



## Skibbereen Community School - Child Safeguarding Risk Assessment

### Written 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 Skibbereen Community School.

#### 1. List of school activities

- Daily arrival & dismissal of pupils.
- Supervision of break periods.
- Classroom teaching and supervision.
- Teaching related activities inside and outside the classroom.
- Teaching related activities external to the school premises.
- Learning support/resource provision.
- Care of students with special needs.
- One to one and small group teaching.
- Counselling and guidance activities.
- Sporting activities.
- School trips (days trips, overnights and trips abroad).
- Use of toilets, changing facilities in school.
- Collection of student personal information.
- Implementation of code of behaviour including application of sanctions.
- Fundraising in and out of school.
- School competitions such as Mini Company, Robotics and Young Scientist Competition.
- Administration of medicines and first aid.
- Care of students from ethnic minorities, traveller backgrounds, LGBT students.
- Visitors and guest speakers to the school.
- Use of ICT in school.
- Recording and photographing of students for school projects and promotions.
- Publishing of student activities, photographs, recordings and projects to school website and social media.
- 4<sup>th</sup> Year and LCVP work experience programmes.
- After school and lunch-time clubs and activities such as homework club, study club, additional tuition, detention and sports/recreational activities.
- Recruitment and employment of staff - casual, long term and work placements.
- Activities involving staff external to the school such as transition year and sports.
- Sharing of building with personnel from other companies such as facilities management and canteen.

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

- Risk of student being harmed by member of school personnel, another student or by volunteer or by visitor to the school.
- Risk of student being harmed while engaging in out of school activities.
- Risk of harm due to bullying of student or inadequate supervision while in school or out on school activities.



- Inappropriate relationships/communication between a student and another student or adult.
- Risk of harm to children with SEN who have particular vulnerabilities.
- Inappropriate use of computers, social media, phones and other devices in school.
- Risk of harm due to inadequate code of behaviour or code of behaviour not being implemented properly.
- Inappropriate communication of information or material by school personnel to a student via social media, texting etc.
- Risk of incident or harm not being recognised or reported by school personnel.

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

- The Board of Management have adopted in full the Department of Education and Skills 'Child Protection Procedures for Primary and Post-primary schools 2017'.
- The Board of Management will implement these procedures in full.
- The Board of Management have appointed a Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDLDP).
- All Board of Management members are required to undertake child protection training.
- The Board of Management follows all DES recommended recruitment practices including reference checking and the requirements of Garda Vetting Legislation.
- All staff and volunteers including temporary, casual and work placement personnel are fully Garda Vetted in advance of working in the school. All such vetting is recorded in staff files.
- All staff including newly employed staff are provided with the following documentation:
  - The School's Child Safeguarding Statement,
  - The Child Safeguarding Risk Assessment,
  - The school's child protection document entitled 'Professional Behaviour for School Personnel' with guidance on physical boundaries, one to one activities, first aid, transportation, school trips, use of IT and photography.
  - Children First 2017,
  - The Child Protection Procedures for Primary and Post-primary schools 2017,
  - The Teaching Council Code of Conduct.
- All staff have undertaken child protection training. All new staff are required to undertake such training. Evidence of such training is recorded in staff files.
- All staff are reminded of their child protection responsibilities at the start of each school year.
- The school will report all child protection concerns to TUSLA.
- The school complies with all agreed complaint and disciplinary procedures for staff.
- The school implements the SPHE programme.
- The school will implement the Wellbeing Programme at Junior Cycle.
- The school has appropriate and adequate supervision of students during breaks and in respect of specific areas such as toilets and changing rooms etc.
- The school has a glass door policy.
- The school has an Anti-Bullying Policy.
- The school has a Code of Behaviour which includes a policy and procedures on the use of mobile phones.
- The school has a Health & Safety Policy.
- The school has an Acceptable Use Policy in relation to the internet and emailing.



- The school has a Special Educational Needs Policy.
- The school has student support plans in place where required.
- The school has policy on the Administration of School Medicines and First Aid.
- The school has a CCTV policy.
- The school has a Data Protection Policy.
- The school has clear procedures on the organisation, booking and implementation of school trips including overnight trips.
- The school has procedures on Work Experience Placements.

**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 \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management



## Skibbereen Community School - Child Safeguarding Statement

Skibbereen Community School is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Skibbereen Community School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Mr. Anton O'Mahony  
(School Principal)  
  
The Deputy Designated Liaison Person (Deputy DLP) is Mr. Diarmuid O Donnabhain  
(School Deputy Principal)  
  
The Deputy Designated Liaison Person (Deputy DLP) is Mr. Tom Foley  
(School Deputy Principal)
- 3 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

- 4 The following procedures/measures are in place:
  - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for

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Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.

- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
  - In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
    - Has provided each member of 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
    - The Board of Management maintains records of all staff and Board member training
  - In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
  - In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's child safeguarding statement.
  - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
  - In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.
  - The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.
- 5 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 6 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 05-03-2018.

Signed: \_\_\_\_\_

Chairperson of Board of Management

Signed: \_\_\_\_\_

Principal/Secretary to the Board of Management