

Child Safeguarding Risk Assessment February 2020

Written Assessment of Risk of Tarbert Comprehensive School

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 Tarbert Comprehensive School.

1. List of school activities

A. General Daily Activities

- Daily arrival and departure of pupils
- Recreation breaks for pupils
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Administration of Medicine
- Administration of First Aid
- Prevention and dealing with bullying amongst pupils
- 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
- Use of video/photography/other media to record school events and/or Classroom Based Assessments and Assessment Tasks
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Homework club/evening study

B. Teaching and Learning Activities

- Classroom teaching
- One-to-one teaching
- Outdoor teaching activities
- Curricular provision in respect of SPHE, RSE

C. Pastoral Care

- One-to-one counselling
- Care of pupils with specific vulnerabilities/ needs such as:
 - I. Pupils from ethnic minorities/migrants
 - II. Members of the Traveller community
 - III. Lesbian, gay, bisexual or transgender (LGBT) children
 - IV. Pupils perceived to be LGBT
 - V. Pupils of minority religious faiths

D. Recruitment

- 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
- Recruitment of school personnel including -
 - I. Teachers/SNA's
 - II. Caretaker/Secretary/Cleaners

- III. Sports coaches
- IV. External Tutors/Guest Speakers
- V. Volunteers/Parents in school activities
- VI. Visitors/contractors present in school during school hours
- VII. Visitors/contractors present during after school activities
 - Student teachers undertaking training placement in school

E. Extra-Curricular or Co-Curricular Activities

- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- School Transition Year exchange programmes involving the hosting of foreign students
- Use of toilet/changing/shower areas in schools
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- Participation by pupils in religious ceremonies/religious instruction external to the 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 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 a Transition Year host family setting by a household member
- 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 in school
- Risk of harm due to inadequate supervision of children while attending out of 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 due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- 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

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* are made available to all school personnel and all staff are reminded of their responsibilities regularly
- 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 SPHE curriculum within the Wellbeing Programme
- The school has in place a policy in relation to RSE
- 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 yard/playground/corridor supervision procedures/policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as tennis courts, assembly hall, toilets, changing rooms etc.
- The school has in place a 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
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars/ACCS Guidance in relation to Transition Year School exchange programmes involving the hosting of foreign students
- Teachers of the school abide by a codes of conduct as set out by the Teaching Council and school policy on duty of care
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs (SEN) policy
- The school has in place procedures for the administration of medication to pupils
- The school has in place a policy and procedures in respect of accident reporting
- 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 policy and procedures for the administration of First Aid
- The school offers regular First Aid and defibrillator training to staff
- The school has in place a code of behaviour for pupils
- The school has in place a policy and procedures in respect of student supervision and teacher substitution
- The school has in place an ICT (AUP) policy in respect of usage of ICT by pupils

- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan and Critical Incident Team (CIT)
- The school has in place a Student Support Policy
- The school has in place procedures for the use of external sports coaches
- The school has in place clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures in respect of Guidance and related services
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
- The school has a staff car park etiquette
- The school has in place a policy and procedures in respect of visitors
- The school has in place a policy and procedures in respect of Parent/Student/Teacher meetings
- The school has in place procedures in respect of after school study
- The school has in place a policy and procedures in respect of Self Harm
- The school has in place procedures in respect of student Mentoring
- The school has in place a policy and procedures in respect of student attendance
- The school has in place a policy and procedures in respect of CCTV
- The school has in place a policy and procedures in respect of Data Protection
- The school has in place a policy and procedures in respect of substance use
- The school has in place a medical emergency protocol
- The school has in place a policy and procedures in respect of fire, fire drills and evacuation

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 February 11th 2020. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed _____ Date 11/2/20

Mary McGillicuddy, Chairperson, Board of Management

Signed _____ Date 11/2/20

Richard Prendiville, Principal/Secretary to the Board of Management