St. Michael's College
Listowel

Cahirdown, Listowel, Co. Kerry
Tel/Fax: (068) 21049
Email: info@stmichaelscollege.ie

St. Michael's College Listowel **Roll No.61370E.**

Appendix 1: Child Safeguarding Risk Assessment

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.Michael's College.

1. List of school activities
   - Daily arrival and dismissal of pupils
   - Recreation breaks for pupils
   - Classroom teaching
   - One-to-one teaching
   - Outdoor teaching activities
   - Sporting Activities

   Games / PE activities
   - Swimming lessons TY. Ballybunion Leisure Centre.
   - School outings
   - Use of toilet areas in schools

   o Adults / Wheelchair accessible toilet & Pupil's Toilets ,Toilet for general use by Staffroom
   o Staff Toilets
   - Annual Sports Day
   - Fundraising events involving pupils
   - Use of off-site facilities Community centre.
   - School transport arrangements (to matches, swimming, tours etc.)
   - Care of children with special educational needs, including intimate care where needed
   - Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
   - Administration of Medicine
   - Administration of First Aid
   - 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 such as
   - 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
   - Children on CPNS – Child Protection Notification System
   - Recruitment of school personnel.

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

o Teachers/SNA's
o Caretaker/Secretary/Cleaners
o Sports coaches
o External Tutors/Guest Speakers
o Volunteers/Parents in school activities E.g.Visitors/contractors present in school during school hours or Visitors/contractors present during after school activities
• Participation by pupils in religious ceremonies/religious instruction external to the school
• Use of digital technologies by pupils in school
• 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
• Student teachers undertaking training placement in school
• Use of video/photography/other media to record school events
• After school use of school premises by other organisations
• Use of school premises by other organisation during school day
• Homework club / Club e.g LINK.
• Walk on Friday Morning mile.
• Student Council / Green Schools Meetings involving students, staff and other adults
• Risk of pupils running away from supervising adult / classroom / school grounds when overwhelmed
• Teacher and pupils teaching and learning in classroom
• Teacher and pupils teaching and learning remotely
• Risk of harm not being recognised by school personnel
• Risk of harm not being reported properly and promptly by school personnel
• 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, swimming lessons
• Risk of harm due to bullying of child including cyberbullying
• Risk of harm due to inadequate supervision of children in school
• Risk of harm due to inadequate supervision of children while attending out of school activities
• 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 to children with SEN who have particular vulnerabilities
• Risk of harm to child while a child is receiving intimate care
• Risk of harm due to inadequate code of behaviour
• Risk of harm in one-to-one teaching / coaching situation
• 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

3. The school has the following procedures in place to address the risks of harm identified in this assessment:
Reviewed 13/2 2020.
• Risk of harm caused by school personnel or another child when engaging in remote teaching and learning e.g. screenshotting images and sharing without consent, changing the images to cause hurt and embarrassment etc.

• Risk of harm being caused to child while engaging in remote teaching and learning e.g. viewing inappropriate behaviour or images.
• All school personnel are provided with a copy of the school's Child Safeguarding Statement. This is displayed in all rooms of the school, at the reception of the school and on the school website.
• The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel. These are in hard copy in staffroom library and in PDF form circulated by email to all staff.
• 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 implements in full the SPHE curriculum. See SPHE subject Plan.
• 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 yard/playground Supervision Policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets etc.
• The school has in place a policy and clear procedures in respect of school outings. See School Tour Policy
• The school has a Health and Safety Statement & Policy
• 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 a code of conduct for school personnel (teaching and non-teaching staff).
• The school complies with the agreed disciplinary procedures for teaching staff. See Grievance & Complaints Procedures
• The school has a Special Educational Needs policy.

• The school has in place an Administration of Medication Policy for pupils.
• The school:
o Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
.
o Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement. o Encourages staff to avail of relevant training
o Encourages board of management members to avail of relevant training
o Maintains records of all staff and board member training
• The school has in place a policy and procedures for the administration of First Aid. See Health & Safety and Accident & Injury Polices
• The school has in place a Code of Behaviour for pupils.
• The school has in place an Acceptable Use of Internet Policy. The AUP has been reviewed to mitigate the potential risks linked to remote teaching and learning.
• The school has in place a Mobile Phone Policy in respect of usage of mobile phones by pupils
• Only those children with sna access may be contacted by the sna/set by phone during periods of remote teaching and learning.
• The school has in place a Critical Incident Management Plan.
• The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum. See External Partners Policy cxxc
• The school has in place a policy and procedures for the use of external sports coaches. See External Partners Policy
• The school has in place a policy and clear procedures for one-to-one teaching activities.
• The school has in place a policy and procedures in respect of student teacher placements. See Work Experience & Teaching Placement Policy
• The school has in place a policy and procedures in respect of students undertaking work experience in the school. See Work Experience & Teaching Placement Policy
• The school has taken all steps to ensure that rooms where teaching & learning in all setting (one- to-one, group settings or whole class) have clear glass panels etc, as appropriate.

"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
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 for 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 13/2/2020. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.
Signed Date 13/2/2020.Chairperson, Board of Management
Signed Date 15/02/ 2020 Principal.
Secretary to the Board of Management

Reviewed 13/2/2020.

St. Michael's College Child Safeguarding Statement

Appendix 1: Programmes with relevance to Child Protection
The following programmes are taught in St. Michael's College in order to increase awareness around child protection issues and for the prevention of abuse in any form:
- Relationship & Sexuality Programme (RSE) Mandatory – Completed March / April each year
- SPHE Curriculum.
- St. Michael's College Code of Behaviour & Anti-Bullying Policy

Appendix 2: School Policies with Regards to Child Protection
The following school policies have relevance for child protection and are available for viewing in the school office.
- Child Safeguarding Statement
- Health & Safety Statement, including Accident & Injury Policy & Administration of Medicines Policy
- Code of Behaviour
- Anti-Bullying Policy
- School Attendance Policy
- Access Policy
- Supervision Policy
- Intimate Care Needs Policy
- School Tour Policy
- Guidelines for working with External Partners
- Games policy
- SEN Policy
- Guidelines for Physical Interventions & Restrictive Practices
- Acceptable Use of the Internet Policy (ICT) / Mobile Phone Policy
- Disciplinary & Grievance Procedures
- Data Protection Policy
- Critical Incident Policy
- Work Experience & Teaching Placement Policy

Reviewed 13/2/2020.

Appendix 3: Summary of Codes of Best Practice

Recruitment and selection of volunteers
All staff employed (or volunteering) must be Garda Vetted through the National Vetting Bureau (NVB) and will not be allowed work with children unless they provide a copy of this to the school.
The Teaching Council arranges vetting for teachers newly appointed to the school before commencement of employment. Staff will be asked for copies of their vetting forms and these will be kept in the Principal's office. New Garda Vetting Procedures apply for all employees / volunteers from 29th April 2016 – See Circular 0031/2016
Supervision of children
School routines and procedures will be followed by all staff to ensure that there is comprehensive supervision of school at all breaks and on all trips and tours. See Supervision Policy.
Early withdrawal of pupils
Any child leaving the school before the end of the school day must be signed out by a parent / guardian in the office. The parent / guardian should enter the school via the door near the office. If they are not known to the Principal / secretary they should be asked for identification. (If another adult is collecting the child, the school much be informed either by phone or in writing by the parent / guardian, as to the identity of the adult collecting their child.) The adult will sign out the student. Parents and children then exit the school again through reception.
In addition, the child protection-related Statutory Declaration must be provided by all persons appointed to teaching and non-teaching positions of any duration. The school must obtain and view the original statutory declaration and retain a copy for its own records.

Changes in Family Circumstances
If there any changes in family circumstances (separation of parents etc.), the school will continue to release the child into the care of either parent (assuming both have guardianship).
In the event of a court order, furnished to the school by a parent, the school will only release the child into the care of the adult / provide access as directed by the court. In such circumstances, the school has internal systems in place to ensure communication with relevant staff members, so that they are aware of these changes.
General Conduct
Children are to be encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour and Anti-Bullying Policy.
If an incident occurs which is considered to be of a sexualised nature, the reporting procedures outlined in Chapter 5 of the DES Child Protection Procedures will be followed.
One-To-Teaching / Activities
Any activity which involves a child to staff member (teacher or SNA) ratio of 1:1, should take place in a room with a glass panel window on the door for visibility. Otherwise the door of the room in which they are working should be left open for the duration. Any blinds etc, on the glass panel on the door, should be opened for the duration also. Only staff members (who are all vetted appropriately), should engage in 1:1 activities.
The Principal is responsible for ensuring that any visitors who are to work with children on a 1:1 basis are appropriately vetted (e.g. HSE nurse, Psychologist, Photographer etc.). The procedure outlined above will be followed in these cases also.
Access
All school entrances are secured after the children enter the school at 8:50am and after each break (See Access Policy). A fob is required by staff members to gain access. All others seeking access much do so through the main door, where the access is granted only once identity and purpose of visit has been established (via camera and speaker / buzzer).
Visitors/ Guest Speakers
. All external tutors/ trades people/ visitors sign in and out of school at reception.
Guest speakers or External Teachers (even if appropriately vetted) are never left unsupervised with pupils. The class teacher or supervising teacher is responsible for the pupils at all times. The school has a responsibility to check out the credentials of the speaker and to ensure that the materials in use by guests are appropriate.

Relationships and Attitudes

Teachers should ensure that their relationships with students are appropriate to the age, maturity and sex of the children and that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought when dealing with older children.

Physical Contact with Children

Teachers are advised not to make unnecessary physical contact with children. However, a distressed child may need reassurance involving physical comforting such as a parent might provide. Physical punishment is illegal as is any form of physical response to misbehaviour, unless it is by way of restraint using the minimum force necessary to ensure the safety of the children / adults involved. See Guidelines for Physical Interventions & Restrictive Practices.

Whenever possible this should be done in the presence of others. First-aid to a pupil should also be administered whenever possible in the presence of others. Following any incident where a Teacher feels that his / her actions may be misconstrued, a written report of the incident using official school incident sheet should be submitted immediately to Dep Principal.

Induction of Teachers and Ancillary Staff

The DLP and DDLP will be responsible for informing all new teachers and ancillary staff of this Child Safeguarding Statement, DES Child Protection Procedures and the Children First Guidelines.

Attendance

We monitor trends in non-attendance in terms of possible neglect, physical or emotional abuse. See Attendance Policy

Toileting / Intimate Care Needs

If a child requires assistance with toileting (regularly or as a once off due to illness etc.), two members of should assist the child in this instance. See Intimate Care Policy.

DVDs

Staff will always ensure that any DVD shown to the children is age appropriate and is educational in content.

Internet Safety

Children will only have access to websites deemed age-appropriate. All other sites are blocked using the NCTE filters.

Photographs of children are only placed on the school website / other sites deemed appropriate by the school, and with parental permission to do so.

Internet Safety talks are provided annually for both parents and pupils. St.Michael's College is pro-technology and we attempt to make our pupils and staff aware of any dangers, to the best of our ability, especially those dangers linked with child protection concerns. See Acceptable Usage Policy.

Remote Teaching and Learning

live lessons take place with permission only from Management .Teachers share pre-recorded demonstrations and voice-messages only. School email accounts and google class room used.Only parent-teacher email communication is in place. Only websites and apps recommended by PDST and reputable sites are used. Parents are asked to supervise the children's online learning. Parents are requested not to share demos and emails to the children's devices and are asked to check their children's devices regularly Children's with special educational needs and with access to an Special Needs Assistant may receive phonecalls. All phonecalls are made to a parent's phone only and parents are requested to remain present with the child at all times. Snas/sets may use Facetime as per Government Guidelines on the Continuity of Schooling for Children with Special Educational Needs. Facetime contact can only be made via the parent's phone and the parent's presence is required throughout. Parents have been informed in writing of the requirement.

Reviewed 13/2 2020.

St.Michael's College

St. Michael's College, Listowel

Cahirdown, Listowel, Co. Kerry. V31 DX31
Tel/Fax: (068) 21049
Email: info@stmichaelscollege.ie

Notification regarding Board of Management's Review
of Child Safeguarding Statement

To: Staff, Parents, Parents' Association & Wider School Community
The Board of Management of St.Michael's 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 13/02/2020.
• This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department of Education's 'website www.education.ie

Tony Behan
Signed Date 13/02/2020 Chairperson, Board of Management

Date: 13/02/20

Signed Date 15/02/2020 Principal/Secretary to the Board of Management

Date: 15/02/2020

St. Michael's College, Listowel

Cahirdown, Listowel, Co. Kerry. V31 DX31
Tel/Fax: (068) 21049
Email: info@stmichaelscollege.ie