



Dominican College Muckross Park

Child Protection Risk Assessment



April 2018

The Risk Assessment below was carried out by the Board of Management of the Le Chéile School, Dominican College Muckross Park, 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 |
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| <ul style="list-style-type: none"> ● Early Arrival ● General Arrival ● Departure ● Mid-morning Break ● Lunchtime for students who remain on the premises | <ul style="list-style-type: none"> ➢ 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 | <ul style="list-style-type: none"> ✓ 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 Health and Safety policy |

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| <ul style="list-style-type: none"> ● Lunchtime for students who leave the premises ● Use of Toilet/Shower 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 ● Outdoor teaching activities ● Fundraising events involving pupils ● Use of offsite facilities for school activities ● Use of school for extra-curricular activities | <ul style="list-style-type: none"> ➤ member of school personnel ➤ Risk of student being harmed in the school by another child ➤ 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 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 | <ul style="list-style-type: none"> ✓ 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 – <ul style="list-style-type: none"> ○ 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 Critical Incident Management Plan |
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| Teaching and Learning Activities | Potential Risks Associated | Mitigation of Risks |
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| <ul style="list-style-type: none"> ● 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 Senior Leadership Team members on one-to-one basis ● Use of Education Technology within the classroom ● Work Experience ● Students with Special Needs ● Student teachers undertaking training placement in school ● Use of external personnel to supplement curriculum ● External Tutors/Guest Speakers ● Volunteers/Parents in school activities ● Visitors/contractors present in school during school hours ● Visitors/contractors present during after school activities ● Use of Information and Communication Technology by pupils in school | <ul style="list-style-type: none"> ➢ 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 in an inappropriate manner via social media, texting, digital device or other ➢ Risk of harm while carrying out work experience ➢ Risk of harm caused by personnel not differentiating for the needs of students with Special Needs ➢ Risk of child being harmed in the school by volunteer or visitor to the school | <ul style="list-style-type: none"> ✓ The school implements in full the SPHE curriculum. All students get at least the minimal requirement of 6 RSE classes annually. ✓ The school implements in full the Wellbeing Programme at Junior Cycle ✓ All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> ✓ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel ✓ 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> ✓ 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 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 students ✓ The school has an RE policy to cater for the needs of all students ✓ The school has protocols in place for work experience in an external organisation |

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| <ul style="list-style-type: none"> ● Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc. ● Use of video/photography/other media to record school events ● After school use of school premises by other organisations | | <ul style="list-style-type: none"> ✓ The school has in place 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 in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media ✓ The school has a Special Educational Needs policy ✓ The school has a School Guidance Plan ✓ The school has in place procedures in respect of students undertaking work experience |
| <p>Pastoral Care</p> <ul style="list-style-type: none"> ● 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 behaviour amongst students. ● Administration of Medicine ● Administration of First Aid ● Curricular provision in respect of SPHE, RSE, ● Prevention and dealing with bullying amongst students. ● Training of school personnel in child protection matters | <p>Potential Risks Associated</p> <ul style="list-style-type: none"> ➢ 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 ➢ 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 | <p>Mitigation of Risks</p> <ul style="list-style-type: none"> ✓ The school has a Health and Safety policy ✓ 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 to the whole school community. ✓ 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> ✓ 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 |

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| <ul style="list-style-type: none"> ● Care of students with specific vulnerabilities/ needs such as:- <ul style="list-style-type: none"> - 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 with a strong faith commitment - Students in care - Students on CPNS(Child Protection Notification System) - Students with mental health issues ➤ Supporting students involved in misuse of Social Media ➤ Sanctioning students involved in misuse of Social Media | <p>of specific needs, including sexual identity, religious and ethnic background</p> <ul style="list-style-type: none"> ➤ 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 ➤ Risk of child being harmed in the school by volunteer or visitor to the school | <ul style="list-style-type: none"> ✓ 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 |
| <p>Recruitment</p> <ul style="list-style-type: none"> ● Principal ● Deputy Principal(s) ● Teachers ● SNA's ● Administration staff ● Caretaking Staff | <p>Potential Risks Associated</p> <ul style="list-style-type: none"> ➤ 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 | <p>Mitigation of Risks</p> <ul style="list-style-type: none"> ✓ 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 |

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| <ul style="list-style-type: none"> ● Housekeeping Staff ● Cleaning Staff ● Short or long term Contractors | <ul style="list-style-type: none"> ➢ 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 | <ul style="list-style-type: none"> personnel (teaching and non-teaching staff) ✓ When appointing, detailed references are sought ✓ The school has a rigorous interview process. |
| <p>Sporting Activities</p> <ul style="list-style-type: none"> ● Travelling to matches ● Changing in school's changing room ● Changing in the changing rooms of other schools ● Annual Sports Day ● School trips involving overnight stay ● Administration of First Aid following a sports injury ● Use of external personnel to 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 | <p>Potential Risks Associated</p> <ul style="list-style-type: none"> ➢ 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 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 | <p>Mitigation of Risks</p> <ul style="list-style-type: none"> ✓ 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 <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and also are required to adhere to the <i>Children First Act 2015</i> ✓ The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE ✓ 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 Behaviour, drafted in consultation with all stakeholders. ✓ 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 |

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| | <p>accessing, circulating inappropriate material in relation to sporting activities via social media, texting, digital device or other manner</p> <p>➤ Risk of harm due to inadequate supervision of children while attending out of school activities</p> | <p>✓ The school has in place a Code of Behaviour for students</p> <p>✓ The school has in place a Code of Conduct for sports coaches</p> |
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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 23rd April 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed Mary White Date 23/4/18

Chairperson, Board of Management

Signed Aine Marie Wex Date 23/4/2018

Principal/Secretary to the Board of Management