



Child Safeguarding Risk Assessment

Written Assessment of Risk for East Glendalough School, Wicklow

In accordance with section 11 of the Children First Act 2015, and with the requirement of Chapter 8 of *Child Protection Procedures for Primary and Post Primary Schools 2017*, the following is the Written Risk Assessment of East Glendalough School, Wicklow

1. List of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling/ *career guidance* / discipline interviews
- Outdoor teaching activities
- TY 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.
- Provision for students with medical conditions
- Curricular provision in respect of SPHE, RSE
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters

- Use of external personnel to supplement curriculum, *including supervising exams*
- 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
 - 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/religious instruction external to the school
- 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 from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record *classroom and other school-related activities*
- 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
- *In certain limited circumstances, staff members may visit students' homes to facilitate a return to School*

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

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

- 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 during school and at after-school activities
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm to children waiting on lifts from parents following after-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 in one-to-one teaching, counselling, coaching situation, discipline interview, *exam supervision*
- 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 accessing/circulating inappropriate material via social media, texting, digital device or other manner
- *Risk of harm to a child in the case of school personnel visiting his/her home to facilitate a return to school*

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

- East Glendalough School promotes itself as a “Telling” school
- The school has in place a Code of Conduct for pupils
- 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 (hard copies *are* available in the staffroom)
- School personnel *are* required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all teaching staff are required to adhere to the *Children First Act 2015*
- Staff and Board of Management members *are* encouraged to avail of relevant Child Protection training *and records are kept of this*
- The school implements the SPHE curriculum and 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 staff is briefed on the standards required for the supervision of the school and is supplied with guidelines on supervision. A supervision roster is in place to ensure appropriate supervision of children at breaks and lunchtimes
- The school has in place a trips 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 DES circulars in relation to recruitment and Garda vetting
- Teachers are required to adhere to the *Code of Professional Conduct for Teachers* as published by the Teaching Council
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- SNAs work according to guidelines in respect of students who require intimate care / *reminders of these guidelines are given at SNA meetings*
- The school has in place procedures for the administration of medication to pupils
- The school has in place procedures for the administration of First Aid
- The school has in place an ICT and Mobile Phone Acceptable Use policy in respect of usage of ICT and mobile phone by children in the school
- The school has in place a Critical Incident Management Plan
- The school has in place procedures for the use of external sports coaches

- Teachers are advised to conduct one-to-one teaching in a public area or in a classroom with the door open or with a window in the door
- The school has in place procedures for one-to-one counselling/discipline interviews. *The school is working on procedures for exam supervisors in a one-to-one situation*
- The school has in place procedures in respect of student teacher placements
- The school has in place procedures in respect of pupils of the school undertaking work experience in external organisations
- *The school has in place the following procedures in the limited circumstances when staff members may visit students' homes to facilitate a return to school – these visits will be by arrangement with the Principal, with permission of the parent, in the presence of the parent and with the attendance of a second staff member*

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 12 March 2019. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed _____

Date 12 March 2019

Chairperson, Board of Management

Signed _____

Date 12 March 2019

Principal/Secretary to the Board of Management