



ASSESSMENT OF RISK

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;

Castletroy College

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*.

Castletroy College, Safeguarding Risk Assessment

	Activity	Risk Identified	Level of Risk L/M/H	Procedure in Place to manage the risk
1	<p>Interactions between teachers and students including but not limited to:</p> <ul style="list-style-type: none"> ▪ Classroom teaching ▪ After school /evening study ▪ Outdoor extra-curricular & co-curricular 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 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 complies with the agreed disciplinary procedures for teaching staff ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.
2	<p>Interaction between students including but not limited to:</p> <ul style="list-style-type: none"> ▪ Recreation breaks for students Movement between classes 	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students ▪ Risk of harm due to bullying of student 		<ul style="list-style-type: none"> ▪ The school ensures appropriate supervision of students during breaks. ▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the

	<ul style="list-style-type: none"> ▪ Use of toilets ▪ Use of PE changing rooms ▪ Outdoor teaching activities ▪ Sporting Activities 	<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 		<p>Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></p> <ul style="list-style-type: none"> ▪ The school has in place a code of behaviour for students ▪ The school has procedures in respect of changing rooms.
3	Daily arrival and dismissal of students	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students entering and leaving school. 		<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.
4	One-to-one meetings with students including but not limited to : one to one teaching	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one teacher - student situation 		<ul style="list-style-type: none"> ▪ The school has in place a policy and procedures for one-to-one meetings with students
5	One-to-one meetings with students including but not limited to : One-to-one counselling	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one teacher – student situation 		<ul style="list-style-type: none"> ▪ The school has in place a policy and procedures for one-to-one meetings with students
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.

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 in place an Educational School Tours / Trips and Extra-curricular Sporting Activities Policy and clear procedures in respect of same.
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 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.
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.

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 same.
11	School transport arrangements	<ul style="list-style-type: none"> ▪ Risk of student being harmed while student is travelling to/from a school activity. 		The school ensures appropriate supervision of students while student is travelling to/from a school activity as per the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.
12	Management of challenging behaviour amongst students, including appropriate use of restraint where required	<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 		<ul style="list-style-type: none"> ▪ The school has in place a code of behaviour for students ▪ <i>The school does not have a restraint policy (ETBI to advise)</i>
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"> ▪ The school has in place a code of behaviour for students ▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students
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 		<ul style="list-style-type: none"> ▪ The school has a Additional Educational Needs policy.

		<ul style="list-style-type: none"> ▪ Risk of harm to student while a student is receiving intimate care 		<ul style="list-style-type: none"> ▪ The school has an intimate care plan in respect of students who require such care if and when the need arises
15	<p>Care of students with specific vulnerabilities/ needs including:</p> <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 perceived to be LGBT ▪ Students of minority religions ▪ Children in care ▪ Children on CPNS 	<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"> ▪ 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 ▪ The school implements in full the SPHE curriculum
16	Administration of Medicine	<ul style="list-style-type: none"> ▪ Risk of harm to student due to medical emergency 		<ul style="list-style-type: none"> ▪ The school has in place procedures for the administration of prescription medication to students ▪ The school does not administer non-prescription medicines to students.
17	Administration of First Aid	<ul style="list-style-type: none"> ▪ Risk of harm to student due to medical emergency 		<ul style="list-style-type: none"> ▪ The school has in place procedures for the administration of First Aid ▪ A number of staff members are trained in First Aid – an up to date record of qualified staff is circulated to all staff at least once a year.

18	Curricular provision in respect of SPHE, RSE	<ul style="list-style-type: none"> ▪ Risk of harm to student pertaining to subject content 		<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 ▪ The school implements in full the Lifeskills Programme at Senior Cycle
19	Participation by students in religious ceremonies/religious instruction external to the school	<ul style="list-style-type: none"> ▪ Risk of harm due to bullying of student 		<ul style="list-style-type: none"> ▪ The school has a Religious Education Policy ▪ 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>
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 Acceptable Usage 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"> ▪ N/A 		<ul style="list-style-type: none"> ▪ The school does not facilitate work experience for our own students.
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 procedures in respect of students of the school undertaking work experience in external organisations ▪ It is the full responsibility of parents/guardians to organise work experience for students in TY and Fifth Year

23	<p>Recruitment of school personnel including -</p> <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 		<ul style="list-style-type: none"> ▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to school personnel. ▪ All new staff are provided with a copy of the school's Student Safeguarding Statement ▪ The Student Safeguarding Statement is displayed prominently at the entrance of the school ▪ The school ensures that mandated staff complete their mandatory training and encourages staff to avail of additional training
24	<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 	<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 ▪ All external sports coaches are Garda vetted ▪ Parents/Guardians who volunteer are required to undergo Garda Vetting through LCETB.
25	<p>Fundraising events involving students</p>	<ul style="list-style-type: none"> ▪ Risk of student being harmed while on fundraising activities external to the school 		<ul style="list-style-type: none"> ▪ The school has in place procedures in respect of students of the school undertaking fundraising activities external to the school

26	Use of video/photography/other media to record / at school events	<ul style="list-style-type: none"> ▪ Risk of inappropriate use of student image by a third party 		<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
27	Use of student images for PR purposes	<ul style="list-style-type: none"> ▪ Risk of inappropriate use of student image by a third party 		<ul style="list-style-type: none"> ▪ Opt-in / out questions on the school enrolment form for parents/guardians to indicate preferences re student images.
28	Third level Student teachers / students undertaking training placement in school	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a third level work placement student /student teacher 		<ul style="list-style-type: none"> ▪ The school has in place a policy and procedures in respect of student teacher placements ▪ All third level student teachers /work placement students are Garda vetted prior to commencement
29	After school use of school premises by other organisations	<ul style="list-style-type: none"> ▪ N/A 		<ul style="list-style-type: none"> ▪ N/A
30	Use of school premises by other organisations during school day	<ul style="list-style-type: none"> ▪ N/A 		N/A
31	Non-curricular related visitors / 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. ▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting ▪ The Student Safeguarding Statement is displayed prominently at the entrance of the school

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. ▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting ▪ The Student Safeguarding Statement is displayed prominently at the entrance of the school
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 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 		<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>. ▪ 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.
34	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

			<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 ▪ 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 ensures that mandated staff complete their mandatory training and encourages staff to avail of additional training ▪ The school complies with the agreed disciplinary procedures for teaching staff.
--	--	--	--

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: _____

Chairperson of Board of Management

Date: _____

Date of next review: January 2019

Signed: _____

Principal

Date: _____