Child Protection Risk Assessment

Loreto College Crumlin

The Risk Assessment below was carried out by the Board of Management of Loreto College Crumlin in order to establish if there are any practices or features of school activities that have the potential to place a student at risk. It was carried out in accordance with Túsla Guidelines and in adherence to the Children First National Guidance 2017. Throughout the Risk Assessment "harm" is defined as in Section 2 of the Children First Act, 2015,

- *assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to affect the child's health, development or welfare, or*

- *sexual abuse of the child.*

In conjunction with this Risk Assessment, the school has made the **Child Safeguarding Statement** available to each member of staff (including all new staff). BOM members and staff are encouraged to avail of all relevant training and records are kept of this training.

Risk Assessment

General Daily Activities	Potential Risks Associated	Mitigation of Risks
- Early Arrival - Late Arrival - General Arrival - Departure - Mid-morning Break - Lunchtime for students who remain on the premises - Students leaving without	- 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 by a member of school personnel - Risk of student being harmed in the school by another child	- The school has a corridor/grounds supervision protocol to ensure appropriate supervision of students during arrival, dismissal and break times and in respect of specific areas such as toilets, changing rooms etc. - The school has a sign-in and stamp system for late arrivals - The school has a sign-out with permission system.

permission • Use of Toilet facilities • School Transport • Use of Technology in areas other than the classroom • Congregation in locker areas • Supervised after school study • An 'empty' school at the beginning or end of the school day • Visitors • Hostile parents/guardians/visitors • Shared campus. Service users of Loreto Centre and parents collecting children from primary schools on the grounds during school day.	➤ Risk of harm due to bullying of student ➤ Risk of harm due to inadequate supervision of student in school ➤ Risk of harm where student finds herself last/first in the school building ➤ Risk of student being unsupervised ➤ Risk of physical harm to students ➤ Members of the public (parents of children in the primary school and service users of Loreto Centre) are not vetted.	✓ Attendance is registered twice per day by Attendance Administrator and at each class by teachers. Parents are sent a text if students are absent. ✓ The school has a Health and Safety policy ✓ The school has in place a Code of Behaviour for students ✓ All staff are Garda Vetted ✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training. ✓ The school has an Anti-bullying policy and procedures in place, which have been explained to the whole school community. ✓ The school has a Code of Behaviour which makes clear procedures for leaving school grounds without permission and consequences for doing same without permission. ✓ Exterior doors are locked to prevent access from outside. An intercom system, lock release and codes on front and back doors, hatch at school office, secures the building against unauthorized personnel who could potentially harm students. ✓ Visitors sign in. Identification tags are issued. ✓ Parents/guardians are encouraged to make appointments ✓ Teachers who stay late sign board in staff room and sign out when leaving. ✓ Break time supervision normally provided on the grounds.

Teaching and Learning Activities	Potential Risks Associated	Mitigation of Risks
• Classroom interactions • One-to-one teaching • Guidance/counselling one-to-one sessions • Curricular Content and/or presentation in SPHE/RSE/Wellbeing • Use of substitute teachers in the case of absenteeism • Facilitation of all Faiths in Curricular RE • Meetings with SLT on one-to-one basis • Use of Education Technology within the classroom • Work Experience • Students with Special Needs • Misuse of equipment in school	➢ Risk of student being harmed in the classroom by another student ➢ Risk of harm due to inadequate supervision of students in classroom ➢ Risk of harm not being recognised by school personnel ➢ Risk of harm not being reported properly and promptly by school personnel ➢ Risk of harm due to bullying of student in classroom ➢ Risk of student being harmed in the classroom by teacher or substitute teacher ➢ Risk of harm in one-to-one teaching ➢ Risk of harm caused by member of school personnel communicating with pupils directly or indirectly in an inappropriate manner via social media, texting, digital device or other. ➢ Accessing inappropriate sites or offensive materials ➢ Risk of harm while carrying out	✓ The school implements in full the SPHE curriculum ✓ The school implements in full the Wellbeing Programme at Junior Cycle ✓ 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 adheres to the requirements of the Garda vetting legislation and relevant DES 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 in place a policy and procedures for the use of external persons to supplement delivery of the curriculum ✓ The school has in place a code of behaviour for

	work experience ➤ Risk of harm caused by personnel not differentiating for the needs of students with Special Needs ➤ Risk of one student harming another student	students ✓ The school has an RE policy to cater for the needs of all students ✓ The school has protocols in place in for work experience in an external organisation ✓ The school has in place a policy and procedures in respect of student teacher placements ✓ The school has in place a mobile phone policy in respect of usage of mobile phones by students ✓ The school has an Acceptable Internet Use Policy for staff ✓ The Professional Code of Conduct (Teaching Council) applies to staff ✓ The school has a Special Educational Needs policy ✓ Specialist rooms locked when not in use and equipment stored safely.
Pastoral Care	Potential Risks Associated	Mitigation of Risks
• One-to-one counselling • School outings • School trips involving overnight stay • School trips involving foreign travel • Care of students with special educational needs, including intimate care where needed, • Management of challenging	➤ Risk of harm in one-to-one counselling situation ➤ Risk of harm not being recognised by school personnel ➤ Risk of harm not being reported properly and promptly by school personnel ➤ Risk of harm to students through bullying when away from home on school trips	✓ The school has a Health and Safety policy ✓ Window in the door of the Guidance Counsellor's room. ✓ The school has in place a Code of Behaviour for students ✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training. ✓ The school has an Anti-bullying policy and procedures in place which have been explained

behaviour amongst students.
• Administration of Medicine
• Administration of First Aid
• Curricular provision in respect of SPHE, RSE, Stay Safe
• Prevention and dealing with bullying amongst students.
• Training of school personnel in child protection matters
• Care of students with specific vulnerabilities/ needs such as:-
  - Students from ethnic minorities/migrants
  - Members of the Traveller community
   - Lesbian, gay, bisexual or transgender (LGBT) students
   - Students perceived to be LGBT
   - Students of minority religious faiths
   - Students in care
   - Students on Child Protection Notification System (CPNS)
➢ Supporting students involved in misuse of Social Media
➢ Sanctioning students involved in misuse of Social Media
	➢ Risk of mishandling of students with challenging behaviour
	➢ Risk of harm due to inadequate supervision of student
	➢ Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background
	➢ Risk of harm to student
	➢ Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other
	➢ Risk of harm to students by the use of inappropriate or over-harsh sanctions for bullying/misuse of social media
		to the whole school community.
		✓ 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 in place a mobile phone policy in respect of usage of mobile phones by students
		✓ The school has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media
		✓ The school has a code of conduct for school personnel (teaching and non-teaching staff)
		✓ The school has appointed qualified Guidance teachers
		✓ The school has recruited teachers with Special Education Needs training and qualifications
		✓ The school appoints qualified SNA's where deemed necessary and funded by the DES
		✓ The school has a Tour policy which covers protocols for overnight stays
		✓ The school has a Special Educational Needs policy
		✓ The school has an active Pastoral Team with particular understanding of the needs of the students in its care, including their background
		✓ The school has a set of procedures in relation to the administration of medicines
		✓ Personal Pupil Plans (PPNs) are in place for students who have access to SNAs.
		✓ Student medical needs are made known to staff at the beginning of each school year and as they arise throughout the year

		✓ Principal and Deputy Principal hold regular meetings with SNAs
Recruitment	Potential Risks Associated	Mitigation of Risks
• Principal • Deputy Principal(s) • Teachers • SNA's • Administration staff • Caretaking Staff • Housekeeping Staff • Cleaning Staff • Short or longterm Contractors	➤ Risk of harm to students by personnel who are not qualified ➤ Risk of harm to students from personnel who have a history of unacceptable practices in previous employment ➤ Risk of harm to students from a member of personnel with a history of abuse ➤ Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school	✓ 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 an Employee Handbook and Induction programme for school personnel (teaching and non-teaching staff) ✓ When appointing, detailed references are sought ✓ The school has a rigorous interview process.
Sporting and after-school Activities and Trips	Potential Risks Associated	Mitigation of Risks
• Travelling to matches • Changing in school's changing room • Changing in the changing rooms of other schools • Annual Fun Day • School trips involving overnight stay • Administration of First Aid following a sports injury • Use of external personnel to	➤ Risk of a student being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in sporting activities ➤ Risk of harm to student while student is receiving First Aid treatment ➤ Risk of harm due to inadequate code of behaviour ➤ Risk of harm in one-to-one	✓ All staff and volunteers are Garda Vetted ✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training. ✓ School sports personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and also are required to adhere to the *Children First Act 2015* ✓ The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE ✓ The school has an Acceptable Use Policy in

support sports and other extra-curricular activities • Sports coaches • Volunteers/Parents in sports activities • Student PE teachers • Use of social media to record and comment on sporting events • After school coaching sessions • Use of facilities outside of school	coaching situation ➢ Risk of harm to student due to lack of experience of Student PE teachers ➢ 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 or a student circulating inappropriate material in relation to sporting activities via social media, texting, digital device or other manner ➢ Risk of harm to students by personnel in or on way to or from facilities outside school	relation to the use of digital media ✓ The School has a Code of Behaviour, drafted in consultation with all stakeholders. ✓ The School has a supervision protocol for all major events. ✓ The school has a supervision protocol for transport to and from sporting activities ✓ Coaching Staff are trained in First Aid ✓ The school has a Tour policy which covers protocols for overnight stays ✓ The school has in place a policy and procedures in respect of student teacher placements ✓ The school has in place a mobile phone policy in respect of usage of mobile phones by pupils ✓ The school has in place a Code of Behaviour for students ✓ Students travelling to outside facilities are adequately supervised by school staff ✓ Students staying overnight on trips are adequately and appropriately supervised by school staff