



# SPRATTON HALL

## **Risk Assessment Policy**

September 2023

## RISK ASSESSMENT POLICY

Title: Risk Assessment Policy	Responsible: SJC / Bursar
Date implemented: September 2005	Last Review: September 2023
	Next Review: September 2024

### Policy aims

This policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2020 (the ISSRs) and in particular in relation to the Part 3 obligations of the Governing Body 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.

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 education, training and recreation;
- To encourage pupils to contribute to society;
- To ensure that pupils are provided with a safe and healthy environment and to develop the physical environment of the School to improve provision for disabled 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 are 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 PHSCE which equip pupils with the skills to enable them to protect their own welfare and that of others;
- 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 will include:

- Sharing information about concerns internally with appropriate staff and externally with agencies who need to know and involving pupils and parents appropriately;
- Monitoring pupils known to or thought to be at risk of harm and formulating 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 and health issues.
- The School commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

### **Procedure – Risk Assessments pupil welfare**

1. Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed by the DSL and appropriate action will be taken to reduce the risks identified. The assessment of risk and actions to be taken will be recorded and then regularly monitored and reviewed.
2. The information obtained through this process and the actions agreed will be shared as appropriate with other staff, parents and third parties / agencies on a need to know basis to ensure the safeguarding of the pupil concerned.
3. Any serious welfare concerns regarding a pupil must be raised as soon as possible with the Head of Pastoral Care (DSL) who will work with staff internally and external agencies with a view to resolving the issue.

### **Procedure – Covid-Safe School**

1. The School has in place a robust and comprehensive risk assessment to ensure every member of the school community is as safe as possible and that the risk of contracting coronavirus is reduced as far as possible.

### **Procedure – Safeguarding**

1. The School has in place a comprehensive Safeguarding Policy. This policy together with the supporting procedures and related documents have been drawn up in accordance with current statutory guidance including 'Keeping Children Safe in Education 2023', Working Together to Safeguard Children and Part 3 of the ISSRs.
2. The Safeguarding Policy and procedures set out the approach taken to the assessment of safeguarding risks, including the actions to be taken and records to be taken and retained.

### **Procedure – Anti-Bullying**

The School has a written Anti-Bullying Policy and E-Safety and Cyber-Bullying Policy which sets out the School's approach to the management of bullying and cyber-bullying.

### **Procedure – Behaviour**

The School has a written Behaviour and Sanctions Policy which sets out how the School promotes good behaviour among pupils and the sanctions to be adopted in the event of pupil misbehaviour.

### **Procedure – Health and Safety**

1. The School Health and Safety Policy requires that risk assessments are undertaken throughout the establishment, that control measures are implemented and that those control measures are monitored and reviewed.
2. Overall responsibility for this is delegated by the Head Master to the Bursar.
3. The responsibility for the completion of risk assessments, implementation of control measures lies with Head of Department or the Manager of the area concerned. Guidance in the completion of a risk assessment is available from the Bursar, as appropriate to the risks being assessed.
4. Copies of whole school risk assessments are held centrally and departmental risk assessments are held in the relevant department.

### **Procedure – Educational Visits**

1. The School Educational Visits Policy requires that a risk assessment is completed in advance of all major educational visits but not for everyday routine trips, such as sports fixtures.
2. Each risk assessment is completed by the trip leader and checked by the EVC.

### **Procedure – Equal Opportunities**

The School has a written Equal Opportunities Policy, which contains information about the School's performance of its duties under the Equality Act 2010 and the reasonable adjustments made for pupils with educational needs / disabilities, support systems for pupils and liaison between parents and other agencies.

### **Responsibilities**

1. The Governing Body has overall responsibility for safeguarding and promoting the welfare and wellbeing at the School.
2. At an operational level the Head Master will:
  - 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 and that all staff are aware of these;
  - Ensure that staff are appropriately trained to deal with pupil welfare issues;

- Ensure that where concerns about a pupils welfare are identified, the risks are appropriately managed;
  - Consult with staff, pupils, parents and others 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 these.
3. The table below sets out responsibility for carrying out risk assessments in relation to specific matters of pupil health, safety and welfare. On a day-to-day basis these responsibilities may be delegated to the EVC, Matron, relevant Head of Department or member of the Senior Management Team.

### **Area Responsibility**

Child Protection – Head of Pastoral Care (DSL)

Anti-bullying - Deputy Headmaster, Head of Pre-Prep & Head of Pastoral Care (DSL)

Behaviour and Discipline - Deputy Head Master & Head of Pre-Prep

Health and Safety - Bursar / Estates Manager

First Aid and Medical Care – Matron

Supervision - Deputy Head Master and Head of Pre-Prep

Educational Visits - EVC

### **Links to other policies and documents**

This policy should be read in conjunction with the policies below, which set out full details of the procedures to safeguard and promote pupil health, safety and well-being:

- Safeguarding Policy
- Health and Safety Policy
- Anti-bullying Policy
- Behaviour and Sanctions Policy
- First Aid Policy and Medical Procedures
- Educational Visits Policy
- Equal Opportunities Policy