



Risk Assessment Template 2018/2019

The Designated Liaison Person (DLP) is

Mr Brian Jennings

The Deputy Designated Liaison Person (DDL) is

Mr Declan Burke

St Patrick's College

Lacken Cross

Killala

Co Mayo

Roll No.: 72130S

Ph.: 096 34177

Email: info@lackencross.ie

www.lackencross.ie

Written Assessment of Risk of St. Patrick's College, Lacken Cross, Killala, Co Mayo.

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 St Patrick's College, Lacken Cross Killala.

List of school activities

(In brackets are suggested procedure/s which could correspond to each activity these are in part 3 of this template. It is suggested that procedures 1, 2, 3, 10, 11 and 17 apply to all school activities)

1. Daily arrival and dismissal of pupils (8)
2. Recreation breaks for pupils (8)
3. Classroom teaching (12, 17 Open door policy-protocols)
4. One-to-one teaching (14,15,16)
5. One-to-one counselling (15,27)
6. Outdoor teaching activities (10, 21, supervision)
7. Sporting Activities (10, 25)
8. School outings (9, 10, 12, 19)
9. School trips involving overnight stay (9, 10, 12, 19)
10. School trips involving foreign travel (9, 10, 12, 19)
11. Use of toilet/changing/shower areas in schools (5, 6, 7, 8, 10, 19, 21)
12. Provision of residential facilities for boarders
13. Annual Sports Day (10, 19, new policy)
14. Fundraising events involving pupils (19 New policy)
15. Use of off-site facilities for school activities (10, 19 – Request facilities CSS & Risk Assessment)
16. School transport arrangements including use of bus escorts (19, 11)
17. Care of children with special educational needs, including intimate care where needed, (10, 14, 15)
18. Care of any vulnerable adult students, including intimate care where needed (10, 14, 15)
19. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required (19 – New Policy and staff training)
20. Administration of Medicine (16)
21. Administration of First Aid (18)
22. Curricular provision in respect of SPHE, RSE, Stay Safe (5, 6)
23. Prevention and dealing with bullying amongst pupils (6, 7, 19)
24. Training of school personnel in child protection matters (17)
25. Use of external personnel to supplement curriculum (24)
26. Use of external personnel to support sports and other extra-

- curricular activities (25)
27. Care of pupils with specific vulnerabilities/ needs such as (5, 6, 7)
- Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children on CPNS
28. Recruitment of school personnel including – New Policy
- Teachers/SNA's (ETB HR)
 - Caretaker/Secretary/Cleaners (ETB HR)
 - 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
29. Participation by pupils in religious ceremonies/religious instruction external to the school (New Policy)
30. Use of Information and Communication Technology by pupils in school (20, 21)
31. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc. (19, 21, 31)
32. Students participating in work experience in the school (19, 29)
33. Students from the school participating in work experience elsewhere (19, 30)
34. Student teachers undertaking training placement in school (28)
35. Use of video/photography/other media to record school events (20, 21)
36. After school use of school premises by other organisations (New policy)
37. Use of school premises by other organisation during school day (New policy)
38. Breakfast club (New policy)
39. Homework club/evening study (New policy)

The school has identified the following risk of harm in respect of its activities -

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by school personnel
3. Risk of child being harmed in the school by a member of school personnel
4. Risk of child being harmed in the school by another child
5. Risk of child being harmed in the school by volunteer or visitor to the school
6. 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
7. Risk of harm due to bullying of child
8. Risk of harm due to inadequate supervision of children in school
9. Risk of harm due to inadequate supervision of children while attending out of school activities
10. Risk of harm due to inappropriate relationship/communications between child and another child or adult
11. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
12. Risk of harm to children with SEN who have particular vulnerabilities
13. Risk of harm to child while a child is receiving intimate care
14. Risk of harm due to inadequate code of behaviour
15. Risk of harm in one-to-one teaching, counselling, coaching situation
16. Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
17. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

The school has the following procedures in place to address the risks of harm identified in this assessment – (The number of the suggested procedure is in brackets after each school activity in section 1)

1. All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
2. The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
3. 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*
4. The school implements in full the Stay Safe Programme
5. The school implements in full the SPHE curriculum
6. The school implements in full the Wellbeing Programme at Junior Cycle
7. 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*
8. The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
9. The school has in place a policy and clear procedures in respect of school outings
10. The school has a Health and safety policy
11. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
12. The school has a codes of conduct for school personnel (teaching and non-teaching staff)
13. The school complies with the agreed disciplinary procedures for teaching staff
14. The school has a Special Educational Needs policy
15. The school has an intimate care policy/plan in respect of students who require such care
16. The school has in place a policy and procedures for the administration of medication to pupils
17. 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

18. The school has in place a policy and procedures for the administration of First Aid
19. The school has in place a code of behaviour for pupils
20. The school has in place an ICT policy in respect of usage of ICT by pupils
21. The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
22. The school has in place a Critical Incident Management Plan
23. The school has in place a Home School Liaison policy and related procedures
24. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
25. The school has in place a policy and procedures for the use of external sports coaches
26. The school has in place a policy and clear procedures for one-to-one teaching activities
27. The school has in place a policy and procedures for one-to-one counselling
28. The school has in place a policy and procedures in respect of student teacher placements
29. The school has in place a policy and procedures in respect of students undertaking work experience in the school
30. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations

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 _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

The content of this Risk Assessment Template was formulated from discussion that took place during an ETB Principal's workshop held on March 27th, 2018. The list is not exhaustive.

The following policy documents are currently being reviewed or developed by school management in conjunction with the ETB:

1. Anti-bullying Policy.
2. Yard Supervision Policy.
3. School Outings Policy.
4. School Tour Policy.
5. Code of Conduct for School Personnel (teaching and non-teaching).
6. Special Educational Needs Policy.
7. Intimate Care Policy.
8. Administration of Medicines/medication Policy.
9. First Aid Policy.
10. External Persons to Supplement the Delivery of the Curriculum Policy.
11. External Sports Coaches Policy.
12. One to One Teaching Policy.
13. Open Door Policy.
14. One to One Counselling Policy.
15. Student Teacher Placement Policy.
16. Student Work Experience Policy (in school and externally)