



Balla Secondary School

Child Safeguarding Risk Assessment

Written Assessment of Risk of Balla 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 Balla Secondary School.

1. List of school activities

- Daily arrival and dismissal of students
- Travel on school buses
- Recreation breaks for students
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Supervised Evening study
- Extra-curricular activities such as sporting activities and the use of external coaches
- Co-curricular activities such as Debating etc
- School trips and outings includes overnight and foreign trips
- Outside speakers visiting the school. This includes the use of outside personnel to supplement the curriculum.
- School ancillary staff working in offices, canteen and as caretakers
- Use of toilet/changing/shower areas in schools
- Care of students with special educational needs, including intimate care where needed,
- Administration of Medicine
- Administration of First Aid
- School open evening for prospective students
- Managing challenging behaviour amongst students
- Prevention and dealing with bullying amongst students
- Training of school personnel in child protection matters
- Care of students with specific vulnerabilities/needs such as students from ethnic minorities/migrants, LGBT, gender fluid etc.
- Outside contractors working in the school during the school day or after school hours and outside contractors who may work on more long term projects during the school day.
- Recruitment of school personnel including -Teachers/SNA's, Caretaker/Secretary/Cleaners, Sports coaches and volunteer parents in school activities e.g. school musical etc.
- Use of ICT/Digital Media by students, teachers and other personnel in the school
- Use of video/photography/other media to record school events
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students from the school participating in work experience both inside and outside school
- Student teachers undertaking training placement in school
- After school use of school premises by other organisations
- Use of offsite facilities for school activities
- Transportation of students in hired buses

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

Activity	Risk
Daily arrival and dismissal of students	Low
Travel on school buses	Low
Recreation breaks for students	Low
Classroom teaching	Low
One-to-one teaching	Medium
One-to-one counselling	Medium
Supervised Evening study	Low
Extra-curricular activities such sporting activities and the use of external coaches	High
Co-curricular activities such as Debating etc	Low
School trips and outings includes overnight and foreign trips	High
Outside speakers visiting the school. This includes the use of outside personnel to supplement the curriculum.	Medium
School ancillary staff working in offices, canteen and as caretakers	Low
Use of toilet/changing/shower areas in schools	Medium
Care of students with special educational needs, including intimate care where needed,	High
Administration of Medicine	Medium
Administration of First Aid	Medium
School open evening for prospective students	Low
Managing challenging behaviour amongst students	Medium
Prevention and dealing with bullying amongst students	Medium
Training of school personnel in child protection matters	Low
Care of students with specific vulnerabilities/ needs such as students from ethnic minorities/migrants, LGBT, gender fluid etc.	Medium
Outside contractors working in the school during the school day or after school hours and outside contractors who may work on more long term projects during the school day.	High
Recruitment of school personnel including -Teachers/SNA's, Caretaker/Secretary/Cleaners, Sports coaches and volunteer parents in school activities e.g. school musical etc.	Low
Use of ICT/Digital Media by students, teachers and other personnel in the school	Medium
Use of video/photography/other media to record school events	Medium
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Low
Students from the school participating in work experience both inside and outside school	Medium
Student teachers undertaking training placement in school	Low
After school use of school premises by other organisations	Medium
Use of offsite facilities for school activities	High
Transportation of students in hired buses	Low

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

- 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 implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- 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 practice to ensure appropriate supervision of children during, arrival, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has a Health and Safety 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 Special Educational Needs policy
- The school –
 - Has provided each member of school 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
 - Maintains records of all staff and board member training
- The school has in place a code of behaviour for pupils
- The school has in place an Internet and Social Media Acceptable Use Policy
- The school has in place a mobile phone practice in respect of usage of mobile phones by pupils as set out in the Code of Behaviour & AUP
- The school has in place a Critical Incident Management Plan
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has in place a policy in respect of school outings/trips
- The school has an intimate care policy in respect of students who require such care
- The school has in place a practice and procedures for the administration of medication to pupils
- The school has in place a practice and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a practice and procedures for the use of external sports coaches
- The school has in place a practice and procedures for one-to-one teaching activities
- The school has in place a practice and procedures for one-to-one counselling
- The school has in place a practice and procedures in respect of student teacher placements
- The school has in place a practice and procedures in respect of pupils of the school undertaking work experience in external organisation

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 10/02/2020. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed:  Date: 10/02/2020

(Chairperson, Board of Management)

Signed:  Date: 10/02/2020

(Principal/Secretary to the Board of Management)