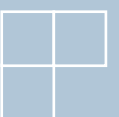


2020

Terence MacSwiney Community College

Written Risk Assessment



Written Assessment of Risk of Terence MacSwiney 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 and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Terence MacSwiney Community College.

This Risk Assessment, required under the Tusla Guidelines and Children First National Guidance 2017, identifies practices or aspects of school activities that have the potential to place a student at risk.

The Risk Assessment defines “harm” in line with 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.*

This Risk Assessment and the Child Safeguarding Statement are issued to each member of staff. Board members and all staff have completed the Tusla ‘Introduction to Children First’ eLearning programme.

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*

1. List of school activities

- Daily arrival and dismissal of pupils/lunch breaks in & out of school
- Breakfast club / lunch club
- Recreation breaks for pupils
- Classroom teaching / small group / One-to-one teaching
- One-to-one counselling
- Sporting Activities
- Annual Sports Day
- School outings / School trips involving overnight stay and/or foreign travel
- Use of toilet/changing/shower areas in schools
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed
- Administration of Medicine and/or First Aid
- Curricular provision in respect of wellbeing
- Prevention and dealing with bullying amongst pupils
- Management of challenging behaviour 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
 - Children in care
 - Children on CPNS
- 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 from the school participating in work experience in school and elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- Use of school premises by adult learners during school day
- Homework club/evening study
- Use of school by Music Generation after 4 p.m. and on Wednesdays after 1.10 p.m.
- Volunteers from Apple working with children

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

| Risk Identified | Level of Risk | Policies/Procedures in place to manage risk |
|---|----------------------|--|
| Risk of harm not being recognised by school personnel | Low | <ol style="list-style-type: none"> 1. The school has a Uniform Policy 2. Identification Tag for Adult Learners using the secondary school (Science Lab) 3. Sign in Procedure at Reception for all visitors to the school |
| Risk of harm not being reported properly and promptly by school personnel | Low | <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> and have had appropriate training. All school personnel are aware of DLP and DDLP and have been advised on Mandatory reporting.</p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel and training is provided at staff induction day.</p> <p>A copy of induction material is made available to all new staff.</p> |
| Risk of child being harmed in the school by a member of school personnel | Low | <p>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>.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> |

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| | | <p>The school adheres to the Teaching Council professional code.</p> <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> and have had appropriate training. All school personnel are aware of DLP and DDLP and have been advised on Mandatory reporting.</p> |
| Risk of child being harmed in the school by another child | Low/Medium | <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school has a Supervision Policy to ensure appropriate supervision of students before and after school and during breaktime</p> <p>The school has in place an Extra Curricular Activities Policy and clear procedures in respect of school outings.</p> <p>The school has a Health and Safety Policy</p> <p>The school implements in full the Wellbeing Programme at Junior Cycle</p> <p>Work has commenced on a new Code of Behaviour which will be linked to Restorative Justice training which has been undertaken by the whole staff.</p> <p>The school has a Special Educational Needs Policy.</p> <p>The school has a Check & Connect programme and a Mentoring for Achievement programme for students.</p> |
| Risk of child being harmed in the school by volunteer or visitor to the school | Low | <p>Sign in Procedure at Reception for all visitors to the school.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> |

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| <p>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</p> | <p>Low</p> | <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> and have had appropriate training. All school personnel are aware of DLP and DDLP and have been advised on Mandatory reporting.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has in place an Extra Curricular Activities Policy and clear procedures in respect of school outings.</p> |
| <p>Risk of harm due to bullying of child</p> | <p>Low/Medium</p> | <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> and have had appropriate training. All school personnel are aware of DLP and DDLP and have been advised on Mandatory reporting.</p> <p>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.</p> <p>The school implements in full the Wellbeing Programme at Junior Cycle</p> <p>The school has an Acceptable Use Policy for the use of ICT</p> <p>The school has in place a Mobile Phone Policy in respect of usage of mobile phones and other devices by pupils</p> <p>The school has a Critical Incident Team and a Critical Incident Management Plan</p> <p>The school adheres to the policies and procedures outlined in 'The Information Booklet for DEIS schools participating in the Home School Community Liaison</p> |

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| | | <p>Scheme and the DES Circular 0058/2013.</p> <p>The school has in place a One-to-one Counselling and Teaching Policy.</p> <p>The school has a Student Support Team and an active pastoral care system in place.</p> |
| Risk of harm due to inadequate supervision of children in school | Low | <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school adheres to DES guidelines regarding supervision and substitution.</p> <p>The school 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 breakfast room, assembly area, and toilets.</p> <p>The schools adheres to DES guidelines around pupil /teacher ratio for supervision.</p> |
| Risk of harm where student finds him/herself last/first in the school building | Low | <p>The school 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 breakfast room, assembly area, and toilets.</p> <p>The school has a Health and Safety Policy</p> <p>Work has commenced on a new Code of Behaviour which will be linked to Restorative Justice training which has been undertaken by the whole staff.</p> <p>All staff are Garda Vetted.</p> <p>All staff have been provided with the Child Safeguarding Statement and have had appropriate training. All staff have been advised on Mandatory reporting.</p> |

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| | | The school has an Anti-bullying Policy and procedures in place, which have been explained to the whole school community. |
| Risk of harm due to inadequate supervision of children while attending out of school activities | Low | <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has in place an Extra Curricular Policy and clear procedures in respect of school outings.</p> <p>The schools adheres to DES guidelines around pupil /teacher ratio for supervision.</p> |
| Risk of harm due to inappropriate relationship/communications between child and another child or adult | Low | <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has an Acceptable Use Policy for the use of ICT</p> <p>The school has in place a Mobile Phone Policy in respect of usage of mobile phones by pupils.</p> <p>The School has a Communication Policy</p> |
| Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school | Low | <p>The school has an Acceptable Use Policy for the use of ICT</p> <p>The school has in place a Mobile Phone Policy in respect of usage of mobile phones and other devices by pupils.</p> <p>The School has a Communication Policy</p> <p>Work has commenced on a new Code of Behaviour which will be linked to Restorative Justice training which has been undertaken by the whole staff.</p> |
| Risk of harm to children with SEN who have particular vulnerabilities | Low | The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. |

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| | | <p>The school has an Acceptable Use Policy for the use of ICT</p> <p>The school has in place a Mobile Phone Policy in respect of usage of mobile phones and other devices by pupils</p> <p>The school has a Critical Incident Team and Management Plan</p> <p>The school adheres to the policies and procedures outlined in 'The Information Booklet for DEIS schools participating in the Home School Community Liaison Scheme and the DES Circular 0058/2013.</p> <p>The school has a One-to-one Counselling & teaching Policy.</p> <p>The school has in place an active pastoral care system in place.</p> <p>The school has a Special Educational Needs Policy and is implementing the new model to Support Students with Special Educational Needs.</p> <p>The School has a Communication Policy</p> <p>Work has commenced on a new Code of Behaviour which will be linked to Restorative Justice training which has been undertaken by the whole staff.</p> |
| <p>Risk of harm to child while a child is receiving intimate care</p> | <p>Low</p> | <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>.</p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel and training is provided at staff induction day.</p> <p>The school has a Special Educational Needs Policy and is implementing the</p> |

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| | | <p>new model to Support Students with Special Educational Needs.</p> <p>The school adheres to DES guidelines around the duties of SNA's</p> <p>Work has commenced on an SNA Policy which will be informed by the new circular</p> <p>The school has an Acceptable Use Policy for the use of ICT</p> <p>The school has in place a Mobile Phone Policy in respect of usage of mobile phones and other devices by pupils</p> |
| Risk of harm due to inadequate code of behaviour | Low | <p>Work has commenced on a new Code of Behaviour which will be linked to Restorative Justice training which has been undertaken by the whole staff.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school has a robust pastoral care structure, and student files contain all records of parent/guardian meetings. Communication with home is logged in the main office.</p> |
| Risk of harm in one-to-one teaching, counselling, coaching situation | Low | <p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> and have had appropriate training. All school personnel are aware of DLP and DDLP and have been advised on Mandatory reporting.</p> <p>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>.</p> <p>The school has a One-to-One Teaching & Counselling Policy.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the</p> |

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| | | <p>requirements of the Department’s <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>Teachers are required to adhere to the Teaching Council professional code.</p> <p>The school has a Health and Safety Policy.</p> <p>The school has a robust pastoral care structure including a student support referral system.</p> |
| <p>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</p> | <p>Low</p> | <p>The school has an Acceptable Use Policy for the use of ICT</p> <p>The school has in place a Mobile Phone Policy in respect of usage of mobile phones and other devices by pupils.</p> <p>The school has a robust pastoral care structure including a student support referral system</p> <p>The School has a Communication Policy.</p> <p>Work has commenced on a new Code of Behaviour which will be linked to Restorative Justice training which has been undertaken by the whole staff.</p> |
| <p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p> | <p>Low</p> | <p>The school has an Acceptable Use Policy for the use of ICT</p> <p>The school has in place a Mobile Phone Policy in respect of usage of mobile phones by pupils.</p> <p>The school has a robust pastoral care structure including a student support referral system</p> <p>The School has a Communication Policy</p> <p>Work has commenced on a new Code of Behaviour which will be linked to Restorative Justice training which has been undertaken by the whole staff.</p> |

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

- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- All 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*
- Each member of school staff is provided with a copy of the school's Child Safeguarding Statement, and all school personnel are aware of DLP and DDLP and have been advised on Mandatory reporting.
- All members of staff and the Board of Management have completed the TUSLA 'Introduction to Children First' eLearning programme, and the school maintains records of all staff and board member training
- The school adheres to the requirements of the Garda Vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- 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 Supervision Policy to ensure appropriate supervision of students before and after school and during breaktime
- The school has in place an Extra Curricular Activities Policy and clear procedures in respect of school outings
- The school has a Health and Safety Policy
- Teachers are required to adhere to the Teaching Council professional code.
- The school complies with the agreed code of practices for dealing with complaints (National Agreement March 2011)
- The school has a Special Educational Needs Policy
- 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 an Acceptable Use Policy for the use of ICT
- The school has in place a Mobile Phone Policy in respect of usage of mobile phones and other devices by pupils
- The school has a Critical Incident Team and Management Plan
- The school has in place a Home School Liaison Policy and related procedures
- The school has a One-to-one Counselling & Teaching Policy.
- School Management has signed a Memorandum of Understanding with all teacher training colleges in respect of student teacher placements
- The school has in place a Work Experience Policy for students undertaking work experience in school or in outside 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 **26th November, 2020**. It shall be reviewed next year as part of the school's annual review of its Child Safeguarding Statement.

Signed: **Catherine Clancy** Date: **26th November, 2020**

Chairperson, Board of Management

Signed: **Phil O'Flynn** Date: **26th November, 2020**

Principal/Secretary to the Board of Management

Template 3: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

| | Yes/No |
|--|--------|
| 1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'? | Yes |
| 2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'? | Yes |
| 3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? | Yes |
| 4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? | Yes |
| 5. Has the DLP attended available child protection training? | Yes |
| 6. Has the Deputy DLP attended available child protection training? | Yes |
| 7. Have any members of the Board attended child protection training? | Yes |
| 8. Are there both a DLP and a Deputy DLP currently appointed? | Yes |
| 9. Are the relevant contact details (Tusla and An Garda Síochána) to hand? | Yes |
| 10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel? | Yes |
| 11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015? | Yes |
| 12. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken? | Yes |
| 13. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures? | Yes |
| 14. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR? | Yes |
| 15. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report? | Yes |
| 16. Have the minutes of each Board meeting appropriately recorded the CPOR report? | Yes |
| 17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed? | Yes |
| 18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?* | N/A |

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| 19. Where applicable, were unique identifiers used to record child protection matters in the Board minutes? | Yes |
| 20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely? | Yes |
| 21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'? | No |
| 22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP? | N/A |
| 23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement? | N/A |
| 24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement? | Yes |
| 25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request? | Yes |
| 26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools) | N/A |
| 27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools) | Yes |
| 28. Has the Board ensured that the SPHE curriculum is implemented in full in the school? | Yes |
| 29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? * | Yes |
| 30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?* | Yes |
| 31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?* | Yes |
| 32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement? | No - N/A |
| 33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'? | No |
| 34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements? | No |
| 35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school? | Yes |
| 36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement? | No |
| 37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement? | N/A |
| 38. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed? | Yes |

*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed: **Catherine Clancy** Date: **26th November, 2020**

Chairperson, Board of Management

Signed **Phil O'Flynn** Date: **26th November, 2020**

Principal/Secretary to the Board of Management

Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To:

The Board of Management of Terence MacSwiney Community College wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of **26th November, 2020**
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed **Catherine Clancy** Date: **26th November, 2020**

Chairperson, Board of Management

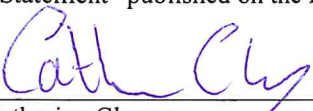
Signed **Phil O'Flynn** Date: **26th November, 2020**

Principal/Secretary to the Board of Management


Mandatory Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement

The Board of Management of **Terence MacSwiney Community College & Gaelcholáiste MhicShuibhne** wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 26.11.2020.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed  Date 26/Nov/2020
Catherine Clancy

Chairperson, Board of Management

Signed  Date 26/11/2020
Phil O'Flynn

Principal/Secretary to the Board of Management