



Tús maith, leath na h-oibre



Child Safeguarding and Risk Assessment 2022

Written Assessment of

Risk at St. Sylvester's Infant 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 written

Risk Assessment of **St. Sylvester's Infant School** is on display in the **Main Foyer**.

Child Safeguarding and Risk Assessment 2022-23

Written Assessment of Risk at St. Sylvester's Infant 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*, and the recently reviewed DES templates issued 2022, the following is the reviewed Written Risk Assessment of **St. Sylvester's IS, Yellow Walls Rd, Malahide.**

List of School Activities	The school has identified the following risk of harm in respect of its activities	The school has the following procedures in place to address risks of harm identified in this assessment List Policies/procedures/best practice/safeguarding statement/vetting etc
Administration and storage of Medicine	Risk of harm to child from class teacher	<ul style="list-style-type: none"> ● All Medication stored above adult head height with clear instructions regarding administration of medication. ● Administration of medication policy in place ● Medication is never administered when a staff member is alone with a child.
Administration of First Aid	Risk of harm to child from school personnel	<ul style="list-style-type: none"> ● All staff attend a first Aid Course bi-annually ● Up to date First Aid Policy ● First aid should be administered in an open area
After school use of school premises by other organisations e.g. Irish dancing	Risk of harm to child/vulnerable adult from any adult	<ul style="list-style-type: none"> ● All personnel must be Garda Vetted ● Child Safeguarding Statement & DES Procedures made available to all personnel
Attendance	Poor attendance - neglect	<ul style="list-style-type: none"> ● Attendance is monitored closely by class teacher ● Parents notified by school when 10 days missed ● Túsla notified after 20 days absence for children over 6 years

		<ul style="list-style-type: none"> Remote learning is provided by school in line with Remote Learning Policy when child is instructed to stay home due to being a close contact
Boiler House	Risk of harm to child from any adult	<ul style="list-style-type: none"> Locked at all times
Car Park	Risk of harm to child from unauthorised personnel	<ul style="list-style-type: none"> Parking permit for visitors Gates closed Unauthorised vehicles reported to Gardai
Caretaker	Risk of harm to child from caretaker	<ul style="list-style-type: none"> Garda Vetted Not to be alone with any children
Carrying laptops/iPads	Risk of harm to child from exposure to inappropriate content	<ul style="list-style-type: none"> Only teachers/SNA's/TY students to carry IT equipment (laptops and iPads) Acceptable Use Policy iPads on airplane mode Adequate firewall and encryption of computers Password protected
Care of children with special educational needs, including intimate care where needed	Risk of harm to child from SNA	<ul style="list-style-type: none"> SNA to have completed SNA training course SNA to be Garda vetted SNA to complete care diary
Catheterisation	Risk of harm to child from SNA	<ul style="list-style-type: none"> SNA's require training in this field
Children with flight risks	Risk of harm to child	<ul style="list-style-type: none"> Children with special needs should be given a different colour viz-vest SNA to remain with child in their care Gates closed at all times Doors closed and access control on Access codes not to be divulged to children
Classroom teaching One to one teaching Outdoor teaching Teacher taking break when on yard duty	Risk of harm to child from teacher Risk of harm to child from school personnel Risk of harm to child from unknown personnel in the community i.e. Castle visit, school front garden	<ul style="list-style-type: none"> Ensure that there is always adequate supervision and all teachers are Garda vetted Ensure all classroom doors have a glass panel that is not covered

Substitute teachers		<ul style="list-style-type: none"> ● Ensure that the class teacher is always present and aware of surroundings and any potential contact with strangers ● The class is always covered by the learning support teacher for that class or Principal ● External doors are kept closed and require fob or admission by staff member ● The DP ensures Substitute teachers are provided with: <ul style="list-style-type: none"> ○ Child Safeguarding Statement, ○ Health & Safety statement ○ A summary of Child Protection Guidelines for Staff ○ Name of the DLP and the DDLP (can be emailed) by the DP.
Cleaners	Risk of harm to child from cleaning personnel	<ul style="list-style-type: none"> ● Should be Garda Vetted ● Start after 2pm as the pupils will have left premises. ● Staff members' children must remain with their parents after 2pm.
Curricular provision in respect of SPHE, RSE, Stay Safe	Risk of harm to child from teacher (by not teaching programme)	<ul style="list-style-type: none"> ● Ensuring content is being taught in its entirety due to its importance ● Spread over the year
Daily arrival and dismissal of pupils	Risk of harm to child from any adult	<ul style="list-style-type: none"> ● Teacher must be informed by parent/guardian of change to collection procedure. This should be noted in Sub Pack Information and displayed clearly beside the classroom door for ease of reference, should a teacher be absent ● Sign in/out system through the office.
External Tutors/Guest Speakers (e.g. World Book Day)	Risk of harm to child from school visitor	<ul style="list-style-type: none"> ● Request Garda vetting ● Ensure guest speaker is accompanied by a member of staff (Garda vetted) and at all times

		<ul style="list-style-type: none">• Visitors badges. Sign in at office
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<p>Fire drill</p>	<p>Risk of harm to child from other pupils Risk of harm to child from school personnel Risk of harm to child from visitors to school Risk of harm to child from unknown persons in the community</p>	<ul style="list-style-type: none"> ● Clear evacuation procedures in place in policy and on display in all rooms ● Fire drills held once a term to ensure all staff and pupils familiar with evacuation procedures ● Class teachers walk at back of line to check no children have remained in class and observe children stay in line ● Class teachers call roll at assembly points to ensure all pupils have evacuated appropriately ● Caretaker does a check of the entire school during fire drill ● Clear evacuation procedures in place in policy and on display in all rooms ● Substitute teachers will be made aware of fire drill procedures. These will be clearly noted in class teachers Sub Pack ● Children with SET returned to class teacher at assembly point
<p>Going on messages</p>	<p>Risk of harm to child from school personnel Risk of harm to child from other pupils Risk of harm to child from visitors Risk of harm to child if lost and unsure where they should be going</p>	<ul style="list-style-type: none"> ● Going in pairs and being aware of stay safe ● Teachers should reduce the need for children to go on messages ● If it is necessary for pupils to go on messages, teachers should discuss appropriate behaviour with pupils before they leave/location of the message. Pupils should be in pairs to help one another find location. Teachers should choose students carefully who can be relied upon to follow instructions accurately ● Visitors to school must sign-in and wear visitor passes

Lift	Risk of harm to child from school personnel	<ul style="list-style-type: none"> • Children are not permitted to use the lift unless accompanied by a Garda Vetted member of staff
Lobby	Risk of harm to child from visiting personnel, parents, or any adult	<ul style="list-style-type: none"> • SNA's not to open door to visitors when in lobby • Visitors only admitted when buzzed in from office • Change pin number termly
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Risk of harm to child from causing injury to themselves, other pupils and staff	<ul style="list-style-type: none"> • Follow school Code of Behaviour Policy • Follow school Health & Safety Policy
Outdoor teaching activities	<p>Risk of harm to child from members of the public in park (vetting)</p> <p>Risk of harm to child from other personnel (Visits to library/tennis club)</p>	<ul style="list-style-type: none"> • Keep pupils in view at all times • Advise pupils before embarking on trip that they must stay in view at all times • Three vetted adults (minimum) to help class cross roads. Two adults (minimum) present with class in the castle. Class teacher to bring charged mobile phone • As above. Three vetted adults (minimum) to accompany class to destination • Substitute teachers are made aware of procedures relating to outdoor teaching activities
PA Helpers	Risk of harm to child from adults	<ul style="list-style-type: none"> • Irregular contact: Parents to complete Volunteer Helpers Form • Regular contact: Parents must be Garda vetted • Parents should not go into bathrooms with children to change costumes (unless it is their own child) • Children go into bathrooms to change costumes on their own only • Parents may assist with costume changes in the classroom only with class teacher present
Parent Helpers at Christmas concerts	Risk of harm to child from parent	

PA Yard Duty Helpers	Risk of harm to child from unvetted parents/grandparents	<ul style="list-style-type: none"> ● Irregular contact: Parents to complete Volunteer Helpers Form ● Regular contact: Parents must be Garda vetted
Prevention and dealing with bullying amongst pupils	Risk of harm to child from other pupils	<ul style="list-style-type: none"> ● Refer to Anti Bullying Policy ● Keep parents/guardians up to date ● Implement and revisit Stay Safe Programme if necessary
Pupils of minority religious faiths	Risk of harm to child from staff, unknown persons and other pupils	<ul style="list-style-type: none"> ● Refer to Code of Behaviour Policy, Anti Bullying Policy and Ethos Policy
Pupils perceived to be LGBT	<ul style="list-style-type: none"> Risk of harm to child from other pupils Risk of harm to child from school personnel Risk of harm to child from bullying 	<ul style="list-style-type: none"> ● Anti-Bullying Policy ● Use of SPHE curriculum and programme to address issues ● Gender neutral toilets
Recreation/movement breaks for pupils	<ul style="list-style-type: none"> Risk of harm to child from other pupils Risk of harm to child from school personnel Risk of harm to child from visitors (yard helpers) 	<ul style="list-style-type: none"> ● Playground supervision policy to ensure appropriate supervision of children during breaks /toilets ● Adequate staffing and supervision ● Glass in door of classroom to allow other school staff to look in and check what adults and students are doing ● Outdoor movement breaks staff member ensures they can be seen from a window from the school building ● Code of Behaviour Policy
Recruitment of school personnel	Risk of harm to child from school personnel	<ul style="list-style-type: none"> ● Ensure candidates for interview remain in allocated waiting room during interviews ● Ensure interviews are carried out as a per guidelines from CPSMA ● Ensure all references are verified ● Ensure candidate is Garda Vetted
School outings	<ul style="list-style-type: none"> Risk of harm to child from any adult Risk of harm to child from other children (behaviour) 	<ul style="list-style-type: none"> ● Appropriate amount of adult supervision ● Paired or buddies ● No photos

		<ul style="list-style-type: none"> ● Parents to be Garda vetted ● Seatbelts rules ● Board carefully and same when getting off ● Crossing at Traffic Lights. (Caretaker's role) ● Bus driver not left alone
Secretary	Risk of harm to child from secretary	<ul style="list-style-type: none"> ● Garda vetted ● Door to be left open if child in office alone with secretary
Shed	Risk of harm to child from any adult	<ul style="list-style-type: none"> ● Locked at all times
Sports Day/Sporting Activities	Risk of harm to child from other children, teacher, coaches, school volunteers and traffic	<ul style="list-style-type: none"> ● Coaches/volunteers to be Garda vetted ● Pupils paired and buddies formed ● Children never left unsupervised ● Teachers remain onsite
Student teachers undertaking training placement in school	Risk of harm to child from Student Teachers	<ul style="list-style-type: none"> ● Students complete Garda vetting process ● Principal to advise and give student teachers a pack with: <ul style="list-style-type: none"> ○ appropriate policies before commencement of teaching practice (can also be emailed) ○ A summary of Child Protection Guidelines for Staff ○ The names of the DLP and the DDLP ● Class teachers to mentor student teachers and give guidance on lessons, particularly in relation to child protection aspects ● Summary of risks to children in school
T.Y. Students participating in work experience in the school	Risk of harm to child from TY student	<ul style="list-style-type: none"> ● Student to produce copy of vetting from their own school/Garda Vetting ● Children never to be left alone with TY students ● School-Links coordinator from both schools to liaise and ensure child safeguarding risk assessment is discussed with TY students

Electrical cupboard	Risk of harm to child from adults	<ul style="list-style-type: none"> • Locked at all times
Training of school personnel in child protection matters	Risk of harm to child due to lack of training	<ul style="list-style-type: none"> • As mandated persons, staff have an onerous of responsibility to keep abreast with Child Protection procedures • Annual staff “revision” of child protection policy in September • Item on monthly staff meeting agendas • Each room in the school has a copy of the Child Safety Statement and summary of the CP guidelines hung on the back of the door for easy access by ALL staff
Use of external personnel to supplement curriculum (e.g. PDST) or to support sports and other extracurricular activities	Risk of harm to child from external personnel	<ul style="list-style-type: none"> • All external personnel provide a copy of their Garda vetting • Never alone with child
Use of Information and Communication Technology by pupils in school	Risk of harm to child from exposure to inappropriate content	<ul style="list-style-type: none"> • HeaNet Firewall • Advertisement blockers • Permission MUST be sought and granted by the Principal in advance of accessing new on-line material • teachers must check the content in advance of teaching • Adequate supervision • Safeguarding controls/firewalls etc • Airplane Mode on I-Pads • ICT devices are password protected
Use of Information and Communication Technology by pupils outside of school (remote learning)	Exposure to inappropriate material	<ul style="list-style-type: none"> • Teachers review all websites/links prior to sending • Parents must be present with child if “live” remote teaching taking place
Use of off-site facilities for school activities (Communion Enrolment)	Risk of harm to child from any adult	<ul style="list-style-type: none"> • Children to be accompanied at all times • Appropriate adult supervision • Seat Belt rules • Bus driver not left alone with children • Children paired or buddies

Use of toilet/changing/shower areas in schools	Risk of harm to child from school personnel	<ul style="list-style-type: none"> No access for children unless specified as part of a SSP. In this case an individual risk assessment will be drawn up for pupils.
Use of video/photography/other media to record school events	Risk of harm to child from parent/friends/neighbours/school community File Sharing, Uploading to Websites Lack of control over parents sharing photos of school events Harm to children of accessing iPads/laptop- Accessing inappropriate material	<ul style="list-style-type: none"> Children to be photographed in groups Reminding parents of dangers of uploading content. (Photos of Christmas play) Parents sign form to acknowledge the risks involved Locks on iPads/Laptops iPads don't leave the school
Visitors/contractors present during school hours	Risk of harm to child from visitors/maintenance personnel	<ul style="list-style-type: none"> Visitor pass and sign in visitors book Supervision by member of staff All unessential work to be done after school hours
Visitors/contractors present during <u>after</u> school activities	Risk of harm to child from visitors/maintenance personnel	<ul style="list-style-type: none"> Ensure all are Garda Vetted Ensure all afterschool providers are Garda vetted
Wet day risks during break times	Risk of harm to child from school personnel Risk of harm to child from other children Risk of harm to child from parent volunteers	<ul style="list-style-type: none"> Adequate supervision by teachers in classrooms Supervision policy to be reviewed Classroom door left open Parent never to be left alone with class

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 14th June 2021. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Reviewed at Board of Management Meeting on 8th February 2021 / 10th April, 2019 / Staff Meeting on 5th December, 2019 / BoM Meeting 4th February, 2020 / BoM Meeting 8th February, 2021 / BoM Meeting 14th June, 2021

Signed:

A handwritten signature in black ink, appearing to read 'Michael McKenna', written over a faint circular stamp.

Date 13/06/2022

Michael McKenna, Chairperson, Board of Management

Signed:

A handwritten signature in black ink, appearing to read 'S. Dunne'.

Date 13/06/2022

Sharon Dunne, Principal/Secretary to the Board of Management