

Child Safeguarding Risk Assessment- Coláiste na Sceilge

Reviewed 22 May 2018 Reviewed 13 February 2019 **Reviewed May 19**
with no changes.

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 Coláiste na Sceilge.

1. Name of the Service being provided

Coláiste na Sceilge is a co-educational post primary community school

2. Nature of the service and principles to safeguard children from harm

Coláiste na Sceilge provide education to second level students in a mainstream and Special Class setting. The school provides a range of Junior Certificate, Level 1 and Level 2 Subjects, Transition Year, Leaving Certificate, Leaving Certificate applied Programmes. In addition, the school offers a range of extra-curricular activities e.g. GAA, Athletics, Basketball, Rugby, Soccer, training, Music... etc . We work closely with KDYS and NBSS. Coláiste na Sceilge is committed to and guided by the core values of Kerry ETB 'Respect, Quality, Inclusion and Learning' as well as by our own Mission Statement 'We Respect we care we learn we develop, we belong' All Coláiste na Sceilge policies acknowledge the Children First National Guidance for the protection of Children we are committed to keeping all our students safe from harm.

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

	Risk Identified	Procedure in place to manage risk identified
1	Open public access to school	All visitors sign in at the school office and wear a visitor lanyard. Any visitor not wearing a lanyard is escorted to the school office to sign in and given a visitor lanyard. Visitor will wait in the school office for the coordinating teacher.

		Visitors sign out in the school office and return lanyards.
2	Staff awareness of risks to children	Teachers (Mandated Persons) including regular substitute teachers are asked to complete the TUSLA video for Mandated Persons and give a copy of their certificate to the Principal. Non-teaching staff attend Child Protection Training annually and as required. All staff receive a copy of CSS
3	A child being harmed in the school	Implementation of SPHE & Wellbeing Programme for Junor Cycle Code of Behaviour Anti-bullying policy Acceptable usage policy Teaching Council Profession standards Kerry ETB Code of Conduct Adequate supervision Staff training
4	Parent/Guardian visits to the school	Sign in at the school office and wait at school office.
5	Visitors to the school eg external maintenance, electrical, plumbing etc.	Companies that send personnel to the school are asked to ensure that all personnel are Garda Vetted through the ETB, sign in at the school office and wear a visitor lanyard at all times before signing out.
6	Regular Visitors/speakers/coaches to the school with direct contact with students	Regular visitors/speakers/coaches are required to be Garda vetted and provide a copy of their vetting to the Principal

7	Occasional/once off visitors-unvetted by Kerry ETB with direct access to students	Occasional/once off visitors who are unvetted by Kerry ETB sign in at the school office, wear a visitor lanyard and are in the company of the organising teacher at all times, sign out at the school office and return lanyard. Such visitors will be given a copy of the CnS Safeguarding Statement.
8	Student teachers from overseas-unvetted by Irish national Vetting Bureau	Student teachers will provide their international vetting to the school in advance of their arrival. They will work in a team teaching capacity and only work on their own with a class when Irish Vetting comes through. Irish vetting certificate to be given to the Principal. Student teachers will be given a copy of the Safeguarding Statement.
9	One to one meetings with students	Only persons vetted through the ETB will be permitted to meet children in a one to one setting. In such instances these meetings will be conducted in a private yet visible location where appropriate.
10	Truancy	The school issues an absence text in the morning and after lunch to alert parents that their child is not in school. Parents must contact the school where they know their child should be in school at that time.
11	Break time supervision	Break time supervisors are appointed
12	Outdoor activities/outings	Sufficient supervision provided, and risk assessment given to the principal
13	Overnight Trips/foreign travel	Sufficient supervision provided, and risk assessment given to the principal
14	Changing and shower areas	No digital or recording permitted in the changing area, supervision as appropriate.
15	Bus drivers Vetted	Bus companies used by the school are asked to supply written confirmation that their drivers are Garda vetted to Kerry ETB. Copy of Safeguarding Statement given to bus companies.

16	Care of students with SEN including intimate care	Appropriate supervision at all times.
17	Bullying	Anti-bullying policy in place
18	Non-administration of prescribed medicine/care by parent/guardian	Inform/seek advice from relevant agency
19	Care of students with specific vulnerabilities	Availability of Care Team, Counsellor, Guidance Counsellor, Coordinator of Chaplaincy and relevant outside agencies: Meitheal, Jigsaw, KDYS...etc
20	Use of Information Communication Technology	Acceptable Usage policy in place
21	Afterschool Detention	Parent is informed in advance of the changed pick up time
22	Confiscation of phone	Parent/Guardian informed by the school office
23	Work Experience (outside of school)	<p>Employers complete a questionnaire including questions on whether they have procedures in place for Child Protection.</p> <p>Employers who have no procedures in place for Child Protection are asked to see the Children First E Learning Programme available from Tusla. http://www.tusla.ie/children-first/children-first-e-learning-programme/</p> <p>Employers are asked to risk assess their workplace to satisfy themselves that they have appropriate Child Protection and Health and Safety measures in place to protect the student.</p> <p>Only employers who meet these requirements can provide work experience.</p> <p>Parents are asked to risk assess the workplace to ensure that the employer has measures in place for their child's protection</p> <p>Students are asked to observe health and safety procedures at all times and report any issues of concern to employer/school.</p>

		Students aged 16 and over and who are working with minors/vulnerable adults while on work placement are Garda Vetted prior to going on work placement.
24	Use of Video/photography/other media to record school events (by school or outside agencies)	In all instances permission of parent/Guardian/Student is required.
25	Use of school premises by other organisations during the school day or after school	Organisers to provide evidence that all persons involved with children are Garda vetted
26	Teacher not present for class	Students notify School Office after 10 minutes.
27	Board of Management not informed of Child Protection concerns	Child Protection Oversight reported to the Board by the Principal at every meeting
28	Students signing out of school	Only students with a note signed and dated by their parent/guardian and countersigned by the Year head have permission to sign out at the school office and leave the school. Students should liaise with their Year head in the morning to ensure that the note is signed. Where a student wishes to sign out without a note signed as above, the parent/guardian must sign out the student, in person, at the school office. Only where this is not possible the parent/guardian must make verifiable contact with the school authorities. This is only to be used in exceptional circumstances.
29 a	Student International Exchanges Safety in host homes	<p>1) Irish host families and all persons over 18 in the household will Garda vetted by Kerry ETB prior to hosting any exchange students.</p> <p>2) Letter of assurance from the international exchange school to state that the families are known to the school authorities in exchange school and that they have no reason to believe that this exchange would pose a risk or danger to our students. Letter to be secured every year from the international exchange school</p> <p>3) Children must be placed in houses in pairs and not on their own as this poses</p>

		<p>significant risks to students. Irish families hosting must also host 2 students.</p> <p>4)Coláiste na Sceilge students engaging in the exchange must participate in a module on Personal Safety before participating in the exchange. Coordinator will keep a register of student attendance and of their evaluations and details of who carried out the programme with the students.</p>
b	Adequate supervision when under care of host family	<p>Host families to sign an agreement that they are taking responsibility for the international students during the duration of their time with the host family. This includes knowing the whereabouts of the students at all times, and having a copy of the programme of events.</p> <p>Host families to agree that on afternoons/evenings where there is no formal event organised by the school that they are responsible for the students, know of their whereabouts and agree to the 10pm curfew. That students are not left alone in the family home. That a host parent must be in the family home from 10pm each night. That no alcohol / tobacco / illegal substances are offered or made available to the students. If a parent becomes aware that students have access/accessed any of these to inform the coordinating teacher immediately.</p>
c	Student left alone in the family home/unsupervised or made to feel uncomfortable in the family home.	<p>Students to contact their coordinating teacher immediately. Teacher from host school to also be informed and make contact with host parent. Coordinating teachers (one from each school) to travel to the family home and remain with students until parent returns/ removes students to the alternative host family.</p>
d	Alcohol / tobacco / illegal substances / Illegal activities	<p>All students and parents to sign a contract stating they agreed to follow school rules for the duration of the exchange. Use of alcohol / tobacco / illegal substances / Illegal activities are strictly prohibited, parent/guardian to be</p>

		informed by cooperating teacher as soon as possible should this arise. Coordinating teachers to liaise with international school, host family, authorities as appropriate.
e	Danger of becoming separated from the group and or getting lost	Students to always stay with the groups (minimum size of 4 in a group) Students to be given a copy of the programme of events in advance Teachers to do regular head counts throughout each day at start/end of an activity, getting on/off transport etc If lost/separated from others to contact their coordinating teacher by phone/WhatsApp immediately and remain in the place where they are/ follow the instruction of the teacher.
f	Inability to contact the Coordinating teacher	Students and parents will be furnished with the school mobile number, which will be turned on, have sufficient credit and charged at all times. Coordinating teacher to create a Whatsapp group of the travelling students to communicate with the group where the need arises / change in plans etc. All teachers on the exchange/teachers from the host country to have contact details of one another in case of emergency
30	Use by Students of a PE App Developed through UL and NCCA 17/1/19	
A	That data is stored securely	Assurances received from NCCA that the data is securely stored on the developers servers, which are located in the UK.
B	Who has access to the data	The PE teacher will have full access to all of their own student's data. Students will only have access to their own data. NCCA may only view an anonymised and aggregated total collection of the data. For example, totals such as: there are 350 students using the App and 45 teachers and 79 activities have been started and 56 of them are

		completed. NCCA has no access to individual student information.
C	How is data deleted	The data is stored until it is deleted by the school/teacher - so the school/teacher has overall control of the data at all times. Once a student either leaves the class, or leaves the school, then the teacher should delete them from the system. This will remove all of their data. This is outlined in the Joint Data Controller Agreement between the NCCA and the school.
D	Students either use their own or another student's phone inappropriately	AUP and BYOD policy in place. Students are provided with education in the area of internet safety as part of our implementation of the SPHE and CSPE curriculum. The PE teacher will remind students of the AUP and BYOD policy and draw attention to it prior to using the APP with students.
31	Senior and junior students using the same toilet facilities	Senior toilets and Junior toilets are clearly marked and students are reminded at Year Group assemblies to use the appropriate toilet.

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

4 Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the **Children First Act 2015**, the Children First: National Guidance, and Tusla's **Child Safeguarding Statement: A Guide for policy, Procedure and Practice**. In addition to the procedures listed in our risk assessment the following procedures support our intention to safeguard children while they are availing of our services:

- Coláiste na Sceilge is guided by Kerry ETB Policies and procedures regarding the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service. All instances are reported to the Education Officer of Kerry ETB Immediately.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children is managed by Kerry HR Department in requirement of staff to Kerry ETB Schools.
- The Child Safeguarding Statement is available on Coláiste na Sceilge website, in our School Office and at the entrance to our school. All staff are trained annually, a copy has been given to the Parent Council.
- In Child Protection Matters, All Mandated persons (Teachers) are given a copy of the Child Safeguarding Statement, the Child Protection Procedures for Primary and Post Primary Schools https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/child_protection_guidelines.pdf and the Children First National Guidelines for the protection and welfare of children. <http://www.tusla.ie/uploads/content/children%20first%20national%20guidance%202017.pdf> and Children First E-Learning video which includes the identification of the occurrence of harm. <http://www.tusla.ie/children-first/children-first-e-learning-programme>
- Any person who has a Child protection concern is asked to contact the Designated Liaison Person, Mr Maurice Fitzgerald, immediately that the concern arises.
- Procedure for maintaining a list of Mandated Persons. A Mandated Person's list is maintained on VSWare Mandated Person's Group. This is updated annually and as needed.
- The Relevant person is the Designated Liaison Person **Mr Maurice Fitzgerald**

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 risks 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 was completed by the Board of Management on 6 March 2018 and reviewed on 17 and updated on 22 May April 2018. And updated again on 13 February 2019 It shall be reviewed as part of the schools annual review of it's Child Safe Guarding Statement. No changes made when reviewed in Reviewed in May 2019.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management