



SALESIAN COLLEGE

CHILD PROTECTION PROCEDURES FOR PRIMARY AND POST-PRIMARY SCHOOLS 2017

Child Safeguarding Risk Assessment Report February 2019

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 Salesian College, Celbridge, Co. Kildare

Salesian College has compiled this general list of all school activities which includes the general day to day school routine and reference to the curricular and extra-curricular activities and other organised school events.

This list will be amended and reviewed and updated as the year goes on.

This report will be shared with all members of staff, the Parents Association and the Board of Management.

List of school activities
• Daily arrival and dismissal of students / General school day
• Break and Lunchtime for students
• Classroom teaching
• One-to-one teaching / Small class setting
• Career Guidance & Counselling & One-to-one counselling
• School chaplaincy and one to one support/pastoral conversations
• Outdoor teaching activities – ACRE project / Horticulture classes & PE
• Extra-Curricular Activities <ul style="list-style-type: none">○ Soccer teams – Junior And Senior○ Rugby teams - Junior And Senior

- GAA Football - Junior And Senior
- GAA Hurling - Junior And Senior
- Athletics & Cross Country - Junior And Senior
- Basketball – Junior And Senior
- Table Tennis
- Badminton
- Debating Society - Junior And Senior
- German Language Club
- German Conversation Classes
- French Conversation Classes
- Photography class
- Art Club
- Music Club
- Resource Department Social Evenings & Events
- Golf Outing – PE Department
- Homework Club
- Supervised Study
- Mock Interviews – 6th Years

- School Tours & School trips involving overnight stay & School trips involving foreign travel
 - Subject Specific School Tours i.e. English Language tours
 - Games / Sports trips
 - Annual School tour – February midterm break & Easter Break i.e Ski Tour or History & Culture tour
 - Cultural or Activity based tour i.e Lilliput Adventure Centre
 - Business week activities / visiting schools
 - Modern Languages Speed Dating / visiting schools
 - Higher options tour – all 6th years

- Whole-school Activities
 - School Road Race October
 - Annual Sports Day
 - School Masses & Celebrations
 - Graduation Ceremonies

- Specific Year Group Activities
 - 1st Year Night – In
 - 1st Year Whole year group school tour

- 6th Year Debs Ceremony
- Retreats
- Class Reflection and Liturgical Services
- Ceangail & Cinnirí Programme
 - Interviews
 - 1st year supervisions in classes
 - Christmas Quiz
 - 1st Year Activity Outing
 - Training & Induction Programme
- Transition Year Interviews
- 6th Year Mock Interviews organised by Career Guidance Department

- Transition Year Programme and Weekly Activity Programme
 - Gaisce hike – overnight stay
 - Fundraising events involving students
 - Young Scientists
 - Students from Salesian College participating in work experience elsewhere
 - French/ German film
 - Bowling
 - Film
 - Careers Talk
 - Croke Park
 - Aquatic Centre Blanchardstown (Swim a mile)
 - Seachtain na Gaeilge Quiz
 - Road Traffic/ Safety Presentation – Driving school
 - Kenpo Karate
 - Retreat- Gerry - Maynooth
 - Young Scientist Exhibition
 - Visit to Castletown House
 - Visit to Dublin zoo
 - French Theatre for Schools
 - Fairy house cookery school
 - Dublinia
 - Aviva Stadium
 - Glasnevin Cemetery
 - TY Expo - Punchestown

- Iceskating
- Ploughing Championships
- Kilmainham Jail
- Develop Me – Personal Development Day
- Debunking the Leaving Cert – activity re: preparation for Senior Cycle
- Zeminar – RDS – focusing on wellbeing and issues concerning young people
- German activity with another school
- Personal Safety Day
- Internet Safety Day
- Collon War Museum
- Rugby Blitz
- Gym activity
- Board Games – Literacy and Numeracy – Strategy

- Resource Department
 - Care of children with special educational needs
 - Students with Special Education needs – transport provided
 - Management of challenging behaviour amongst students
 - Resource Department Social Evenings & Events
 - Resource Department Social Training

- Curricular provision in respect of SPHE, RSE

- Prevention and dealing with bullying amongst students

- Training of school personnel in child protection matters

- Recruitment of school personnel including
 - Teachers/SNA's
 - Caretaker/Secretary/Cleaners
 - Sports coaches
 - External Tutors/Guest Speakers
 - Volunteers/Parents in school activities

- Visitors/contractors present in school during school hours
 - Guest speakers
 - Garda Junior Liaison Officer
 - Kildare Youth Services Support Counsellors

<ul style="list-style-type: none"> ○ Bridge Project / Garda Diversion Project Workers ○ Guidance Counsellors ○ Guest Speakers during Subject Department Weeks i.e. Science Week ○ Retreat Facilitators ○ TUSLA / CAHMS / NEPS / HSE Social Workers representatives ○ Maintenance personnel ○ DES Members of staff & Inspectors ○ All visitors to the school are requested to report to the school reception.
<ul style="list-style-type: none"> ● Application of sanctions under Salesian College’s Code of Behaviour including detention of students, confiscation of phones etc.
<ul style="list-style-type: none"> ● Use of video/photography/other media to record school events

While Salesian College cannot pre-empt all risks to the students and members of staff, the following list of possible risks could be encountered in all of Salesian College activities listed above.

<ul style="list-style-type: none"> ● Risk of harm not being recognised by school personnel
<ul style="list-style-type: none"> ● Risk of harm not being reported properly and promptly by school personnel
<ul style="list-style-type: none"> ● Risk of child being harmed in Salesian College by a member of school personnel
<ul style="list-style-type: none"> ● Risk of child being harmed in Salesian College by another child
<ul style="list-style-type: none"> ● Risk of child being harmed in Salesian College by volunteer or visitor to Salesian College
<ul style="list-style-type: none"> ● 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
<ul style="list-style-type: none"> ● Risk of harm due to bullying of child
<ul style="list-style-type: none"> ● Risk of harm due to inadequate supervision of children in school
<ul style="list-style-type: none"> ● Risk of harm due to inadequate supervision of children while attending out of school activities
<ul style="list-style-type: none"> ● Risk of harm due to inappropriate relationship/communications between child and another child or adult
<ul style="list-style-type: none"> ● Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
<ul style="list-style-type: none"> ● Risk of harm to children with SEN who have particular vulnerabilities
<ul style="list-style-type: none"> ● Risk of harm in one-to-one teaching, counselling, coaching situation

• Risk of harm caused by member of school personnel communicating with students in appropriate 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

Salesian College has the following procedures, protocols and policies in place to address the risks of harm identified in this assessment

• All school personnel are provided with a copy of Salesian College's *Child Safeguarding Statement*
○ This statement will be posted on Salesian College web-site and is available on request from Salesian College office

• The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
○ All members of staff are obliged to familiarise themselves with these procedures and complete any requested training

• 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*

• Salesian College implements in full the SPHE curriculum

• Salesian College implements in full the Wellbeing Programme at Junior Cycle
○ The Wellbeing Programme at Junior Cycle has only been introduced in Salesian College.
○ It is developing its programme during the academic year 2017-20

• Salesian 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*
○ Salesian College updated and reviewed this policy in 2018 and was formally ratified by the Board of Management on 16-04-2018

• Salesian College has a yard/playground supervision procedures to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.

• Salesian College has a Health and Safety policy

• Salesian College adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting

• Salesian College has a codes of conduct for school personnel (teaching and non-teaching staff)

• Salesian College complies with the agreed disciplinary procedures for teaching staff

• Salesian College has a Special Educational Needs policy

• Salesian College has in place a Code of Behaviour for students

• Salesian College has in place a mobile phone policy in respect of usage of mobile phones by students

<ul style="list-style-type: none"> ○ This is referred to in our Code of Behaviour
<ul style="list-style-type: none"> ● Salesian College has in place a Critical Incident Management Plan <ul style="list-style-type: none"> ○ This is updated and reviewed on an annual basis
<ul style="list-style-type: none"> ● Salesian College has in place a policy and procedures for one-to-one counselling <ul style="list-style-type: none"> ○ Salesian College has a Guidance Policy which clearly describes the role, protocols and procedures for all aspects of Career Guidance and Counselling in Salesian College
<ul style="list-style-type: none"> ● Salesian College has in place procedures in respect of student teacher placements
<ul style="list-style-type: none"> ● Salesian College has in place a Teacher Induction Policy <ul style="list-style-type: none"> ○ This policy is under review for 2018-2019
<ul style="list-style-type: none"> ● Salesian College <ul style="list-style-type: none"> ○ Has provided each member of school staff with a copy of Salesian College’s Child Safeguarding Statement ○ Ensures all new staff are provided with a copy of Salesian College’s Child Safeguarding Statement ○ Encourages staff to avail of relevant training <ul style="list-style-type: none"> ▪ Staff have completed the PDST & Legal Island E-Learning Child Protection Module ○ Encourages Board of Management members to avail of relevant training ○ Maintains records of all staff and Board member training
<ul style="list-style-type: none"> ● Salesian College has in place a set of protocols for <ul style="list-style-type: none"> ○ 1-1 Teachings and Meetings with Students ○ Work Experience Protocols ○ PE & Changing Rooms Protocols ○ TY Activities & Outings Protocols
<ul style="list-style-type: none"> ● Kildare Salesian Scout Group are the only group that uses the school premises outside of normal school hours. ● The school follows the “DES Guidelines on the use of School Buildings outside of School hours” – Planning Unit , DES October 2017 as a reference for the arrangements for this group. ● The school has processed the Garda Vetting applications for the leaders and volunteers through the JMB.
<ul style="list-style-type: none"> ● Salesian College has an Attendance Strategy <ul style="list-style-type: none"> ○ This strategy details how the school monitors attendance in the school and the steps it takes to ensure all students attend for school and how we can intervene at an early stage with students and families who may present with school attendance issues.
<ul style="list-style-type: none"> ● Salesian College has a list of policies, protocols and guidelines which are available from the school office on request.

To do:

As part of this review and risk assessment process Salesian College will review the following areas to update and develop agreed protocols and policies:

<ul style="list-style-type: none"> • Use of off-site facilities for school activities <ul style="list-style-type: none"> ○ The school does not have a formal policy for this. ○ This area will be developed during 2018-2019 * 2019-2020
<ul style="list-style-type: none"> • Administration of Medicine & Administration of First Aid <ul style="list-style-type: none"> ○ The school during 2018-2019 is working on this policy ○ 13 members of staff have completed First Aid Training in 2018 ○ The school has updated the list of students who require the administration of medicine during school time and have received instructions and directions from parents / guardians. ○ The school has prepared a draft “Administration of Medicines Policy” and is working with the School’s Insurance Company in relation to the formal application and ratification of this policy. ○ This policy will be formally in place by the end of the school year 2018-2019.
<ul style="list-style-type: none"> • Use of Information and Communication Technology by students in school <ul style="list-style-type: none"> ○ The school has an Acceptable Internet Use Policy ○ This policy is to be reviewed during 2018-2019 * 2019-2020
<ul style="list-style-type: none"> • Use of video/photography/other media to record school events <ul style="list-style-type: none"> ○ The school does not have a formal policy for this. ○ This area will be developed during 2018-2019 * 2019-2020
<ul style="list-style-type: none"> • Social Media usage by employees <ul style="list-style-type: none"> ○ Salesian College has a draft policy which will be reviewed by staff, Parents Association and Board of Management before the formal ratification of this policy by the end of Term 2 2018/2019
<ul style="list-style-type: none"> • Salesian College is formulating a draft set of protocols for use of external coaches in consultation with the sports which avail of such services as part of our extra-curricular programme
<ul style="list-style-type: none"> • Salesian College will prepare a policy and clear procedures in respect of school outings

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, Salesian College has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent. Salesian College has noted the areas where the protocols, systems and procedures to address the possible risk of harm and will review these areas and prepare and agree the appropriate measures to ensure the school is adhering to the Child Protection Procedures for Primary and Post- Primary 2017.

This risk assessment has been completed by the Board of Management on **25-02-2019**. This risk assessment report has been presented and reviewed by the Parents Association on **05-02-2019**. It shall be reviewed as part of Salesian College's annual review of its Child Safeguarding Statement.

This report has been formally recorded with the Board of Management on 25th February 2019.

Dr. Kevin Byrne, Chairperson, Board of Management

Ms. Brenda Kearns, Principal/Secretary to the Board of Management

26-02-2019