

# Child Safeguarding Risk Assessment

## Written Assessment of Risk of Collinstown Park Community College

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 Collinstown Park Community College.

### 1. List of school activities

Collinstown Park Community College is a multi-denomination and co-education dual provision post primary school. Dual provision post primary schools provide second level and further education programmes. The school:

1. Provides post primary education from first year to sixth year.  
The following post primary educational programmes are offered:
  - Junior Cycle & Junior Certificate
  - Junior Certificate Schools Programme
  - Transition Year
  - Leaving Certificate
  - Leaving Certificate Applied
  - Leaving Certificate Vocational Programme
  
2. Provides part-time and full-time one and two-year further education courses for adult students over 18 years  
The following further education programmes are offered:
  - Post Leaving Certificate
  - Vocational Training Opportunities Scheme
  - Back to Education Initiative
  
3. The school is also engaged in the following activities:
  - Daily arrival and dismissal of pupils
  - Classroom teaching
  - One-to-one teaching
  - One-to-one counselling and therapy
  - One-to-one & small group behaviour support
  - One-to-one & small group learning support
  - One-to-one & small group meetings with school personnel
  - Outdoor teaching activities
  - Sporting activities & other extra-curricular activities
  - School outings
  - School trips involving overnight stay
  - School trips involving foreign travel
  - Use of toilet/changing/shower areas in schools
  - Annual Sports Day

- Fundraising events involving pupils
- Use of off-site facilities for school activities
- Bus/Taxi hire for outings
- Transport arrangements for school trips using school's own mini-bus
- Care of children with special educational needs, including intimate care where needed,
- Care of vulnerable adult students
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Wellbeing Programmes
- 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
- Recruitment of school personnel including -
  - Teachers/SNAs
  - Caretaker/Secretary/Cleaners
  - Volunteer/Internship Staff
  - 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 both in and out-of-school
- Participation of pupils in religious retreats external to the school
- Participation of pupils in leadership programmes external to the school
- Participation on Student Council
- Participation of students in School Completion Activities
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, in-house support, confiscation of phones etc.
- Participation of students in work experience in the school
- Participation of students in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events

- Use of video/photography/other media in class
  - After school use of school premises by other organisations
  - Extra-curricular activities
  - Home Visits by HSCL Co-ordinator
- State Exams Commission Junior & Leaving Certificate/Leaving Certificate Applied Examination
- Breakfast club
- Homework club/after school study
- Library activities during and after school hours
- Inter-agency collaboration including referral of students.

**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 confidentiality breach in dealing with child protection matters
- 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 or adult student
- Risk of child being harmed by a visiting sports coach or team
- 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,
- Risk of harm due to bullying of 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, phones 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 implementation of the code of behaviour

- Risk of harm in one-to-one teaching, counselling, small group sessions
- Risk of harm to child during State Exam Commission examinations
- 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
- Risk of harm to child during work experience placements

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

- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- The Board of Management –
  - 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
- 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 implements in full the Wellbeing Programme at Junior Cycle
- The school implements a RSE programme for Senior 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 has supervision procedures to ensure appropriate supervision of pupils including specific areas such as toilets, changing rooms etc.
- The school has in place 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 DES circulars in relation to recruitment and Garda vetting
- 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 plan in respect of students who require such care
- The school has in place procedures for the administration of medication to pupils
- The school has in place procedures for the administration of First Aid

- The school has in place a code of behaviour for pupils
- The school has in place an AUP policy in respect of usage of ICT by pupils
- The school has in place the DDLETB CCTV Policy.
- The school has in place procedures in respect of confidentiality practices.
- 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 procedures for the use of external persons to supplement delivery of the curriculum
- 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 procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience
- All Further Education students are provided with an ID card and are asked to have their ID on display at all times.
- Further Education students are provided with separate toilet facilities
- All offices/learning spaces have clear glass or opaque door glass or internal windows.

**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 ..... [date]. 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