

SCHOOLS AND SETTINGS - Reset and Recovery  
Risk Assessment



8 - Transition

**NOTES**

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns L or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL			
CURRENT:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
3	1	0	3.75
LOW			
FUTURE:			
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	OVERALL
0	0	0	

RISK BREAKDOWN					
CURRENT:					
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high	
Likelihood 3	1	0	0	0	
Severity 0	0	4	0	0	
FUTURE:					
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high	
Likelihood 0	0	0	0	0	
Severity 0	0	0	0	0	

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk Level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Transition into EY	Children	Unsuccessful induction to school	Induction of pupils into Nursery. Attendance in the summer term has been positive. Pupils will be offered all sessions requested in September and new pupils will be inducted in the same way. Staff to judge on suitability for individual pupils. Induction of new pupils into Reception Class - pupils to attend full day from the beginning of term. One pupil offered graduated induction due to individual need. Teachers to plan 'play activities' for the afternoons for the first two weeks. Teachers to judge suitability	2 - Low	3 - Medium	MEDIUM	• Phone calls between the school and the parent/carer - information pack (including a range of photos of the school/setting and key members of staff) posted to the home address/sent electronically • Share information from parent/carer electronically if possible.								
Transition into Y1	Children	Unsuccessful transfer to new class	Transition activities (4 days) offered in the summer term so pupils are prepared for the Autumn Term. Staff will hold information meetings for families via Teams. Dates for these meetings will be shared with families before the end of term.	1 - Very low	3 - Medium	LOW	• If EY children start to return before the summer break, they will be able to meet their new teacher in a manner that respects social distancing • If not, Y1 teachers to produce a transition pack that parents can share with their children at home (inc photos of the school setting and key members of staff) • From September, Y1 may need to be more EY based initially to support transition, as many pupils will not be ready for a more formal education								National guidance re social distancing Information packs - school level information Local and national guidance on curriculum adaptations - 'recovery curriculum'.
Transition into other year groups within the same school	Children	Unsuccessful transfer to new class	Transition activities (4 days) offered on the summer term so that pupils are prepared for the Autumn Term. Staff will hold information meetings for families via Teams. Dates for these meetings will be shared with families before the end of term.	1 - Very low	3 - Medium	LOW	• If pupils start to return before the summer break, they will be able to meet their new teacher in a manner that respects social distancing. • If not, teachers to produce a letter/information leaflet for parents/carers and children sharing information in relation to their new year group • Set a summer break task(s) that can be celebrated and revisited in the autumn term.								
Transition from Y6 to Y7	Children	Unsuccessful transfer to new school	Year 6 chn have had a Teams Meeting with Kineton High School Staff. Year 6 staff have taken part in transition discussions with year 7 staff. Induction day for year 6/7 chn planned for in September. SEN information shared with Kineton High School	1 - Very low	3 - Medium	LOW	• Phone calls between relevant primary school and secondary school staff (inc SENCo) • If Y6 pupils return to school before the summer break, they will be able to visit their new school and staff from the secondary school will be able to visit the primary school in a manner that respects social distancing • If not, Y7 form tutors to arrange phone calls with individual pupils and their parents • Virtual tours and podcasts from members of staff of secondary schools to be placed on the secondary school's website • Relevant information to be posted on the secondary school's website								<a href="#">National guidance</a> <a href="#">Local guidance re transition</a>