

## **(A) ASSESSMENT OF RISK COMPLETED**

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;

### **Scoil Ruáin**

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*.

## Scoil Ruáin Safeguarding Risk Assessment

Scoil Ruáin Safeguarding Risk Assessment				
	Activity	Risk Identified	Level of Risk L/M/H	Procedure in Place to manage the risk
<b>1</b>	<p>Interactions between teachers and students including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Classroom teaching</li> <li>▪ Homework club/evening study</li> <li>▪ Outdoor teaching activities</li> <li>▪ Sporting Activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a member of school personnel</li> <li>▪ Risk of harm due to inappropriate relationship/communications between a student and an adult</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>▪ 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>.</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>▪ The school has a Dignity Charter</li> </ul>
<b>2</b>	<p>Interaction between students including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Recreation breaks for students Movement between classes</li> <li>▪ Use of toilets</li> <li>▪ Use of PE changing rooms</li> <li>▪ Outdoor teaching activities</li> <li>▪ Sporting Activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students</li> <li>▪ Risk of harm due to bullying of student</li> <li>▪ Risk of student being harmed in the school by another student</li> <li>▪ Risk of harm due to inappropriate relationship/communications between a student and another student</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school ensures appropriate supervision of students during breaks.</li> <li>▪ 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></li> <li>▪ The school has in place a code of behaviour for students</li> <li>▪ The school has a Dignity Charter</li> </ul>

				<ul style="list-style-type: none"> <li>▪ Students receive written permission in school journal to use toilets during classes.</li> </ul>
<b>3</b>	Daily arrival and dismissal of students	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students entering and leaving school.</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision &amp; Substitution Scheme of the Department of Education and Skills.</li> </ul>
<b>4</b>	One-to-one teaching	<ul style="list-style-type: none"> <li>▪ Risk of harm in one-to-one teaching situation</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a policy and procedures for one-to-one meetings with students</li> </ul>
<b>5</b>	One-to-one counselling	<ul style="list-style-type: none"> <li>▪ Risk of harm in one-to-one counselling situation</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a policy and procedures for one-to-one meetings with students</li> </ul>
<b>6</b>	School outings	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities</li> <li>▪ Risk of harm due to inadequate supervision of students while attending out of school activities</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.</li> </ul>
<b>7</b>	School trips involving overnight stay	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of staff of another</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/ Trips and extra-curricular</li> </ul>

		<p>organisation or other person while student participating in out of school activities</p> <ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students while attending out of school activities</li> </ul>		<p>Sporting Activities Policy and clear procedures in respect of same.</p>
<b>8</b>	School trips involving foreign travel	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities</li> <li>▪ Risk of harm due to inadequate supervision of students while attending out of school activities</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.</li> </ul>
<b>9</b>	Use of off-site facilities for school activities	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities</li> <li>▪ Risk of harm due to inadequate supervision of students while attending an off-site facility</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.</li> </ul>
<b>10</b>	Annual Sports Day	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students while attending out of school activities</li> <li>▪ Risk of student being harmed by a member of staff of another organisation or other person</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.</li> </ul>

		while student participating in out of school activities		
11	School transport arrangements	<ul style="list-style-type: none"> <li>Risk of student being harmed while student is travelling to/from a school activity.</li> </ul>		
12	Management of challenging behaviour amongst students, including appropriate use of restraint where required	<ul style="list-style-type: none"> <li>Risk of student being harmed in the school by a member of school personnel</li> <li>Risk of student being harmed in the school by another student</li> </ul>		<ul style="list-style-type: none"> <li>The school has in place a code of behaviour for students (<i>no restraint policy, ETBI to advise</i>)</li> </ul>
13	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.	<ul style="list-style-type: none"> <li>Risk of harm due to inadequate code of behaviour</li> </ul>		<ul style="list-style-type: none"> <li>The school has in place a code of behaviour for students</li> <li>The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> </ul>
14	Care of students with special educational needs, including intimate care where needed.	<ul style="list-style-type: none"> <li>Risk of harm to students with SEN who have particular vulnerabilities</li> <li>Risk of harm to student while a student is receiving intimate care</li> </ul>		<ul style="list-style-type: none"> <li>The school has a Special Educational Needs policy.</li> <li>The school has an intimate care policy/plan in respect of students who require such care</li> </ul>
15	Care of students with specific vulnerabilities/ needs including: <ul style="list-style-type: none"> <li>Students from ethnic minorities/migrants</li> <li>Members of the Traveller community</li> <li>Lesbian, gay, bisexual or transgender (LGBT) students</li> </ul>	<ul style="list-style-type: none"> <li>Risk of student being harmed in the school by a member of school personnel</li> <li>Risk of student being harmed in the school by another student</li> <li>Risk of harm due to bullying of student</li> </ul>		<ul style="list-style-type: none"> <li>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></li> <li>The school has in place a code of behaviour for students</li> <li>The school has a Dignity Charter</li> </ul>

	<p>and students perceived to be LGBT</p> <ul style="list-style-type: none"> <li>▪ Students of minority religions</li> <li>▪ Children in care</li> <li>▪ Children on CPNS</li> </ul>			
<b>16</b>	Administration of Medicine	▪		<ul style="list-style-type: none"> <li>▪ The school has in place procedures for the administration of medication to students</li> </ul>
<b>17</b>	Administration of First Aid	▪		<ul style="list-style-type: none"> <li>▪ The school has in place procedures for the administration of First Aid</li> </ul>
<b>18</b>	Curricular provision in respect of SPHE, RSE	▪		<ul style="list-style-type: none"> <li>▪ The school implements in full the SPHE curriculum</li> <li>▪ The school has an RSE Policy</li> <li>▪ The school implements in full the Wellbeing Programme at Junior Cycle</li> </ul>
<b>19</b>	Participation by students in religious ceremonies/religious instruction external to the school	▪		<ul style="list-style-type: none"> <li>▪ The school has a Religious Education Policy</li> </ul>
<b>20</b>	Use of Information and Communication Technology by students in school	<ul style="list-style-type: none"> <li>▪ Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place an ICT policy in respect of usage of ICT by students</li> <li>▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> </ul>
<b>21</b>	Students participating in work experience in the school	▪		<ul style="list-style-type: none"> <li>▪ The school has in place a policy and procedures in respect of students undertaking work experience in the school</li> </ul>

22	Students from the school participating in work experience elsewhere	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a policy and procedures in respect of students of the school undertaking work experience in external organisations</li> </ul>
23	Recruitment of school personnel including - <ul style="list-style-type: none"> <li>▪ Teachers</li> <li>▪ SNAs</li> <li>▪ Admin staff</li> <li>▪ Caretaker</li> <li>▪ Cleaners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted</li> </ul>		<ul style="list-style-type: none"> <li>▪ TETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel.</li> <li>▪ All new staff are provided with a copy of the school's Student Safeguarding Statement</li> <li>▪ The school encourages staff to avail of relevant training</li> </ul>
24	Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities <ul style="list-style-type: none"> <li>▪ Sports coaches</li> <li>▪ External Tutors/Guest Speakers</li> <li>▪ Volunteers/Parents in school activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by volunteer or visitor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum</li> <li>▪ The school has in place a policy and procedures for the use of external sports coaches</li> <li>▪ Parents/Guardians who volunteer are required to undergo Garda Vetting through TETB.</li> </ul>
25	Fundraising events involving students	<ul style="list-style-type: none"> <li>▪</li> </ul>		<ul style="list-style-type: none"> <li>▪</li> </ul>
26	Use of video/photography/other media to record / at school events	<ul style="list-style-type: none"> <li>▪</li> </ul>		<ul style="list-style-type: none"> <li>▪</li> </ul>

27	Use of student images for PR purposes	<ul style="list-style-type: none"> <li>▪</li> </ul>		<ul style="list-style-type: none"> <li>▪ Opt-in / out questions on the school enrolment form for parents/guardians to indicate preferences re student images.</li> </ul>
28	Student teachers undertaking training placement in school	<ul style="list-style-type: none"> <li>▪</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a policy and procedures in respect of student teacher placements</li> </ul>
29	After school use of school premises by other organisations	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a visitor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has a document regarding terms and conditions of the use of the school's Sports Hall and requires insurance and child protection details to be in place by the visiting organisation.</li> </ul>
30	Use of school premises by other organisations during school day	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school a visitor to the school</li> </ul>		N/A
31	Non-curricular related visitors / contractors present in school during school hours	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a visitor/contractor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has a Health and Safety policy.</li> </ul>
32	Non-curricular related visitors / contractors present during after school activities	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a visitor/contractor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has a Health and Safety policy.</li> </ul>
33	Use of Information and Communication Technology by staff	<ul style="list-style-type: none"> <li>▪ Risk of harm caused by member of school personnel communicating with students in an appropriate manner via social media, texting, digital device or other manner</li> <li>▪ Risk of harm caused by member of school personnel</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary</i></li> </ul>



		accessing/circulating inappropriate material via social media, texting, digital device or other manner		<p><i>and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</p> <ul style="list-style-type: none"> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>▪ The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>
34	Reporting	<ul style="list-style-type: none"> <li>▪ Risk of harm not being recognised by school personnel</li> <li>▪ Risk of harm not being reported properly and promptly by school personnel</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>▪ 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>.</li> <li>▪ The school encourages staff to avail of relevant training.</li> <li>▪ The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>

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 \_\_\_\_\_.

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

Signed: \_\_\_\_\_

Chairperson of Board of Management

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Principal

Date: \_\_\_\_\_

Date of next review: January 2019