

Child Safeguarding Risk Assessment Template 2019-2020

Written Assessment of Risk of Castleknock 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 & Post Primary Schools 2017*, the following is the Written Risk Assessment of Castleknock Community College.

Category	School Activities	Supports in Place	Risk Assessment
Supervision of Students	Daily arrival & dismissal of students	<ul style="list-style-type: none"> ■ The College has a Supervision Policy to ensure appropriate supervision of students during, assembly, dismissal and breaks and in respect of specific areas such as toilets & changing rooms & locker areas ■ All staff are aware of the <u>Colleges Attendance & Punctuality Policy.</u> ■ Parents are informed in advance of each school year when supervision of students commences and concludes for each school day. 	A review process was conducted and completed in February 2019. The protocols are posted on Website & will be part of all future communications to parents at the College
Supervision of Students	Lunchtime Supervision	<ul style="list-style-type: none"> ■ The College has a Supervision Policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of 	

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		<p>specific areas such as toilets & changing rooms.</p> <ul style="list-style-type: none"> ■ Supervision is provided using the resources available under the Supervision & Substitution allocation. 	
Supervision of Students	School Tours & Outings	<p>All teachers follow the protocols agreed regarding school tours and activities.</p> <ul style="list-style-type: none"> ■ Guidelines for Extra Curricular Policy. ■ Guidelines for School Tours. 	
Supervision of Students	Use of Toilets & Shower areas	The College has a Supervision Policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets & changing rooms.	
Supervision of Students	Fundraising Events involving students		To be completed by November 2019
Supervision of Students (Garda Vetting)	Students involved in work experience	Guidelines & templated designed and circulated to all relevant staff (TY, LCVP & LCA) & posted on website.	A review process was conducted and completed in September 2019. Protocols in place.
Supervision of Students	Homework Club & Supervised Study,	The College implements in full its guidelines for The Homework Club and Supervised Study.	
SNA (Primary Care Needs)			
Training & Garda Vetting	Classroom Teaching	All teachers are vetted by the Teaching Council	DDL ETB & Teaching Council

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Training & Garda Vetting	One to One Teaching	Teachers are instructed on the correct procedures for working in one to one teaching situations.	A review process was conducted and completed in February 2019. Protocols in place.
Training & Garda Vetting	Student teachers undertaking training placement in school	Induction & Child Protection Training delivered.	A review process was conducted and completed in February 2019. Protocols in place.
Training & Garda Vetting	Training of school personnel in child protection Matters	All staff receive Child Protection Training before they commence employment at the College	
Training & Garda Vetting	Use of external personnel to supplement curriculum	Garda Vetting and qualified in their area of expertise. Guidelines & templated designed and circulated to all relevant staff (TY, LCVP & LCA) & posted on website.	A review process was conducted and completed in September 2019. Protocols in place.
Training & Garda Vetting	Recruitment of school personnel	The College adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting	
Training & Garda Vetting	After school use of school premises by other organisations.	<ul style="list-style-type: none"> ■ The College requires all agencies/organisations to provide public liability. ■ The College implements in full its <u>Guidelines for Visitors to the College.</u> 	All Stakeholders who hire facilities at the College on a regular basis are required to follow Child Protection Guidelines. The Director of Adult Education oversees this process
Training & Garda Vetting	Use of the school premises by other organisations during the school day.	<ul style="list-style-type: none"> ■ The College requires all agencies/organisations to provide public liability. ■ The College implements in full its <u>Guidelines for Visitors to the College.</u> 	

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Pastoral Supports	Care of children with special educational needs	All staff follow the procedures as outlined in the Colleges Learning Support Policy.	
Pastoral Supports	Care of pupils with specific vulnerabilities	The College has <u>Special Educational Needs Policy</u>	
Pastoral Supports	Prevention & Dealing with Bullying amongst pupils	The College has a Counter Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary & Post Primary Schools</i> .	
Student Behaviour	Management of Challenging Behaviours	All staff follow the College's Code of Behaviour	
Student Behaviour	Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	The College has a <u>Code of Behaviour Policy</u> which is reviewed by all stakeholders on a regular basis.	
Student Behaviour	Use of restraint where required	All Staff at the College are advised to treat all students with dignity and respect. Staff will strive to ensure the safety of all students at all times.	College seeking further assistance and direction in relation to the use of restraint.
Medical Matters	Administration of First Aid-Medicine.	All parents are required to notify the College of their child's medical needs and appropriate supports are put in place. Guidelines & templated designed and circulated to all relevant staff & posted on website.	A review process was conducted and completed in September 2019. Protocols in place.
Curriculum Provision	Curricular provision in respect of SPHE, Life Skills & RSE	The College implements in full the SPHE, Life Skills, Wellbeing Programme at Junior Cycle & the RSE Programme.	

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ICT	Use of ICT in the School	<ul style="list-style-type: none"> ■ The College implements in full the <u>Acceptable Usage Policy for Students & Staff</u> ■ The College implements in full its <u>Data Protection Policy</u>. 	
ICT	Use of video/photography/other media to record school events	The College has a protocol in place regarding use of a Photographs& Videos	
H&S	Health & Safety Policy	The College has a <u>Health & Safety Policy</u> .	
Critical Incident Policy		Critical Incident Policy	

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 risks of harm, the College has in place the procedures listed in this risk assessment to manage risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on 3rd September 2019 It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Dr John Walsh

3rd September 2019

Chairperson - Board of Management

Date

John Cronin

3rd September 2019

Principal & Secretary to the Board of Management

Date

