

Risk Assessment Policy for Pupil Welfare

Applies To:

- The whole school along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and support), the Directors and volunteers working in the school.

In our school the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff and volunteers.

Related Documents:

- Health & Safety, Risk Assessment and Welfare Policy, and Appendix A Risk Assessment at Radnor House Sevenoaks
- Safeguarding Policy
- Online Safety Policy
- Fire Safety Policy
- First Aid Policy
- Educational Visits and Off-site Activities Policy
- Anti-Bullying Policy
- Behaviour Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Staff Code of Conduct

Availability:

- The Risk Assessment for Pupil Welfare Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Radnor House Sevenoaks. They are required to state that they have read and understood such documents and confirm this by signing the Policies Register.
- This policy is made available to parents, staff and pupils in the following ways: via the school website, and on request a copy may be obtained from the school Reception Desk.

Monitoring and Review:

- The Board of Directors undertake a formal annual review of this policy.

Signed:



Fraser Halliwell
Head
September 2023



Dr Colin Diggory
Chairman of the Board of Directors

Policy Statement

This risk assessment policy reflects a constant systematic process with a view to promoting children's welfare. Radnor House Sevenoaks takes a broad approach to the area of risk assessment to ensure that this covers all aspects of pupil welfare.

Safeguarding and promoting the welfare of children is everyone's responsibility. At Radnor House Sevenoaks we are committed to providing a safe and healthy environment which ensures that pupil welfare is centre-stage. This means constantly considering the best interests of the child; identifying concerns early; providing help and support; promoting their welfare and preventing concerns escalating.

This policy will be adhered to by all staff members at the school and the Board of Directors.

This policy is drawn up and implemented in accordance with:

- [Keeping Children Safe in Education](#) (September 2023) which is a key document for promoting the safeguarding and welfare of pupils and is "essential that everybody working in a school understands their safeguarding responsibilities".
- the Independent School Standards (the standards) in the schedule to the [Education \(Independent School Standards\) Regulations 2014](#) (ISSR) with particular regard to:
 - Part 3 obligations of the Governing Body that "arrangements are made to safeguard and promote the welfare of pupils at the school; and such arrangements have regard to any guidance issued by the Secretary of State".
 - the implementation of a written risk assessment policy
 - Part 8 obligations of those with leadership and management roles to actively promote the wellbeing of pupils noting that "the welfare of pupils at Radnor House Sevenoaks is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and appropriate action is taken to reduce risks that are identified".
- the [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](#) (updated version in force from 1 September 2023, made under the Childcare Act 2006 which is mandatory for all early years providers. It specifically requires Radnor House Sevenoaks to have regard to [KCSIE](#) 2023 and to the recently updated Prevent Duty Guidance 2023, in addition to [Working Together to Safeguard Children](#).

Responsibilities

The Board of Directors

The Board of Directors have overall responsibility for safeguarding and promoting pupil welfare and well-being at Radnor House Sevenoaks including the delivery of EYFS. This includes the management of risk at the school.

The Board have delegated strategic decisions for the operational management of health and safety, and risk management, to the Head.

The Head

At an operational level, the Head will ensure:

- that all staff are aware of, and adhere to, Radnor House Sevenoaks's policies and procedures on pupil health, safety and welfare
- that key staff have clearly established roles and responsibilities
- that all potential hazards are identified and risk assessments are carried out as appropriate
- that relevant staff who are tasked with carrying out risk assessments are suitably trained to do so
- that staff are appropriately trained to deal with pupil welfare issues
- that where concerns for a pupil's welfare are identified, the risks are appropriately managed
- that staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues
- that standards of pupil welfare at Radnor House Sevenoaks are regularly monitored both at an individual level and generally to identify trends and issues of concern and to improve school management systems
- that resources are allocated in response to risk assessments, and courses of action are determined and followed, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable
- that elements of risk and health and safety management are effectively communicated to the Board of Directors.

Staff Members

Members of staff must:

- take reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- undertake their work in accordance with training and instructions.
- cooperate with the school on health and safety matters.
- carry out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- report any risks or defects to the Head (via their line manager, Estates Manager or Health & safety Committee) in order to create new, or update, risk assessments.
- participate in risk management training as appropriate.

Areas of risk

The school identifies key areas of school management that present risks to the school community – these include, but are not limited to, the following:

- Safeguarding
- Pupil welfare (including SEND and Medical)
- Health and Safety
- Security
- Fire safety
- Critical incidents
- School trips
- Staff recruitment (for further information, please see the school's Safer Recruitment Policy)

Specific risk assessments by professionals are also conducted under the following categories:

- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Fire safety

Health and Safety

In accordance with the school's Health and Safety, Risk Assessment and Welfare Policy and its responsibilities under the Management of Health and Safety at Work Regulations 1999, the school will assess the risks to the health and safety of staff, pupils and others affected by the school's activities.

The school will ensure that a common-sense and proportionate approach is applied to risk assessment management – the school understands that a separate risk assessment is not required for every activity. Areas which will be considered, for example, are: premises and equipment; educational trips, off-site activities and visits; security around the site which backs onto several public rights of way; critical incidents; medical considerations.

The school has a Risk Assessment Register detailing all Health and Safety RAs that the school completes. For further information, please contact the Estates Manager.

For full details regarding the schools' approach to the management of health and safety risks, please see the school's Health and Safety, Risk Assessment and Welfare Policy. This policy gives full details of which members of staff will undertake the Risk assessment process, and the training they have received, which will be updated as & when necessary or when a staff member leaves and is replaced by someone without the required training.

Pupil Welfare

Radnor House Sevenoaks recognises its specific responsibility to safeguard and promote the welfare of pupils in its care, including with regards risk assessments.

This responsibility encompasses the following principles to:

- support pupils' physical and mental health and emotional wellbeing (as well as their social and economic wellbeing)
- protect pupils from maltreatment, harm and neglect
- recognise that corporal punishment can never be justified
- provide pupils with appropriate education, training and recreation
- encourage pupils to contribute to society
- ensure that pupils are provided with safe, healthy and effective care
- improve the physical environment of Radnor House Sevenoaks and provision for disabled pupils
- manage welfare concerns effectively
- support local authorities, social workers and other agencies following any referral.

Radnor House Sevenoaks addresses its commitment to these principles through:

- Prevention –
 - ensuring that all reasonable measures are taken to minimise the risks of harm to pupils and their welfare by:
 - ensuring through training that all staff are aware of and committed to this policy and the values set out in associated policies
 - establishing a positive, supportive, safe and secure environment in which pupils can learn and develop
 - providing a curriculum, activities and opportunities for PSD which equip pupils with skills to enable them to protect their own welfare and that of others
 - offering accessible medical and pastoral support that is available to all pupils.
- 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:
 - sharing information and concerns with agencies who need to know
 - involving pupils and their parents appropriately.
 - monitoring pupils known or thought to be at risk of harm and formulating and / or contributing to support packages for those pupils.

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

Risk Assessment

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed, appropriate action will be taken to reduce the risks identified, which will be recorded and then regularly monitored and reviewed.

The format of risk assessment for pupil welfare may vary and may be included as part of Radnor House Sevenoaks' overall response to a welfare issue or using a risk assessment form. Regardless of the format used, Radnor House Sevenoaks's approach will be systematic with a view to promoting pupil welfare.

The information obtained through this process and the action agreed will then 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.

Risk assessments are electronic and stored on the Shared drive Assessments relating to individual pupils will also be held on their pupil records and electronically on iSAMS

Safeguarding / Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education) and [Working Together to Safeguard Children](#) and [Part 3 of the ISSRs](#), Radnor House Sevenoaks has systems in place to identify pupils who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and

will take appropriate action to address and mitigate those risks by working in conjunction with social care, the Police, health services and other services, where necessary.

Full details of Radnor House Sevenoaks' safeguarding procedures are in the Safeguarding Policy. This includes information regarding 'low-level' safeguarding concerns.

Anti-Bullying - Radnor House Sevenoaks has a written Anti-bullying Policy which covers Radnor House Sevenoaks' approach to the management of bullying and cyber bullying.

Behaviour - Radnor House Sevenoaks has a Behaviour Policy which explains how the school promotes good behaviour amongst pupils and the sanctions which will be adopted in the event of pupil misbehaviour.

The Equality, Diversity & Inclusion Policy contains further information about Radnor House Sevenoaks's performance of its duties under the Equality Act 2010 (and reasonable adjustments made for pupils with educational needs/disabilities), support systems for pupils and liaison between parents and other agencies.

The Health and Safety, Risk Assessment and Welfare Policy includes, at paragraph 5.3, the health, safety and welfare of young or vulnerable people employed by the school.

Safeguarding

In accordance with 'Keeping children safe in education' (KCSIE), the school recognises its specific safeguarding duties with regards to risk assessments. For example:

Considerations regarding Staff and the Recruitment Process

For full details regarding safer recruitment and the necessary checks which mitigate risks in the recruitment of staff, please see the school's Safer Recruitment Policy.

The Head will undertake a risk assessment when deciding whether to allow a staff member to work in the school when a DBS has been requested, but not yet arrived. The Head will again conduct a risk assessment to decide whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. The following will be considered:

- The nature of the work with pupils
- What the school knows about the volunteer, including formal or informal information provided by staff, parents and other volunteers
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- Whether the role is eligible for an enhanced DBS check

All details of the risk assessment conducted in line will be recorded.

Where there is a possible suspension of a staff member, the school will conduct a risk assessment to determine their decision.

Sexual Violence or Harassment

Where there has been a report of sexual violence, the DSL will undertake an immediate risk assessment. If there has been a report of sexual harassment, the need for a risk assessment will be considered on a case-by-case basis by the DSL.

This risk assessment will address the following, and will be recorded and kept under review by the DSL:

- The victim – particularly their protection and support
- The alleged perpetrator
- All other pupils (and adult students or staff if appropriate) at the school, especially any actions required to protect them

Where a pupil is convicted or receives a caution for a sexual offence, the DSL will update the risk assessment to ensure relevant protections are in place for all pupils at the school.

Anti-Terrorism

As required by section 26 of the Counter-Terrorism and Security Act 2015, the school will conduct a risk assessment to determine the appropriateness of any filters and monitoring systems needed to control the risk of pupils being drawn into terrorism.

Assessing pupils' welfare

Where any of the following criteria are met, the school will conduct a risk assessment regarding pupils' welfare:

- A pupil with a clinical tendency towards behavioural, social and emotional difficulties, e.g. a pupil with autistic spectrum disorder.
- A pupil with a historical tendency towards behavioural, social or emotional difficulties.
- A pupil either returning to the school after a fixed-term exclusion or joining from another school after a permanent exclusion.
- A pupil with either a clinical tendency or historical tendency towards behavioural, social or emotional difficulties and participating in any off-site school visits/trips.

All risk assessments regarding pupils' welfare will take into account previous behaviour, and outline specific measures, including both punitive sanctions and pastoral support, to ensure the risk of behaviour being repeated is minimised and managed.

Care will be taken to ensure that pupils with SEND are not excluded from school activities as a result of behavioural difficulties, unless it is sufficiently severe as to directly interfere with the education of other pupils.

Guideline Matrix for Completion of Risk Assessments

Key Concern Area	Risk Assessment responsibility	Review Process	Formal approver of Risk Assessment
Health and Safety	Key Educational Department Heads (Science, Art, Sports), non-teaching risk area Heads – Medical, Premises, Grounds	Continually reviewed and refreshed where relevant on a half-termly basis at Health and Safety Committee meetings, and formally reviewed on an annual basis.	Estates Manager
Pupil Welfare	Delegated authority to EVC, Medical staff, SEN staff with RAs devised for particular pupils/circumstances.	Continually reviewed and refreshed where relevant on at least a half-termly basis during line management meetings and formally reviewed on an annual basis.	Head of Prep/Senior School
Recruitment related issues	Delegated authority to recruiting line manager (e.g. for close supervision arrangements for non received DBS)	Continually reviewed and refreshed where relevant in an appropriate time frame depending on circumstances (e.g. close supervision – weekly; wider RAs associated with e.g. recruitment of previous offenders – termly) and formally reviewed on an annual basis.	Head
Safeguarding	Either DSL or delegated authority to a DDSL to complete in connection with a particular case/circumstance.	Continually reviewed and refreshed where relevant in an appropriate time frame depending on circumstances (e.g. specific pupil	Designated Safeguarding Lead and the Head

		related – weekly; wider RAs associated with more generic safeguarding policies – termly) and formally reviewed on an annual basis.	
Lessons	Delegated authority to Department Heads, specialist support leaders (e.g. SEN)	Continually reviewed and refreshed where relevant in an appropriate time frame depending on circumstances (e.g. specific pupil related – weekly; wider RAs associated with more generic safeguarding policies – termly) and formally reviewed on an annual basis.	Head of Prep/Senior School

Notes

- RAs are formally recorded and filed in the above categories, under the authority and approval of the Formal Approver
- As part of the ongoing and annual reviews, which also assess the implementation of the RAs, staff training needs are identified by the Formal Approver and staff are given access to appropriate training courses
- The RAs are monitored for effectiveness, and modified as appropriate, by the individual staff referred to above and signed off by the Formal Approver at the annual review