

# WRITTEN ASSESSMENT OF RISK

## 2023-24

**Ardgillan College**

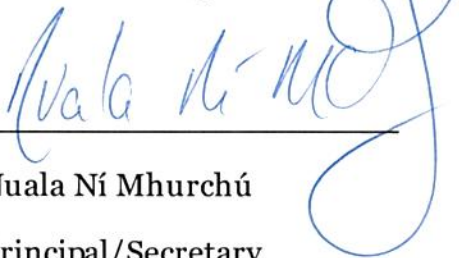
**Date for review: May 2024**



Colm Kilgallon

Chairperson

Board of Management



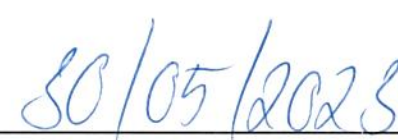
Nuala Ní Mhurchú

Principal/Secretary

Board of Management



Date ratified by the Board of Management



Date

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## **INTRODUCTION**

Ardgillan College delivers a six-year cycle from first year to sixth year. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices and activities. Accordingly, the Board of Management of Ardgillan College will fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children. The Board has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools 2017* as part of this overall Child Protection Policy.

For the purposes of these procedures the Board of Management has nominated the Principal Nuala Ní Mhurchú as the Designated Liaison Person (DLP) and the Deputy Principal Robert Finnegan as the Deputy Designated Liaison Persons (DDLPS) for the college.

## **MISSION STATEMENT**

Ardgillan Community College promotes a happy and caring community where students are encouraged and supported to reach their full potential. Teamwork, respect and the pursuit of excellence form cornerstones of the college philosophy. The ethos of the college is based on respect, tolerance and understanding while appreciating the diversity of our changing world. The college aims to provide a broad education for all students and to nurture their individual abilities and talents.

Ardgillan College's motto is 'Mol an Óige agus Tíocfaidh Sí' (Praise the young and they will flourish).

## **BRIEF HISTORY OF ARDGILLAN COLLEGE**

Ardgillan College is a post-primary school serving the growing community of Balbriggan, County Dublin and the surrounding townlands. The college is named after Ardgillan Castle and Demesne which is located close by. The college crest, designed by the students, contains a lighthouse representing Balbriggan, a castle with light beaming from its windows, representing Ardgillan Castle and the light of knowledge, and an acorn symbolising life and growth. The wording on the crest – *mol an óige agus tíocfaidh sí* - is very appropriate because it underpins the philosophy that children prosper when they are praised and supported.

The college opened in 2009 and is based in Castlelands, Balbriggan. It is a multi-denominational, co-educational Community College under the patronage of Dublin & Dún Laoghaire Education and Training Board.

# WRITTEN ASSESSMENT OF RISK OF ARDGILLAN COLLEGE

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 Ardgillan College.

## 1. List of school activities

- Daily arrival and dismissal of students
- Recreation breaks for students
- Classroom teaching
- One-to-one teaching
- One-to-one learning and pastoral support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Annual Sports Day
- Fundraising events involving students
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst students, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE and RSE
- Prevention and dealing with bullying amongst students
- 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:
  - Students from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Students perceived to be LGBT
  - Students of minority religious faiths
  - Children in care
  - Children on CPNS
  - Children with medical needs
- 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
- Visitors/contractors present during after school activities
- Participation by students in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by students in school, including social media
- Application of sanctions under the school's Code of Positive Behaviour including detention of students, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- 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
- Homework club/evening study

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

- 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 inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of students 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, 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

### **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* and *Addendum to Children First 2019*
- 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 undertakes anti-racism awareness initiatives
- The school have 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.
- The school has in place clear procedures in respect of school outings
- 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 code of conduct for school personnel (teaching and non-teaching staff)
- The school implements an induction programme for new staff
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care plan in respect of students who require such care
- The school has in place procedures for the administration of medication to students
- 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 procedures for the administration of First Aid
- The school has in place a Code of Behaviour for students

- The school has in place an Acceptable Use policy, to include provision for online teaching and learning remotely and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tablet devices in the school by students as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place procedures for the use of external sports coaches
- The school has in place clear procedures for one-to-one teaching activities
- The school has in place procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place procedures in respect of students undertaking work experience in the school
- The school has in place procedures in respect of students at the school undertaking work experience in external organisations

### **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 the 30<sup>th</sup> May 2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.