COLLEGIATE

INDEPENDENT CO-EDUCATION

PRE-SCHOOL TO SIXTH FORM

Policy Title:	**Risk Assessment Policy for Pupil Welfare (Whole School)** *This Policy also applies to the Pre-Prep*
Date of Issue:	September 2024
Date of Review:	September 2025
References:	Keeping Children Safe in Education, (KCSIE, September 2024) Working Together to Safeguard Children, 2023 Counter-Terrorism and Security Act, 2015 The Prevent Duty, 2021 Health & Safety at Work Act 1974 The Regulatory Reform (Fire Safety) Order 2005 Workplace (Health, Safety and Welfare) Regulations 1992 Anti-Bullying Policy (Senior School) Anti-Bullying Policy (Prep School) Behaviour Policy (Senior School) Behaviour Policy (Prep School) Child Protection and Safeguarding Policy (Whole School) Educational Visits Policy (Whole School) First Aid Policy (Whole School) The Provision of Fire Safety Policy (Whole School) Health and Safety Policy (Whole School) Preventing Extremism and Radicalisation Policy (Whole School) Supervision of Pupils (Senior School) Supervision of Pupils (Prep School)
Author:	Assistant Head (Pastoral) / Designated Safeguarding Lead

Version	Date	Amendments
V2	*3/9/2022*	*Reviewed based on KCSIE 2022*
V3	*1/9/2023*	*Reviewed based on KCSIE 2023*
V4	*4/9.2024*	*Reviewed based on KCSIE 2024 and WT 2023*

This policy is made available to parents of all pupils and visitors, on the School website, and on request from the School Office. It is available to the Staff at the School from the School website, in the Staff Handbook and on request from the School Office. Content of this policy is directly discussed with new staff upon induction into the School.

Contents

Policy Statement

This is the pupil welfare policy of Collegiate School which comprises the Senior and Prep School.

This policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) (the ISSRs) and in particular in relation to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of pupils at the school by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management of the school to actively promote the wellbeing of pupils.

Responsibilities

The Governing Body have overall responsibility for safeguarding and promoting pupil welfare and well-being at the school.

At an operational level, the Head of the Senior School and Head of the Prep School will;

   • ensure that pupil's health, safety and well-being is adequately protected;

Risk Assessment Policy for Pupil Welfare - Whole School__2024-25_ V4.docx

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

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

- ensure that staff are appropriately trained to deal with pupil welfare issues;

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

- ensure that staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues;

- ensure that standards of pupil welfare at the school are regularly monitored both at an individual level and globally to identify trends and issues of concern and to improve systems to manage tese.

Pupil Welfare

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

- To support pupils' physical and mental health and emotional wellbeing as well as their social and economic wellbeing;

- To protect pupils from harm and neglect;

- To recognise that corporal punishment can never be justified;

- To provide pupils with appropriate safeguarding education, including online safety;

- To encourage pupils to contribute to society;

- to protect pupils from the risk of radicalisation, extremism and being drawn into terrorism;

- to build pupils' resilience to radicalisation by promoting fundamental British values, enabling pupils to challenge extremist views;

- to assess the risk of children being drawn into terrorism and to provide support through the Channel programme for those identified as having extremist views;

- To ensure that pupils are provided with a safe and healthy environment and to improve the physical environment of the school in order to improve its provision for SEND pupils;
- To manage welfare concerns effectively.

The school 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;

- establishing a positive, supportive and secure environment in which pupils can learn and develop;

- 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, including online safety;

- providing medical and pastoral support that is accessible and 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 about concerns with agencies who need to know and 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.

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

The school 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.

Policy	Responsibility for Policy Implementation
Child Protection and Safeguarding Policy	Relevant Designated Safeguarding Leads: • Assistant Head (Safeguarding and Wellbeing) in the Senior School • Head of Prep School in the Prep School
Anti-Bullying Policy	Assistant Head (Pastoral) / DSL in the Senior School Deputy Head in the Prep School
Behaviour Policy	Deputy Head in the Senior School Deputy Head in the Prep School
Educational Visits Policy	Relevant Educational Visits Coordinators: • Assistant Head (Co-Curricular) in the Senior School • Deputy Head in the Prep School
E-Safety Policy	Assistant Head (Sixth Form Pastoral) / Deputy DSL in the Senior School
Equal Opportunities Policy	Deputy Head
an Equality Policy - including Disability Policy and Accessibility plan	Facilities Director
First Aid Policy	Facilities Director
Health and Safety Policy	Facilities Director
Pupil Supervision Policy	Deputy Head in the Senior School Deputy Head in the Prep School
Preventing Extremism and Radicalisation Policy	Assistant Head (Safeguarding and Wellbeing) / DSL in the Senior School Head of Prep School in the Prep School

Risk Assessment

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

The format of risk assessment as to pupil welfare may vary and may be included as part of the school's overall response to a welfare issue or using the attached risk assessment form. Regardless of the form used, the school'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 stored securely on the school network. Assessments relating to individual pupils will be held on their pupil records.

Safeguarding / Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping Children Safe in Education (September 2024) and Working Together to Safeguard Children (December 2023) and Part 3 of the ISSRs, the school 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 appropriate or necessary. And in terms of those identified as being at risk of radicalisation and being drawn into terrorism, Channel programme partners.

Full details of the school's safeguarding and child protection procedures are set out in the Child Protection and Safeguarding Policy.

Anti-Bullying

The School has written Anti-Bullying Policies in the Senior and Prep School which cover the school's approach to the management of bullying, including peer-on-peer abuse, sexual violence and sexual harassment and cyber-bullying.

Behaviour

The school has written Behaviour Policies in the Senior and Prep School which set out how it promotes good behaviour amongst pupils and the sanctions to be adopted in the event of pupil misbehaviour

Educational Visits

The school actively encourages visits as a valuable part of a pupil's education at Collegiate School. Pupils can derive significant educational benefit from taking part in visits. The school has an Educational Visits policy that is designed to ensure that pupils stay safe on school visits.

E-Safety

The school has an E=Safety policy that is designed to ensure that pupils are educated about on-line safety and that the school's IT infrastructure and procedures helps protect pupils from the risks associated with information and communication technology.

Equal Opportunities and Equality

The school has a written Equal Opportunities Policy and an Equality Policy (including Disability Policy and Accessibility plan). These policies set out how the school fulfils its duties under the Equality Act 2010, including its commitment to making reasonable adjustments for pupils with educational needs/disabilities.

First Aid

The school has a First Aid Policy which details the provision put in place to ensure the effective management of a situation where an individual suffers an injury or becomes ill in the working environment.

Health and Safety

In accordance with its obligations under the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992, together with Part 3 of the ISSRs, the school has a

duty to ensure the health, safety and welfare of employees and the health and safety of pupils and others affected by the school's operations, so far as is reasonably practicable.

The school will do so by taking a sensible, proportionate and holistic approach to management of health and safety issues in accordance with the school's obligations and its Health and Safety Policy.

Fire Safety

The school priority is to minimise the risk to life by putting in place a robust system to manage fire risks. This is achieved by regularly reviewing the Provision of Fire Safety Policy, carrying out annual fire risk assessments and in accordance with the Regulatory Reform (Fire Safety) Order 2005, ensuring that at least every three years, the school fire safety and risk assessments are audited by an external advisor. Action plans are drawn up by the Facilities Director to ensure that all associated risks are addressed within an appropriate timeframe.

Supervision

The school has written Supervision of Pupils Policies in the Senior and Prep School which detail the arrangement for the supervision of pupils outside the classroom.

Preventing Extremism and Radicalisation

The school recognises its responsibilities to pay 'due regard to the need to prevent people being drawn into terrorism' (Counter Terrorism and Security Act, 2015) and ensure the school has a 'clear approach to implementing the Prevent Duty and keeping children and pupils safe from the dangers of radicalisation and extremism'. The school has a Preventing Extremism and Radicalisation Policy that provides a framework for dealing with issues relating to vulnerability, radicalisation and exposure to extreme views.

Policy Evaluation and Review

This policy is reviewed every year by the Assistant Head (Pastoral) to reflect any changes to guidance and regulations from the DfE and ISI.

Appendix 1: Guidance on risk assessment

A risk assessment in the pupil welfare context is a careful examination of what could cause harm to pupil welfare and appropriate control measures, so that you can weigh up whether the School has taken adequate precautions or should do more to prevent 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 or 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 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. The extent of the risk will depend on the likelihood of the harm occurring and the severity of the harm.

The effectiveness of controls should be considered and the extent of risk remaining assessed. When deciding if precautions are acceptable, the assessor should take into account the legal requirement to do all that is "reasonably practicable" to protect people from harm. 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.

If the remaining risk is unacceptable then further controls must be identified to further reduce the risk.

Where further action is necessary then an action plan should be included in the risk assessment, this should include:
- name of employee responsible for completing the action
- target date for completion
- any interim measures to reduce risk in the short term
- confirmation that the action has been completed
- Reassessment of the level of risk following completion of the action.

Step 4: Record your findings and implement them

Make a written record of your significant findings on - the issue, how pupil(s) might be harmed and what arrangements the School 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 School 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 school generally and monitor the efficacy of the measures you have put in place on a regular basis, or as required.

Appendix 2 Example template risk assessment

Follow-Up Information/Action Required (If a further concern regarding pupil welfare is made, a new form is required)

PLEASE NOTE: Disclosure notes to be attached, signed and dated

Pupil Welfare Risk Assessment		
Name:		Staff
House:	Tutor:	Date and time of concern/situation:
What are you/we concerned about:(what was said, observed, reported and by whom, medical information, parental and agencies involvement)		
Safety Scale: On a scale of 0 ←→10, where 10 means everyone is confident the children are safe enough to be in school and 0 means there is serious concern about the child being in school: RAG: Where would you place this as a concern? **Red**☐ **Amber**☐ **Green**☐		
Additional information: ie medical information, parental and agencies involvement		
Action/Response (what did you do/say following the concern):		
If Children's Services (KBSP) or other external agencies (i.e. police, CAMHS) were contacted, what was the advice?		
Follow up action		

Risk Assessment Policy for Pupil Welfare - Whole School__2024-25_ V4.docx