Presentation Secondary School
Castleisland
Co. Kerry

Child Safeguarding Risk Assessment

The written Risk Assessment below was carried out by the Board of Management of Presentation Secondary School, Castleisland, Co. Kerry in order to establish if there are any practices or features of school activities that have the potential to place a student at risk. It was carried out in accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017.*

In conjunction with this Risk Assessment, the school has made the **Child Safeguarding Statement** available to each member of staff (including all new staff). BOM members and staff are encouraged to avail of all relevant training and records are kept of this training.

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
General Daily Activities	**Potential Risks Associated**	**Mitigation of Risks**
• Early arrival • General arrival • Departure • Morning break • Lunchtime for students who remain on the premises • Lunchtime for students who leave the premises • Canteen • Use of toilet facilities • School transport	➢ Risk of harm not being recognised by school personnel. ➢ Risk of harm not being reported properly and promptly by school personnel. ➢ Risk of student being harmed by a member of school personnel. ➢ Risk of student being harmed in the school by another child.	✓ The school has building and grounds supervision protocol to ensure appropriate supervision of students during arrival, dismissal and break times and in respect of specific areas such as toilets, changing rooms. Supervisors are advised to be vigilant at all times. ✓ The school has a Health and Safety policy. ✓ The school has in place a Code of Behaviour which is regularly presented to students by Year Head communication and through regular assemblies. ✓ All staff are Garda Vetted.

- Use of technology in areas other than the classroom - Congregation in locker areas - Supervised after school study - An 'empty' school at the beginning or end of the school day	➤ Risk of harm due to bullying of student. ➤ Risk of harm due to inadequate supervision of student in school. ➤ Risk of harm where student finds herself last/first in the school building.	✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training. ✓ The school has an Anti-bullying policy and procedures in place, which have been explained to the whole school community.
Teaching and Learning Activities	**Potential Risks Associated**	**Mitigation of Risks**
- Classroom interactions - One-to-one teaching - Guidance/counselling one-to-one sessions - Curricular Content and/or presentation in SPHE/RSE/Wellbeing - Use of substitute teachers in the case of absenteeism - Facilitation of all Faiths in Curricular RE - Meetings with senior leadership team members on one-to-one basis - Use of education technology within the classroom - Work experience - Students with special education needs - Student teachers undertaking training placement in school - Parking in school grounds - Movement between schools	➤ Risk of student being harmed in the classroom by another student. ➤ Risk of harm due to inadequate supervision of students in classroom. ➤ Risk of harm not being recognised by school personnel. ➤ Risk of harm not being reported properly and promptly by school personnel. ➤ Risk of harm due to bullying of student in classroom. ➤ Risk of student being harmed in the classroom by teacher or substitute teacher. ➤ Risk of harm in one-to-one teaching. ➤ Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other. ➤ Risk of harm while carrying out work experience.	✓ The school implements in full the SPHE curriculum. ✓ The school implements in full the Wellbeing Programme at Junior Cycle. ✓ 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 adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. ✓ The school has codes of conduct for school personnel (teaching and non-teaching staff). ✓ The school complies with the agreed disciplinary procedures for teaching staff. ✓ The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.

	Risk of harm caused by personnel not differentiating for the needs of students with special needs.	✓ The school has in place a code of behaviour which is regularly reviewed.
	➤ Risk of harm caused by personnel not differentiating for the needs of students with special needs. ➤ Risk of harm from traffic speed. ➤ Risk of harm due to inadequate supervision of students.	✓ The school has in place a code of behaviour which is regularly reviewed. ✓ The school has an RE policy and communicates its ethos to the whole school community. ✓ The school has protocols in place for work experience in an external organisation. ✓ The school has in place a policy and procedures in respect of student teacher placements. ✓ The school has in place an Acceptable Use policy in respect of usage of all Computers, Internet, mobile phones and Social Media. ✓ The school has a Special Educational Needs policy. ✓ School parking spaces highlighted as well as areas where parking is not permitted/Staff requested to reverse into spaces provided to ensure safety. ✓ Junior students moving between schools accompanied by staff member. ✓ First Year students have a bus provided for sampling of subjects and are accompanied by school personnel.
Pastoral Care	**Potential Risks Associated**	**Mitigation of Risks**
• One-to-one counselling • School outings • School trips involving overnight stay • School trips involving foreign travel • Care of students with Special Educational Needs, including intimate care where needed	➤ Risk of harm in one-to-one counselling situation. ➤ Risk of harm not being recognised by school personnel. ➤ Risk of harm not being reported properly and promptly by school personnel. ➤ Risk of harm to students through bullying when away from home on school trips.	✓ The school has a Health and Safety policy. ✓ The school has in place a Code of Behaviour for students. ✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training. ✓ The school has an Anti-bullying policy and procedures in place which have been explained to the whole school community. ✓ The school is rolling out the DCU *FUSE* anti-bullying programme in SPHE classes.

• Management of challenging behaviour amongst students • Administration of medicine • Administration of first aid • Curricular provision in respect of SPHE, RSE • Prevention and dealing with bullying amongst students. • Training of school personnel in child protection matters • Care of students with specific vulnerabilities/ needs such as:- - Students from ethnic minorities/migrants - Members of the Traveller community - Lesbian, gay, bisexual or transgender (LGBT) students - Students perceived to be LGBT - Students of minority religious faiths - Students in care - Students on CPNS ➢ Supporting students involved in misuse of social media ➢ Sanctioning students involved in misuse of social media	➢ Risk of mishandling of students with challenging behaviour. ➢ Risk of harm due to inadequate supervision of student. ➢ Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background. ➢ Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other. ➢ Risk of harm to students by the use of inappropriate or over-harsh sanctions for bullying/misuse of social media.	✓ The school has begun a new two year mental health programme with Jigsaw Kerry (2022 – 2024). ✓ 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 has in place a mobile phone policy in respect of usage of mobile phones by students. ✓ The school has in place an Acceptable Use policy in respect of usage of all computers, internet and social media. ✓ The school has a code of conduct for school personnel (teaching and non-teaching staff). ✓ The school offers guidance classes to all year groups. ✓ The school has a guidance counsellor on site each day. ✓ The school has a wellbeing and student support team. ✓ The school has recruited teachers with Special Education Needs training and qualifications. ✓ The school appoints qualified SNA's where deemed necessary and funded by the DES. ✓ The school has a Special Educational Needs policy. ✓ The school has appointed a staff member over the monitoring of the use of medication. ✓ Staff have been given clear procedures and training on the administration of medication to students. ✓ Staff have received training on the use of the schools new defibrillator.

Recruitment	Potential Risks Associated	Mitigation of Risks
- Principal - Deputy Principal - Teachers - SNA's - Administration staff - Caretaking staff - Canteen staff - Cleaning staff - Short or long term contractors	- Risk of harm to students by personnel who are not qualified. - Risk of harm to students from personnel who have a history of unacceptable practices in previous employment. - Risk of harm to students from a member of personnel with a history of abuse. - Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school.	- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. - The school has an Employee Handbook and Induction programme for school personnel (teaching and non-teaching staff) - The school offers the Droichead programme to NQT's. - When appointing, detailed references are sought. - The school has a rigorous interview process.
Sporting Activities	**Potential Risks Associated**	**Mitigation of Risks**
- Travelling to matches - Changing in school's changing room/toilets - Changing in the changing rooms of other schools - Annual sports events - School trips involving overnight stay - Administration of first aid following a sports injury - Use of external personnel to support sports and other extra-curricular activities - Sports coaches - Volunteers/Parents in sports activities	- Risk of a student being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in sporting activities. - Risk of harm to a student while student is receiving first aid treatment. - Risk of harm due to inadequate code of behaviour. - Risk of harm in one-to-one coaching situation. - Risk of harm to student due to lack of experience of student PE teachers. - Risk of harm caused by member of school personnel communicating	- All staff and volunteers are Garda vetted. - All staff have been provided with the Child Safeguarding Statement and have had appropriate training. - School sports personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and also are required to adhere to the *Children First Act 2015*. - The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE - The school has an Acceptable Use Policy in relation to the use of digital media. - The school has a Code of Behaviour, drafted in consultation with all stakeholders. - The school has a supervision protocol for all major events.

• Student PE teachers • Use of social media to record and comment on sporting events • Students walking up to An Ríocht/Desmonds GAA grounds/Community Centre.	with pupils in an inappropriate manner via social media, texting, digital device or other manner. ➢ Risk of harm caused by member of school personnel or a student circulating inappropriate material in relation to sporting activities via social media, texting, digital device or other manner.	✓ The school has a supervision protocol for transport to and from sporting activities. ✓ Coaching staff are trained in first aid. ✓ The school has in place a policy and procedures in respect of student teacher placements. ✓ The school has an established Professional Support team for NQTs. ✓ The school has in place mobile phone procedures in respect of usage of mobile phones by pupils. ✓ The school has in place a Code of Behaviour for students. ✓ Adult/SNA to accompany students going to An Ríocht/Desmonds GAA Grounds/Castleisland Community Centre.

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.

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as "any potential for harm".

Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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.

Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities

- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- 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
  - Children with medical needs
- 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, including social media
- 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
- Breakfast club
- Homework club/evening study

Examples of Risks of Harm
- 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 participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- 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, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical 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, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate 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

Examples of Procedures to address risks of harm
- 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* and it's Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- 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*
- The school undertakes anti-racism awareness initiatives
- 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.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- 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

- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures 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
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and 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.

Signed: _John T Regan_   Date: _04/10/22_

Chairperson, Board of Management

Signed: _Pierce Dorgan_   Date: _04/10/22_

Principal/Secretary of the Board of Management