

## Risk Assessment - Child Safeguarding Statement

### Written Assessment of Risk: Portmarnock Community School

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 Portmarnock Community School.

#### 1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling/meetings
- Outdoor teaching and/or coaching activities
- Sporting Activities (including the annual 'Active Week')
- Adult Education provision and associated activities on school site
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including, where applicable, use of bus escorts
- Care of children with special educational needs, including intimate care where needed
- Management of challenging behaviour amongst pupils.
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, (Well-Being)
- Prevention of and dealing with bullying amongst pupils
- Training of school personnel in Child Protection matters (Safeguarding)
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as:
  - 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 list
- Recruitment of school personnel including -
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - 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
  
- Participation by pupils in religious ceremonies/religious instruction external to the school

- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including:
  - Detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Homework club/ supervised after-school study sessions

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

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- 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 is participating in out of school activities e.g. school trip,sports etc
- Risk of harm due to bullying of a child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phone and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, meetings, coaching situations
- 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 accessing/circulating inappropriate material via social media, texting, digital device or other manner
- Risk of harm when partaking in after school/evening school events : shows, musicals etc
- Risk of harm when attending after school/evening school events; shows musicals etc
- Risk of harm from persistent failure to attend school/ timetabled classes

**3. The school has the following procedures in place to address the risks of harm identified in this assessment -**

- All school personnel are provided with a copy of the school's Child 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

- The school implements in full the SPHE curriculum
- The school engages in the implementation of the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the D.E.S. Anti-Bullying Procedures for Primary and Post-Primary Schools
- The school has a supervision policy to ensure appropriate supervision of children during assembly, break time, lunch time and dismissal; and in respect of specific areas such as toilets, library, changing rooms, lunchtime clubs etc.
- The school has in place a policy and clear procedures in respect of all school outings (domestic, residential and non-residential)
- The school has a Health and Safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment of all school staff and coaches.
- Visitors to the school sign in at reception and are issued with a visitor pass
- All Adult Education instructors and tutors must undergo Garda vetting
- The school adheres to the Teaching Council code of conduct for teaching staff.
- The school complies with the agreed disciplinary procedures for teaching staff and non-teaching staff
- The school has a Special Educational Needs policy
- School seeks advice from appropriate agencies to support safe management of behaviour
- The school will develop as necessary an intimate care policy/plan in respect of students who may require such care
- The school is developing a policy and procedures for the administration of medication to pupils
- The school ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
- Details of the School Safeguarding Statement, the identity of DLP and DDLP are displayed prominently in the school reception. This information will be included in student journals and on the school website.

website.

- The school has internal CCTV on corridors and Locker areas
- Requests staff, including Adult Education tutors, to avail of relevant training in relation to Children First 2017 updates. Teaching staff will complete Tusla and PDST training; Adult Education tutors will complete Tusla training.
- Encourages board of management members to avail of relevant safeguarding training (PDST)
- Maintains records of all staff and board members' training
- The school requests that relevant members of the Parents' Association undergo Tusla Training
- The school is developing a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school requires garda vetting for the use of external sports coaches

- The school has procedures for one-to-one teaching and pastoral/ meeting activities; open door policy applied by all; windows placed in doors to ensure visibility of persons in offices at all times
- The school has procedures for one-to-one counselling/meetings; evidence of appropriate qualifications and professional insurance provided.
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
- The school follows Tusla procedures for School Attendance issues and concerns.

**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 **05/03/2018**. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed ***Cora Fitzgerald Tighe***

Date **5 March 2018**

Chairperson, Board of Management

Signed ***Eithne Deeney***

Date **5 March 2018**

Principal/Secretary to the Board of Management