



ST JAMES

Senior Girls' School

Risk Assessment Policy for Pupil Welfare

St James Senior Girls' School

Contents

1. Aims	3
2. Scope and application	3
3. Regulatory framework	3
4. Publication and availability.....	3
5. Responsibility statement and allocation of tasks	4
6. Pupil Welfare	4
7. Risk assessment	7
8. Safeguarding/Child Protection.....	8
9. Protection from radicalisation and extremism	9
10. Anti-Bullying.....	9
11. Behaviour	9
12. Health and safety	9
13. Special educational needs.....	10
14. Medical issues	10
15. Recruitment-related issues.....	10
16. Reporting	10
17. Training	11
18. Record keeping	11
19. Monitoring and review	11
Appendix 1 Guidance on risk assessment	13
Step 1: Identify the issue	13
Step 2: Decide who might be harmed and how.....	13
Step 3: Evaluate the risks and decide on precautions.....	13
Step 4: Record your findings and implement them.....	13
Step 5: Review your risk assessment and update if necessary	14

1. Aims

- to reduce the likelihood that pupils are harmed through negligence, lack of foresight or proper planning by setting out the School's active approach to managing risk;
- to implement a framework for the identification and assessment of risk(s) to pupil well-being;
- to ensure appropriate action is taken to reduce the risks that are identified
- to promote a culture of safety, equality and protection;
- to actively promote the well-being of pupils of the School.

2. Scope and application

This policy applies at all times including where pupils or staff are away from the School.

This policy applies to core School activities and to out of hours activities.

Reference to staff includes all those who work for or on behalf of the School, regardless of their employment status, including contractors, volunteers and Governors unless otherwise indicated.

3. Regulatory framework

This policy has been prepared to meet the School's responsibilities under:

- The Education (Independent School Standards) Regulations 2014
- The Education and Skills Act 2008
- The Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Regulatory Reform (Fire Safety) Order 2005
- Data Protection Act 2018 and General Data Protection Regulation (GDPR)

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education (latest version)
- Working together to safeguard children (2018)
- The Independent School Standards Guidance for independent schools (2019)
- Prevent duty guidance for England and Wales (2019)
- The Prevent duty: Departmental advice for schools and childcare providers (2015)
- Preventing and tackling bullying (2017)
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)
- Sexual violence and sexual harassment between children in schools and colleges (2018)

The School policies, procedures and resource materials that are relevant to this policy are set out under the heading "School policies".

4. Publication and availability

4.1 This policy is available in hard copy on request.

A copy of the policy is available for inspection from the School Office during the School day.

This policy can be made available in large print or other accessible format if required.

5. Responsibility statement and allocation of tasks

The Governors have overall responsibility for all matters which are the subject of this policy.

To ensure the efficient discharge of its responsibilities under this policy, the Governors have allocated the following tasks:

Task	Allocated to	When/frequency of review
Keeping the policy up to date and compliant with the law and best practice	Deputy Head (Pastoral)	As required, and at least annually.
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Deputy Head (Pastoral)/Headmistress	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Deputy Head (Pastoral)	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Deputy Head (Pastoral)	As required, and at least termly
Formal annual review	Governors	Annually

6. Pupil Welfare

5.1 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 identify children who may require early help/or those suffering, or likely to suffer, significant harm¹;
- to protect pupils from abuse, violence, sexual violence, harassment and exploitation and neglect;
- to recognise that corporal punishment can never be justified;

¹ As defined by section 17 and/or section 47 of the Children Act 1989

- to provide pupils with appropriate education, training and recreation including PSHE Education and Relationships and Sex Education;
- to encourage pupils to contribute to society;
- to protect pupils from the risk of honour based violence, FGM, radicalisation, extremism and being drawn into terrorism, modern slavery, human trafficking by actively promoting fundamental British values and providing appropriate support to those assessed as being vulnerable;
- to ensure that pupils are provided with a safe and healthy environment so far as is reasonably practicable, including when on school trips;
- to promote a whole-school approach to online safety and to protect pupils from the risks arising from the use of technology; and
- to listen to pupils' complaints and concerns and to manage welfare concerns effectively.

The School recognises that individual pupils may have needs which arise from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision additional to or different from that generally required by children of the same age in mainstream schools. The School 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 School's responsibilities to promote and safeguard the welfare of all its pupils.

In addition, when carrying out its assessments, the School will endeavour to take into account all relevant factors including, where appropriate:

- a pupil's wishes and feelings, wherever possible;
- a pupil's developmental needs;
- their family circumstances;
- the wider community context in which they are living;
- wider environmental and/or other extra-familial threats and/or new and emerging threats e.g. online threats.

The School addresses its commitment to these principles through prevention and protection measures.

Prevention - ensuring that all reasonable measures are taken to minimise the risks 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 PSHEE which equip pupils with skills to enable them to protect their own welfare and that of others;
- (d) Providing medical and pastoral support that is accessible and available to all pupils;
- (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 Hammersmith and Fulham Safeguarding Children Partnership referral threshold document and their local assessment protocol (or the relevant local authority's). The School will, in particular, be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of being drawn into or engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems, domestic violence, bereavement, or a significant change to family circumstances;
- is misusing drugs or alcohol themselves
- is at risk of modern slavery, trafficking or exploitation;
- is at risk of being radicalised or exploited
- is looked after or has returned home to their family from care and/or is a privately fostered child;
- is showing early signs of abuse and/or neglect;
- is showing signs of poor mental health.

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) Proactively sharing information about concerns with agencies who need to know and involving pupils and their parents appropriately;
- b) Monitoring pupils known or thought to be at risk of harm and formulating and/or contributing to support packages for those pupils.
- c) maintaining an attitude of "it could happen here";

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, violence and harassment, behavioural and health issues, including mental 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 risk assessments
Safeguarding and Child Protection	Designated Safeguarding Lead (Deputy Head Pastoral)
Anti-bullying	Deputy Head (Pastoral)
Behaviour, Rewards and School Discipline	Deputy Head (Pastoral)
Pupil ICT Acceptable Use Policy	Deputy Head (Pastoral)
Health and Safety Policy	Bursar
First Aid Policy	School Nurse
Administration of Medicines and Supporting pupils at school with medical conditions Policy/Health care	School Nurse
Mental Health Policy	Deputy Head (Pastoral)
SEND Policy Accessibility Plan	SENDCO Deputy Head (Pastoral)
Supervision (in staff handbook)	Deputy Head (Pastoral)
Management of Educational Visits Policy	Educational Visits Coordinator/ Deputy Head (Pastoral)
Recruitment, selection and disclosure Policy	Head's PA

7. 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 will be recorded and then regularly monitored and reviewed. More guidance on risk assessment can be found in Appendix 1.

The format of risk assessment for 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 (Appendix 2). Regardless of the form used, the School's approach will be systematic with a view to promoting pupil welfare and will run through the stages identified in Appendix 1.

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 in the Safeguarding/SEND Channel of the sgStaff Team Assessments relating to individual pupils will be held on their pupil records.

8. Safeguarding/Child Protection

The School has safeguarding policies and processes in place that reflect national safeguarding requirements, including Keeping Children Safe in Education Part One Annex A (latest version), Working Together to Safeguard Children, Part 3 of the ISSRs and the Hammersmith and Fulham Safeguarding Children Partnership's procedures and practices, including local protocols for assessment and threshold document.

The School's policies and processes ensure that all members of the School community understand that safeguarding is everyone's responsibility. They have been designed to enable staff and others working with children to be confident about identifying, supporting and, where necessary, making reports to the appropriate persons including the Designated Safeguarding Lead (DSL) and/or external authorities, in respect of any child who may be in need of help or protection including:

- where a child is in immediate danger or is at risk of harm;
- where a child is 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);
- any child who may require an early help assessment;
- any child where there are concerns regarding female genital mutilation (FGM);
- any child where there are concerns about sexual violence and/or sexual harassment; and
- any concern about another staff member who may pose a risk of harm to children.

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

- providing a co-ordinated offer of early help when additional needs of children are identified;
- contributing to inter-agency plans to provide additional support to children subject to child protection plans; and
- allowing access for relevant local authority personnel to conduct, or to consider whether to conduct, assessments and child protection investigations, making it clear that safeguarding is everyone's concern and ensuring that staff trained as to when they must make a report themselves to the external services (such as in the case of FGM) and when they should use the School's internal processes and procedures;
- making it clear that staff must follow up with the DSL and/or relevant external services in the event that they remain concerned about a child or if they are not satisfied with the response and escalate their complaint accordingly.

Full details of the School's safeguarding procedures are set out in the Safeguarding and Child Protection Policy. Details of the School's online safety strategy are set out in the E-Safety Policy.

The School's process for safer recruitment (including late DBS checks) is detailed in the recruitment, selection and disclosure policy and procedure.

9. Protection from radicalisation and extremism

Details of the School's procedures to prevent pupils from becoming radicalised and/or being drawn into extremism and/or terrorism are set out in the Safeguarding and Child Protection Policy.

The School 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.

The School 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.

The School 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 School premises.

10. Anti-Bullying

The School is committed to preventing bullying and has a written Anti-bullying policy which covers the School's approach to the management of bullying and cyberbullying.

Bullying can happen to all pupils and the School is alert to the effect any form of bullying can have. Appropriate support is provided to all those involved in any incident of bullying, taking into account the individual circumstances and level of need.

The School understands that a range of factors may result in some pupils being more vulnerable to bullying and its impact than others. These factors will be taken into account when assessing the risks to the welfare of such pupils and appropriate support measures put in place.

11. Behaviour

The School has a written Behaviour, Rewards and School Discipline Policy which sets out how it promotes good behaviour amongst pupils and the sanctions to be adopted in the event of pupil misbehaviour.

Low level disruption in lessons or other activities is tackled at an early stage to prevent negative behaviours escalating.

This policy contains further information about the School'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.

12. Health and safety

In accordance with its obligations under the Health and Safety at Work etc. Act 1974 and 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 policies set out at 3.4. This will include premises safety and security issues posed by public rights of way and access by third parties, and the safety and safe use of equipment.

The Health and Safety policy includes 'Young People at Work' and relates to young people employed by the school.

13. Special educational needs

The School will make appropriate arrangements to identify and support all pupils with special educational needs, whether or not they have the benefit of a Statement of Special Educational Needs or an Education, Health and Care Plan as set out in the SEND Policy.

14. Medical issues

The School has a duty to make appropriate arrangements for:

- first aid - to ensure that it is administered to anyone who requires it in a timely and competent manner;
- the administration of medicine to pupils; and
- supporting pupils with medical conditions.

Details of the School's arrangements for these are set out in the First Aid Policy, Administration of Medicines and Supporting Pupils with Medical Conditions Policy and Mental Health Policy.

15. Recruitment-related issues

Details of the School's procedures on recruitment-related issues such as selection, DBS checks (including late DBS checks) and disclosure are set out in the Safer recruitment policies and procedures.

16. Reporting

The School recognises that effective information-sharing with 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.

When assessing risks to pupil welfare and well-being at the School, 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), to the Modern Slavery Trafficking Unit of the National Crime Agency, Ofsted, CAMHS and the Charity Commission.

The School understands that information sharing is essential for effective safeguarding and promoting the welfare of children and young people. Fears about sharing information will not stand in the way of the need to promote the welfare, and protect the safety, of pupils, which is always the School's paramount concern.

The School will co-operate with children's social care, and where appropriate the police, to ensure that all relevant information is shared for the purposes of early help assessments, and assessments and child protection investigations under the Children Act 1989.

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

Wherever the School 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 Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)

and the Hammersmith and Fulham Safeguarding Children Partnership information sharing protocol.

17. Training

The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

11.1 The level and frequency of training depends on the role of the individual member of staff and the need for them to complete risk assessments as part of their role.

11.2 The School maintains written records of all staff training.

18. Record keeping

The School will retain records of the significant findings of the relevant risk assessments together with, where necessary, evidence of the action taken to implement the findings of the risk assessments and to reduce the risks identified.

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy.

19. Monitoring and review

Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly.

This policy will be monitored by the Deputy Head (Pastoral) annually.

In the monitoring and review of relevant risk assessments and this policy any steps to address concerns or improve systems will be taken to manage these by Deputy Head (Pastoral) within a reasonable time.

Signed by:	Hugh Venables Chair of Governors
Date of adoption of this policy	September 2021
Date of last review of this policy	Summer 2021
Date for next review of this policy	Spring 2022
Policy owner (SMT)	Deputy Head (Pastoral)

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 peer-on-peer abuse, sexting, cyber-bullying or abuse and the risk of radicalisation and extremism; and
- the risk is the chance that a pupil could be harmed, together with an indication of how serious the harm could be if they are.

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. Where appropriate take into account any special requirements or protected characteristics.

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; and
- re-assessment of the level of risk following completion of the action.

It may also be appropriate to meet with the pupil, pupil's parent(s) or carer(s) or third party e.g. professional involved with the pupil to discuss the risks and wishes and feelings of the pupil.

Step 4: Record your findings and implement them

Make a written record of your significant findings - 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 focused 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

Assessment should be a dynamic process which analyses and responds to the changing nature and level of need and/or risk. 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.