



Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

RISK ASSESSMENT POLICY FOR PUPIL WELFARE

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Joanna Fox

Governor Committee Review: Pupil Welfare

Next Review Date: September 2022

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Since 1893



1 Introduction

- 1.1 This is the risk assessment policy for pupil welfare of Harrogate Ladies' College which includes the College, Highfield and Highfield Pre-School (the **School**).
- 1.2 **Purpose:** The purpose of this policy is to ensure that all employees of the School are aware of, and adhere to, the School's policies and procedures in relation to the risk assessment of pupil welfare issues.
- 1.3 It 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 (16 (a)) and the Part 8 obligations of those with leadership and management of the School to actively promote the wellbeing of pupils (34 (1) (c)). It is also drafted in accordance with the Boarding Schools National Minimum Standards (April 2015 NMS – currently under review).

2 Objectives

- 2.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the welfare of children and adults (see Appendix 2).
- 2.2 To meet the ISI requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- 2.3 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, including school trips.
- 2.4 To ensure that identified control measures are implemented to control risk so far as is reasonably practicable.
- 2.5 To ensure that those affected by school activities have received suitable information and instruction on what to do.
- 2.6 To ensure that the risk management strategy and risk assessments are recorded and reviewed when appropriate.

3 Responsibilities

- 3.1 The Board of Governors has overall responsibility for safeguarding and promoting pupil welfare and well-being at the School.
- 3.2 At an operational level, the Principal and the Head of Highfield and Highfield Pre-School will:
 - 3.2.1 ensure that all staff are aware of, and adhere to, the School's policies and procedures on pupil health, safety and welfare;
 - 3.2.2 ensure that key staff have clearly established roles and responsibilities;

- 3.2.3 ensure that staff are appropriately trained to deal with pupil welfare issues;
- 3.2.4 ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed;
- 3.2.5 consult with staff, pupils, parents and others, where appropriate, to find practical solutions to welfare issues;
- 3.2.6 ensure that standards of pupil welfare at the School are regularly monitored both at an individual level and across the whole school community to identify trends and issues of concern and to improve systems to manage these.

3.3 Those named in paragraph 8.4 are responsible for carrying out risk assessments in relation to the specific matters of pupil health, safety and welfare covered in those policies.

4 Carrying out risk assessments

- 4.1 Risk assessments are required to be undertaken before any activity or task with significant potential risk is carried out for the first time.
- 4.2 Risk assessments are carried out before new buildings are brought into use for the first time and before buildings or areas of buildings are brought back into use following major refurbishments or changes to the building.

5 Training

- 5.1 All staff required to undertake risk assessments will be given relevant training by a competent person.
- 5.2 All staff are given guidance on risk assessment as part of their induction.
- 5.3 Refresher training is arranged periodically.

6 Risk assessment format

- 6.1 Staff are issued with risk assessment templates that are based on current Health and Safety Executive recommendations.
- 6.2 The school adopts the CLEAPSS Advisory Service model risk assessments for Science and Design & Technology.
- 6.3 Risk assessments will take into account:
 - ☐ hazard – something with the potential to cause harm
 - ☐ risk – an evaluation of the likelihood of the hazard causing harm
 - ☐ control measures – physical measures and procedures put in place to mitigate the risk
- 6.4 The risk assessment process will consist of the following six steps:

- What could go wrong?
- How likely is it to go wrong?
- Who might be harmed?
- How serious would it be if it did?
- What are you going to do to stop it?
- How are you going to check that your plans are working?

7 Review of risk assessments

7.1 Risk assessments will be reviewed:

- when there are changes to the activity
- after a significant near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice when there are legislative changes annually if for no other reason

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 protect pupils from harm and neglect;
- 8.1.3 to recognise that corporal punishment can never be justified;
- 8.1.4 to provide pupils with an inclusive environment within which to access appropriate education, training and recreation;
- 8.1.5 to encourage pupils to contribute to society;
- 8.1.6 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 disabled pupils); and
- 8.1.7 to manage welfare concerns effectively.

8.2 The School addresses its commitment to these principles through:

- 8.2.1 **Prevention** - ensuring that all reasonable measures are taken to minimise the risk 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;

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- (b) establishing an inclusive, positive, supportive and secure environment in which pupils can learn and develop;
- (c) 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; and
- (d) providing medical and pastoral support that is accessible and available to all pupils.

8.2.2 **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) sharing information about concerns with agencies who need to know and involving pupils and their parents appropriately; and
- (b) monitoring pupils known or thought to be at risk of harm and formulating and / or contributing to support packages for those pupils.

8.3 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.

8.4 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 and the NMS.

Policy	Responsibility for risk assessments
Safeguarding / Child Protection	Designated Safeguarding Lead (Senior Deputy)
Anti-bullying	Senior Deputy
Behaviour	Senior Deputy
Health and safety policy	Estates Manager and Director of Finance
First aid policy	School Nurses and Senior Deputy
Medical Care	School Nurses and Senior Deputy
Supervision of Pupils	Senior Deputy
Off Site visits policy	Senior Master

9 Risk assessment

9.1 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. This

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

- 9.2 The School's approach to promoting pupil welfare will be systematic and pupil focused. A common Risk Assessment Form will be used by the Head of Highfield Pre-School and Highfield and the Senior Deputy. This can be found in Appendix 2 of this policy. A central record of all logs will be kept by the Senior Deputy.
- 9.3 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.
- 9.4 Each Head of School and the Heads of Highfield Pre-School and Highfield will keep records of pastoral concerns and a central confidential file will be kept by the Senior Deputy (on CPOMS from January 2021) for all safeguarding matters.

10 Safeguarding / child protection

- 10.1 With regards to safeguarding risks, and in accordance with current statutory guidance, including *Keeping children safe in education* (2021) and *Working together to safeguard children* (2018, updated 2020), *Prevent (Counter Terrorism and Security Act 2015)* and Part 3 of the ISSRs and the NMS, 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.
- 10.2 Full details of the School's safeguarding procedures are set out in the Child protection and Safeguarding Policy.

11 Anti-bullying

- 11.1 The School has a written Anti-Bullying Policy which covers the School's approach to the management of bullying and cyber bullying.

12 Behaviour

- 12.1 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.

13 Equality

- 13.1 The School has a written Equality Diversity and Inclusion policy which contains information about the School's performance of its duties under the Equality Act 2010 and the reasonable adjustments made for students with educational needs/disabilities, support systems for students and liaison between parents and other agencies.

14 Medical

- 14.1 The School has a series of written policies which set out its approach to promoting the health of students at the school and meeting their medical needs.

15 Supervision

- 15.1 The School has a written Supervision of Pupils policy and Off Site Visits policy which contain details of how students are supervised while in the School's care, either on site or while on a school trip.

16 Recruitment of suitable staff

- 16.1 The School's Recruitment Policy sets out the checks that the School undertakes to ensure that staff are suitable to undertake their designated roles.

17 Health and safety

- 17.1 In accordance with its obligations under the Health and Safety at Work etc Act 1974 and with Part 3 of the ISSRs and the NMS, 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.
- 17.2 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.
- 17.3 The school will regularly review and check facilities, boundaries, and equipment in accordance with the Health and Safety at Work Act 1974

18 Reporting

- 18.1 When assessing risks to pupil welfare and well-being at the School, all staff should also consider whether the matter should be reported to outside agencies and /or regulatory bodies, including but not restricted to, Children's Services, the Police, Ofsted, CAMHS, the Charity Commission etc.
- 18.2 Unless provided for otherwise in the School's policies or in statutory guidance, the member of staff concerned should discuss the decision to report to outside agencies and /or regulatory bodies with the Designated Safeguarding Lead before making such a report.

19 Monitoring and review

- 19.1 Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the relevant member of staff.
- 19.2 This policy and related School procedures will be reviewed annually by the Senior Deputy and updated as necessary.



- 19.3 In undertaking the monitoring and review of relevant risk assessments and this policy (as necessary), they will seek to identify trends and understand issues of concern and to take steps to improve systems to manage these.

Appendix 1 Guidance on risk assessment

A pupil welfare risk assessment is a careful examination of what could cause harm to pupil welfare and to consider appropriate control measures, so that you can weigh up whether the School has taken adequate precautions or should take additional steps to prevent the risk of 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 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 of pupils 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 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.

Step 4: Record your findings and implement them

Make a written record of your significant findings - the concern, the issues, 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 and review the efficacy and /or the outcome of the measures you have put in place on a regular basis, or as required.



Appendix 2 HLC Risk Assessment for Pupil Welfare

What is the issue?	Who needs support?	What action has been taken?	What further action will be taken?	Action by whom?	Action by when?	Action completed?	Concern closed on (date)



Appendix 3 Relevant statutory and non-statutory guidance

1. Education (Independent School Standards) Regulations 2014 (<http://www.legislation.gov.uk/uksi/2014/3283/contents/made>)
2. Commentary on the Regulatory Requirements, September 2016 (www.isi.net)
3. Health & Safety Executive, Five steps to risk assessment (www.hse.gov.uk/risk/fivesteps.htm)
4. Health and Safety Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies (2014), DfE website
5. Health and Safety at Work” Section H of the ISBA Model Staff Handbook
6. “Health and Safety and Welfare at Work” Chapter N of the ISBA Bursar’s Guide
7. “Insurance” Chapter K of the Bursar’s Guide by HSBC Insurance Brokers Ltd
8. Early Years Foundation Stage: Statutory Framework
9. Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)
10. Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (www.ncvo-vol.org.uk)
11. Home Office guidance on duties under the Counter Terrorism Act 2015 (www.gov.uk/government/publications/prevent-duty-guidance)
12. National Minimum Standards for Boarding Schools, April 2015