Child Safeguarding Risk Assessment

Written Assessment of Risk of Ballymun Youthreach

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 Ballymun Youthreach.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Ballymun Youthreach which is part of the City of Dublin Education and Training Board is a community based second chance centre of education situated in Ballymun. Ballymun Youthreach opened on the 20th of October, 1991, catering for 25 students. It was originally located in the Virgin Mary School, Shangan Road. The Centre now consists of 66 students and is located in its new premises in the old Comprehensive School (senior side) beside the library on the Ballymun Road. The Centre includes a library, computer suite, woodwork room, kitchen, cosmetics studio, framing enterprise centre, art room, gym, canteen, recording studio and media studies workspace.

The Centre is open to 16 – 20 year olds, and to fifteen year olds with special dispensation from the education officer. Application forms are available in the Centre and when completed must be returned with referral forms, a copy of the students' educational | Application of sanctions under the centres' code of behaviour including confiscation of phones etc.

Students from the centre participating in work experience elsewhere

Student teachers undertaking training placement in the centre

Use of video/photography/other media to record school events | The centre implements an SPHE programme
The centre has an anti-bullying policy
The centre has in place a policy and clear procedures in respect of school outings
The centre has a health and safety policy
The centre adheres to the requirements of Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
The centre has a drugs policy
Staff are encouraged to avail of relevant training
The centre has a critical incident management plan
The centre has a code of behaviour for students
The centre has an internet usage policy
The centre has in place a policy and procedures for one to one counselling with CDETB psychological services
The centre has procedures in place for student teacher placements and students undertaking work experience |

attainments and birth cert. The Centre offers a full QQI level 3 and level 4 programme as well as some subjects at level 5 including cosmetics studies. The Centre has access to a student counsellor once a week and in addition to its academic programme also offers boxing, outdoor pursuits and football throughout the year and a full summer project for the month of July. There is also an annual history trip to Europe every June since 2009. Ballymun Youthreach was a pilot centre for the Centre Development Plan which is part of the national Quality Framework Initiative. The Centre has also completed an Internal Centre Evaluation every year since 2005. All staff in the Centre strive to deliver a holistic approach while delivering comprehensive academic programmes. All students enjoy full participation in all Centre activities and their interests are represented by an elected students' council.		

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 .... [date]. 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

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools and Youthreach centres in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as "any potential for harm". Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

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.

Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching

- One-to-one counselling
- Outdoor teaching activities
- 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 pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs
- Care of any vulnerable adult students
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE
- Prevention and dealing with bullying amongst pupils
- 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
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
  - Children in care

- Children on CPNS
- Recruitment of school personnel including -
  - Teachers
  - Admin staff/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
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, 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 centre premises by other organisations
- Use of school premises by other organisation during school day

Examples of Risks of Harm

- 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 bullying of child
- Risk of harm due to inadequate supervision of children 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 pupils 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

Examples of Procedures to address risks of harm

- All centre 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 centre implements in full the SPHE curriculum
- The centre implements in full the 'Getting to know you programme' and Wellbeing Programme
- The centre 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 centre has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The centre has in place a policy and clear procedures in respect of school outings
- The centre has a Health and safety policy
- The centre adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The centre has a codes of conduct for school personnel (teaching and non-teaching staff)
- The centre complies with the agreed disciplinary procedures for teaching staff
- The centre has a Special Educational Needs policy
- The centre has in place a policy and procedures for the administration of medication to pupils
- The centre –
  - Has provided each member of staff with a copy of the centre Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the centre Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Youthreach subcommittee members to avail of relevant training
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils

- The centre has in place an ICT policy in respect of usage of ICT by pupils
- The centre has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The centre has in place a Critical Incident Management Plan
- The centre has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The centre has in place a policy and procedures for the use of external sports coaches
- The centre has in place a policy and clear procedures for one-to-one teaching activities
- The centre has in place a policy and procedures for one-to-one counselling
- The centre has in place a policy and procedures in respect of student teacher placements
- The centre has in place a policy and procedures in respect of students undertaking work experience in the centre
- The centre has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations