

Child and Vulnerable Adult Safeguarding Risk Assessment

Written Assessment of Risk of Colaiste Ide of Further Education

In accordance with section 11 of the Students 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 Crumlin College of Further Education.

1. List of school activities

- Classroom teaching
- Practical Classroom teaching –Catering ,Sports
- One-to-one teaching
- Student Support Classes –Student Support Centre
- Student Support Classes –Open Learning Centre
- One-to-one careers guidance and counselling
- Outdoor teaching activities –Sports and Soccer
- Sporting Activities outside of the College –SCC Events
- College outings
- College trips involving overnight stay
- College trips involving foreign travel- Erasmus + Programmes to France Italy and Malta
- College Trip to USA –Soccer
- Use of toilet/changing/shower areas in college or at sports events outside college
- Annual Sports Events
- Fundraising events involving pupils
- Use of off-site facilities for college activities
- College transport arrangements.
- Care of students 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 pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Prevention and dealing with bullying amongst pupils
- Training of college 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) students
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Students in care
- Recruitment of college personnel including -
 - Teachers

- Porters/General Operatives/Secretary/Office staff/Cleaners
- Sports coaches
- Guest Speakers
- Volunteers/Parents in college activities
- Visitors/contractors present in college during college hours
- Visitors/contractors present during after college activities
- Use of Information and Communication Technology by pupils in college
- Application of sanctions under the college's Code of Behaviour
- Students participating in work experience in the college
- Students from the college participating in work experience elsewhere
- Student teachers undertaking training placement in college
- Use of video/photography/other media to record college events
- After college use of college premises by other organisations
- Use of college premises by other organisation during college day
- Evening study

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

- Risk of harm not being recognised by college personnel
- Risk of harm not being reported properly and promptly by college personnel
- Risk of student being harmed in the college by a member of college personnel
- Risk of student being harmed in the college by another student
- Risk of student being harmed in the college by volunteer or visitor to the college
- Risk of student being harmed by a member of college personnel, a member of staff of another organisation or other person while student participating in out of college activities e.g. college trip, swimming, football etc.
- Risk of harm due to bullying of student
- Risk of harm due to inadequate supervision of students in college
- Risk of harm due to inadequate supervision of students while attending out of college activities
- Risk of harm due to inappropriate relationship/communications between student and another student or adult
- Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at college
- Risk of harm to students with SEN who have particular vulnerabilities
- Risk of harm to students with disability who have particular vulnerabilities
- Risk to harm to students from other students who are on probation /day release.
- Risk of harm to student while a student 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 college personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of college personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

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

All college personnel are provided with a copy of the college's *Child Safeguarding Statement*

- The *Child Protection Procedures for Primary and Post-Primary Colleges 2017* are made available to all college personnel
- College 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 *Students First Act 2015*
- The college 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 college has in place a policy and clear procedures in respect of college outings
- The college has a Health and Safety policy
- The college adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The college has a Codes of Conduct for college personnel (teaching and non-teaching staff)
- The college complies with the agreed disciplinary procedures for teaching staff
- The college has in place a policy and procedures for the administration of medication to pupils
- The college –
 - Has provided each member of college staff with a copy of the college's *Child Safeguarding Statement*
 - Ensures all new staff are provided with a copy of the college'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 college has in place a policy and procedures and staff training for the administration of First Aid
- The college has in place a Code of Behaviour for pupils
- The college has in place an ICT policy in respect of usage of ICT by pupils
- The college has in place a Critical Incident Management Plan
- The college has in place a policy and procedures in respect of pupils of the college 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 *Students 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 college 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 college 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 7th November 2018. It shall be reviewed as part of the college's annual review of its Child Safeguarding Statement.

Signed *Neville Deegan* Date 7-11-18
Chairperson, Board of Management

Signed *Jean Fitzgerald* Date 7-11-2018
Principal/Secretary to the Board of Management

Child and Vulnerable Adult Safeguarding Statement

Colaiste Ide College is a College of Further Education providing post primary education (repeat leaving certificate) and further education at Level 4, 5 and 6 to pupils who have normally completed second level education.

In accordance with the requirements of the Child First Act 2015, Children First: National Guidance for the Protection and Welfare of Students 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Colaiste Ide of Further Education has agreed the Child Safeguarding Statement set out in this document.

We value and encourage the participation of students in any activity that enhances their educational, physical, emotional, intellectual and social development. We are committed to safeguarding the dignity and rights of all students. We do all in our power to create a safe environment for students. We cooperate fully with the National Board for Safeguarding Students. Therefore, we:

- Foster best practice
- Ensure accountability through establishing effective structures
- Support personnel in safeguarding students
- Respond effectively to allegations and suspicions of abuse
- Report allegations where there is reasonable cause for concern and cooperate with the civil authorities
- Take just and appropriate action in relation to Presentation personnel who have abused
- Take effective measures against future risk of abuse
- Promote healing and reconciliation.

The above statement will be openly displayed in the Entrance area of both buildings.

- 1 The Board of Management 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 Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Jean Fitzgerald**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Lisa Bohan**
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of college life and must be reflected in all of the college's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the college will adhere to the following principles of best practice in child protection and welfare:

The college will:

- recognise that the protection and welfare of students is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Child First Act 2015 and other relevant legislation relating to the protection and welfare of students;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to students and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The college will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the college, the college adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for college staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the college adheres to the statutory vetting requirements of the National Vetting Bureau (Students and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the college-
 - Has provided each member of staff with a copy of the college's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the college's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all college personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Colleges 2017, including in the case of registered teachers, those in relation to mandated reporting under the Child First Act 2015.
- In this college the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Child First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
- All registered teachers employed by the college are mandated persons under the Child First Act 2015.
- In accordance with the Child First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the college or participating in college activities. A written assessment setting out the areas of risk identified and the college's procedures for managing those risks is attached as an appendix to these procedures.

- The various procedures referred to in this Statement can be accessed via the college's website, the DES website or will be made available on request by the college.
- 6 This statement has been published on the college's website and has been provided to all members of college personnel. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 7th November 2018.

Signed: *Aislinn Keegan*

Chairperson of Board of Management

Signed: *Jean Fitzgerald*
7 - 11 - 18

Principal/Secretary to the Board of Management

Date: 7. 11. 2018

Date: 7. 11. 2018

Checklist for Review of the Child and vulnerable Adult Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a college also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

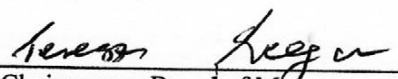
The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the college in question.

As part of the overall review process, Boards of Management should also assess relevant college policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the college's Child Safeguarding Statement, the Students First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	YES
2. As part of the college's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	YES
3. Does the college's Child Safeguarding Statement include a written assessment of risk as required under the Students First Act 2015?	YES
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	YES
5. Has the DLP attended available child protection training?	YES
6. Has the Deputy DLP attended available child protection training?	YES
7. Have any members of the Board attended child protection training?	YES
8. Are there both a DLP and a Deputy DLP currently appointed?	YES
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	YES
10. Has the Board arrangements in place to communicate the college's Child Safeguarding Statement to new college personnel?	YES
11. Is the Board satisfied that all college personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Students First Act 2015?	YES
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	YES
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	YES
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	YES
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of college personnel?	N/A
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	YES
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	YES
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of college personnel against whom an allegation of abuse or neglect has been made?*	YES
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	YES

	Yes/No
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	N/A
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	N/A
23. Has the Board ensured that the Parents' Association (if any), has been provided with the college's Child Safeguarding Statement?	N/A
24. Has the Board ensured that the patron has been provided with the college's Child Safeguarding Statement?	YES
25. Has the Board ensured that the college's Child Safeguarding Statement is available to parents on request?	YES
26. Has the Board ensured that the Stay Safe programme is implemented in full in the college? (applies to primary colleges)	N/A
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the college? (applies to post-primary colleges)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the college?	N/A
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all college personnel (employees and volunteers)? *	YES
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	YES
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the college in relation to all college personnel (employees and volunteers)?*	YES
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the college's Child Safeguarding Statement?	YES
33. Has the Board sought the feedback of parents in relation to the college's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	N/A
34. Has the Board sought the feedback of pupils in relation to the college's child safeguarding arrangements?	YES
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the college?	YES
36. Has the Board identified any aspects of the college's Child Safeguarding Statement and/or its implementation that require further improvement?	NO
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the college's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	N/A
38. Has the Board ensured that any areas for improvement that were identified in any previous review of the college's Child Safeguarding Statement have been adequately addressed?	N/A

*In colleges where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed  Date 7th November 2018
Chairperson, Board of Management

Signed Jean Fitzgerald Date 7th November 2018
Principal/Secretary to the Board of Management