

Child Safeguarding Assessment of Risk



St. Michael's College
Listowel, Co. Kerry

Reviewed	Ratified by the Board of Management	Review Date
10 January 2022		

Child Safeguarding Statement

St. Michael's College is a post-primary school providing post-primary education to students from First Year to Leaving Certificate Year.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Michael's College has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Mr. John Mulvihill, Principal
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Mr. Liam Hassett, Deputy Principal
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult student with a special vulnerability.

- 5 The following procedures/measures are in place:
 - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
 - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\)](#) Acts 2012 to 2016 and to the wider duty of care guidance



set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.

- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of 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
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the abovenamed DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the school’s child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school’s procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school’s website, the DE website or will be made available on request by the school.

Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management



Child Safeguarding Assessment of Risk

	Activity	Risk Identified	Procedure in Place to Manage the Risk
1.	<p>Interactions between teachers and students including but not limited to:</p> <ul style="list-style-type: none"> • Classroom teaching • Evening Study/Night Study • Co-curricular and extra-curricular activities • Outdoor teaching activities 	<ul style="list-style-type: none"> • Risk of student being harmed in the school by a member of school personnel. • Risk of harm due to inappropriate relationship/communications between a student and an adult. 	<ul style="list-style-type: none"> • The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement. • The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. • 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>. • School Personnel are required to adhere to the St. Michael's College Child Safeguarding Protocol. • All teachers have received CPD on Child Safeguarding. • The College has a Child Safeguarding Protocol in place. • School personnel are expected to adhere to the Teaching Council's Code of Conduct.
2	<p>Interaction between students including but not limited to:</p> <ul style="list-style-type: none"> • Recreation breaks, student's movement between classes. 	<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of students. • Risk of harm due to bullying of student. 	<ul style="list-style-type: none"> • The school ensures appropriate supervision of students during breaks. • St. Michael's College has an Anti-Bullying Policy which fully adheres to the



	<ul style="list-style-type: none"> • Use of toilets. • Use of PE changing rooms. • Outdoor teaching activities. • Sporting Activities. 	<ul style="list-style-type: none"> • Risk of student being harmed in the school by another student. • Risk of harm due to inappropriate relationship/communications between a student and another student. 	<p>requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <ul style="list-style-type: none"> • The school has in place a Code of Positive Behaviour for students. • The school has in place zoned areas for recreation and bathroom breaks. • The school has in place a PE Policy in respect of changing rooms. • The school has in place policy and procedures for sole practitioners for one-to-one meetings with students.
3	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 ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision and Substitution Scheme of the Department of Education and Skills and the NCSE allocation of SNA staff. • The school communicates annually by letter with parents/guardians regarding the school's position outside of the times covered by the allocation provided under the Supervision and Substitution Scheme of the Department of Education and Skills.
4	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 policy and procedures for sole practitioners for one-to-one meetings with students.

5	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 policy and procedures for sole practitioners for one-to-one meetings with students.
6	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 participates in out of school activities. • Risk of harm due to inadequate supervision of students while attending out of school activities. 	
7	School trips involving overnight stay	<ul style="list-style-type: none"> • Risk of student being harmed by a member of staff of another organisation or other person while student participates 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 an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
8	School trips involving foreign travel	<ul style="list-style-type: none"> • Risk of student being harmed by a member of staff of another organisation or other person while 	<ul style="list-style-type: none"> • The school has in place an Educational School Tours/ Trips and extra-curricular Sporting



		<p>student participates in out of school activities.</p> <ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of students while attending out of school activities. 	<p>Activities Policy and clear procedures in respect of same.</p>
9	Use of off-site facilities for school activities	<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 out of school activities. • Risk of harm due to inadequate supervision of students while attending an off-site facility. 	<ul style="list-style-type: none"> • The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
10	Annual Sports Events	<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of students while attending Annual Sports Events. • Risk of student being harmed by a member of staff of another organisation or other person while student participates in Sports Events. 	<ul style="list-style-type: none"> • The school has in place an Educational School Tours/Trips and extra-curricular sporting Activities Policy and clear procedures in respect of same.
11	School transport arrangements	<ul style="list-style-type: none"> • Risk of student being harmed while student is travelling to/from a school activity. 	<ul style="list-style-type: none"> • The school sends teachers on all outings with students.

			<ul style="list-style-type: none"> • The school liaises with bus companies to ensure they are compliant with DES regulations. • Staff complete a risk assessment for each outing in advance of each outing taking place.
12	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 Positive Behaviour for students.
13	Application of sanctions under the school's Code of Positive Behaviour including detention of students, confiscation of phones etc.	<ul style="list-style-type: none"> • Risk of harm due to inadequate Code of Positive Behaviour. 	<ul style="list-style-type: none"> • The school has in place a Code of Positive Behaviour for students. • The school has in place an Acceptable Usage (AUP) in respect of usage of mobile phones by students.
14	Care of students with Special Educational Needs (SEN), including intimate care where needed.	<ul style="list-style-type: none"> • Risk of harm to students with SEN who have 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 has a Care Plan in respect of students who require such care. • The school has in place policy and procedures for sole practitioners for one-to-one meetings with students.

15	<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 religions. • 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. • 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 <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>. • The school has in place a Code of Positive Behaviour for students.
16	Administration of Medicine	<ul style="list-style-type: none"> • Risk of harm to student due to own or school mistake. 	<ul style="list-style-type: none"> • The school has a care plan in place for the administration of medication to students.
17	Administration of First Aid	<ul style="list-style-type: none"> • Risk of harm to student due to own or school mistake. 	<ul style="list-style-type: none"> • The school has in place procedures for the administration of First Aid • Two trained teachers are on call each week as per procedures.
18	Curricular provision in respect of SPHE, RSE	<ul style="list-style-type: none"> • Student discomfort or disclosure due to subject matter. • Students might be exposed to harmful or upsetting information 	<ul style="list-style-type: none"> • The school implements in full the SPHE curriculum. • The school has an RSE Policy.



		from supplementary materials or outside speakers.	<ul style="list-style-type: none"> • The school implements in full the Wellbeing Programme at Junior Cycle. • The school has a Visiting Speakers Policy.
19	Participation by students in religious ceremonies/religious instruction external to the school	<ul style="list-style-type: none"> • Student discomfort or disclosure due to subject matter. • Students might be exposed to harmful or upsetting information from supplementary materials or outside speakers. 	<ul style="list-style-type: none"> • The school has a Religious Education Policy. • The school has a Visiting Speakers Policy.
20	Use of Information and Communication Technology by students in school.	<ul style="list-style-type: none"> • Risk of harm due to students inappropriately accessing/using computers, social media, mobile phones and other devices while at school. 	<ul style="list-style-type: none"> • The school will develop an Acceptable Usage Policy (AUP) for students and for staff.
21	Students from the school participating in work experience outside the school.	<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 will develop formal procedures in respect of students at the school undertaking work experience in external organisations. • Students must be Garda Vetted if working with vulnerable members of society.
22	Recruitment of school personnel including - <ul style="list-style-type: none"> • Teachers • SNAs 	<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"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting.



	<ul style="list-style-type: none"> • Administrative staff • Caretaker • Cleaners 		<ul style="list-style-type: none"> • 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 St. Michael's College Child Safeguarding Policy and CPD from the Designated Liaison Person (DLP). • The school actively encourages staff to avail of relevant training
23	<p>Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities.</p> <ul style="list-style-type: none"> • Sports coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities 	<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 Teaching Council. • Sports Coaches who work with students are required to undergo Garda Vetting through the Teaching Council.
24	<p>Fundraising events involving students.</p>	<ul style="list-style-type: none"> • Risk of student being harmed in or out of the school by volunteer or member of the public. 	<ul style="list-style-type: none"> • Staff complete a risk assessment for each fundraising event in advance of the fundraising taking place. • Students fundraise during agreed times only and supervision is provided.



25	Use of video/photography/other media to record / at school events	<ul style="list-style-type: none"> Risk of student being exposed to public in a manner that is likely to be harmful to the student. 	<ul style="list-style-type: none"> Parents' consent to use of images/video for school purposes only - other usage is cleared on a case-by-case basis. The school has in place an Acceptable Usage Policy (AUP).
26	Use of student images for PR purposes	<ul style="list-style-type: none"> Risk of student being exposed to public in a manner that is likely to be harmful to the student. 	<ul style="list-style-type: none"> Parents' consent to use of images/video for school purposes only - other usage is cleared on a case-by-case basis. The school has in place an Acceptable Usage Policy (AUP).
27	Student teachers undertaking training placement in school	<ul style="list-style-type: none"> Risk of student being harmed in the school a student teacher. 	<ul style="list-style-type: none"> The school will develop formal procedures in respect of student teacher placements
28	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 in place agreed procedures as set out by the Board of Management regarding terms and conditions of the use of the school's Sports Hall and AstroTurf and requires insurance and child protection details to be in place by the visiting organisation.
29	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 in place a Health and Safety Policy.



30	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 in place a Health and Safety Policy.
31	Use of Information and Communication Technology by staff	<ul style="list-style-type: none"> • Risk of harm caused by member of school personnel communicating with students in an appropriate manner via social media, texting, digital device, or other manner • Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device, or other manner. 	<ul style="list-style-type: none"> • The school has in place an Acceptable Usage Policy (AUP) for students and for staff. • The school has provided each member of the staff with a copy of the St. Michael's College Student Safeguarding Statement. • The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. • 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>. • School Personnel are required to adhere to the St. Michael's College Child Safeguarding Protocol. • 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.

32	Reporting	<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. 	<ul style="list-style-type: none"> • The school has provided each member of school staff with a copy of the St. Michael's College Student Safeguarding Statement. • The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. • 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>. • School Personnel are required to adhere to the St. Michael's College Child Safeguarding Protocol. • The school actively encourages staff to avail of relevant training. • The school complies with the agreed disciplinary procedures for teaching staff.
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