

DES Mandatory Template 1: St Louis Secondary School, Dundalk
 Child Protection Risk Assessment & Child Safeguarding Statement 2021-2022



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 Louis Secondary School, Dundalk

General Daily Activities	Potential Risks Associated	Mitigation of Risks
<ul style="list-style-type: none"> ● An 'empty' school at the beginning or end of the school day ● Breakfast club ● Early Arrival ● General Arrival ● Departure ● Mid-morning Break ● Lunchtime for students who remain on the premises ● Lunchtime for students who leave the premises ● Use of Toilet facilities ● School Transport ● Congregation in locker areas ● Supervised after school study ● Students alone in room if teacher is late ● Driving students to an event ● External areas: boiler house, castle, backstage ● Many rooms with open access all day ● Visitors to the school 	<ul style="list-style-type: none"> ● 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 by a member of school personnel ● Risk of student being harmed in the school by another child ● Risk of harm due to bullying of student ● Risk of harm due to inadequate supervision of student in school ● Risk of harm where student finds herself last/first in the school building ● Risk of harm to student by adult ● Risk of harm to student by adult or another student ● Risk of harm by adult to student ● ● 	<ul style="list-style-type: none"> ✓ 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 toilets, changing rooms etc. ✓ The school has a Health and Safety policy ✓ The school has in place a Code of Behaviour for students ✓ All staff are Garda Vetted ✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training. (Tusla e-learning) ✓ The school has an Anti-bullying policy and procedures in place, which have been explained to the whole school community. ✓ All staff are Garda Vetted through school ✓ Lock all empty rooms ✓ All visitors sign in in the main office/CCTV now installed at the main entrance. ✓ Acceptable use of social media policy.

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Teaching and Learning Activities	Potential Risks Associated	Mitigation of Risks
<ul style="list-style-type: none"> ● Classroom interactions ● One-to-one teaching ● Guidance/counselling one-to-one sessions ● Curricular Content and/or presentation in SPHE/RSE/Wellbeing ● Use of substitute teachers in the case of absenteeism ● Facilitation of all Faiths in Curricular RE ● Meetings with Senior Leadership Team members on one-to-one basis ● Learning Support Lessons ● Use of Education Technology within the classroom ● Work Experience ● Students with Special Needs ● PMEs undertaking training placement in school ● Special Centres in Exams 	<ul style="list-style-type: none"> <input type="checkbox"/> Risk of student being harmed in the classroom by another student <input type="checkbox"/> Risk of harm due to inadequate supervision of students in classroom <input type="checkbox"/> Risk of harm not being recognised by school personnel <input type="checkbox"/> Risk of harm not being reported properly and promptly by school personnel <input type="checkbox"/> Risk of harm due to bullying of student in classroom <input type="checkbox"/> Risk of student being harmed in the classroom by teacher or substitute teacher <input type="checkbox"/> Risk of harm in one-to-one teaching <input type="checkbox"/> Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other <input type="checkbox"/> Risk of harm while carrying out work experience 	<ul style="list-style-type: none"> ✓ The school implements in full the SPHE curriculum ✓ The school implements in full the Wellbeing Programme at Junior Cycle ✓ 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 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 ✓ 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 codes of conduct for school personnel (teaching and non-teaching staff) ✓ The school complies with the agreed disciplinary procedures for teaching staff

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	<ul style="list-style-type: none"> <input type="checkbox"/> Risk of harm caused by personnel not differentiating for the needs of students with Special Needs <input type="checkbox"/> Risk of harm in one-to-one situation 	<ul style="list-style-type: none"> ✓ The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum ✓ The school has in place a code of behaviour for students ✓ The school has an RE policy to cater for the needs of all students ✓ The school has protocols in place for work experience in an external organisation ✓ The school has in place a policy and procedures in respect of student teacher placements ✓ The school has in place a mobile phone policy in respect of usage of mobile phones by students ✓ The school has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media ✓ The school has a Special Educational Needs policy
Pastoral Care	Potential Risks Associated	Mitigation of Risks
<ul style="list-style-type: none"> ● One-to-one counselling ● School outings ● School trips involving overnight stay ● School trips involving foreign travel 	<ul style="list-style-type: none"> ⊠ Risk of harm in one-to-one counselling situation ⊠ Risk of harm not being recognised by school personnel ⊠ Risk of harm not being reported properly and promptly by school personnel 	<ul style="list-style-type: none"> ✓ The school has a Health and Safety policy ✓ The school has in place a Code of Behaviour for students ✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training.

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<ul style="list-style-type: none"> ● Care of students with special educational needs, including intimate care where needed, ● Management of challenging behaviour amongst students. ● Administration of Medicine ● Administration of First Aid ● Curricular provision in respect of SPHE, RSE, Stay Safe ● Prevention and dealing with bullying amongst students. ● Training of school personnel in child protection matters ● Care of students with specific vulnerabilities/ needs such as: <ul style="list-style-type: none"> - Students from ethnic minorities/migrants - Students with SEN - Students with EAL - Members of the Traveller community - Students in the LGBTQI community / gender fluid - Students of minority religious faiths - Students in care ☐ Supporting students involved in misuse of Social Media 	<ul style="list-style-type: none"> ☐ Risk of harm to students through bullying when away from home on school trips ☐ Risk of mishandling of students with challenging behaviour ☐ Risk of harm due to inadequate supervision of student ☐ Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background ☐ Risk of harm to student ☐ Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other ☐ Risk of harm to students by the use of inappropriate or over-harsh sanctions for bullying/misuse of social media 	<ul style="list-style-type: none"> ✓ The school has an Anti-bullying policy and procedures in place which have been explained to the whole school community. ✓ 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 has in place a mobile phone policy in respect of usage of mobile phones by students ✓ The school has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media ✓ The school has a code of conduct for school personnel (teaching and non-teaching staff) ✓ The school has appointed qualified Guidance teachers ✓ The school has recruited teachers with Special Education Needs training and qualifications ✓ The school appoints qualified SNA's where deemed necessary and funded by the DES ✓ The school has a Tour policy which covers protocols for overnight stays ✓ The school has a Special Educational Needs policy ✓ The school has an active Pastoral Team with particular understanding of the needs of the students in its care, including their background
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<input checked="" type="checkbox"/> Sanctioning students involved in misuse of Social Media		<input checked="" type="checkbox"/> The school has a set of procedures in relation to the administration of medicines
Recruitment	Potential Risks Associated	Mitigation of Risks
<ul style="list-style-type: none"> ● Principal ● Deputy Principal(s) ● Teachers ● SNA's ● Administration staff ● Caretaking Staff ● Housekeeping Staff ● Cleaning Staff ● Short or long-term Contractors 	<input checked="" type="checkbox"/> Risk of harm to students by personnel who are not qualified <input checked="" type="checkbox"/> Risk of harm to students from personnel who have a history of unacceptable practices in previous employment <input checked="" type="checkbox"/> Risk of harm to students from a member of personnel with a history of abuse <input checked="" type="checkbox"/> Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school	<input checked="" type="checkbox"/> The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting <input checked="" type="checkbox"/> The school has an Employee Handbook and Induction programme for school personnel (teaching and non-teaching staff) <input checked="" type="checkbox"/> When appointing, detailed references are sought <input checked="" type="checkbox"/> The school has a rigorous interview process.
Sporting Activities and Extra Curricular Activities	Potential Risks Associated	Mitigation of Risks
<ul style="list-style-type: none"> ● Travelling to matches ● Changing in school's changing room ● Changing in the changing rooms of other schools ● Annual Sports Day ● School trips involving overnight stay ● Administration of First Aid following a sports injury 	<input checked="" type="checkbox"/> Risk of a student being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in sporting activities <input checked="" type="checkbox"/> Risk of harm to student while student is receiving First Aid treatment <input checked="" type="checkbox"/> Risk of harm due to inadequate code of behaviour <input checked="" type="checkbox"/> Risk of harm in one-to-one coaching situation	<input checked="" type="checkbox"/> All staff and volunteers are Garda Vetted <input checked="" type="checkbox"/> All staff have been provided with the Child Safeguarding Statement and have had appropriate training. <input checked="" type="checkbox"/> School sports personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and also are required to adhere to the Children First Act 2015 <input checked="" type="checkbox"/> The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE

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<ul style="list-style-type: none"> ● Use of external personnel to support sports and other extracurricular activities ● Sports coaches ● Volunteers/Parents in sports activities ● PME PE teachers ● Use of social media to record and comment on sporting events ● Rehearsals for shows 	<ul style="list-style-type: none"> ☐ Risk of harm to student due to lack of experience of Student PE teachers ☐ 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 or a student circulating inappropriate material in relation to sporting activities via social media, texting, digital device or other manner ☐ Risk of a student being harmed by a member of school personnel, a member of staff when preparing for activity 	<ul style="list-style-type: none"> ✓ The school has an Acceptable Use Policy in relation to the use of digital media ✓ The School has a Code of Behaviour, drafted in consultation with all stakeholders. ✓ The School has a supervision protocol for all major events. ✓ The school has a supervision protocol for transport to and from sporting activities ✓ Coaching staff and others are trained in First Aid ✓ The school has a Tour policy which covers protocols for overnight stays ✓ The school has in place a policy and procedures in respect of student teacher placements ✓ The school has in place a mobile phone policy in respect of usage of mobile phones by pupils ✓ The school has in place a Code of Behaviour for students ✓ All staff and volunteers are Garda Vetted.
<p>Use of Digital Technology in school and in remote /hybrid or blended learning</p>	<p>Potential Risks Associated</p>	<p>Mitigation of Risks</p>
<ul style="list-style-type: none"> ● Use of video, photography, other medias to record school events ● Use of social media to promote or share school activities / images. ● Identify potential risks when streaming from the classroom 	<p>The primary risks are likely to arise from (a) over-sharing of personal data i.e. where it is either unnecessary or inappropriate (e.g. camera images from student homes that may expose them to online bullying)</p>	<ul style="list-style-type: none"> ✓ The school has in place a mobile phone policy in respect of usage of mobile phones by pupils ✓ The School has an updated Acceptable Usage Policy ✓ The school has in place a Code of Behaviour for students

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<p>a. Risks to staff b. Risks to: i. Students at home ii. Students at school</p>	<p>(b) unlawful data capture from the live stream and subsequent misuse by students (e.g. screenshots or photographs of teachers being shared onwards via social media) (c) unlawful access to the live stream by third parties (e.g. security gaps allowing strangers to join classes or share inappropriate content).</p>	<ul style="list-style-type: none"> ✓ All staff and volunteers are Garda Vetted ✓ The School has identified technical measures to mitigate these risks ✓ School has an appropriate platform in place for streaming lesson content e.g Google Classroom, Google Meets ✓ Staff have knowledge of technical measures to control access to the platform. ✓ Staff knowledge/training on how to configure the platform safely ✓ staff have been given appropriate training in the management of the technology & remote users during a live lesson <p>Non-technical measures are equally important the school will provide:</p> <ul style="list-style-type: none"> ● Clarity for teachers around operational measures ● Clear lesson protocols for local and remote students ● An Acceptable User Policy (AUP) relevant to students (and staff) ● Inform all that the Code of Behaviour equally applicable to online classes ● Transparency requirements addressed with parents/students
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