

Phone: (021) 4813800

info@colaistemuire.com

colaistemuire.com



COLAISTE MUIRE,

COBH,

CO. CORK.

P24 EW42

Written Assessment of Risk of Coláiste Muire, Cobh, Co. Cork 2022 2023

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 Coláiste Muire.

*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*

<i>Risk #</i>	<i>School Activity</i>	<i>Risk of harm</i>	<i>Procedures to address risks</i>	<i>Effectiveness</i>	<i>Future Actions</i>
1	Daily arrival of pupils	Possible risk caused by inadequate supervision of areas used by students when arriving Possible risk by students walking on avenue shared with vehicles (all times of day, particularly arriving and leaving).	S & S Rota, planned each year in August, covers main Dining Assembly as students arrive Lunchtime rota expanded Bollards designating pathway installed Separate pedestrian gateway installed Regular announcements Texting parents requesting them not to drive onto school grounds.	Effective	Separate pedestrian access from western side of campus to be installed.
2	Recreation breaks for pupils	Possible risk caused by inadequate supervision of areas used by students during morning and lunch breaks	S & S Rota, planned each year in August, covers designated areas where students spend break time	Effective	
3	Classroom teaching	Risk of being harmed by a member of staff	Staff are vetted. All classroom doors are fitted with windows	Effective	
4	One-to-one teaching	Risk of being harmed by a member of staff	Staff are vetted.	Effective	
5	One-to-one counselling/guidance	Risk of being harmed by a member of staff	Staff are vetted. Window panels inserted in office doors	Effective	
6	Outdoor teaching activities	Risk of being harmed by a member of staff. Accidents	School Trip policy in place. Requisite number of vetted staff to students accompanying group	Effective	

7	Sporting activities	Risk of being harmed by a member of staff. Accidents	Sports coaching undertaken by vetted teachers only. Sports coaches undergo regular training in First Aid.	Effective	
8	School musicals and school concerts	Risk of students being harmed by a person engaging in relevant work who is not a member of staff	External personnel engaging in relevant work with students must be vetted. A member of staff will be responsible/supervising	Effective	
9	School outings	Risk of being harmed by another child or a member of staff. Accidents	School Trip policy in place. The age, maturity and number of students must be considered when setting number of vetted staff accompanying group	Effective	
10	School trips involving overnight stay	Risk of being harmed by another child due to inadequate supervision, or a member of staff	School Trip policy in place. The age, maturity and number of students must be considered when setting number of vetted staff accompanying group Staff made up of M & F if students on trip are co-ed.	Effective	
11	School trips involving foreign travel	Risk of being harmed by another child due to inadequate supervision, or a member of staff	School Trip policy in place. The age, maturity and number of students must be considered when setting number of vetted staff accompanying group Staff made up of M & F if students on trip are co-ed.	Effective	
12	Use of toilet/changing/shower areas in schools	Risk of harm by a member of staff inappropriately engaging with a student in the toilet/shower area	Staff members do not <i>enter</i> these areas while students are present unless there is an emergency.	Effective	Strategy on stopping vaping in bathrooms to be implemented

			Staff may knock, open door and shout in to check if areas in use.	
13	Use of off-site facilities for school activities, e.g., Leadership Training	Risk of participating students being harmed by external personnel	School Trip policy in place. The age, maturity and number of students must be considered when setting number of vetted staff accompanying group Staff made up of M & F if students on trip are co-ed.	Effective
14	Care of children with special educational needs	Risk of harm to students caused by members of staff unaware of students care needs	Staff are informed of care needs at a meeting for all staff at the start of the year. A covered care needs noticeboard with relevant information is in the inner staffroom. Individual information regarding students cares and SEN needs is accessible to teachers on Vsware and colaistemuire.com internal MS Office record	Effective
15	Management of challenging behaviour amongst pupils	Risk of escalation during an incident involving challenging behaviour	Code of Behaviour in teachers' journal. Induction of new teachers and student teachers on placement before the start of the new school year. Recording of incidents in Action File in office. Delegated staff members - Year Heads, Class Teachers, Deputy Principal and Principal to follow up on challenging behaviour.	Effective
16	Administration of first aid	Incorrect response to an injury	Trained First Aid responders available in the school	Effective

17	Curricular provision in respect of SPHE, RSE, 'That's Life'	Lack of age appropriate or inadequate SPHE, RSE curriculum	SPHE and RSE curricula delivered in full by teachers who have attended SPHE/RSE training. Annual visit in by a Public Health Nurse to deliver a personal hygiene talk to 1st and 3rd years	Effective
18	Prevention and dealing with bullying amongst pupils	Risk of students being physically and mentally harmed by others in the school	Anti-Bullying Policy in place. Anti-Bullying Committee formed which investigates reports of bullying. Digital Media Policy in place for online bullying.	Effective
19	Training of school personnel in child protection matters	Risk of suspected neglect or abuse not being recognised or reported by staff	All members of staff have undergone online Tusla and PDST training. All members of staff have been provided with the school's safeguarding statement and the schools risk 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	Effective

20	Use of external personnel to supplement curriculum	Risk of students being harmed by a person engaging in a workshop or presentation who is not a member of staff	All workshops are always supervised by a member of the teaching staff.	Effective
21	Use of IT by students in the school	Risk of students accessing inappropriate online content	Provision of monitoring software and online antiviral software. Vigilant supervision by teaching staff who are always present. Firewall in server room blocks inappropriate sites and all social media on school network. Acceptable Use Policy. Bring Your Own Device Policy included in students journal	Effective
22	Recording of pupil's image, voice by members of the public or other students	Risk of mental harm to students by posting/sharing personal data online	Digital Safety Module as part of wellbeing. Digital Media Policy in student's journal.	Effective
23	COVID-19	Risk of Illness	Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training Maintain log of staff, student (VSware) and visitors (logbook) Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements	Effective

24	Lunchtime	Possible risk due to lack of supervision of students off the campus between periods 6 and 7. Possible risk due to expectation from parents that students are on school grounds.	Record of permission from parents who allow their child to leave the campus for the 40min lunch break	To be implemented.	
25	Online Remote Learning – MS Teams Lessons	Safeguarding issue of children being live on camera in a MS Teams lesson. Disruption of a live class or inappropriate behaviour by students.	<ul style="list-style-type: none"> • Training delivered to staff and pupils on safe use of MS Teams. • Communication to parents on safe use of MS Teams. • Live lessons to be recorded by staff member. 	Effective	Ongoing training to staff and pupils on using MS Teams.

26 Online Remote Learning – MS Teams Lessons	Teachers presenting live from their homes on personal equipment / school devices.	<ul style="list-style-type: none"> • Training delivered to staff on safe use of MS Teams. • Staff use a virtual background and ensure that personal belongings / information are not in background. • Staff supplied with school device to use. 	Effective	Safety checklist for staff to use in every lesson and when setting up for online learning.
27 Online Remote Learning – Cyber Bullying or Sharing of inappropriate materials	<p>Platforms may be used to bully or harass other pupils.</p> <p>Sharing of inappropriate material by other pupils.</p>	<ul style="list-style-type: none"> • Teachers are moderators of MS Teams for their class and control who posts and who can access the team. • Pupils unable to start video calls themselves. • Staff do not commence online lessons unless more than one pupil present. • Staff record all live lessons and keep a record of pupils who were present. 	Effective	<p>Communications to parents regarding the rules and expectations of working online.</p> <p>Ongoing training to staff on moderating their teams on MS Teams.</p>
28 Online Remote Learning – Personal Data	Risk of personal data being compromised – personal data of pupils or staff shared or exposed.	<ul style="list-style-type: none"> • Staff always follow school’s Data Protection Policy when engaging online with pupils and other staff. • School communicates with pupils and parents any information regarding online learning. • Pupils and staff only use school email address and login for MS Teams (or any online learning platform used) and ensure no personal email addresses or usernames are used. • No data personal to colaistemuire.com to be retained by website host 	Effective	

29 E-Safety	Pupils unaware how to keep themselves safe online and using remote learning.	<ul style="list-style-type: none"> • Pupils taught about staying safe online and it is embedded throughout the curriculum. • Teachers have ongoing conversations about staying safe online. • Students with SEN may require different / additional teaching methods to learn about online safety. 	Effective
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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 22.09.2022. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed

Date: 22.09.2022

Mr. Sean Culhane
Chairperson, Board of Management

Signed

Date: 22.09.2022

Mr. Fergus O’Brien
Principal/Secretary to the Board of Management