



## Loreto Secondary School, Granges Road, Kilkenny

### Risk Assessment in the Context of Child Protection Guidelines

The Risk Assessment below was carried out by the Board of Management of Loreto Secondary School in order to establish if there are any practices or features of school activities that have the potential to place a student at risk from being abused by a member of the school community or at risk of abuse from someone outside of the school community because Child Protection Guidelines were not followed. It was carried out in accordance with Túsla Guidelines and in adherence to the Children First National Guidance 2017. Throughout this Risk Assessment “harm” is defined as the exposure to abuse as defined in Section 2 of the Children First Act, 2015:

- *assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to affect the child’s health, development or welfare, or*
- *sexual abuse of the child.*

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

### Risk Assessment

General Daily Activities	Potential Associated Risks	Mitigation of Risks
<ul style="list-style-type: none"> <li>● Early arrival</li> <li>● General arrival</li> <li>● Departure</li> <li>● Mid-morning break</li> <li>● Lunchtime for students who remain on the premises</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of harm not being observed by school personnel</li> <li>➤ Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school has a corridor/social area 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 etc.</li> </ul>

<ul style="list-style-type: none"> <li>● Lunchtime for students who leave the premises</li> <li>● Use of toilet facilities</li> <li>● Use of hired transport for school events.</li> <li>● Use of technology in areas other than the classroom</li> <li>● Congregation in locker areas</li> <li>● Supervised after school study</li> <li>● Small numbers in the school at the beginning or end of the school day</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of student being harmed by a member of school personnel</li> <li>➤ Risk of student being harmed in the school by another child</li> <li>➤ Risk of harm due to bullying of student</li> <li>➤ Risk of harm due to inadequate supervision of student in school</li> <li>➤ Risk of harm where student finds herself last/first in the school building</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school has a Health and Safety policy which is scheduled for review in 2019.</li> <li>✓ The school has in place a Code of Behaviour for students, acceptance of which is a condition of their parents/guardians' acceptance of a place in the school.</li> <li>✓ The Code of Behaviour promotes the value of respect for self, others and property.</li> <li>✓ All staff members are Garda vetted</li> <li>✓ All staff members have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>✓ The school has an Anti-bullying Policy in place, which has been communicated to the whole school community and is available on the school website.</li> <li>✓ Lock-up protocol in place with contract cleaning company.</li> <li>✓ Reputable bus companies used for transport.</li> <li>✓ An I.C.T. Acceptable Use Policy is in place.</li> </ul>
<p><b>Teaching and Learning Activities</b></p>	<p>Potential Associated Risks</p>	<p>Mitigation of Risks</p>

<ul style="list-style-type: none"> <li>● Classroom interactions</li> <li>● One-to-one teaching</li> <li>● Guidance/counselling, including one-to-one sessions</li> <li>● Curricular content and/or presentation in S.P.H.E./R.S.E./Wellbeing</li> <li>● Use of substitute teachers in the case of absenteeism</li> <li>● Meetings between students and school personnel on a one-to-one basis relating to pastoral, behavioural or other relevant issues.</li> <li>● Use of educational technology within the classroom</li> <li>● Work experience placements</li> <li>● Inclusion of students with Special Needs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of student being harmed in the classroom by another student</li> <li>➤ Risk of harm due to inadequate supervision of students in classroom</li> <li>➤ Risk of harm not being recognised by school personnel</li> <li>➤ Risk of harm not being reported properly and promptly by school personnel</li> <li>➤ Risk of harm due to bullying of a student in a classroom</li> <li>➤ Risk of a student being harmed in the classroom by a teacher or substitute teacher</li> <li>➤ Risk of harm in one-to-one situations</li> <li>➤ Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other</li> <li>➤ Risk of student being exposed to harm while on a work experience placement</li> <li>➤ Risk of harm where the personal physical/mental health of a member of staff changes or alters while in employment</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school implements in full the S.P.H.E./R.S.E. curriculum</li> <li>✓ The school implements in full the Wellbeing Programme at Junior Cycle</li> <li>✓ All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></li> <li>✓ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>✓ 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></li> <li>✓ The school adheres to the requirements of the Garda vetting legislation and relevant D.E.S. circulars in relation to recruitment and Garda vetting</li> <li>✓ The school has issued the relevant handbook to non-teaching staff which outlines the code of conduct to be followed.</li> <li>✓ Teachers are required to uphold the policies of the school and meet the standards outlined in the Teaching Council's Code of Professional Conduct for Teachers.</li> <li>✓ The school complies with the agreed disciplinary procedures for teaching staff.</li> <li>✓ The school has protocols in place, and a written policy is being developed, for the</li> </ul>
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		<p>use of external persons who supplement delivery of the curriculum.</p> <ul style="list-style-type: none"> <li>✓ The Code of Behaviour promotes the value of respect for self, others and property.</li> <li>✓ The school has protocols in place in for work experience in an external organisation.</li> <li>✓ The school has protocols in place and is preparing a written policy in respect of student-teacher placements.</li> <li>✓ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> <li>✓ The school has a Special Educational Needs policy</li> <li>✓ All one-to-one sessions take place in a room with an unobscured glass panel in the door.</li> <li>✓ The school implements the Droichead programme for the mentoring of newly qualified teachers.</li> <li>✓ The school has an induction programme for newly appointed teachers.</li> <li>✓ The school promotes the use of the Employee Assistance Scheme for staff members.</li> </ul>
<b>Pastoral Care</b>	<b>Potential Risks Associated</b>	<b>Mitigation of Risks</b>
<ul style="list-style-type: none"> <li>● One-to-one counselling</li> <li>● School outings</li> <li>● School trips involving overnight stay</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of harm in one-to-one counselling situation</li> <li>➤ Risk of harm not being recognised by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>✓ All one-to-one sessions (pastoral, teaching etc.) take place in a room with an unobscured glass panel in the door.</li> <li>✓ The school has a Health and Safety policy</li> </ul>

<ul style="list-style-type: none"> <li>● School trips involving foreign travel</li> <li>● Care of students with special educational needs, including intimate care where needed</li> <li>● Management of challenging behaviour amongst students</li> <li>● Administration of medicine</li> <li>● Administration of First Aid</li> <li>● Curricular provision in respect of S.P.H.E., R.S.E.</li> <li>● Prevention of and dealing with bullying amongst students.</li> <li>● Training of school personnel in child protection matters</li> <li>● Care of students with specific vulnerabilities/ needs such as:- <ul style="list-style-type: none"> <li>- Students from ethnic minorities/migrants</li> <li>- Members of the Traveller community</li> <li>- Lesbian, gay, bisexual or transgender (LGBT) students</li> <li>- Students perceived to be LGBT</li> <li>- Students of minority religious faiths</li> <li>- Students in care</li> <li>- Students on CPNS</li> </ul> </li> <li>● Supporting students involved in misuse of Social Media</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of harm not being reported properly and promptly by school personnel</li> <li>➤ Risk of harm to students through bullying when away from home on school trips</li> <li>➤ Risk of mishandling of students with challenging behaviour</li> <li>➤ Risk of harm due to inadequate supervision of students</li> <li>➤ Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background</li> <li>➤ Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other</li> <li>➤ Risk of harm to students by the use of inappropriate or over-harsh sanctions</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school has in place a Code of Behaviour for students</li> <li>✓ All staff members have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>✓ The school has an Anti-bullying policy and procedures in place which have been explained to the whole school community.</li> <li>✓ 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></li> <li>✓ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> <li>✓ The school has in place an Acceptable Use policy in respect of usage of all computers, internet and social media</li> <li>✓ The school has a code of conduct for school personnel (teaching and non-teaching staff)</li> <li>✓ The school has appointed qualified guidance teachers</li> <li>✓ The school has recruited teachers with Special Education Needs training and qualifications</li> <li>✓ The school appoints qualified Special Needs Assistants where deemed necessary and funded by the D.E.S.</li> <li>✓ Care plan in place for all students who require intimate care.</li> </ul>
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<ul style="list-style-type: none"> <li>● Sanctioning students involved in misuse of social media</li> </ul>		<ul style="list-style-type: none"> <li>✓ The school has an Excursions policy which outlines protocols for overnight stays</li> <li>✓ The school has a Special Educational Needs policy</li> <li>✓ The school has an active Pastoral Team with particular understanding of the needs of the students in its care, including their background</li> <li>✓ The school has a set of procedures in relation to the administration of medicines</li> </ul>
<b>Recruitment</b>	<b>Potential Risks Associated</b>	<b>Mitigation of Risks</b>
<p>The school frequently engages in a recruitment process covering a wide variety of roles, such as:</p> <ul style="list-style-type: none"> <li>● Principal</li> <li>● Managerial Teaching Staff</li> <li>● Teachers</li> <li>● Special Needs Assistants</li> <li>● Administration staff</li> <li>● Caretaking Staff</li> <li>● Housekeeping Staff</li> <li>● Cleaning Staff (contract)</li> <li>● Short or long-term Contractors</li> <li>● Casual/irregular service providers - e.g. musical instrument tutors.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of harm to students by personnel who are not inducted in child protection procedures</li> <li>➤ Risk of harm to students from personnel who have a history of unacceptable practices in previous employment</li> <li>➤ Risk of harm to students from a member of personnel with a history of abuse</li> <li>➤ Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school</li> <li>➤ Risk of harm if applications for employment are inadequately scrutinised</li> <li>➤ Risk of harm if an applicant conceals/withholds relevant information that might otherwise</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school adheres to the requirements of the Garda vetting legislation and relevant D.E.S. circulars in relation to recruitment and Garda vetting</li> <li>✓ The school has an employee handbook and induction programme for school personnel (teaching and non-teaching staff)</li> <li>✓ Prior to appointment, detailed references are sought and received and prior to appointment these references are verified by personal contact with the referee(s).</li> <li>✓ The school has a rigorous interview process.</li> <li>✓ Use of qualified/experienced interviewers when conducting any interviews</li> <li>✓ The school ensures that all teachers are registered with the Teaching Council.</li> <li>✓ The school ensures clarity around the expected standards of behaviour of all non-teaching</li> </ul>

	<p>deem him/her unsuitable for employment</p> <ul style="list-style-type: none"> <li>➤ Risk of harm as a result of appointments not being subject to satisfactory outcomes in relation Garda vetting/reference checking.</li> </ul>	<p>personnel. An induction programme for all non-teaching employees is in place.</p> <ul style="list-style-type: none"> <li>✓ Contracted service providers (e.g. cleaning and canteen staff) follow an induction program agreed between the school and their employer.</li> <li>✓ All offers of employment subject to satisfactory outcome of vetting/reference checking.</li> </ul>
Sporting Activities	Potential Risks Associated	Mitigation of Risks
<ul style="list-style-type: none"> <li>● Travelling to matches</li> <li>● Changing in the school's dressing rooms</li> <li>● Changing in the dressing rooms of other schools</li> <li>● School trips involving overnight stays</li> <li>● Administration of First Aid following a sports injury</li> <li>● Use of external personnel to support sports and other extra-curricular activities</li> <li>● Coaching</li> <li>● Volunteers/parents in sports activities</li> <li>● Student P.E. teachers</li> <li>● Use of social media to record and comment on sporting events</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of harm to a student while being transported by teacher/parent</li> <li>➤ 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</li> <li>➤ Risk of harm to student while student is receiving First Aid treatment</li> <li>➤ Risk of harm due to inadequate code of behaviour</li> <li>➤ Risk of harm in one-to-one coaching situations</li> <li>➤ Risk of harm to student due to lack of experience of Student PE teachers</li> <li>➤ 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</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school has a supervision protocol for transport to and from sporting activities.</li> <li>✓ The school has protocols in place in relation to all activities associated with sporting events etc.</li> <li>✓ All staff and volunteers are Garda vetted</li> <li>✓ All staff members have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>✓ School sports personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and also are required to adhere to the <i>Children First Act 2015</i></li> <li>✓ The school implements in full the Wellbeing Programme at Junior Cycle, incorporating P.E.</li> <li>✓ The school has an Acceptable Use Policy in relation to the use of digital media</li> </ul>

	<ul style="list-style-type: none"><li>➤ 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</li><li>➤ Risk that First Aid would be administered by unqualified or untrained personnel.</li></ul>	<ul style="list-style-type: none"><li>✓ The school has a Code of Behaviour, drafted in consultation with all stakeholders.</li><li>✓ The school has a supervision protocol for all major events.</li><li>✓ The school has a supervision protocol for transport to and from sporting activities</li><li>✓ Members of the coaching staff are trained in First Aid and only qualified personnel are permitted to administer First Aid unless under extreme need.</li><li>✓ The school has an excursion policy which covers protocols for overnight stays</li><li>✓ The school has in place a policy and procedures in respect of student teacher placements</li><li>✓ The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</li><li>✓ The school has in place a Code of Behaviour for students</li><li>✓ Mentoring protocol for all student teachers</li><li>✓ Any volunteer/parent who provides any supervisory service at sporting or other events has completed child safe-guarding training or works under the supervision of a registered teacher.</li></ul>
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