- Parents are informed about any school trips/outings. Consent forms are sent home to be signed by parents. These forms contain information about the event/trip/outing. A risk assessment is carried out by the relevant teacher in preparation for the trip. All teachers are aware that they must fully comply with the LMETB *Educational Tours and Field Trips Policy* and the LMETB *Policy and Procedures for the Administration of Medicines in Schools and Centres*. All students are aware that they must comply fully with the school Code of Conduct and Mobile Phone Policy on trips/outings. The organising teacher must bring contact details for all participants and their parents in case of an emergency. All parents must make arrangements (if necessary) for students to be collected or to get home when a group return to the school outside of normal school hours. Parents must inform the school of relevant medical information e.g. conditions, medication...etc. for a student going on a trip. Adequate staff to student's ratios will be observed commensurate with the level of supervision required and the nature of the trip/venue
- PE teachers and Team Coaches will ideally not enter a changing room of the opposite sex. However, there are times when a teacher's presence is required and if a teacher/coach must enter a changing room of the opposite sex, then they should give advance/prior warning, e.g. knock, announce their intention to enter and wait, or alternatively send a student (of the relevant sex) to inform the students that they will be entering the changing room momentarily
- In rare and exceptional instances where a staff car must be used to transport a student, then students will never be taken alone. They will be accompanied by another student where possible or another staff member. The students will be instructed to sit in the back seat of the vehicle. It is strongly advised that staff members would only carry students in very exceptional circumstances
- The school has a *Managed Service* in place for student iPads to limit the downloading of apps to preapproved, educational apps only
- Teachers are requested to monitor carefully for patterns and limit the number of students that they allow out of lessons to use the toilet facilities to one student at a time
- Only CDL students should be collected by buses (Bus Eireann School Transport Scheme) on the campus. Students from other schools are trespassing and are asked to leave
- CDL students are not allowed to open the front doors for any other person other than a member of CDL staff. This is to minimise the chance of unauthorised entry by another students or adult.
- The school has one and two hour lessons to minimise the movement of students between lessons. Students are also not permitted to go to lockers between lessons to minimise movement.

**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 7<sup>th</sup> March 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management