



# Gidea Park

PREPARATORY SCHOOL AND NURSERY

## **Risk Assessment Policy**

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May 2023

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## **1 Aims**

- 1.1 This is the risk assessment policy of Gidea Park Preparatory School and Nursery.
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to take a proportionate and holistic approach to risk management;
  - 1.2.2 to provide adequate control of risks arising from the School's activities;
  - 1.2.3 to provide and maintain a safe environment for staff, pupils and visitors;
  - 1.2.4 to reduce the likelihood that staff, pupils and visitors are harmed through negligence, lack of foresight or proper planning by setting out the School's active approach to managing risk;
  - 1.2.5 to implement a framework for the identification and assessment of risk(s) to all areas of school life, including pupil well-being;
  - 1.2.6 to promote a culture of safety, equality and protection;
  - 1.2.7 in order to actively safeguard and promote the welfare and well-being of pupils of the School.

## **2 Scope and application**

- 2.1 This policy applies to the whole School including the Early Years Foundation Stage (EYFS).
- 2.2 The policy applies to all staff, pupils and visitors at the School.

## **3 Regulatory framework**

- 3.1 This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014;
  - 3.1.2 Statutory framework of the Early Years Foundation Stage (DfE, September 2021);
  - 3.1.3 Education and Skills Act 2008;
  - 3.1.4 Children Act 1989;
  - 3.1.5 Childcare Act 2006;
  - 3.1.6 Equality Act 2010;
  - 3.1.7 Health and Safety at Work etc. Act 1974;
  - 3.1.8 Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
  - 3.1.9 Regulatory Reform (Fire Safety) Order 2005.
- 3.2 This policy has regard to the following guidance and advice:
  - 3.2.1 Keeping children safe in education (DfE, September 2022) (KCSIE);

- 3.2.2 Working together to safeguard children (HM Government, July 2018);
  - 3.2.3 Revised Prevent duty guidance for England and Wales (HM Government, April 2021);
  - 3.2.4 Prevent duty: departmental advice for schools and childcare providers (DfE, June 2015);
  - 3.2.5 Preventing and tackling bullying: advice for headteachers, staff and governing bodies (DfE, July 2017);
  - 3.2.6 Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (DfE, March 2015),
- 3.3 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 published on the School website, and is available from the office in hard copy on request.
- 4.2 This policy can be made available in large print or other accessible format if required.

#### 5 **Responsibility statement and allocation of tasks**

- 5.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 5.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and recommended to be at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness.	Head	As required, and recommended to be at least annually
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Head	As required, and recommended to be 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	Head	As required, and recommended to be at least annually

Task	Allocated to	When / frequency of review
Formal review	Proprietor	As required, and at least every 2 years

## 6 Risk assessment: health and safety

- 6.1 We promote and safeguard the health and safety of employees, pupils and others through the systematic assessment of risks posed by the School's operation.
- 6.2 Risk assessments of the School's activities will be carried out to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.
- 6.3 Risk assessments will be conducted / reviewed for new and / or expectant mothers, employees aged under 18 and night and / or lone workers.
- 6.4 Risk assessments will include key areas of risk including:
- 6.4.1 supervision arrangements, school trips, hazardous or adventure activities, specific events
  - 6.4.2 personal protective equipment, display screen equipment, manual handling operations, working at height, substances hazardous to health, noise at work, asbestos at work and fire safety
  - 6.4.3 use of high-risk areas, such as playgrounds, machinery and PE equipment
  - 6.4.4 Use of classrooms and specific curriculum areas such as PE, Art/DT and Science.
- 6.5 Risk assessments are the overall responsibility of the Head who will delegate their completion to the member of staff who has ownership of the space, or to the Health and Safety Officer.
- 6.6 The findings of the risk assessments will be reported to the Head.
- 6.7 Action required to remove / control risks will be approved by the Head.
- 6.8 The Head/Health and Safety Officer is responsible for ensuring the action required is implemented.
- 6.9 Risk assessments will be reviewed annually or when the activity changes, whichever is soonest.
- 6.10 Further guidance on risk assessment can be found in Appendix 1.

## 7 Risk assessment: welfare issues

- 7.1 Our specific arrangements for safeguarding and promoting pupils' welfare are set out in the following policies:

7.1.1 Child protection and safeguarding, educational visits, anti-bullying and behaviour.

## 8 Pupil welfare

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

- 8.1.1 to support pupils' physical and mental health and emotional well-being (as well as their social and economic well-being);
  - 8.1.2 to identify children who may require early help, in need and / or those suffering, or likely to suffer, significant harm<sup>1</sup>;
  - 8.1.3 to protect pupils from abuse, violence, sexual violence, harassment and exploitation and neglect;
  - 8.1.4 to recognise that corporal punishment can never be justified;
  - 8.1.5 to provide pupils with appropriate education, training and recreation;
  - 8.1.6 to encourage pupils to contribute to society;
  - 8.1.7 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;
  - 8.1.8 to ensure that pupils are provided with a safe and healthy environment so far as reasonably practicable;
  - 8.1.9 to promote a whole school approach to online safety and to protect pupils from the risks arising from the use of technology;
- to listen to pupils' complaints and concerns and to manage welfare concerns effectively

8.2 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.

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

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

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

- 8.4 The School addresses its commitment to these principles through prevention and protection measures.
- 8.5 **Prevention:** ensuring that all reasonable measures are taken to minimise the risk of harm<sup>2</sup> to pupils and their welfare by:
- 8.5.1 ensuring through training that all staff are aware of and committed to this policy and the values set out;
  - 8.5.2 establishing a positive, supportive and secure environment in which pupils can learn and develop;
  - 8.5.3 including in the curriculum, sport and recreation arrangements, activities and opportunities for personal, social, health and economic education (**PSHE**) which equip pupils with skills to enable them to protect their own welfare and that of others;
  - 8.5.4 providing medical and pastoral support that is accessible and available to all pupils;
  - 8.5.5 providing pupils with the confidence, to raise any problems, concerns or complaints they may have;
  - 8.5.6 providing support as soon as a problem emerges at any point in a child's life and taking appropriate action in accordance with the Local Safeguarding Children Board and any referral threshold document. The School will, in particular, be alert to the potential need for early help for a child who:
    - (a) is disabled and has specific additional needs;
    - (b) has special educational needs (whether or not they have a statutory education health and care plan);
    - (c) is a young carer;
    - (d) is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
    - (e) is frequently missing /goes missing from care or from home;
    - (f) is misusing drugs or alcohol themselves;
    - (g) is at risk of modern slavery, trafficking or exploitation;
    - (h) is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems and domestic abuse;
    - (i) has returned home to their family from care;
    - (j) is showing early signs of abuse and / or neglect; and / or
    - (k) is at risk of being radicalised or exploited; and/or
    - (l) is a privately fostered child.
- 8.6 **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:

<sup>2</sup> The harm test is explained on the Disclosure and Barring service website on GOV.UK

- 8.6.1 Proactively sharing information in order to promote the welfare and protect the safety of pupils with appropriate agencies and involving pupils and their parents appropriately;
  - 8.6.2 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; and
  - 8.6.3 maintaining an attitude of "it could happen here";
- 8.7 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, radicalisation, behavioural and health issues.

## 9 **School policies**

- 9.1 The School has developed this policy and the policies outlined below, which set out full details of its procedures to safeguard and promote pupil health, safety and welfare.

Child protection and Safeguarding; Anti-bullying; Behaviour and discipline; Acceptable use for pupils and staff; Online safety; Health and safety; First Aid; Administering of medicines/supporting pupils at school with medical conditions; Special educational needs and learning difficulties; Accessibility plan, Educational and off site visits; Supervision; Safer recruitment; Complaints.

## 10 **Risk assessment**

- 10.1 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. The assessment and action will be recorded and regularly monitored and reviewed. More guidance on risk assessment can be found in 0.
- 10.2 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.
- 10.3 The information obtained through this process 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.
- 10.4 Safeguarding records/ parental concern and complaints log/ playground incident log/ Time out Book.

## 11 **Safeguarding / child protection**

- 11.1 The School has safeguarding policies and processes in place that reflect national safeguarding requirements and the Local Safeguarding Children Board's procedures and practices, including local protocols for assessment and threshold document.
- 11.2 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:

- 11.2.1 where a child is in immediate danger or is at risk of harm;
  - 11.2.2 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);
  - 11.2.3 any child who may require an early help assessment;
  - 11.2.4 any child where there are concerns regarding female genital mutilation (FGM);
  - 11.2.5 any child where there are concerns about sexual violence and/or sexual harassment; and
  - 11.2.6 any concern about another staff member who may pose a risk of harm to children.
- 11.3 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:
- 11.3.1 providing a co-ordinated offer of early help when additional needs of children are identified;
  - 11.3.2 contributing to inter-agency plans to provide additional support to children subject to child protection plans;
  - 11.3.3 allowing access for relevant local authority personnel to conduct, or to consider whether to conduct, assessments and child protection investigations under the Children Act 1989;
  - 11.3.4 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;
  - 11.3.5 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
- 11.4 Full details of the School's safeguarding procedures are set out in the safeguarding and child protection policy and procedures. Details of the School's online safety strategy are set out in the school's E-Safety Policy
- 11.5 The School's process for safer recruitment is detailed in the recruitment, selection and disclosure policy and procedure.
- 12 Protection from radicalisation and extremism**
- 12.1 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 and procedures.

- 12.2 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.
- 12.3 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.
- 12.4 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.

### **13 Anti-bullying**

- 13.1 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, cyberbullying and peer on peer abuse.
- 13.2 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.
- 13.3 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.
- 13.4 Low level disruption and harmful behaviour (including low level sexualised behaviour) is tackled at an early stage to prevent negative behaviours escalating.

### **14 Behaviour**

- 14.1 The School 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.
- 14.2 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 disabilities), support systems for pupils and liaison between parents and other agencies.

### **15 Health and safety**

- 15.1 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.
- 15.2 The School will meet this requirement 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. This will include premises safety and security issues posed by public rights of way and access by visitors and/or third parties, and the safety and safe use of equipment.

## 16 **Special educational needs**

- 16.1 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 [• special educational needs and learning difficulties policy].

## 17 **Medical issues**

- 17.1 The School has a duty to make appropriate arrangements for:
- 17.1.1 first aid - to ensure that it is administered to anyone who requires it in a timely and competent manner;
  - 17.1.2 the administration of medicine to pupils;
  - 17.1.3 supporting pupils with medical conditions (including mental health conditions).

## 18 **Recruitment-related issues**

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

## 19 **Reporting and information-sharing**

- 19.1 When assessing risks to pupil welfare and well-being at the School, all staff should also consider whether the matter should be reported to external agencies and /or regulatory bodies, including but not restricted to, children's social care, the police, the Channel Police Practitioner, the Modern Slavery Trafficking Unit of the National Crime Agency, Ofsted, ISI, child and adolescent mental health services (**CAMHS**), the Charity Commission.
- 19.2 The procedures for reporting safeguarding concerns are set out in the School's safeguarding and child protection policy and procedures.
- 19.3 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.
- 19.4 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.
- 19.5 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.

## 20 **Training**

- 20.1 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.
- 20.2 The level and frequency of training depends on role of the individual member of staff and the need for them to complete risk assessments as part of their role.

20.3 The School maintains written records of all staff training.

## 21 Record keeping

21.1 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.

21.2 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.

21.3 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. This includes the School's Data Protection Policy

## 22 Version control

Date of adoption of this policy	May 2023
Date of last review of this policy	
Date for next review of this policy	May 2024
Policy owner (SMT)	Head
Policy owner (Proprietor)	ILG

## **Appendix 1      Guidance on risk assessment**

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

The law does not expect you to eliminate all risk, but you are required to protect people "so far as is reasonably practicable".

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### **Step 1: Identify the hazards**

First you need to work out how people could be harmed.

### **Step 2: Decide who might be harmed and how**

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

### **Step 3: Evaluate the risks and decide on precautions**

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities
- involving or consulting with workers.

### **Step 4: Record your findings and implement them**

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings. You can use the attached template or download a template from the HSE website.

A health and safety checklist for classrooms can also be downloaded from the HSE website.

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

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or pupils spotted a problem?
- have you learnt anything from accidents or near misses?

## **Appendix 2    Guidance on risk assessment of welfare issues**

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
- 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.

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.

### **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 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 3 Example template risk assessment for pupil welfare

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 Pupils 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 / she] 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 pupil and parent consent to engage in the Channel programme.	DSL  DSL	Immediately		
Pupil A has alleged that she was sexually	Pupil A, Pupil B and other pupils.	Referral has been made to children's social care on the	Pupil B to have an amended timetable so that he is not in	DSL	Immediately		



<p>touched by Pupil B on the bus on the way to school.</p>		<p>same day, submitting a MARF (Multi Agency Referral Form) for both children. The MARF led to immediate police involvement.</p> <p>There are presently no bail conditions or recommendations that Pupil B is suspended.</p>	<p>any class with Pupil A (to be kept under review pending further advice from authorities)</p> <p>Specific teaching staff to be briefed on the need to ensure the children are not together.</p> <p>Pupil A given a trusted adult she could go to at any time: staff member will meet with her regularly and support her with break and lunchtime arrangements</p>	<p>Teaching staff</p> <p>Trusted adult</p>			
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