Risk Assessment Policy for Pupil Welfare

Brooke House College

2021/22 Version

1   Introduction

1.1   This is the risk assessment policy for pupil welfare of Brooke House College (the **College**).

1.2   **Purpose:** The purpose of this policy is:

1.2.1   to actively promote the wellbeing of pupils of the College;

1.2.2   to ensure that all employees of the College are aware of, and follow, the College's approach to pupil wellbeing and understand that safeguarding and promoting the welfare of children is everyone's responsibility; and

1.2.3   to implement a framework for the identification and assessment of risk(s) to pupil wellbeing.

1.3   It is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) (the ISSRs) and has regard to the Part 3 obligations of the Director to make arrangements to safeguard and promote the welfare of pupils at the College by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management responsibilities to actively promote the wellbeing of pupils. It has regard to standards 6.3 and 13 of the National Minimum Standards for Boarding Schools (April 2015) (the NMS).

1.4   This policy needs to be read in conjunction with

1.4.1   Access to grounds Policy;

1.4.2   Administration of medicines Policy;

1.4.3   The Staff Handbook;

1.4.4   Supervision Plan;

1.4.5   CCTV Policy;

1.4.6   Critical Incident Plan;

1.4.7   Fire Safety Policy;

1.4.8   First Aid Policy;

1.4.9   Foreseeable Crises Policy;

1.4.10   Health & Safety Policy;

1.4.11   Missing Pupil Policy;

1.4.12   Pupil Access to Risky Areas Policy;

1.4.13   Safety of pupils on school journeys Policy;

2   Responsibilities

2.1   The Board of Directors has overall responsibility for safeguarding and promoting pupil welfare and well-being at the College.

2.2   At an operational level, the Principal will:

2.2.1   ensure that the health, safety and wellbeing of pupils is suitably promoted;

2.2.2   ensure that all staff are aware of, and adhere to, the College's policies and procedures on pupil health, safety and welfare;

2.2.3   ensure that key staff have clearly established roles and responsibilities;

2.2.4   ensure that staff are appropriately trained to identify and deal with pupil welfare issues;

2.2.5   ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed;

2.2.6   consult with staff, pupils, parents and others, where appropriate, to find practical solutions to welfare issues;

2.2.7   ensure that standards of pupil welfare at the College are regularly monitored both at an individual level and across the whole College community to identify trends and issues of concern and to improve systems to manage these.

2.3   Those named in paragraph 3.5 are responsible for carrying out risk assessments in relation to the specific matters of pupil health, safety and welfare covered in those policies.

3   Pupil welfare

3.1   The College recognises its responsibility to safeguard and promote the welfare of pupils in its care. This responsibility encompasses the following principles:

3.1.1   to support pupils' physical and mental health and emotional wellbeing (as well as their social and economic well-being);

3.1.2   to identify children in need and/or those suffering, or likely to suffer, significant harm;

3.1.3   to protect pupils from harm and neglect;

3.1.4   to recognise that corporal punishment can never be justified;

3.1.5   to provide pupils with appropriate education, training and recreation;

3.1.6   to encourage pupils to contribute to society;

3.1.7   to protect pupils from the risk of radicalisation, extremism and being drawn into terrorism, actively promoting fundamental British values and providing appropriate support to the those assessed as being vulnerable;

3.1.8   to ensure that pupils are provided with a safe and healthy environment so far as reasonably practicable;

3.1.9   to promote a whole-college approach to online safety and to protect pupils from the risks arising from the use of technology; and

3.1.10   to manage welfare concerns effectively.

3.2   The College recognises that individual pupils may have needs which arise from physical, medical, sensory, learning, emotional or behavioural Disabilities which require provision additional to or different from that generally required by children of the same age in mainstream schools. The College is committed to promoting and safeguarding the welfare of all of its pupils having regard to the special requirements of individual pupils but, where

appropriate or necessary, balancing the special requirements of individual pupils against the College's responsibilities to promote and safeguard the welfare of all its pupils.

3.3   The College addresses its commitment to these principles through:

3.3.1   **Prevention** - ensuring that all reasonable measures are taken to minimise the risk of harm to pupils and their welfare by:

(a)   ensuring through training that all staff are aware of and committed to this policy and the values set out;

(b)   establishing a positive, supportive and secure environment in which pupils can learn and develop;

(c)   including in the curriculum, activities and opportunities for PSHE which equip pupils with skills to enable them to protect their own welfare and that of others; and

(d)   providing medical and pastoral support that is accessible and available to all pupils; and

(e)   providing support as soon as a problem emerges at any point in a child's life and taking appropriate action in accordance with the Leicestershire and Rutland Children Safeguarding Partnership referral threshold document. The College will, in particular, be alert to the potential need for early help for a child who:

(i)   is disabled and has specific additional needs;

(ii)   has special educational needs;

(iii)   is a young carer;

(iv)   is showing signs of engaging in anti-social or criminal behaviour;

(v)   is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems and domestic violence;

(vi)   has returned home to their family from care; and/or

(vii)   is showing early signs of abuse and/or neglect.

3.3.2   **Protection** - ensuring all appropriate actions are taken to address concerns about the welfare of a pupil, whether of a safeguarding nature or otherwise. This includes:

(a)   sharing information about concerns between relevant members of staff;

(b)   sharing information about concerns with agencies who need to know and involving pupils and their parents appropriately; and

(c)   monitoring pupils known or thought to be at risk of harm or requiring additional support and formulating and / or contributing to support packages for those pupils.

3.4   The College recognises that pupil welfare and well-being can be adversely affected by many matters whether in or away from school, including abuse, bullying, radicalisation behavioural and health issues.

3.5   The College has developed this policy and the policies in the table below, which set out full details of its procedures to safeguard and promote pupil health, safety and welfare in accordance with its duties under Part 3 of the ISSRs and the NMS.

Policy	Responsibility for risk assessments
Safeguarding / Child Protection	Designated Safeguarding Lead
Anti-bullying	Principal and Director of Boarding and Pastoral Care
Behaviour and Discipline	Principal and Director of Boarding and Pastoral Care
Safe and Acceptable Use of ICT Policy – staff and pupils	College Chief Operating Officer
Staff Code of Conduct	Designated Safeguarding Lead
Health and Safety	College Chief Operating Officer
First Aid	Director of Pupil Support Services and College Nurse
Administration of medicines / Supporting pupils at school with medical conditions Procedures for the care of pupils who are unwell	Director of Pupil Support Services and College Nurse
Special Educational Needs and Learning Disabilities Policy	Principal
Educational visits	Principal
Visitor / Security / Access to Grounds	Principal and Chief Operating Officer
Supervision of un-checked contractors and staff	Principal and Chief Operating Officer

4   Risk assessment

4.1   In the context of this policy, risk is the risk to the welfare of a pupil, a group of pupils or pupils generally. Risk assessment is the term used to describe the process of thinking about

the risks to pupil welfare associated with any activity or set of circumstances and the measures necessary to counter them. Written risk assessment describes the record of the risk assessment which forms *part of* the evidence of risk assessment having taken place. In all of its activities, pupil welfare is the paramount consideration at the College, and the approach to risk assessment is systematic and pupil-focused. More guidance on risk assessment can be found in Appendix 1.

4.2 The format of the record of risk assessment varies. In relation to ongoing and whole College welfare matters such as pupil behaviour, supervision, boarding provision, child protection, bullying and radicalisation, risk assessment forms part of the College's overall response to the issue. In relation to these whole College matters, evidence of systematic risk assessment can be found in College policies, handbooks, guidance and procedures.

4.3 In relation to specific risks to individual pupils or groups of pupils, arising out of individual circumstances, separate and specific risk assessment is required. Separate risk assessment is needed, for example, in relation to individual pupils or groups of pupils who the College may, in the circumstances, judge to be vulnerable to certain risks such as bullying, radicalisation or other types of harm. Separate risk assessment is also required in relation to College visits and in connection with certain activities.

4.4 In circumstances where separate and specific risk assessment is necessary, the written record of the risk assessment should be made using one of two types of form.

4.4.1 The risk assessment form for a general welfare concern, which appears in Appendix 2. This form should be used in relation to a general welfare concern such as bullying, radicalisation or child protection.

4.4.2 The health and safety risk assessment form, which appears in Appendix 1 of the College's Health and Safety Policy. This form should be used in relation to college activities, trips, events and hazards identified on the premises. [1]

4.5 The information obtained through the process of written risk assessment and the action agreed will be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular pupil or of pupils generally.

4.6 The individual responsibilities for ensuring that written risk assessment is carried out, for record keeping and for monitoring and review are set out in the table in Appendix 3 of this policy.

5 Safeguarding / child protection

5.1 The College has policies and processes in place to ensure effective compliance with all national and local safeguarding requirements, including without limitation:

5.1.1 The Children Act 1989;

5.1.2 The ISSRs and the NMS;

5.1.3 Keeping children safe in education (2021);

5.1.4 Working together to safeguard children (2018); and

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[1] Under Health and Safety legislation, the College owes statutory duties to its employees and other who are affected by its activities. Therefore and whereas the College's approach to risk assessment will always be pupil focussed, those risk assessments relating to health and safety will also take account of risks posed to the College's employees and others affected by its activities.

5.2   Leicestershire and Rutland Safeguarding Children Partnership procedures and practices, including local protocols for assessment and the LRSCP's threshold document. The College's policies and processes ensure that all members of the College community understand that safeguarding is everyone's responsibility. They have been designed to enable staff and others working with children to:

> 5.2.1   develop an awareness and understanding of the early help process, including identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment;

> 5.2.2   be confident about identifying children in need (that is, a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health or development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled) and about actions which might be required when concerns are identified about a child; and

> 5.2.3   be confident about identifying where a child is in immediate danger or is at risk of harm and the actions which are required to safeguard and promote the child's welfare.

5.3   The College's policies and processes describe and reinforce how the College works with social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes:

> 5.3.1   providing a co-ordinated offer of early help when additional needs of children are identified;

> 5.3.2   contributing to inter-agency plans to provide additional support to children subject to child protection plans; and

> 5.3.3   allowing access for relevant local authority personnel to conduct, or to consider whether to conduct, assessments under section 17 or section 47 of the Children Act 1989.

5.4   Full details of the College's safeguarding procedures are set out in the Child protection and safeguarding policy. Details of the College's online safety strategy are set out in the Safe and Acceptable Use of ICT Policy.

6   Protection from radicalisation and extremism

6.1   Details of the College's procedures to prevent pupils from becoming radicalised and / or being drawn into extremism and / or terrorism in accordance with the *Prevent duty guidance for England and Wales 2015* (HM Government) and the departmental advice on the *Prevent duty* (Department for Education (**DfE**)) are also contained within the Child Protection and Safeguarding Policy and Preventing Extremism & Radicalisation Policy.

6.2   The College will meet these obligations by assessing the risk of pupils being drawn into radicalisation and / or extremism and / or terrorism and putting in place control measures to support those at risk.

6.3   The College is committed to providing a safe space in which pupils can consider and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.

6.4   The College will ensure that the arrangements for visiting speakers, whether invited by staff, pupils or parents, are suitably risk assessed before the visit takes place and that clear protocols are in place to ensure that those visiting speakers are suitable and are appropriately supervised when on College premises.

7   Anti-bullying

7.1   The College has a written Anti-bullying policy and a policy on the safe and acceptable use of ICT which cover the College's approach to the management of bullying and cyber bullying.

8   Behaviour

8.1   The College has a written behaviour policy which sets out how it promotes good behaviour amongst pupils and the sanctions to be adopted in the event of pupil misbehaviour.

8.2   This policy contains further information about the College's performance of its duties under the Equality Act 2010 (and reasonable adjustments made for pupils with disabilities), support systems for pupils and liaison between parents and other agencies.

9   Health and safety

9.1   In accordance with its obligations under the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and with Part 3 of the ISSRs and the NMS, the College has a duty to ensure the health, safety and welfare of employees and the health and safety of pupils and others affected by the College's operations, so far as is reasonably practicable.

9.2   The College will meet this requirement by taking a sensible, proportionate and holistic approach to management of health and safety issues in accordance with the College's obligations and its health and safety policies.

10   Reporting

10.1   When assessing risks to pupil welfare and well-being at the College, all staff should also consider whether the matter should be reported to outside agencies and /or regulatory bodies, including but not restricted to, Children's Social Care, the Police (including, in relation to those identified as being at risk of radicalisation, the Channel Police Practitioner), Ofsted, CAMHS, the Charity Commission.

10.2   If a pupil is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the policy immediately. Anybody can make a referral in these circumstances (see the College's Child Protection and Safeguarding Policy. If a referral is made by someone other than the Designated Safeguarding Lead, the Designated Safeguarding Lead should be informed of the referral as soon as possible.

10.3   The College shall inform the applicable local authority in the appropriate circumstances of any pupil who is going to be added to or deleted from the College's admission register.

11   Information sharing

11.1   The College recognises that effective information- sharing between it and local agencies is essential for effective identification and assessment of need and the delivery of appropriate support and the key to providing effective early help where there are emerging problems.

10.4   Wherever the College proposes to share information under this policy or related welfare policies, it will have due regard to the principles set out in the DfE advice note, "*Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers*" (2018) and the Leicestershire and Rutland Safeguarding Children Partnership information sharing protocol.

12   Training

12.1   This policy will be explained to all new staff as part of their induction training and will be included in regular training of existing staff. Staff with responsibility for the completion of risk assessment will be supported by the Principal and other senior members of College staff as and when necessary and on an ongoing basis.

13   Monitoring and review

13.1   Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Principal or another senior member of staff.

13.2   In undertaking the monitoring and review of relevant risk assessment and this policy (as necessary), the Principal will seek to identify trends and understand issues of concern and to take steps to improve systems to manage these This policy and related College procedures will be reviewed annually by the proprietor and updated as necessary.

Authorised by	resolution of the Board of Directors
Signed ……………………………………….. On behalf of the Board of Directors **Date** August 2021	

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
September 2016	MB / MCO / RP	Drawn up as part of the College review of policy – Summer 2016.	Dropbox – SMT – Policies Final
July 2020	MCO	Updated to reflect change from LCSB to partnership	Dropbox – SMT – Policies Final
July 2021	MCO	Updated to include Prevent strategy	Dropbox – SMT – Policies 2021-2022

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2017	MCO	July 2018
July 2018	MCO	July 2019
July 2019	MB	July 2020
July 2020	MCO	July 2021
July 2021	MCO	July 2022

Appendix 1   Guidance on risk assessment

A pupil welfare risk assessment is a careful examination of what could cause harm to pupil welfare and a consideration of appropriate control measures, so that you can weigh up whether the College has taken adequate precautions or should take additional steps to prevent the risk of harm.

The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and / or will cause the most harm if they do.

When thinking about your risk assessment in this context, remember:

- a welfare issue is anything that may harm a pupil; to include cyber-bullying, abuse and the risk of radicalisation and extremism.

- the risk is the chance that a pupil could be harmed, together with an indication of how serious the harm could be if it occurs.

Step 1: Identify the issue

First you need to work out how pupils could be harmed. This will generally be set out in the concern raised about a pupil's welfare.

Step 2: Decide who might be harmed and how

Identify individual pupils or groups of pupils who might be harmed and how they might be harmed by the concern raised.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks.

Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the pupil's welfare. Where appropriate take into account any special requirements or protected characteristics.

Step 4: Record your findings and implement them

Make a written record of your significant findings - the concern, the issues, how pupil(s) might be harmed and what arrangements the College has in place to control those risks.

There is no prescribed format for this record but any record produced should be simple and focussed on control measures and the steps the College proposes to take to manage the risk.

Step 5: Review your risk assessment and update, if necessary

Review what you are doing for the pupils identified and across the College generally and monitor and review the efficacy and / or the outcome of the measures you have put in place on a regular basis, or as required.

Appendix 2   Example template risk assessment for a general welfare concern

What is the welfare issue?	Who might be harmed and how?	What measures are already in place?	What further action is necessary?	Action by whom?	Action by when?	Action completed?	Review date
Alleged bullying of Pupil A by Pupil B	Pupil A	Both pupils have been interviewed and investigation is ongoing.	Pupil A should not sit next to Pupil B in class. Lunchtime staff and playground supervisors to keep an eye on Pupil's A and B at break times and report any incidents to [• name].	Class teacher Lunchtime and playground Supervisors	Immediately Immediately	Yes - communicated to staff on [• 00 month year]	
Pupil A has been overheard telling Pupil B that he intends to travel to Syria to live a better life.	Pupil A, Pupil B and other pupils.	Both Pupil A and B have been spoken to and interviewed by the DSL and the parents, the Police and children's social services have been informed.	Pupil A should be referred to the Channel Programme. Obtain pupils and parent consent to engage in the Channel programme.	DSL DSL	Immediately		

Appendix 3

Brooke House College – Risk Assessment Framework

Area of College Activity / Operation	Responsibility for ensuring that risk assessment is carried out	Responsibility for the Record and for Monitoring and Review
Teaching and Learning	Heads of Faculty (Academic)	Principal
Boarding/pastoral provision	Director of Boarding (Pastoral)	Principal
Behaviour and Discipline	Vice Principal/Director of Boarding (Pastoral)/Principal	Principal
Medical welfare	College Nurse	Director of Pupil Support Services
College trips and visits	Group Leader (see Educational Visits Policy)	Principal
College events	College Chief Operating Officer	College Chief Operating Officer
Football Academy	Football Academy Manager	Football Academy Manager Principal
Health and Safety including premises and fire safety (see also Health and Safety Policy)	College Chief Operating Officer	College Chief Operating Officer
Free time	VP Academic/Director of Boarding (Pastoral)	Principal
Extra-curricular activities	Director of Boarding (Pastoral)	Principal
Safeguarding, including bullying	Designated Safeguarding Lead	Principal and DSL