

Coláiste Cois Siúire



Safeguarding Risk Assessment

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 combined stakeholders of Coláiste Cois Siúire have prepared the following statement of risk and potential harm for a child availing of the school services.

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 and refers solely to same.

Activity	Risk Identified	Level of Risk L/M/H	Procedure in Place to Manage the Risk
Interactions between teachers and students including but not limited to: <ul style="list-style-type: none"> • Classroom teaching • Breakfast club • Homework club • Evening study • Detention (during or after school hours) • Outdoor teaching activities • Sporting/other Activities • Work experience in the school • In-house directed reflection/suspension 	Risk of student being harmed in the school by a member of school personnel Risk of harm due to inappropriate relationship/communications between a student and an adult	L	The school has provided each member of school staff with a copy of the school’s Student 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. School personnel are expected to adhere to the Teaching Council’s Code of Conduct. The school has a Dignity Charter. The school complies with the agreed disciplinary procedures for teaching staff.
One-to-one meetings with students including but not limited to: <ul style="list-style-type: none"> • One-to-one teaching 	Risk of harm in one-to-one teacher-student situation	L	The school has in place a code of behaviour The school complies with the agreed disciplinary procedures for teaching staff as set out in the Teaching

<ul style="list-style-type: none"> • One-to-one counselling • Other one-to-one conversations/interactions deemed necessary to carry out the function of teaching and learning 			Council Professional Code of Conduct and in accordance with the terms and conditions specified by KCETB under contract of employment.
Supervision of students	Risk of harm to students in an unsupervised capacity before, during or after school, in rooms or other areas, or, on trips/activities outside of school.	H	The school, with due regard for the Law of Negligence, provides adequate supervision of children in the care of the school during opening times. Teachers, acting <i>in loco parentis</i> , exercise care for students as a careful parent would of his / her children”. This legal principle is known as “ in loco parentis ” (in the place of the parent). The degree of supervision required of the teacher will vary with the circumstances and especially the age of the pupil.
Students leaving school grounds at lunch time	Risk of harm to students who leave school grounds at lunch time.	H	Third, fifth and sixth year students, and, second years students on Friday’s (only) are currently permitted to leave school grounds to purchase lunch if they so wish.

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3	<p>Interaction between students including but not limited to:</p> <ul style="list-style-type: none"> • Recreation breaks for students • Movement between classes • Use of toilets • Use of PE changing rooms • Outdoor teaching activities • Sporting and activities 	<p>Risk of harm due to inadequate supervision of students</p> <p>Risk of harm due to bullying of student</p> <p>Risk of student being harmed in the school by another student</p> <p>Risk of harm due to inappropriate relationship/communications between a student and another student</p>	M	<p>The school ensures appropriate supervision of students during breaks.</p> <p>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.</p> <p>The school has in place a code of behaviour for students.</p>
4		Risk of harm due to students entering and leaving school	M	The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the

Daily arrival and dismissal of students	Risk of harm due to cars, buses and other vehicles moving to/from the school carpark and set-down area.		<p>Supervision & Substitution Scheme of the Department of Education and Skills.</p> <p>The school communicates annually by letter with parents/guardians regarding the school's position outside of the times covered by the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.</p> <p>In the case of children travelling by the School Bus, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. Parents who feel that their children may need to be escorted in these circumstances should make arrangements to ensure that some escort is provided</p>
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5 School outings including: <ul style="list-style-type: none"> • Day trips • Activities/matches • Annual Sports Day • School trips involving overnight stay • School trips involving foreign travel 	<p>Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student is participating in out of school activities</p> <p>Risk of harm due to inadequate supervision of students while attending out of school activities</p>	M	<p>The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.</p> <p>School management ensures that an adequate ratio of staff accompanies students on external school trips.</p>
6 School transport arrangements	Risk of student being harmed while student is travelling to/from a school activity.	L	<p>Students are supervised on buses travelling to and from school activities.</p> <p>The school has in place a code of behaviour for students.</p>
7 Management of challenging behaviour amongst students	<p>Risk of student being harmed in the school by a member of school personnel</p> <p>Risk of student being harmed in the school by another student</p>	L	<p>The school has in place a code of behaviour for students.</p> <p>School personnel shall adhere to the directions of their contract of employment, Teaching Council Professional Code of Conduct and any and all other legislative documents relative to their position in Coláiste Cois Siúire, not limited to Kilkenny and Carlow Education and Training Board (known</p>

			as KCETB from herein) directives or DES circulars which may be furnished from time to time.
8	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.	Risk of harm due to inadequate code of behaviour	L <p>The school has in place a code of behaviour for students. This policy document is subject to periodic review by school stakeholders and is ratified by the school Board of Management.</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by students.</p> <p>Students and parent(s)/guardian(s) are required to acknowledge their acceptance of the school's Code of Behaviour on enrolment to Coláiste Cois Siúire and, thereafter, by signing any amended/updated policy in the official school journal annually.</p>
9	Care of students with Special Educational Needs (SEN), including intimate care where needed.	Risk of harm to students with SEN who have particular vulnerabilities Risk of harm to student while a student is receiving intimate care	L <p>The school has a Special Educational Needs policy.</p> <p>Parent(s)/Guardian(s) of students requiring intimate care (or students themselves who have reached 18 years) must make the school aware of any intimate care needs as soon as is practicable. The school shall, where possible with the existing resources made available to the school, make every effort to devise an intimate care plan that is grounded in the context of that student's needs. The ability of the school to provide resources amounting to what is consider an appropriate intimate care plan is limited by normalised annual resources.</p>

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10	Care of students with specific vulnerabilities/ needs including: <ul style="list-style-type: none"> • Students from ethnic minorities/migrants • Members of the Traveller community 	Risk of student being harmed in the school by another student Risk of harm due to bullying of	L <p>The school has in place a code of behaviour for students.</p> <p>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.</p>
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	<ul style="list-style-type: none"> • Lesbian, gay, bisexual or transgender plus (LGBT+) students and students perceived to be LGBT+ • Students of minority religions • Children in care • Children on CPNS 	student		
11	Administration of Medicine		L	The school does not administer medication to students unless there is a specific medical ailment requiring administration of medication, and/or, this administration may prevent additional harm occurring to a child as a result of a known medical condition. This is discussed on a case-by-case basis with parent(s)/guardian(s). Any required medication must be provided by parent(s)/guardian(s), labelled clearly with their child's name(s) and clear instruction should be provided as to how the medicines should be administered. The responsibility to notify the school of a medical requirement and any necessary medication lies with the parent(s)/guardian(s). The responsibility to update the school of a medical requirement and any necessary medication lies with the parent(s)/guardian(s). The responsibility to keep up-to-date any necessary medication lies with the parent(s)/guardian(s).
12	Administration of First Aid		H	The school has in place procedures for the administration of First Aid. A number of staff members are trained in First Aid.
13	Curricular provision in respect of SPHE, RSE		L	The school implements in full the SPHE curriculum. The school has an RSE Policy. The school implements in full the Wellbeing Programme at Junior Cycle.

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14	Participation by students in school-related ceremonies on school grounds or another location as deemed suitable by school management.	Risk of harm due to engaging with persons or materials in school or at external events outside of normalised day-to-day interoperability.	L	The school's code of behaviour and other related policies advise students as to what norms are expected in terms of behaviour, attitude, self-management and self-awareness.
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				<p>School management shall ensure that an appropriate ratio of teachers accompany students at all times in school and at external events.</p> <p>School management has an appropriate supervision schedule in place to cover the school campus during school hours.</p>
15	Use of Information and Communication Technology by students in school	Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school	L	<p>The school has in place an ICT policy in respect of usage of ICT by students</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by students</p>
16	Use of Information and Communication Technology by staff	<p>Risk of harm caused by member of school personnel communicating with students in an inappropriate manner via social media, texting, digital device or other manner</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>	L	<p>The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</p> <p>The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel</p> <p>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.</p> <p>School personnel are expected to adhere to the Teaching Council's Professional Code of Conduct.</p> <p>The school complies with the agreed disciplinary procedures for teaching staff as set out by KCETB.</p>
17	Students from the school participating in work experience external to the school	Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience	L	<p>Students must find their own work placement which is deemed suitable by the school in advance of placement commencing.</p>

				Parent(s)/guardian(s) are required to sign their consent to their child taking the placement detailed on the Work Placement Details Form.
18	Third level student teachers / students undertaking training placement in school	Risk of student being harmed in the school by a 3 rd level work placement student/ student teacher.	L	All 3 rd level student work placement students are Garda vetted through KCETB prior to commencing their placement. The school will provide work placement students/student teachers with a copy of the school's Student Safeguarding Statement The Child Protection Procedures for Primary and Post-Primary Schools 2017 will be made available to all work placement students/student teachers.
19	Fundraising events involving students	Risk of harm due to inadequate supervision of students	M	The school ensures appropriate supervision of students during fundraising events
20	Use of video/photography/other media to record / at school events	Risk of harm due to non-consensual sharing of students' images	L	Students are not permitted to video events within school premises. The school undertakes a GDPR-compliant check on all students and requires parental/guardian consent (or student consent for those students over 18 years) for use of images in accordance with KCETB GDPR policy.
21	Use of student images for PR purposes	Risk of harm due to non-consensual sharing of students' images	L	The school undertakes a GDPR-compliant check on all students and requires parental/guardian consent (or student consent for those students over 18 years) for use of images in accordance with KCETB GDPR policy.
22	Recruitment of school personnel including but not limited to: <ul style="list-style-type: none"> • Teachers • SNAs • Admin staff • Caretaker • Hygiene team 	Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted.	L	KCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel. All new staff are provided with a copy of the

	<ul style="list-style-type: none"> Part-time teaching staff 			<p>school's Student Safeguarding Statement</p> <p>The school encourages staff to avail of relevant training</p>
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23	<p>Use of external personnel to supplement curriculum and / or support sports and other extra- curricular activities;</p> <ul style="list-style-type: none"> Sports coaches External Tutors/Guest Speakers Volunteers/Parents in school activities 	<p>Risk of student being harmed in the school by volunteer or visitor to the school</p>	L	<p>The school adheres to KCETB policy surrounding the use of external persons to supplement delivery of the curriculum and/or provide additional instruction deemed to be relevant to the educational benefit of the students.</p> <p>Parents/Guardians who volunteer to assist with school work are required to undergo Garda Vetting through KCETB.</p>
24	<p>After school use of school premises by other organisations</p>		L	<p>The school does not currently permit the use of facilities in this regard.</p>
25	<p>Non-curricular related visitors / contractors present in school during school hours</p>	<p>Risk of student being harmed in the school by a visitor/contractor to the school</p>	L	<p>The school has a Health and Safety policy.</p> <p>The school adheres to KCETB policy surrounding the use of external persons to supplement delivery of the curriculum and/or provide additional instruction deemed to be relevant to the educational benefit of the students.</p>

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26	<p>Non-curricular related visitors / contractors present during after school activities</p>	<p>Risk of student being harmed in the school by a visitor/contractor to the school</p>	L	<p>The school has a Health and Safety policy.</p> <p>The school adheres to KCETB policy surrounding the use of external persons to supplement delivery of the curriculum and/or provide additional instruction deemed to be relevant to the educational benefit of the students.</p>
27	<p>Reporting</p>	<p>Risk of harm not being recognised by school personnel</p> <p>Risk of harm not being reported properly and promptly by school personnel</p>	L	<p>The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</p> <p>The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel. All school personnel are</p>

			<p>required to adhere to these procedures and all registered teaching staff are required to adhere to the Children First Act 2015.</p> <p>The school requires staff to avail of relevant TUSLA training and furnish management with a certificate of compliance in advance of commencing any work(s) in the school community.</p> <p>The school requires management to avail of additional PDST Child Protection training and certification.</p> <p>The school complies with the agreed disciplinary procedures for teaching staff as set out in the Teaching Council Professional Code of Conduct and in accordance with the terms and conditions specified by KCETB under contract of employment.</p>
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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. The Board of Management recognises that it may not possible to foresee and remove all risk of harm and, as such, the school has in place the policies and 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 **24th September 2018**. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement. Date of next review: August 2019.

Signed: _____ Signed: _____

Chairperson of Board of Management

Date: _____ Date: _____

Principal