

If you would like a copy of the Risk Assessment, please ask at reception.



Child Safeguarding Risk Assessment – St Mary's Catholic Co-educational Secondary School, Newport.

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 St Mary's Newport.

1. List of school activities

- Daily arrival and dismissal of pupils.
- Recreation breaks for pupils.
- Classroom teaching.
- One-to-one teaching.
- One-to-one counselling.
- Other one to one activities such as exam centre provision etc
- Outdoor teaching activities.
- Sporting Activities.
- School outings.
- School trips involving overnight stay.
- School trips involving foreign travel.
- Use of toilet/changing areas in the school.
- Annual Sports Day.
- Fundraising events involving pupils.
- Use of off-site facilities for school activities.
- School transport arrangements.
- Care of children with special educational needs, including intimate care where needed.
- Care of any vulnerable adult students.
- Management of challenging behaviour amongst pupils.
- Administration of Medicine.
- Administration of First Aid.
- Curricular provision in respect of SPHE, RSE.
- 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.
- Children on CPNS.
- Recruitment of school personnel including -
 - Teachers/SNA's.
 - Caretaker/Secretary/Cleaners.
 - Sports coaches.
 - External Tutors/Guest Speakers.
 - Volunteers/Parents in school activities.
 - Visitors/contractors present in school during school hours.
 - Visitors/contractors present during after school 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, confiscation of phones etc.
- Students participating in work experience in the school.
- Students from the school participating in work experience elsewhere.
- Student teachers undertaking training placement in school.
- Use of video/photography/other media to record school events.
- After school use of school premises by other organisations.
- Use of school premises by other organisation during school day.
- Homework club/evening study/lunchtime social club.

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 child being harmed in the school by a member of school personnel
- Risk of child 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 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, swimming lessons
- 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 code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in appropriate 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

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

- All school 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 for all school personnel
- 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 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 a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings.
- The school has a Health and Safety Statement
- The school adheres to the requirements of the Garda Vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has a code of conduct for school personnel (Teaching Council Code of Conduct; Dignity in the Workplace)
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has a Special Educational Needs policy.
- The school has in place a policy and procedures for the administration of medication to pupils.
- The school –
 - 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
- The school has in place a policy and procedures for the administration of First Aid.
- The school has in place a Code of Behaviour for pupils.
- The school has in place an Acceptable Usage Policy, and a Remote Learning Policy in respect of usage of ICT by pupils.
- 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 clear procedures for all one-to-one activities

- The school has in place procedures in respect of student teacher placements
- The school has in place procedures in respect of external students undertaking work experience in the school.
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations.

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 6th of June 2018. It shall be reviewed annually, as part of the school’s review of its Child Safeguarding Statement.

Signed: Tom Earle Date: 6/6/2018

Chairperson, Board of Management

Signed Kevin Cusack. Date: 6/6/2018

Principal/Secretary to the Board of Management

Reviewed on **06/3/2019**- Chairperson, Board of Management, Mr. Michael Corcoran.

Reviewed on **02/12/2021**- Chairperson, Board of Management, Mr. Michael Corcoran.

Reviewed on **01/12/2021**- Chairperson, Board of Management, Mr. Michael Corcoran

Reviewed on **30/11/2022**- Chairperson, Board of Management, Mr. Michael Corcoran

	Activity	Risk	Procedure in Place to
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		Identified	manage the risk
1	Daily arrival and dismissal of students	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students entering and leaving school. 	<ul style="list-style-type: none"> ▪ The school will communicate annually with parents/guardians re arrival and dismissal of students. ▪ The school ensures appropriate supervision of students for daily arrival and dismissal of students within available resources.
2	Recreation breaks for students	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate supervision of students in school 	<ul style="list-style-type: none"> ▪ The school ensures appropriate supervision of students during breaks. Supervision rotas are in place.
3	Classroom teaching	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel 	<ul style="list-style-type: none"> ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.
4	Outdoor teaching activities	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel ▪ Risk of harm due to inadequate supervision of students in school 	<ul style="list-style-type: none"> ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.
5	One-to-one teaching	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one teaching situation 	<ul style="list-style-type: none"> ▪ The school has in place procedures for one-to-one meetings with students
6	One-to-one counselling	<ul style="list-style-type: none"> ▪ Risk of harm in one-to-one counselling situation 	<ul style="list-style-type: none"> ▪ The school has in place procedures for one-to-one meetings with students.
7	Sporting Activities	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel ▪ Risk of harm due to inadequate 	<ul style="list-style-type: none"> ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.

		supervision of students while attending out of school activities	
8	Homework club/evening study	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel 	<ul style="list-style-type: none"> ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.
9	School outings	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities 	<ul style="list-style-type: none"> ▪ The school has in place a policy and clear procedures in respect of school outings.
10	School trips involving overnight stay	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of 	<ul style="list-style-type: none"> ▪ The school has in place a policy and clear procedures in respect of school outings.

		students while attending out of school activities	
11	School trips involving foreign travel	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities 	<ul style="list-style-type: none"> ▪ The school has in place a policy and clear procedures in respect of school outings.
12	Use of toilet/changing areas in schools	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by another student 	<ul style="list-style-type: none"> ▪ The school has a PE Policy in respect of changing rooms.
13	Use of off-site facilities for school activities	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending an 	<ul style="list-style-type: none"> ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.

		off-site facility	
14	School transport arrangements	<ul style="list-style-type: none"> ▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student is travelling to/from a school activity. 	School personnel are expected to adhere to the Teaching Council's Code of Conduct.
15	Prevention and dealing with bullying amongst students	<ul style="list-style-type: none"> ▪ Risk of harm due to bullying of student 	<ul style="list-style-type: none"> ▪ 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
16	Management of challenging behaviour amongst students, including appropriate use of restraint where required	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of student being harmed in the school by another student 	<ul style="list-style-type: none"> ▪ The school has in place a code of behaviour for students (no restraint policy)
17	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.	<ul style="list-style-type: none"> ▪ Risk of harm due to inadequate code of behaviour 	<ul style="list-style-type: none"> ▪ The school has in place a code of behaviour for students ▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students
18	Care of students with special educational needs, including intimate care where needed.	<ul style="list-style-type: none"> ▪ Risk of harm to students with SEN who have particular vulnerabilities ▪ Risk of harm to student while a student is receiving intimate care 	<ul style="list-style-type: none"> ▪ The school has a Special Educational Needs policy. ▪ The school does not have at present students enrolled who require intimate care. When this situation arises, a policy/plan in respect of students who require such care will be drawn up

19	<p>Care of students with specific vulnerabilities/needs including:</p> <ul style="list-style-type: none"> ▪ Students from ethnic minorities/migrants ▪ Members of the Traveller community ▪ Lesbian, gay, bisexual or transgender (LGBT) students and students perceived to be LGBT ▪ Students of minority religious faiths ▪ Children in care ▪ Children on CPNS 	<ul style="list-style-type: none"> ▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of student being harmed in the school by another student 	<ul style="list-style-type: none"> ▪ 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
20	Administration of Medicine		<ul style="list-style-type: none"> ▪ The school has in place procedures for the administration of medication to students.
21	Administration of First Aid		<ul style="list-style-type: none"> ▪ The school has in place procedures for the administration of First Aid.
22	Curricular provision in respect of SPHE, RSE		<ul style="list-style-type: none"> ▪ The school implements in full the SPHE curriculum ▪ The school has an RSE Policy ▪ The school implements in full the Wellbeing Programme at Junior Cycle
23	Participation by students in religious ceremonies/religious instruction external to the school		<ul style="list-style-type: none"> ▪ The school has a Religious Education Plan
24	Use of Information and Communication	<ul style="list-style-type: none"> ▪ Risk of harm due to students 	The school has in place a mobile phone policy in respect of usage of mobile phones by students

	Technology by students in school	inappropriately accessing/using computers, social media, phones and other devices while at school	The school has in place an Acceptable Usage Policy, and a Remote Learning policy in respect of usage of ICT by students
25	External students participating in work experience in the school		<ul style="list-style-type: none"> The school has in place procedures in respect of external students undertaking work experience in the school
26	Students from the school participating in work experience elsewhere	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience 	<ul style="list-style-type: none"> The school has in place procedures in respect of students of the school undertaking work experience in external organisations.
27	Recruitment of school personnel including - <ul style="list-style-type: none"> Teachers SNAs Admin staff Caretaker Cleaners 	<ul style="list-style-type: none"> Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted 	<ul style="list-style-type: none"> Board of Management St Mary's adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. All new staff are provided with a copy of the school's Student Safeguarding Statement The school encourages staff to avail of relevant training
28	Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities <ul style="list-style-type: none"> Sports coaches External Tutors/Guest Speakers Volunteers/Parents in school	<ul style="list-style-type: none"> Risk of student being harmed in the school by volunteer or visitor to the school 	<ul style="list-style-type: none"> The school has in place a Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum Parents/Guardians who volunteer are required to undergo Garda Vetting through the JMB.

	activities		
29	Fundraising events involving students		
30	Use of video/photography/other media to record / at school events		<ul style="list-style-type: none"> Consent received from parents/guardians, professional guidelines followed.
31	Use of student images for PR purposes		<ul style="list-style-type: none"> Opt-in / out questions on the school enrolment form for parents/guardians to indicate preferences re student images.
32	Student teachers undertaking training placement in school		<ul style="list-style-type: none"> The school has in place a policy and procedures in respect of student teacher placements
33	After school use of school premises by other organisations	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor to the school 	<ul style="list-style-type: none"> The school has a document regarding terms and conditions of the use of the school's Sports Hall and requires insurance and child protection details to be in place by the visiting organisation.
34	Use of school premises by other organisations during school day	<ul style="list-style-type: none"> Risk of student being harmed in the school a visitor to the school 	N/A
35	Non-curricular related visitors / contractors present in school during school hours	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor/contractor to the school 	<ul style="list-style-type: none"> The school has a Health and Safety policy.
36	Non-curricular related visitors / contractors present during after school activities	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor/contractor to the school 	<ul style="list-style-type: none"> The school has a Health and Safety policy.
37	Other	<ul style="list-style-type: none"> Risk of harm not being recognised by school personnel 	<ul style="list-style-type: none"> 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>. The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement

			<ul style="list-style-type: none"> ■ The school encourages staff to avail of relevant training
38	Other	<ul style="list-style-type: none"> ■ Risk of harm not being reported properly and promptly by school personnel 	<ul style="list-style-type: none"> ■ 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>. ■ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement ■ The school encourages staff to avail of relevant training
39	Other	<ul style="list-style-type: none"> ■ Risk of harm caused by member of school personnel communicating with students in appropriate 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 	<ul style="list-style-type: none"> ■ 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>. ■ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement ■ School personnel are expected to adhere to the Teaching Council's Code of Conduct. ■ The school complies with the agreed disciplinary procedures for teaching staff.