



Coláiste Mhuire Co-Ed, Thurles



CHILD SAFEGUARDING RISK ASSESSMENT

Policy Area	Schools
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Document Drafted by	Coláiste Mhuire Co-Ed, Thurles
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March 2021
Mandatory Template 1: Child Safeguarding Risk Assessment Template (Landscape version)

Written Assessment of Risk of Colaiste Mhuire Co-Ed, Thurles

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 Colaiste Mhuire Co-Ed, Thurles

	1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment –
1	Interactions between teachers and students including but not limited to: <ul style="list-style-type: none"> • Classroom teaching • Homework club/evening study • Outdoor teaching activities • Sporting Activities 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The school has provided and informed each member of school staff with a copy of the school's Student Safeguarding Statement • The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel • School Personnel shall adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff shall adhere to the <i>Children First Act 2015</i>. • School personnel shall adhere to the Teaching Council's Code of Conduct. • All staff have been made aware of the Tipperary ETB Dignity Charter for Staff
2	Interaction between students including but not limited to: <ul style="list-style-type: none"> • Dismissal of Class • Recreation breaks for students • Movement 	<ul style="list-style-type: none"> • Students unsupervised during timetable classes • Risk of harm due to inadequate supervision of students • Risk of harm due to bullying of student 	<ul style="list-style-type: none"> • Teachers informed that they must supervise students for the duration of their timetable • The school ensures appropriate supervision of students during breaks. Schedule approved by the BOM • 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> • The school has in place a code of behaviour for students

	<ul style="list-style-type: none"> • Risk of student being harmed in the school by another student • Risk of harm due to inappropriate relationship/communications between a student and another student 	<ul style="list-style-type: none"> • between classes, access and egress to and from classrooms • Use of toilets • Use of PE changing rooms • Outdoor teaching activities • Sporting Activities 	<ul style="list-style-type: none"> • Tipperary ETB has a Dignity Charter for Staff • The school has a PE Policy in respect of changing rooms.
3.1	<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of students entering and leaving school. 	<p>Students arrival (access) to school facility</p>	<ul style="list-style-type: none"> • 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. • 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. • Breakfast Club opens at 8.15 - students to access breakfast club only. Canteen and open area outside the canteen are only areas that are accessible until 8.40. Students can only go to lockers at 8.40 • Canteen staff supervising students during breakfast club. • Parents informed • Signs up to inform students • Caretaker and canteen staff informed
3.2	<ul style="list-style-type: none"> • Risk of harm due to being unsupervised 	<p>Dismissal of students/leaving school facility</p>	<ul style="list-style-type: none"> • Per Code of Behaviour students may only sign out with a parent during the school day (unless over 18) • If student being sent home must be released into care of parent • If a student leaves without permission during timetabled time - parents are contacted and Gardaí are contacted. • At end of school day an S&S teacher is on duty
4	<ul style="list-style-type: none"> • Risk of harm in one-to-one teaching situation 	<p>One-to-one teaching</p>	<ul style="list-style-type: none"> • The school has in place a policy and procedures for one-to-one teaching and counselling with students • School Management endeavours that all classrooms, meeting rooms have a glass panel in the door and that, where possible the teacher will leave the door open. The student will always sit in view of the open door/glass pane.

			<ul style="list-style-type: none"> All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.
5	One-to-one counselling	<ul style="list-style-type: none"> Risk of harm in one-to-one counselling situation 	<ul style="list-style-type: none"> The school has in place a for one-to-one teaching and counselling with students School Management endeavours that all classrooms, meeting rooms have a glass panel in the door and that, where possible the teacher will leave the door open. The student will always sit in view of the open door/glass pane. All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.
6	School outings	<ul style="list-style-type: none"> 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 Risk of harm due to inadequate supervision of students while attending out of school activities 	<ul style="list-style-type: none"> The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same. School Management endeavours that all personnel who may be involved with students have up to date Vetting in place. An adequate supervision rota is put in place to ensure that students are supervised at all times while attending out of school activities. All event organisers must set up a compass event and as part of that they must tick the box that they are aware of policy pertaining to trips. All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.
7	School trips involving overnight stay	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities Risk of harm due to inadequate supervision of students while attending out of school activities 	<ul style="list-style-type: none"> The School has a comprehensive School Tours Policy which is reviewed regularly. A risk assessment is carried out before any students go on a foreign trip and the school personnel accompanying students are briefed on the protocol to follow in the event of an emergency. An Information evening is also provided for parents and pupils. The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same. Staff are trained on these procedures and on appropriate interventions should a risk arise. All event organisers must set up a compass event and as part of that they must tick the box that they are aware of policy pertaining to trips. All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.
8	School trips involving foreign travel	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person 	<ul style="list-style-type: none"> The school observes all current guidelines and notices from the Department of Education and Skills and the Department of Foreign Affairs regarding threat levels in other jurisdictions. The School has put in place a comprehensive School Tours Policy which is reviewed regularly. In compliance with TETB requirements, a risk assessment is carried out before

		<ul style="list-style-type: none"> while student participating in out of school activities Risk of harm due to inadequate supervision of students while attending out of school activities 	<ul style="list-style-type: none"> All event organisers must set up a compass event and as part of that they must tick the box that they are aware of policy pertaining to trips. Parents must provide up to date relevant medical reports and the school personnel accompanying students are briefed by parents, on the protocol to follow in the event of an emergency. This is minuted by the tour organiser and signed by parents and tour organiser. An adequate supervision roster is put in place to ensure that students are supervised at all times while attending out of school activities. A Mobile Phone Policy and Internet Acceptable Usage Policy are in place, which govern the use of electronic devices in the school. These also refer to the standards expected of students in relation to their use of Social Media. Parents are updated and briefed on a regular basis regarding use of social media. The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same. All teachers are Garda vetted and as members of the teaching council are governed by their code of ethics. Review following each tour by tour Coordinator Annual review by SMT and Safeguarding Oversight Team
9	Use of off-site facilities for school activities	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities Risk of harm due to inadequate supervision of students while attending an off-site facility 	<ul style="list-style-type: none"> The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same. Supervised by a member of staff at all times while on these activities. An adequate supervision roster is put in place to ensure that students are supervised at all times while attending out of school activities. A Physical Education Policy is in place and reviewed regularly.
10	Annual Sports Day	<ul style="list-style-type: none"> Risk of harm due to inadequate supervision of students while attending out of school activities Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities 	<ul style="list-style-type: none"> The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of the same. An adequate supervision roster is put in place to ensure that students are supervised at all times while attending out of school activities. A Physical Education Policy is in place and reviewed regularly.
11	School transport arrangements	<ul style="list-style-type: none"> Risk of student being harmed while a student is travelling to/from a school activity. 	<ul style="list-style-type: none"> It is part of the current ETB tender that the company who is awarded the contract will confirm that their drivers and employees are Garda vetted. This is part of the process of awarding the contract. ETB to ensure confirmation of this.
12	Management of challenging behaviour amongst	<ul style="list-style-type: none"> Risk of student being harmed in the school by a member of school personnel 	<ul style="list-style-type: none"> The school has in place a code of behaviour for students - Annual review and update of policy. Consistent monitoring of implementation of policy. An anti-bullying Policy is in place and is reviewed annually

	students, including appropriate use of restraint where required	<ul style="list-style-type: none"> Risk of student being harmed in the school by another student 	<ul style="list-style-type: none"> An adequate supervision roster is put in place to ensure that students are supervised. As part of the code of behaviour a "report" system is in place A Student Support Team is in place and meets on a weekly basis. All members of the team have received training. A Mobile Phone Policy and Internet Acceptable Usage Policy are in place in the school, which govern the use of electronic devices in the school. They also refer to the standards expected of students in relation to their use of Social Media. Camera surveillance can be used to assist in investigation of breach of the code of behaviour. A comprehensive Code of Behaviour policy is in place and reviewed annually. An anti-bullying Policy is in place and is reviewed annually An adequate supervision roster is put in place to ensure that students are supervised. A Pastoral Care policy is in place in the school in line with the School's Mission Statement & Ethos. A Mobile Phone Policy and Internet Acceptable Usage Policy are in place in the school, which govern the use of electronic devices in the school. They also refer to the standards expected by all
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"> Risk of harm due to inadequate code of behaviour 	<ul style="list-style-type: none"> A Learning Support Policy is in place in the school and is reviewed & monitored by the SEN Coordinator with School Management on a regular basis. An adequate SNA timetable is in place and is adapted where necessary, to ensure adequate supervision of and care of students with SEN. Regular meetings with the SEN Coordinator and School Management. A Student Support Team is in place at and meets on a weekly basis. All members of the team have received training. A Pastoral Care policy is in place in the school in line with the School's Mission Statement & Characteristic Spirit. The school has an intimate care policy/plan in respect of students who require such care
14	Care of students with special educational needs, including intimate care where needed.	<ul style="list-style-type: none"> Risk of harm to students with SEN who have particular vulnerabilities Risk of harm to student while a student is receiving intimate care 	<ul style="list-style-type: none"> 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> The school has in place a code of behaviour for all students Tipperary ETB has a Dignity Charter for Staff
15	Care of students with specific vulnerabilities/needs including: <ul style="list-style-type: none"> Students from ethnic minorities/migrants Members of the Traveller community Lesbian, gay, bisexual or transgender (LGBT) students and students 	<ul style="list-style-type: none"> Risk of student being harmed in the school by a member of school personnel Risk of student being harmed in the school by another student Risk of harm due to bullying of student 	<ul style="list-style-type: none"> A Learning Support Policy is in place in the school and is reviewed & monitored by the SEN Coordinator with School Management on a regular basis. An adequate SNA timetable is in place and is adapted where necessary, to ensure adequate supervision of and care of students with SEN. Regular meetings with the SEN Coordinator and School Management. A Student Support Team is in place at and meets on a weekly basis. All members of the team have received training. A Pastoral Care policy is in place in the school in line with the School's Mission Statement & Characteristic Spirit. The school has an intimate care policy/plan in respect of students who require such care

	<p>perceived to be LGBT</p> <ul style="list-style-type: none"> Students of minority religions Children in care Children on CPNS 		
16	Administration of Medicine	<ul style="list-style-type: none"> Risk of harm while receiving care 	<ul style="list-style-type: none"> The school has in place a policy for the administration of medication to students Details of pupils with medical conditions are available subject to consent to relevant staff and school Management Questions asked by Nurse tutor currently being reviewed by ETB
17	Administration of First Aid	<ul style="list-style-type: none"> Risk of harm while student receiving care 	<ul style="list-style-type: none"> The school has in place a policy for the administration of First Aid A number of Staff are trained in Occupational First Aid A number of staff are trained on how to use the Defibrillator AED guidelines are in place
18	Curricular provision in respect of SPHE, RSE	<ul style="list-style-type: none"> Risk that curriculum is not covered or covered correctly 	<ul style="list-style-type: none"> 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 SPHE coordinator in place SPHE/RSE teachers fully trained
19	Participation by students in religious ceremonies/religious instruction external to the school	<ul style="list-style-type: none"> Risk of distress on part of student 	<ul style="list-style-type: none"> Students have the option to opt-out of religious instruction and ceremonies on the request of their parents. Supervision is arranged in such instances
20	Use of Information and Communication Technology by students in school	<ul style="list-style-type: none"> Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school 	<ul style="list-style-type: none"> The school has in place an ICT policy in respect of usage of ICT by students The school has in place a mobile phone policy in respect of usage of mobile phones by students
21	Students participating in work experience in the school	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience Risk of injury 	<ul style="list-style-type: none"> The school has in place a policy and procedures in respect of students undertaking work experience in the school

22	Students from the school participating in work experience elsewhere	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience 	<ul style="list-style-type: none"> The school has in place a policy and procedures in respect of students of the school undertaking work experience in external organisations This is being investigated further by ETB at the moment
23	Recruitment of school personnel including - <ul style="list-style-type: none"> Teachers SNAs Admin staff Caretaker Cleaners 	<ul style="list-style-type: none"> Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted or screened at recruitment 	<ul style="list-style-type: none"> TETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and vetting The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. All new staff are given the digital link to the school's Student Safeguarding Statement The school encourages staff to avail of relevant training Staff briefing at the beginning of academic year on statutory and non-statutory responsibilities
24	Use of external personnel to supplement curriculum and/or support sports and other extra-curricular activities <ul style="list-style-type: none"> Sports coaches External Tutors/Guest Speakers Volunteers/Parents in school activities 	<ul style="list-style-type: none"> Risk of student being harmed in the school by volunteer or visitor to the school 	<ul style="list-style-type: none"> The school has in place a Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum The school has in place a policy and procedures for the use of external sports coaches A teacher will also accompany students Parents/Guardians who volunteer are required to undergo Garda Vetting through TETB.
25	Fundraising events involving students	<ul style="list-style-type: none"> Risk of student being harmed 	<ul style="list-style-type: none"> Fundraising outside school is treated as an Educational Activity and the school has a Trips and Educational Activity Policy in place.
26	Use of video/photography/other media to record / at school events	<ul style="list-style-type: none"> Risk of breach of GDPR 	<ul style="list-style-type: none"> The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. All School personnel are made aware of their duty to report such breaches to school management and/or An Garda Síochána. Opt-in / out question for parents/guardians to indicate preferences re video recording/student images each time if an image of their child is proposed being used. Students name not to be displayed with image.
27	Use of student images for PR purposes	<ul style="list-style-type: none"> Risk of breach of GDPR 	<ul style="list-style-type: none"> Opt-in / out question for parents/guardians to indicate preferences re student images each time if an image of their child is proposed being used. Need to talk to Denis about this we do it once at the beginning...

28	Student teachers undertaking training placement in school	<ul style="list-style-type: none"> Risk of student being harmed in the school by a student teacher 	<ul style="list-style-type: none"> The school has in place a policy and procedures in respect of student teacher placements
29	After school use of school premises by other organisations	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor to the school 	<ul style="list-style-type: none"> The school requires insurance and child protection details to be in place by the visiting organisation.
30	Use of school premises by other organisations during school day	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor to the school 	<ul style="list-style-type: none"> Safeguarding service level agreement in place prior to school being used. The school has provided each external organisation/staff with a copy of the school's Student Safeguarding Statement and procedures The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all such personnel External 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>.
31 a	Non-curricular related visitor	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor/contractor to the school 	<p>The school has a policy in place</p>
31 b	Non-curricular related contractors present in school during school hours	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor/contractor to the school 	<ul style="list-style-type: none"> The school has a Health and Safety policy. Policy of external contractors in place and all stakeholders informed about policy and when contractors on site. It will be incumbent on the contractor to confirm the appropriate child protection arrangements are in place before ETB award contracts ETB to ensure that contractor confirms that CP arrangements are in place.
32	Non-curricular related visitors / contractors present during after school activities	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor/contractor to the school 	<ul style="list-style-type: none"> The school has a Health and Safety policy. Policy of external contractors in place and all stakeholders informed about policy and when contractors on site. ETB to ensure that contractor confirms that CP arrangements are in place.
33	Use of Information and Communication Technology by staff	<ul style="list-style-type: none"> Risk of harm caused by member of school personnel communicating with students in an appropriate manner via social 	<ul style="list-style-type: none"> The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel

		<p>media, texting, digital device or other manner</p> <ul style="list-style-type: none"> Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner 	<ul style="list-style-type: none"> 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>. School personnel are expected to adhere to the Teaching Council's Code of Conduct. The school complies with the agreed disciplinary procedures for teaching staff.
3-4	Reporting	<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 	<ul style="list-style-type: none"> The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement 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 requires all staff to avail of relevant training. All staff are briefed at the beginning of each academic year in relation to <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i>. The school complies with the agreed disciplinary procedures for teaching staff.

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 24th of March, 2021. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed *Ficheal Lacey* Date 24/3/21

Chairperson, Board of Management

Signed *Deirdre O'Leary* Date 24/3/21

Principal/Secretary to the Board of Management