

**St Mary’s College**

**Written Assessment of Risk**

**Updated – September 2019.**

***Passed - September, 2017.***

***Reviewed - September, 2018.***



**St Mary’s College**

**Written Assessment of Risk**

*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 College.*

1. **LIST OF SCHOOL ACTIVITIES IN ST MARY’S COLLEGE**

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| **General Activities*** Daily arrival and dismissal of pupils
* Recreation breaks for pupils
* Classroom teaching
* Use of toilet/changing/shower areas in schools
* Learning Support Classes
* One-to-one teaching
* One-to-one counselling
* Supervision before school, at break-time, at lunch-time and after school
* Breakfast Club
* First Year Homework Club
* After School Study
* Sixth Year Academic Study
* School Tour – abroad
* Class outings/trips
* Annual Sports Day
* School Recitals
* Sports practices.
* Extra classes (after school)
* Clubs and societies (after school)
* Marist 5K Run
* Non-uniform Days
* Induction Programme for First Years
* Parent Information Meetings
* HSE Vaccinations Programme
* Staff Meetings (whole-staff, specific groups)
* Subject Department Meetings
* Staff Training
* Other fundraising activities e.g. bag-packing
* Clothing Drive – Parents Council Fundraising
* Management of challenging behaviour amongst students
* 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
* Recruitment of school personnel.
* Use of Buses
* Administration of Medicine where necessary
* Administration of First Aid where necessary
* Curricular provision in respect of SPHE, RSE, Stay Safe
* 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:
* 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
* Recruitment of school personnel including:
* Teachers/SNA’s
* Caretaker/Secretary/Cleaners
* Sports coaches
* External Tutors/Examiners/Guest Speakers
* Volunteers/Parents in school activities
* Visitors/contractors present in school during school hours
* Visitors/contractors present during after school activities
* Canteen
* Participation by pupils in religious ceremonies/religious instruction external to the school
* Use of Information and Communication Technology by pupils in school

**Extra-curricular Activities*** **Basketball**
* 1st year, junior and senior training
* 1st year, junior and senior matches, home & away
* **Badminton**
* 1st year, junior and senior training
* 1st year, junior and senior matches, home & away
* **Soccer**
* 1st year, junior and senior training
* 1st year, junior and senior matches, home & away
* **Gaelic Football**
* Junior, Senior training
* Junior, senior matches, home & away
* **Rugby**
* Junior, Senior training
* Junior, senior matches, home & away
* **Athletics**
* **Lunch-time Indoor Soccer**.
* **Use of off-site facilities for school activities**
* **Use of Buses**
* **Orienteering**

**Co-curricular activities*** **Geography**
* Field Trip for TY
* Field Trip for 6th years
* **RSE**
* Talks and guest speakers.
* **History**
* Trip to Museums, exhibitions
* History Week
* **English**
* Trips to Theatre
* Cinema Visit for Film Studies
* Visits to the Library
* English Week
* **Science**
* Visit to Young Scientist Exhibition
* Guest speakers
* Ecology Trip to Dublin Zoo
* Science Week Quiz
* Science Week Lunch-time activities
* **Maths**
* Maths Week Activities
* **Gaeilge**
* Seachtain na Gaeilge quiz
* Scoil Dramaíocht
* Gaelbratach
* Irish Debates
* Christmas Ceílí
* Ceílí Dancing
* **Art**
* Visits to Art Gallery, exhibitions
* **RE**
* Rehearsal and practices in school.
* School Choir practice
* Prayer Room
* Liturgical Services e.g. Mass, Carol Services.
* Retreats
* Visits to Marist Church
* Attendance at funerals/ College Celebrations
* **CSPE**
* Cake Sales
* Visits
* Guest Speakers
* Bag Packs
* Fund raising activities
* **Music**
* Music Trips
* Music Rehearsals
* Musical Recitals
* **Literacy Initiatives**
* Drop Everything and Read
* English Week
* Visiting authors
* **TY-Specific activities**
* Team Building Activities
* Awareness Talks
* Visits
* Song School
* Assisting at school events e.g. Parent Teacher Meetings
* TY Mini Companies
* Dragons Den
* Trade Fairs
* Peer Ministry
* Tooth Led Teens
* Work experience
* Orienteering
* **Careers activities**
* Higher Options Outing, RDS
* Campus Visits - Trinity, DKIT, UCD, NUI Maynooth, Newry Technical College
* **Whole-school /Annual events**
* Prize Night
* Annual School Masses
* Carol Services
* Fire Drills
* Open Day/Evening/Night
* Sports Day
* Car Boot Sale
* Wellbeing Week
* Graduation Mass
* TY Night
* **Programme specific activities**
* Work Experience for TY, LCVP
* TY Night
* LCVP Interviews
* **Visitors to the school**
* DES Personnel e.g. Inspectors
* Guest Speakers
* Careers Talks
* Personnel from outside agencies e.g. EWO, NEPS Psychologist, SENO, NCSE, NBSS etc.
* Board of Management Meetings
* Parents Council Meetings
* Finance Committee Meetings
* Ethos Meetings
* BAM/ Maintenance / repair personnel
* Book publisher representatives
* HSE Vaccinations staff
* Pupils Primary Schools
* PME Supervisors
* SEC Examiners e.g. LCVP Task Examiners, Oral/ Practical Exams examiners, JC and LC Supervisors
* Parents/Grandparents/members of the local community/members of local community groups
* Delivery personnel
* Parent Teacher Meetings
* Staff Training facilitators
* **Student Leadership**
* Senior Buddies
* Student Council
* First Year Prefects
* Sports Leaders
* Attendance at Comhairle na nÓg
* Junior Achievement Ireland Programmes & activities.
* School Completion and Continuation Programme.
* In student leadership - chaplaincy team.
* **Assessment**
* House Exams
* Pre Exams
* State Exams
* Special Centres for exams
* Oral Exams
* Practical Exams – Music/ Home Ec. Etc.
* CBAs
* SLAR Meetings
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1. **ST MARY’S COLLEGE HAS IDENTIFIED THE FOLLOWING RISK OF HARM IN RESPECT OF ITS ACTIVITIES**

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| * Risk of harm not being recognised by school personnel
* Risk of harm not being reported properly and promptly by school personnel
* 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
* Risk of student being harmed in the school by a volunteer or visitor to the school
* Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student is participating in out of school activities e.g. school trip, basketball match, field trip – changing areas.
* Risk of harm due to bullying of student
* Risk of harm due to inadequate supervision of students in school
* Risk of harm due to inadequate supervision of students while attending out of school activities.
* Risk of harm due to inappropriate relationship/communications between student and another student or adult
* Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school
* Risk of harm to students with SEN who have particular vulnerabilities/ needs
* Risk of harm to student while a child is receiving medical 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 students 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
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1. **ST MARY’S COLLEGE HAS THE FOLLOWING PROCEDURES IN PLACE TO ADDRESS THE RISKS OF HARM IDENTIFIED IN THIS ASSESSMENT**

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| * All St Mary’s College 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 to all school personnel. A hard copy is available in the staff room, a link has been emailed to all personnel and they are available on College Share Drive which teachers and SNAs have access to.
* All our 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*
* St Mary’s College has an Anti-Bullying Policy which fully adheres to the requirements of the Department’s *Anti-Bullying Procedures for Primary and Post-Primary Schools*
* St Mary’s College adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting and has a Vetting Policy in place.
* St Mary’s College complies with the agreed disciplinary procedures for teaching staff.
* St Mary’s College has the following relevant policies and procedures in place:
* Anti-Bullying Policy
* Administration of Medication Policy
* Critical Incident Policy
* Vetting Policy
* CCTV Policy
* Special Educational Needs Policy
* Communications with Parents/Guardians Policy
* St Mary’s College implements in full the SPHE curriculum
* St Mary’s College implements in full the Wellbeing Programme at Junior Cycle
* St Mary’s College:
* 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
* St Mary’s College has a Code of Behaviour for students.
* St Mary’s College has an Acceptable Use Policy available which students must sign before accessing College devices.
* St Mary’s College has separate WiFi access for staff and students/guests.
* Access to St Mary’s College for visitors is via the front door only and all visitors must sign in at the Main Office, and wear a Visitors Badge.
* All school personnel will have completed the Tusla Children First Universal E-Learning Module – teaching staff, SNAs, ancillary staff, Counsellor, Canteen Foods Staff.
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| **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 20th February 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.*

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chairperson, Board of Management**

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal/Secretary to the Board of Management**