The Risk Assessment below was carried out by the Board of Management of *St Mary’s 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. It was carried out in accordance with Túsla Guidelines and in adherence to the Children First National Guidance 2017. Throughout the Risk Assessment “harm” is defined as 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, St Mary’s 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.

**Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **General Daily Activities**  | **Potential Risks Associated** | **Mitigation of Risks**  |
| * Breakfast club
* Early Arrival
* General Arrival
* Departure
* Mid-morning Break
* Lunchtime for students who remain on the premises
* Lunchtime for students who leave the premises
* Use of Toilet facilities
* School Transport
* Use of Technology in areas other than the classroom (Computer Room)
* Congregation in locker areas in classrooms
* Supervised after school study
* An ‘empty’ school at the beginning or end of the school day
* Students out of class for any reason ad unsupervised
 | * 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 inadequate supervision of children in school
* Risk of student being harmed by a member of school personnel
* Risk of student 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 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
 | * St Mary’s has a corridor/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 etc.
* Management remains on site until all students have left the building
* St Mary’s has a Health and Safety policy
* All visitors to the school must be buzzed in, report to reception, sign in and wear a Visitor Name Badge as per Health & Safety Policy
* Clear signs are in place to indicate to visitors the way to reception
* All visitors should use the designated visitor’s entrance and CCTV is in place
* St Mary’s has in place a Code of Behaviour for students
* All staff are Garda Vetted
* All staff members have been provided with the Child Safeguarding Statement and have had appropriate training.
* St Mary’s has an Anti-Bullying policy and procedures in place, which have been explained to the whole school community and can be accessed on the school website
* St Mary’s breakfast club has a staff rota for supervision
* St Mary’s has an active Pastoral Care Team with particular understanding of the needs of the students in its care, including their background
* Journal used to sign students out of class for any reason e.g. going to the bathroom and time is logged and signed by class teacher
* CCTV Policy in place
 |
| **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 Year Heads on one-to-one basis
* Use of Education Technology within the classroom
* TY and LCVP Work Experience
* Students with Special Needs
* Student teachers undertaking training placement in school
 | * Risk of student being harmed in the classroom by another student
* Risk of student being harmed by a member of school personnel
* 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
* Risk of harm caused by personnel not differentiating for the needs of students with Special Needs
 | * St Mary’s implements in full the SPHE curriculum
* St Mary’s implements in full the Wellbeing Programme at Junior Cycle in 1st year
* All one to one teaching and counselling sessions are conducted in rooms with glass panels in the doors
* St Mary’s 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 St Mary’s personnel
* St Mary’s 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*
* St Mary’s adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
* St Mary’s adheres to codes of conduct for school personnel (teaching and non-teaching staff)
* St Mary’s complies with the agreed disciplinary procedures for teaching staff
* St Mary’s ensures that all external persons used to supplement delivery of the curriculum are Garda Vetted
* St Mary’s has in place a code of behaviour for students
* St Mary’s has an RE policy to cater for the needs of all students
* St Mary’s has protocols in place for work experience in an external organisation
* St Mary’s has in place a policy and procedures in respect of student teacher placements
* St Mary’s has in place a mobile phone policy in respect of usage of mobile phones by students
* St Mary’s has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media
* St Mary’s has a Special Educational Needs policy
 |
| **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,
* Management of challenging behaviour amongst students.
* Administration of Medicine
* Administration of First Aid
* Curricular provision in respect of SPHE, RSE, Stay Safe
* 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 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
* 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 to student
* 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
 | * St Mary’s has a Health and Safety policy
* St Mary’s has a Code of Behaviour for students
* All staff members have been provided with the Child Safeguarding Statement and have had appropriate training.
* St Mary’s has an Anti-bullying policy and procedures in place, which have been explained to the whole school community.
* St Mary’s 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*
* St Mary’s has in place a mobile phone policy in respect of usage of mobile phones by students
* St Mary’s has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media
* St Mary’s adheres to codes of conduct for school personnel (teaching and non-teaching staff)
* St Mary’s has appointed qualified Guidance teachers
* St Mary’s has recruited teachers with Special Education Needs training/qualifications and encourages teachers to pursue CPD in this area
* St Mary’s appoints qualified SNA’s where deemed necessary and funded by the DES
* St Mary’s has a Tour policy which covers protocols for overnight stays
* St Mary’s has a Special Educational Needs policy
* St Mary’s has an active Pastoral Care Team with particular understanding of the needs/backgrounds of the students in its care
* St Mary’s has a set of procedures in relation to the administration of medicines
* Staff keep classroom doors open with speaking with a student one to one
* Guidance counselling offices and resource classrooms have glass panels on doors
* Local Community Guards visit the school annually to speak to all junior students about the risks associated with inappropriate use of social media. Team is on call throughout the year to reiterate the message as the need arises
 |
| **Recruitment**  | **Potential Risks Associated** | **Mitigation of Risks**  |
| * Principal
* Deputy Principals
* Teachers
* SNA’s
* Administration staff
* Caretaking Staff
* Housekeeping Staff
* Cleaning Staff
* Short or longterm 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
 | * St Mary’s adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
* St Mary’s has an Employee Handbook and Induction programme for school personnel (teaching and non-teaching staff)
* When appointing, detailed references are sought
* St Mary’s has a rigorous interview process.
* Management meets with student teachers periodically to check in.
 |
| **Sporting Activities**  | **Potential Risks Associated** | **Mitigation of Risks** |
| * Travelling to matches
* Changing in school’s changing room
* Changing in the changing rooms of other schools
* Annual Sports Day
* 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
* Student PE teachers
* Use of social media to record and comment on sporting events
 | * 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 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 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
 | * All staff and volunteers are Garda Vetted
* All staff members have been provided with the Child Safeguarding Statement and have had appropriate training.
* St Mary’s 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*
* St Mary’s implements in full the Wellbeing Programme at Junior Cycle, incorporating PE
* St Mary’s has an Acceptable Use Policy in relation to the use of digital media
* St Mary’s has a Code of Behaviour, drafted in consultation with all stakeholders.
* St Mary’s has a supervision protocol for all major events.
* St Mary’s has a supervision protocol for transport to and from sporting activities
* Coaching Staff are trained in First Aid as are 27 members of staff
* St Mary’s has a Tour policy which covers protocols for overnight stays
* St Mary’s has in place protocols and procedures in respect of student teacher placements
* St Mary’s has in place a mobile phone policy in respect of usage of mobile phones by pupils
* St Mary’s has in place a Code of Behaviour for students
* Students have the school mobile number while on trips if they need to contact a teacher with them.
* Parents sign permission slips and necessary medical details are given
* There is a healthy teacher-student ratio for trips
* Parent information evenings are held for overnight local and international trips
* Female teachers accompany male coaches on sporting trips
 |