



## Loreto College Junior School Child Protection Risk Assessment

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 Loreto College Junior School.

**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

### *Risk Assessment*

List of school activities	Potential Risks Associated	Mitigation of Risks
Absconding pupils	<ul style="list-style-type: none"> <li>• Risk of staff not being aware of potential risks</li> <li>• Risk of harm to the child</li> </ul>	<ul style="list-style-type: none"> <li>• Firm, clear instructions given to staff/ child</li> <li>• Additional staff to assist if required</li> </ul>
Administration of First Aid	<ul style="list-style-type: none"> <li>• Risk of harm to students through lack of First Aid training.</li> <li>• Risk of harm to the child during the administration process</li> </ul>	<ul style="list-style-type: none"> <li>• Policy and procedures for the administration of First Aid adhered to</li> <li>• The school provides First Aid training to all staff members</li> <li>• All staff members should be familiar with and confident in administering First Aid</li> </ul>

<p>Administration of Medicine</p>	<ul style="list-style-type: none"> <li>• Risk of harm to the student through lack of understanding of specific medical needs of the student.</li> <li>• Risk of harm if specific instructions are not followed</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a policy and procedures for the administration of medication to pupils</li> <li>• Parental consent required for the administration of all medicines.</li> <li>• At risk students identified and an individual medical care plan drawn up.</li> <li>• Staff informed</li> </ul>
<p>Annual Sports' Day</p>	<ul style="list-style-type: none"> <li>• Harm from other pupils, buggies / unknown / non Garda vetted adults on school premises with access to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate supervision provided</li> <li>• Health and Safety</li> <li>• All available staff involved and assigned appropriately</li> </ul>
<p>Application of sanctions under the school's Code of Behaviour including timeout for pupils, confiscation of phones etc.</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate code of behaviour</li> <li>• Risk of harm if procedures are not correctly followed</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a Code of Behaviour for pupils and it is adhered to</li> </ul>

<p>Classroom interactions, including bullying and dealing with children with additional needs</p>	<ul style="list-style-type: none"> <li>● Risk of student being harmed by another student.</li> <li>● Risk of a student being bullied by another student</li> <li>● Risk of harm from inappropriate reprimands /Insensitive commentary</li> <li>● Risk of harm due to inadequate supervision in the classroom</li> <li>● Risk of harm being caused by members of staff communicating with pupils in an inappropriate manner via social media, text, digital device or other</li> <li>● Risk of harm by staff not differentiating for the needs of a student with additional needs</li> </ul>	<ul style="list-style-type: none"> <li>● Appropriate supervision applied</li> <li>● <i>Code of Behaviour</i> for all students</li> <li>● All staff are provided with the school's safe guarding statement</li> <li>● Teachers being aware of sensitive issues</li> <li>● The school has a <i>Code of Conduct</i> Policy</li>   <li>● The school has disciplinary procedures for staff</li> <li>● The school has an <i>Anti-bullying policy</i> and procedures in place, which have been explained to the whole school community</li> </ul>
<p>Curricular provision in respect of SPHE, RSE, Stay Safe</p>	<ul style="list-style-type: none"> <li>● Non-teaching of same</li> <li>● Risk of harm not being recognised by staff</li> <li>● Risk of harm not being reported properly or promptly by staff</li> <li>● Risk of harm being caused by members of staff communicating with pupils in an inappropriate manner via social media, text, digital device or other</li> </ul>	<ul style="list-style-type: none"> <li>● School implements SPHE, RSE, Stay Safe in full</li> <li>● Staff are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>● All staff are provided with the school's <i>Safe Guarding Statement</i></li> <li>● Garda Vetting in place</li> </ul>

<p>Daily arrival and dismissal of pupils/ Congregation in the Cloakroom area</p>	<ul style="list-style-type: none"> <li>• Harm from other pupils or unknown adults on the campus</li> <li>• Traffic in car park (Senior School)</li> <li>• Harm from members of the public beyond school gate</li> <li>• Risk of harm to a student from another student</li> <li>• Risk of harm due to bullying of a student</li> <li>• Risk of harm not being recognised by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Arrival and Dismissal Procedures in place.</li> <li>• Appropriate supervision on corridors and at the school door</li> <li>• Security doors closed by a member of staff</li> <li>• Parental access to school controlled along with appropriate supervision by staff at all times</li> <li>• Traffic Management Procedures</li> <li>• Health &amp; Safety Policy</li> </ul>
<p>Educational Trips / Sporting Activities/ Matches/ Church/ Charlemont Hall</p>	<ul style="list-style-type: none"> <li>• Risk of harm from accidental physical injuries</li> <li>• Risk of inadequate supervision levels</li> <li>• Risk of poor management of injuries</li> <li>• Risk from contact with non-Garda vetted adults</li> <li>• Risk of harm during travel</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of First Aid Policy in place</li> <li>• Appropriate Supervision ratios adhered to</li> <li>• Accident/Incident report forms</li> <li>• Health and Safety Policy</li> <li>• Staff vigilance required during travel</li> <li>• Procedures in respect of school outings</li> </ul>
<p>Fundraising events involving pupils</p>	<ul style="list-style-type: none"> <li>• Risk from contact with non-Garda vetted adults</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate supervision of visitors</li> </ul>

<p>Homework Club/ After school activities/Morning Supervision</p>	<ul style="list-style-type: none"> <li>• Risk of harm from inadequate supervision</li> <li>• Risk of harm to a student from another child</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision procedures in place</li> <li>• Personnel to be Garda vetted</li> <li>• Health and Safety policy</li> <li>• Code of Behaviour/ Anti-bullying policy in place</li> </ul>
<p>Intimate care needs including: Care of children with special needs</p>	<ul style="list-style-type: none"> <li>• Risk of harm to students by school personnel</li> <li>• Risk of harm not being recognised or reported properly or promptly</li> <li>• Risk of harm to students through lack of understanding of specific needs</li> </ul>	<ul style="list-style-type: none"> <li>• Protocols on intimate care adhered to by staff if toileting issues arise</li> <li>• Parental consent to be included on enrolment form where applicable</li> </ul>
<p>Managing of challenging behaviour amongst pupils</p>	<ul style="list-style-type: none"> <li>• Risk of injury to pupils and staff</li> <li>• Risk of the student being a Flight risk</li> <li>• Risk of damage to school property or property of other students</li> <li>• Risk of mishandling a student with challenging behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• Code Of Behaviour/ Anti-bullying Policy</li> <li>• Appropriate supervision</li> <li>• Staff adhere to the Child Protection Procedures</li> </ul>
<p>One-to-one teaching</p>	<ul style="list-style-type: none"> <li>• Risk of harm in one-to-one teaching/ counselling situation</li> </ul>	<ul style="list-style-type: none"> <li>• Glass in the window of all doors to give an un-obscured view of the room</li> <li>• Doors open if alone with a student</li> </ul>

<p><b>Outdoor teaching activities</b></p>	<ul style="list-style-type: none"> <li>• Harm from other pupils, unknown adults on the campus</li> <li>• Gates open during school hours</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate supervision at all times</li> <li>• Notices required on front and rear gates regarding car movement on school grounds</li> </ul>
<p><b>Prevention and dealing with bullying amongst pupils</b></p>	<ul style="list-style-type: none"> <li>• Risk of Physical, psychological and emotional, online bullying</li> <li>• Sexual harassment</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Parental awareness of what bullying actually is</li> <li>• Resilience building programmes in SPHE/ Stay Safe/ Walk Tall</li> </ul>
<p><b>Recreation breaks for pupils</b></p>	<ul style="list-style-type: none"> <li>• Accidental injury to pupils</li> <li>• Risk of harm from bullying</li> <li>• Risk that harm is not recognised or properly or promptly reported</li> <li>• Risk of harm due to inadequate supervision of children in school</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• Code Of Behaviour</li> <li>• SPHE programme to teach resilience / normal day to day bumping into each other in the yard</li> <li>• Appropriate supervision in the yard</li> <li>• Door to the yard to be closed once teachers bring classes in after break</li> </ul>

<p>Recruitment of school personnel including: Teachers / SNAs Caretaker / Secretary / Cleaners</p>	<ul style="list-style-type: none"> <li>• Risk of harm from inappropriate behaviour</li> <li>• Risk of school Policies not being followed</li> <li>• Risk of harm if risks / behaviour are not recognised</li> <li>• Risk of harm to a student by a member of staff unwilling to commit to the expected standards of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all staff are Garda vetted and have completed the online Tusla / PDST online training (as appropriate)</li> <li>• Copies of vetting forms on file</li> <li>• Ensure staff are suitably qualified/ references checked</li> <li>• Ensure all new staff have access to policies and training if needed</li> </ul>
<p>Recruitment of: External Personnel- Substitute Teachers/External Tutors / Guest Speakers / Volunteers/ Sports coaches</p>	<ul style="list-style-type: none"> <li>• Risk of harm to students from inappropriate behaviour by external personnel</li> <li>• Risk of harm to students from inappropriate behaviour by other students</li> <li>• Risk of policies/procedures not being followed</li> <li>• Risk of harm from risks / behaviours not being recognised</li> <li>• Risk of harm to students during sporting activities</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all staff are Garda vetted and have completed the online Tusla / PDST online training (as appropriate)</li> <li>• School has policy and procedures for the use of external persons to supplement delivery of the curriculum</li> <li>• Ensure all volunteers are Garda vetted by the school before they start volunteering (if possible)</li> <li>• Relevant policy and procedures to be shared with external coaches</li> <li>• Appropriate supervision levels</li> <li>• Class teacher to be present</li> </ul>

School Events/ Parents in school	<ul style="list-style-type: none"> <li>• Risk of harm to students from other pupils, buggies / unknown / non Garda vetted adults on school premises with access to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate supervision adhered to</li> <li>• Health and Safety Policy</li> <li>• All available staff involved and assigned appropriately</li> </ul>
Social Media Usage	<ul style="list-style-type: none"> <li>• Risk of harm caused by a member of staff/parent/other student circulating material via social media</li> <li>• Risk of harm caused by one student to another via inappropriate social media contact, texting, or through another device</li> </ul>	<ul style="list-style-type: none"> <li>• Policy that no school based event may be posted on social media</li> <li>• Code of Behaviour and Anti-bullying policies in place</li> <li>• Relevant training for students and staff in appropriate use of social media.</li> </ul>
Student teachers undertaking training placement in school	<ul style="list-style-type: none"> <li>• Risk of harm to the students from inexperienced persons</li> <li>• Risk of policies and procedures not being followed</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a policy and procedures in respect of student teacher placements</li> <li>• Class teacher is to be there</li> </ul>
Students participating in work experience	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by inexperienced students</li> </ul>	<ul style="list-style-type: none"> <li>• Work Experience Policy: Garda vetting required for students aged 16 - 18 Child Safeguarding</li> <li>• Students to be constantly supervised</li> </ul>



<p>Supporting Students with specific vulnerabilities such as:-</p> <ul style="list-style-type: none"> <li>-Students from ethnic minorities/migrants</li> <li>-Members of the Traveller community</li> <li>-LGBTQI+ students</li> <li>-Students perceived to LGBTQI+</li> <li>Students of different religious faiths</li> <li>-Students on CPNS</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to students through lack of understanding by staff/other students of specific needs, including sexual identity, religious and ethnic background</li> </ul>	<ul style="list-style-type: none"> <li>• All staff have been provided with the <i>Child Safeguarding Statement</i> and have had appropriate training</li> <li>• The school adheres to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>• SPHE/Walk Tall/Stay Safe Programmes to be completed</li> <li>• The school has an RE policy to cater for all students</li> </ul>
<p>Training of school personnel in Child Protection matters</p>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised or reported promptly or properly by school personnel</li> <li>• Risk of inappropriate behaviour</li> <li>• Risk of policies not being followed</li> <li>• Risk of not recognising risks / behaviours of concern</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement, Risk Assessment &amp; DE procedures made available to all staff at the beginning of each academic year or when a new member of staff arrives.</li> <li>• DLP&amp; DDLP to attend PDST face to face training All Staff to view Tusla training module &amp; any other online training offered by PDST – new members of staff to complete training or produce certificate of completion to school</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> BOM records all records of staff and board training</li> </ul>

<p>Supporting students with additional needs</p>	<ul style="list-style-type: none"> <li>• Risk of harm where the specific needs of a student are not recognised or understood</li> <li>• Risk of harm caused by staff not differentiating for the needs of students with additional needs</li> </ul>	<ul style="list-style-type: none"> <li>• The school has a Special Educational Needs policy</li> <li>• The school has appointed qualified SNA's where deemed necessary</li> <li>• The school has recruited teachers with Special Educational Needs training and qualifications</li> </ul>
<p>Use of Information and Communication Technology and/or other devices by pupils in school</p>	<ul style="list-style-type: none"> <li>• Risk of harm from Bullying</li> <li>• Risk of staff not following policies &amp; procedures</li> <li>• Risk of harm due to children inappropriately accessing / using computers, social media, phones, ipads and other devices while at school</li> </ul>	<ul style="list-style-type: none"> <li>• AUP policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Mobile phone policy in respect of usage of mobile phones</li> <li>• Internet and Online Safety courses for students and parents to encourage and develop safe and responsible online behaviours</li> <li>• Appropriate supervision of students while using Ipads/computers</li> </ul>
<p>Use of off-site facilities for school activities/Religious ceremonies</p>	<ul style="list-style-type: none"> <li>• 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, museum visit</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate supervision ratios to be adhered to</li> <li>• Changing room protocols</li> <li>• Phone contact lists</li> <li>• First Aid Protocols</li> <li>• Procedures in respect of school outings</li> </ul>

Use of toilet facilities	<ul style="list-style-type: none"> <li>• Risk of inappropriate Behaviour by students</li> <li>• Risk of harm to child while a child is receiving intimate care</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate supervision in place</li> <li>• Designated toilets for particular class groups</li> <li>• Code of Behaviour</li> <li>• Child Protection Procedures in place</li> </ul>
Use of video /photography / other media to record school events	<ul style="list-style-type: none"> <li>• Risk of harm caused by member of school personnel accessing /circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>• WhatsApp / Social media etiquette</li> <li>• Parents to be advised / reminded on a regular basis. No videos / photos of school events to be posted by parents</li> </ul>
Visitors / contractors present in school during school hours	<ul style="list-style-type: none"> <li>• Risk that not all visitors to the school can be vetted</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors need to sign into the office and be accompanied whilst on the school premises</li> </ul>

**Note:** 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 policy is subject to annual review and is updated as appropriate. The BoM receives reports in an oversight capacity.

Signed  \_\_\_\_\_ Chairperson of Board of Management

Date: 20 September 22

Signed  \_\_\_\_\_ Principal

Date: 20<sup>th</sup> September 22