

Woodbrook College

Child Protection

Risk Assessment

Written Assessment of Risk of Woodbrook 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 Woodbrook College.

List of School Activities

Disciplinary Procedures

- Management of challenging behaviour among mainstream students
- Prevention and dealing with bullying amongst pupils
- Application of sanctions under the school's code of behaviour including:
 - Detention
 - Suspension – internal and external
 - Confiscation of phones
 - Sending students to another classroom with the other teacher's agreement
 - Sending students to another member of staff e.g. Principal/Year Head
- Application of sanctions not included in the school's code of behaviour including:
 - Placing students outside the door

External Personnel

- Use of external personnel for teaching purposes e.g. casual substitutes
- Use of external personnel to supplement the curriculum e.g. TY speakers
- Use of external personnel to support sports and other extra-curricular activities

First Aid

- Administration of medicine to students with ongoing medical conditions
- Administration of first aid

Fund-raising Events involving Students

- Students carrying out fund-raising activity outside of school hours e.g. raising funds for sponsored fun-run
- Other fund-raising events e.g. carol singing etc.

ICT

- Use of Information Communications Technology by pupils in school
- Use of video/photography/other media to record school events

Outside Hire

- Use of the school premises by other organisations during the school day
- After school use of school premises by other organisations

Personal Time

- Before and after the official school day while students are on school premises i.e. from 7.45am to 8.50am and from 3.35pm until 6pm
- Official school break times i.e. from 10.50am to 11.05am and from 1.05pm to 1.35pm
- Between class tuition periods while students move from one classroom to another or from one area of the school to another
- Use of the school toilets:
 - Before and after the official school day
 - During official school breaks
 - During class tuition time with the permission of the classroom teacher
 - Between class tuition periods while students move from one classroom to another or from one area of the school to another

Recruitment of School Personnel

- Teachers/SNA's
- Ancillary Staff (Caretaker; Secretary; Canteen Staff)
- PME students undertaking training in the school
- External Sports Coaches
- External Tutors
- Guest Speakers
- Volunteers/Parents in school activities
- Visitors/Contractors/Service Providers present in school during school hours
- Visitors/Contractors/Service Providers present during after school activities

School Trips

- Curricular based school outings (Day-trips)
- School trips involving an overnight stay
- School trips involving foreign travel
- Bringing students to an off-site facility for a school related activity
- Transport arrangements
- Participation by pupils in religious ceremonies/religious instruction external to school

Special Educational Needs Students

- Care of students with special educational needs
- Intimate care of students with special educational needs
- Management of challenging behaviour among students with special educational needs

Sports and Extra-Curricular Activities

- Physical Education
- On-site extra-curricular sporting activities
- Off-site extra-curricular sporting activities
- On-site extra-curricular non-sporting activities
- Off-site extra-curricular non-sporting activities
- Use of changing facilities and school showers
- Annual sports day
- Annual Fun-run
- Transport arrangements
- Homework Club
- Supervised Study
- Using the Fitness Suite after school

Training

- Training of school personnel in child protection matters

Tuition Time

- In class tuition periods i.e. from 8.50 am to 10.50am, 11.05am to 1.05pm and 1.35pm to 3.35pm
- Curricular provision in relation to SPHE and RSE
- Outdoor teaching activities
- One-to-one teaching
- One-to-one meetings
 - Principal
 - Deputy Principal
 - Guidance and Counselling
 - Year Head
 - Class Tutor
 - Course Co-ordinator (TY/LCA/LCVP)
 - Class teacher

Vulnerable Students

- Pupils from ethnic minorities
- Members of the Travelling Communities
- LGBT children and those perceived to be
- Pupils of minority religious faith
- Children in care

Work Experience

- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere

The school has identified the following risk of harm in respect of its activities:

Harm by another person

- 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
- Risk of harm due to bullying of child

Inappropriate Relationships

- 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 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

Recognition and Reporting

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel

Supervision

- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to presence in school during periods where there is no official supervision
- Risk of harm due to inadequate supervision of children while attending out of school activities

Teaching and Learning

- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm due to inadequate code of behaviour

Vulnerable Students

- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care

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

Staff

- All school personnel have been provided with a copy of the school's Child Safeguarding Statement. Furthermore, all new staff are provided with a copy of the school's Child Safeguarding Statement with their contract of employment.
- The Child Protection Procedures for Primary and Post-Primary Schools 2017 have been made available to 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
- All staff have undertaken TUSLA on-line training in child protection and received certification to show they have successfully passed this training
- All staff have been vetted or retrospectively vetted in line with 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
- All external persons engaged to teach, present, talk or demonstrate to students must be vetted in line with Garda vetting legislation and relevant DES circulars

School Policies

- The school operates a supervision rota and has clear guidelines in relation to this to ensure appropriate supervision of children during school 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 policy
- The school operates a code of professional conduct for all staff
- The school has a special educational needs policy
- The school has in place a robust code of behaviour for pupils which is regularly reviewed
- The school has in place an ICT 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 an Anti-Bullying policy which fully adheres to the requirements of the Department of Education's Anti-Bullying Procedures for Primary and Post-Primary Schools

Curriculum

- The school implements in full the SPHE curriculum
- The school implements in full the RSE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle

To Be Developed

- Policy and procedures for one-to-one teaching activities
- Policy and procedures for one-to-one counselling
- Policy and procedures in respect of student teacher placements
- Policy and procedures in respect of students undertaking work experience in the school
- Policy and procedures in respect of students undertaking work experience in external organisations

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 5th March 2018. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

To Be Ratified

- Policy and procedures for the administration of medication to students
- First Aid Policy
- Policy for the administration of medication
- Policy for the use of external persons to supplement delivery of the curriculum

Signed: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal/Secretary to the Board of Management