

Coláiste an Chraoibhín

Risk Assessment & Child Safeguarding Statement



March 2018

Written Assessment of Risk of Coláiste an Chraoibhín

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 an Chraoibhín .

List of school activities

- Daily arrival and departure of students
- Breakfast club / after school canteen
- Recreation breaks for pupils
- Classroom teaching / small group / One-to-one teaching
- Students out of class during timetabled period
- One-to-one counselling
- One-to-one meeting with students
- Sporting Activities
- School outings / School trips involving overnight stay and/or foreign travel
- Use of toilet/changing/shower areas in schools
- Use of changing rooms while at away matches
- Fundraising events involving students
- Students to and from school during lunchtime
- Use of off-site facilities for school activities
- Use of Gaelscoil as temporary accommodation for TY classes
- Students walking between Gaelscoil/Cope/Adare Hall/Rowing club and the school
- Student interaction with workers/personnel of other facilities in Gaelscoil/Cope/Adare Hall/Rowing club
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed.
- Care of children with SEN who have particular vulnerabilities
- Care of vulnerable adult students from Cope, including intimate care where needed
- Administration of Medicine and/or first aid
- Curricular provision in respect of Wellbeing
- Curricular provision for SPHE and RSE
- Prevention of and dealing with bullying amongst students
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Students being harmed visitors to the school
- Collection of students by parents during school time
- Collection of students attending after school classes
- Parents in school/new campus arrangements
- 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 (LGBTQ) children
 - Children in care

- Recruitment of school personnel including
 - Teachers/SNAs
 - Caretaker/Cleaner/Secretary
 - Sports coaches
 - External tutors/Guest Speakers
 - Volunteers /Parents in school activities
 - Visitors/contractors present during school hours
 - Visitors/contractors present during after school activities
 - Tutors/students attending after school classes
- Use of Information and Communication Technology by students in school
- Inappropriately accessing/using computers, social media, phones and other devices while at school
- Inappropriate use of school phone by students/bullying
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Member of school personnel communicating with students in inappropriate manner via social media, texting, digital device or other manner
- Harm not being reported properly and promptly by school personnel
- 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
- Homework club/evening study

The school has identified the following risk of harm in respect of its activities

Risk Identified	Policies/Procedures in place to manage risk
Risk of harm not being recognised by school personnel	<p>School Uniform Policy</p> <p>Student sign in/out policy during school time</p> <p>Sign in/out Procedure at school</p> <p>Reception/Identification tag for a visitors to the school</p>
Risk of harm not being reported properly and promptly by school personnel	<p>All school personnel are provided with a copy of the school’s <i>Child Safeguarding Statement</i>.</p> <p>Procedures for reporting in teachers journals</p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel and training is provided for all staff.</p> <p>All school personnel are aware of DLP and DDLP.</p> <p>A copy of induction material is made available to all new staff.</p>
Risk of child being harmed in the school by a member of school personnel	<p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department’s <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment.</p> <p>The school adheres to the Teaching Council <i>Code of Professional Conduct</i>.</p> <p>The staff handbook contains all relevant information regarding child safeguarding policies and procedures (updated annually).</p>

<p>Risk of child being harmed in the school by another child</p>	<p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school has a supervision policy to ensure appropriate supervision of students before and after school and during break time</p> <p>The school has in place a policy and clear procedures in respect of school outings</p> <p>The school has a Health and Safety policy</p> <p>The school implements in full the Wellbeing Programme at Junior Cycle</p> <p>The school has a Code of Behaviour policy.</p> <p>The school has a Special Educational Needs policy.</p> <p>The school has a teacher mentoring programme for students.</p>
<p>Risk of child being harmed in the school by volunteer or visitor to the school</p>	<p>Sign in Procedure at Reception/Identification tag for visitors to the school.</p> <p>Visitors remain at reception area while in school</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p>
<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, matches etc</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has in place a policy and clear procedures in respect of school outings</p> <p>Parents sign <i>Terms & Conditions</i> form prior to school tours/overnight trips</p> <p>Parents sign permission slips for school activities</p>

<p>Risk of harm due to bullying of child</p>	<p>The school has a child safeguarding statement and a completed risk assessment document.</p> <p>The school has a DLP and a DDLP.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school implements in full the Wellbeing Programme at Junior Cycle</p> <p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by students</p> <p>The school has adopted NEPS Critical Incident Management Plan</p> <p>The school has in place a Home School Liaison policy and related procedures according to <i>DES Circular 0058/2013 Home School Community Liaison Scheme Revised 2016</i></p> <p>The school has in place a policy and procedures for one-to-one counselling</p> <p>The school has in place an active pastoral care system in place.</p>
<p>Risk of harm due to inadequate supervision of children in school</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school adheres to DES guidelines with regard to supervision and substitution.</p> <p>The school adheres to DES guidelines around pupil /teacher ratio for supervision.</p>
<p>Risk of harm due to inadequate supervision of children while attending out of school activities</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has in place a policy and clear procedures in respect of school outings.</p> <p>The school adheres to DES guidelines around pupil /teacher ratio for supervision.</p>

<p>Risk of harm due to inappropriate relationship/communications between child and another child or adult.</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by students.</p>
<p>Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</p>	<p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</p> <p>The school engages in social media training for students</p>
<p>Risk of harm to children with SEN who have particular vulnerabilities</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</p> <p>The school has adopted NEPS Critical Incident Management Plan</p> <p>The school has in place a Home School Liaison policy and related procedures</p> <p>The school has in place a policy and procedures for one-to-one counselling</p> <p>The school has in place an active pastoral care system in place.</p> <p>The school has a Special Educational Needs policy and is implementing the new model to Support Students with Special Educational Needs.</p>
<p>Risk of harm to child while a child is receiving intimate care</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p>

<p>cont</p>	<p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>.</p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel and training is provided at staff induction day.</p> <p>The school has a Special Educational Needs policy and is implementing the new model to Support Students with Special Educational Needs.</p> <p>The school adheres to DES guidelines around the duties of SNA's</p> <p>The school has a SNA policy.</p> <p>The school has an acceptable user policy for the use of ICT</p>
<p>Risk of harm due to inadequate code of behaviour</p>	<p>The school has a code of conduct/behaviour policy.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school has a robust pastoral care structure and student files which contain all records and communication with home.</p>
<p>Risk of harm in one-to-one teaching, counselling, coaching situation</p>	<p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>Teachers are required to adhere to the Teaching Council professional code.</p> <p>The staff handbook contains all relevant information regarding child safeguarding policies and procedures.</p>

<p>cont</p>	<p>The school has a Health and Safety policy.</p> <p>The school has a robust pastoral care structure including a student support referral system.</p>
<p>Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</p>	<p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils.</p> <p>The school has a robust pastoral care structure including a student support referral system</p> <p>The school has a teacher code of conduct which is in teacher`s handbooks</p>
<p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p>	<p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</p> <p>The school has a robust pastoral care structure including a student support referral system</p> <p>The school has a teacher code of conduct which is in teacher`s handbooks</p>

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 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 has a supervision policy to ensure appropriate supervision of students before and after school and during break time
- The school has in place a policy and clear procedures in respect of school outings and overnight trips
- 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
- Teachers are required to adhere to the *Teaching Council Code of Professional Conduct*.
- The school complies with the agreed code of practices for dealing with complaints (National Agreement March 2011)
- The school has a Special Educational Needs policy
- The school –
 - 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 user policy for the use of ICT
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has adopted NEPS 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 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 and external organisations

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 ...06/03/2018..... It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed Julie Nolan

Date 06/03/2018

Chairperson, Board of Management
Coláiste an Chraoibhín

Signed Christy Healy

Date 06/03/2018

Principal/Secretary to the Board of Management
Coláiste an Chraoibhín

Child Safeguarding Statement Coláiste an Chraoibhín

Coláiste an Chraoibhín is a primary/post-primary school providing primary/post-primary education to pupils First Year to Leaving Certificate Year .

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Coláiste an Chraoibhín has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Christy Healy
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Rose Desmond
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

- 5 The following procedures/measures are in place:
 - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
 - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
 - In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-

- Has provided each member of 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
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
 - In this school the Board has appointed the above named DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
 - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
 - In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school’s procedures for managing those risks is attached as an appendix to this statement.
 - The various procedures referred to in this Statement can be accessed via the school’s website, the DES website or will be made available on request by the school.
- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association and the Cork ETB. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 06/03/2018.

Signed: Julie Nolan
Chairperson of Board of Management

Signed: Christy Healy
Principal/Secretary to the Board of Management

Date: 09/03/2018

Date: 09/03/2018