

**Written Assessment of Risk of St. Aloysius Secondary School**

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. Aloysius Secondary School

Risk	List of school activities	1. The school has identified the following risk of harm in respect of its activities –	Risk Owners	1. The school has the following procedures in place to address the risks of harm identified in this assessment -	Effective	Future Actions
1.	Recreation breaks for students	Possible risk caused by inadequate supervision of all areas used by students for breaks	Board of Management and all members of St Aloysius staff	Supervision & Substitution Rota in operation by vetted staff for the school year which covers all areas sanctioned for use by students	Effective or ineffective	Term review of S&S roster
2.	One to one teaching	Risk of being harmed by a member of staff	Board of Management and all members of St Aloysius staff	Staff are vetted and all rooms used are fitted with windows in the doors	Effective or ineffective	Use of classroom with door ajar
3.	One to one counselling	Risk of being harmed by a member of staff	Board of Management and all members of St Aloysius staff	Staff are vetted and all rooms used are fitted with windows in the doors	Effective or ineffective	Alternative room to be used by visiting counsellor
4.	One to one career guidance appointments	Risk of being harmed by a member of staff	Board of Management and all members of St Aloysius staff	Staff are vetted and all rooms used are fitted with windows in the doors	Effective or ineffective	

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5.	School outings	Students at risk from being harmed by another adult or child if inadequately supervised	Board of Management and all members of St Aloysius staff	School outings have the requisite number of staff to student ratio for adequate supervision	Effective or ineffective	
6.	School trips involving overnights stays	Students at risk from being harmed by another adult or child if inadequately supervised	Board of Management and all members of St Aloysius staff	School outings have the requisite number of staff to student ratio for adequate supervision	Effective or ineffective	
7.	School trips involving foreign travel	Students at risk from being harmed by another adult or child if inadequately supervised	Board of Management and all members of St Aloysius staff	School outings have the requisite number of staff to student ratio for adequate supervision	Effective or ineffective	
8.	Use of toilet/changing/shower areas in school	Students at risk of harm by member of staff inappropriately engaging with student in this area	Board of Management and all members of St Aloysius staff	Members of staff do not enter these areas while students are present unless an urgent need arises due to student ill-health, etc	Effective or ineffective	
9.	Fundraising events involving taking students outside of the school	Risk of harm to students from members of other organisations or those who have not been appropriately vetted	Board of Management and all members of St Aloysius staff	Students only take part in activities with organisations that have a relationship with the school and are accompanied by a member of staff as appropriate	Effective or ineffective	

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10.	Use of off-site facilities for school activities	Risk of harm to students from members of other organisations or those who have not been appropriately vetted	Board of Management and all members of St Aloysius staff	Students attend with school staff and are adequately supervised while outside the school	Effective or ineffective	
11.	Care of children with special education needs	Potential risk of harm to students caused by members of staff unaware of students' difficulties	Board of Management and all members of St Aloysius staff	Staff are fully informed about students' additional needs at a staff meeting at the beginning of the school year. SEN Co-ordinator ensures records pertaining to such are available to all staff, both on VsWare and files are held in the Year Head Office. The school has a Special Education Needs Policy.	Effective or ineffective	Annually at the beginning of each school year. Access to information is available to substitute teachers on VsWare.
12.	Management of challenging behaviour amongst students	Risk of student being detained or treated inappropriately by member of staff	Board of Management and all members of St Aloysius staff	Only Vetted staff have access to students. Updates on behaviour are kept on the Pastoral Care notice board. School has regular contact with the NEPs Psychologist and the SENO. Pastoral Care team is established in the school.	Effective or ineffective	
13.	Curricular provision with respect to SPHE and RSE	Risk of harm to students caused by member of staff inappropriately communicating class material	Board of Management and all members of St Aloysius staff	The SPHE and RSE curriculum are delivered in full by teachers who have undergone specialised training in this area.	Effective or ineffective	

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14.	Prevention and dealing with bullying amongst students	Risk of students being harmed in the school by other students	Board of Management and all members of St Aloysius staff	Students and parents are informed of the Code of Behaviour and Anti-Bullying Policy. Parents sign the school journals agreeing to the Code of Behaviour and Discipline. Re-enrolment form is signed annually to agree to the Code of Behaviour. Class teachers and SPHE classes also cover these topics during the year.	Effective or ineffective	Code of Behaviour in the journal and Student Council are asked to review the Anti-Bullying Policy annually.
15.	Prevention and dealing with bullying via social media amongst students	Risk of students being harmed in the school by other students	Board of Management and all members of St Aloysius staff	The school has a Mobile Phone and Electronic Media Device Policy	Effective or ineffective	
16.	Training of school personnel in child protection matters	Risk of harm not being recognised or reported by members of staff	Board of Management and all members of St Aloysius staff	All staff are required to undergo the appropriate training and are required to adhere to the school's Child Protection Policy	Effective or ineffective	
17.	Use of external personnel to supplement curriculum	Risk of students being harmed by a visitor to the school	Board of Management and all members of St Aloysius staff	Visitors to the school are required to be vetted and/or be supervised at all times by a member of staff. All workshops etc, are fully supervised by a staff member at all times.	Effective or ineffective	
18.	Use of external personnel to support sports and extra curricular activities	Risk of students being harmed by personnel from another organisation	Board of Management and all members of St Aloysius staff	All such activities are supervised by a member of staff	Effective or ineffective	

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19.	Student teachers/guidance counsellors undertaking training placement in school	Risk of harm not being recognised or reported by members of staff	Board of Management and all members of St Aloysius staff	All trainee personnel are instructed in these matters prior to starting their placement and are vetted by their 3 <sup>rd</sup> level institution	Effective or ineffective	
20.	Use of IT by students in school	Risk of harm to students accessing inappropriate website content	Board of Management and all members of St Aloysius staff	Students using the IT room are fully supervised at all times. Websites containing inappropriate content and social media sites such as Facebook have been blocked. The school has an Internet Access Policy.	Effective or ineffective	
21.	Application of sanctions under the Code of Behaviour including detention and confiscation of phone, etc	Risk of harm to students engaging in challenging behaviour with member of staff	Board of Management and all members of St Aloysius staff	Code of Behaviour is addressed at staff meetings and all staff are familiar with the Code of Behaviour and procedures. New staff are mentored in this at the beginning of the school year.	Effective or ineffective	
22.	Students participating in work experience in the school	Risk of harm due to inadequate supervision of the student at all times	Board of Management and all members of St Aloysius staff	Students are supervised by a member of staff at all times	Effective or ineffective	

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23.	Students from the school participating in work experience elsewhere	Risk of students being harmed by personnel from another organisation	Board of Management and all members of St Aloysius staff	Students receive instruction prior to work experience regarding safety	Effective or ineffective	Work Experience Policy to be included in Whole School Guidance Plan, which would include informing parents around Child Protection matters pertaining to work experience.
24.	Use of media to record school events	Risk of harm to students caused by member of school personnel circulating inappropriate material via social media or other methods	Board of Management and all members of St Aloysius staff	School social media and website content is managed internally.	Effective or ineffective	
25.	Use of media to record events involving students outside the school where members of the public or personnel from other organisations are present	Risk of harm to students caused by members of the public or others circulating inappropriate material via social media or other methods	Board of Management and all members of St Aloysius staff	Students receive instruction on appropriate use of social media and are advised to alert parents and school to any inappropriate content being circulated	Effective or ineffective	

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26.	After school use of school premises by other organisations	Risk of students engaging in after school activities being harmed by personnel from another organisation	Board of Management and all members of St Aloysius staff	Any student who has permission remaining in the school or grounds after the school day are supervised by a member of staff	Effective or ineffective	
27.	Evening study	Risk of being harmed by a member of staff	Board of Management and all members of St Aloysius staff	Staff are vetted and all rooms used are fitted with windows in the doors. Other staff members are also on school grounds during the period of evening study	Effective or ineffective	
28.	Visitors/placement supervisors/contractors present in school during the school day	Risk of students being harmed by visitors to the school	Board of Management and all members of St Aloysius staff	All visitors are accompanied throughout the school by a member of staff	Effective or ineffective	
29.	Visitors/contractors present in school during after school activities	Risk of students engaging in after school activities being harmed by visitors to the school	Board of Management and all members of St Aloysius staff	Any student who has permission remaining in the school or grounds after the school day are supervised by a member of staff	Effective or ineffective	
30.	Administration of first aid	Risk of student being harmed while receiving care	Board of Management and all members of St Aloysius staff	Staff undergo training to administer appropriate first aid	Effective or ineffective	

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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 25<sup>th</sup> September 2019. 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



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Signed Patricia Kinsella, Date 13/11/2019,

Chairperson, Board of Management

Signed Alex Savage Date 13/11/2019

Principal/Secretary to the Board of Management