



Risk Assessment Policy for Pupil Welfare

This document applies to all members of staff of The Pilgrims' School
and includes Governors, Music and Drama Teachers, Volunteers, Parents and Visitors.

Drafted by: The Director of Finance & Resources

Date: November 2022

Approved by SLT: November 2022

Next Review Date: November 2023

Policy Statement

This is the pupil welfare policy of The Pilgrims' School which is reviewed annually.

Safeguarding and promoting the welfare of children is everyone's responsibility. To fulfil this responsibility effectively all staff should make sure their approach is child centric. This means constantly considering the best interests of the child; identifying concerns early; providing help and support; promoting their welfare and preventing concerns escalating.

This policy is drawn up and implemented in accordance with:

- a. Keeping Children Safe in Education (September 2022) which is a key document for promoting the safeguarding and welfare of pupils and is "essential that everybody working in a school understands their safeguarding responsibilities".
- b. the Independent School Standards (the standards) in the schedule to the Education (Independent School Standards) Regulations 2014 (ISSR) with particular regard to:
 - (1) Part 3 obligations of the Governing Body that "arrangements are made to safeguard and promote the welfare of pupils at the school; and such arrangements have regard to any guidance issued by the Secretary of State".
 - (2) the implementation of a written risk assessment policy
 - (3) Part 8 obligations of those with leadership and management roles to actively promote the wellbeing of pupils noting that
 - (4) "the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and appropriate action is taken to reduce risks that are identified".
- c. the National Minimum Standards for Boarding Schools (NMS), made under section 87 of the Children Act 1989
- d. the Statutory Framework for the Early Years Foundation Stage (EYFS) (updated version in force from 1 September 2021), made under the Childcare Act 2006 is mandatory for all early years providers.
 - (1) The EYFS framework specifically requires the school to have regard to KCSIE and to the Prevent duty guidance in addition to Working Together to Safeguard Children [paragraph 3.7].

Responsibilities

The Governors have overall responsibility for safeguarding and promoting pupil welfare and well-being at The Pilgrims' School including the delivery of boarding and EYFS.

At an operational level, the Head will ensure:

- that all staff are aware of, and adhere to, the School's policies and procedures on pupil health, safety and welfare
- that key staff have clearly established roles and responsibilities
- that staff are appropriately trained to deal with pupil welfare issues
- that where concerns for a pupil's welfare are identified, the risks are appropriately managed
- that staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues
- that standards of pupil welfare at the School are regularly monitored both at an individual level and generally to identify trends and issues of concern and to improve school management systems.

Pupil welfare

The Pilgrims' 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)
- protect pupils from maltreatment, harm and neglect
- recognise that corporal punishment can never be justified
- provide pupils with appropriate education, training and recreation
- encourage pupils to contribute to society
- ensure that pupils are provided with safe, healthy and effective care
- improve the physical environment of the School and provision for disabled pupils
- manage welfare concerns effectively
- support local authorities, social workers and other agencies following any referral.

The Pilgrims' 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 in associated policies
- establishing a positive, supportive, safe and secure environment in which pupils can learn and develop
- providing a curriculum, activities and opportunities for PSD which equip pupils with skills to enable them to protect their own welfare and that of others
- offering accessible medical and pastoral support that is 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 and concerns with agencies who need to know
- 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 Pilgrims' 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 Pilgrims' 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 noting there are additional policies and documents required for compliance (NMS 13.7) for Boarding Schools.

| Policy | Responsibility for Risk Assessments |
|---|---|
| Safeguarding and Child Protection | Designated Safeguarding Lead |
| Anti-bullying including cyberbullying | Deputy Head (Pastoral) |
| Behaviour and Discipline | Deputy Head (Pastoral) |
| Health and Safety Policy | Director of Finance & Resources / H&S Officer |
| First Aid Policy | School Nurse |
| Administration of Medicines / Health Care | School Nurse |
| Boarding | Deputy Head (Pastoral) |
| Supervision | Second Master |
| Educational Visits Policy | Second Master |

Risk assessment

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

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 risk assessment form at Annex A. 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 as above.

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 should be electronic and stored on the school network, and Assessments relating to individual pupils will be held on their pupil records and electronically on iSAMs.

Safeguarding

With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children 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 necessary.

Full details of The Pilgrims' School's safeguarding procedures are in the Safeguarding and Child Protection Policy.

Anti-Bullying

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

Behaviour

The School has a Behaviour Policy which includes a low-level concerns policy and how to promote good behaviour amongst pupils and the sanctions to be adopted in the event of pupil misbehaviour.

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.

Health and Safety

In accordance with its obligations under the Health and Safety at Work Act 1974 (and delegated Regulations) 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 above.

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

The National Minimum Standards for Boarding Schools

The National Minimum Standards for Boarding Schools (NMS) operates alongside The Education (Independent School Standards) Regulations 2014 (ISSR), having been made under separate legislation (the Children Act 2004) and are incorporated into the ISSR mainly through ISSR paragraph 8.

The school will ensure that the welfare of boarders is safeguarded and promoted by:

- the effective implementation of a written risk assessment policy, the record of all risk assessments carried out and of the appropriate action taken to reduce identified risks.
- Individual boarder's records (containing personal, health and welfare information)

Annex A - Guidance on Risk Assessment

1. A Risk Assessment in the pupil welfare context is a careful examination of what could cause harm to pupil welfare and appropriate control measures to ensure the School has taken adequate precautions or should do more to prevent harm.
2. The purpose of a Risk Assessment is not to generate paperwork, but to identify sensible measures to control risks that are most likely to occur and / or will cause harm.
3. When thinking about your risk assessment in this context, remember:
 - a. a welfare issue is anything that may harm a pupil including cyber-bullying or abuse
 - b. any risk, however slight, that a pupil may be harmed must be assessed in full.
 - c. **Step 1: Identify the issue**
 - (1) 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.
 - (2) If the issue is associated with a member of staff consider the level of concern and whether it meets the "harms threshold" in KCSiE.
 - b. **Step 2: Decide who might be harmed and how**
 - (1) Identify individual pupils or groups who might be harmed and how they might be harmed by the concern raised.
 - (2) Consider seeking early advice from the local authority designated officer (LADO).
 - c. **Step 3: Evaluate the risks and decide on precautions**
 - (1) 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.
 - (2) 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.
 - (3) If the remaining risk is unacceptable then further controls must be identified to further reduce risk. Where further action is necessary an action plan should include:
 - (a) name of employee responsible for completing the action
 - (b) target date for completion
 - (c) any interim measures to reduce risk in the short term
 - (d) confirmation that the action has been completed

(e) reassessment of the level of risk following completion of the action.

d. Step 4: Record your findings and implement them

(1) 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 risks.

(2) There is no prescribed format but the record should be simple and focussed on control measures and steps the School proposes to manage the risk.

b. Step 5: Review your risk assessment and update if necessary

(1) regularly review actions for the pupils identified and across the school and

(2) regularly monitor the efficacy of the measures in place or as required.

In reviewing the current generic risk assessment for trips and activities use the Risk Assessment pro-forma provided below.



THE PILGRIMS' SCHOOL

ACTIVITY / TASK: General Teaching & Learning

LOCATION: Main School & Pre-Prep

DATE: xx XXX 20xx

PRODUCED BY: H&S Adviser

| HAZARD | WHO IS AT RISK? | RISK RATING * <small>see options at end of form.</small> | ACTION IMPLEMENTED (Control Measures) | FURTHER ACTION(S) REQUIRED |
|---|---|---|--|----------------------------|
| General Use of School Buildings, Classrooms and Premises | All Staff, Pupils and Visitors to Premises | Low | <ul style="list-style-type: none"> <input type="checkbox"/> Every effort is to be taken to ensure the H&S and Security of all those on school premises. <input type="checkbox"/> Staff and pupils owe to each other and themselves a duty of care in all that they do. <input type="checkbox"/> All classrooms and equipment are to be checked daily for safety – any defects or faults are to be reported. <input type="checkbox"/> No activity is to be undertaken that places an individual in a position of harm or injury. If in doubt, always seek advice. <input type="checkbox"/> Always report an injury using the Accident/Incident/Near Miss Form. Always report a 'near miss' (where an accident nearly happened). <input type="checkbox"/> Ensure all gangways are kept clear of obstructions and trip hazards. <input type="checkbox"/> Ensure floors and walkways are kept dry, particularly around sink areas, and free from slip hazards. <input type="checkbox"/> Do not tip back / swing on chairs. <input type="checkbox"/> Doors, cupboards and lockers. Care is taken to avoid trapped fingers/limbs. | |

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|-------------------------------------|------------|------------|---|---|
| | | | <input type="checkbox"/> IT Desks. Care is taken when closing the lids on IT desks not to trap fingers. <input type="checkbox"/> Never stand on chairs, benches, desks or tables! | |
| Security & Safeguarding | | | <input type="checkbox"/> All visitors to sign in/out at Reception and be badged as per Security Risk Assessment. <input type="checkbox"/> Barred list/DBS/Identity checks to be carried out as required by School Safeguarding policy. | |
| Incident Control / Reporting | All | Low | The safety of the boys is paramount - take the most appropriate action you feel is necessary. | <p>Remember:</p> <ul style="list-style-type: none"> • In an emergency ring 112. • If caught up in a terror incident: Run; Hide; Tell the Police (Call 112). <p>The caller must:</p> <ol style="list-style-type: none"> 1. State the location where assistance is needed 2. State their name and telephone number 3. State what happened, and if it is still happening 4. State how many people need help 5. State if there are weapons involved |

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| | | | <p>At the first opportunity inform the Head/School Office or Hub of any incident.</p> <p>Always report an injury using the Accident book</p> <p>Report any injury/incident using the School Accident/Incident Form.</p> <p>Always report a 'near miss' (where an accident nearly happened).</p> | Report: Who; What; Where; When; What action is being taken; What assistance is required. Confirm contact details. |
| Stairs / Steps | All Staff, Pupils and Visitors to Premises | Medium | <input type="checkbox"/> All stairs/steps constantly under review for wear and tear. Report any damaged floor coverings that would cause trips. Defects rectified as soon as possible. <input type="checkbox"/> All stairs/steps have at least one handrail. <input type="checkbox"/> Metal steps painted with anti-slip paint. <input type="checkbox"/> Bottlenecks to be supervised/cleared when/if build-up of pupils occurs. | |
| Paths / driveways / circulation areas | All Staff, Pupils and Visitors to Premises | Low | <input type="checkbox"/> All are regularly swept. <input type="checkbox"/> All are constantly under review for wear and tear and defects rectified as soon as possible. <input type="checkbox"/> External lighting available and used when necessary. <input type="checkbox"/> Bottlenecks to be cleared when build-up occurs. | |
| Spillages / leaks | All Staff, Pupils and Visitors to Premises | Low | <input type="checkbox"/> Clean up any spillages immediately. Premises, catering and cleaning staff immediately mop up general spillages/leaks during the day when cleaners not at work. <input type="checkbox"/> Yellow hazard signs put up to designated wet/recently mopped areas. | |
| Weather | All Staff, Pupils and | Low | <input type="checkbox"/> Account to be taken of weather conditions. | Appropriate clothing and equipment taken. |

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| | Visitors to Premises | | | |
| Potentially slippery surfaces e.g. pool area, toilets, showers, vinyl flooring, courts, playgrounds | All Staff, Pupils and Visitors to Premises | Low | <input type="checkbox"/> All pool flooring of appropriate safety type and cleaned during swimming season. <input type="checkbox"/> All vinyl flooring matt or safety surface as necessary <input type="checkbox"/> Courts/playgrounds regularly checked and pressured washed to remove debris, algae and greasiness <input type="checkbox"/> Shower/changing rooms. No glass containers (eg deodorants) to be taken into or used in the shower areas - plastic or aerosols only to be used. | Supervision Termly reminders to boys given at Assembly |
| Disabled persons | All | Low | <input type="checkbox"/> Disabled parking can be made available <input type="checkbox"/> Suitable colour contrast incorporated into décor – white stair/step edges, handrails, doors <input type="checkbox"/> Corridors, paths, walkways kept clear of obstructions Specific risk assessments drawn up for individuals where indicated. | |
| Cleaning | All | Very Low | <input type="checkbox"/> Cleaners instructed to ensure electrical leads do not trail too far and to warn people nearby <input type="checkbox"/> Cleaning takes place before/after normal school day <input type="checkbox"/> Vinyl floors are matt finish <input type="checkbox"/> Cleaners mop up vinyl areas as dry as possible and leave warning sign until dry <input type="checkbox"/> Cleaners are instructed to wear appropriate clothing/shoes for their job. Training given. | |
| Catering | Catering / Caretaking Staff | Low | <input type="checkbox"/> Kitchen kept clean and tidy with no obstructions <input type="checkbox"/> Spillages/food stuffs are cleaned/mopped up immediately <input type="checkbox"/> Catering staff all wear non-slip shoes <input type="checkbox"/> Kitchen/dish wash floor is appropriately non slip | |
| Other Departments | All | Low | <input type="checkbox"/> All Heads of Department to take note of above issues and implement in their areas <input type="checkbox"/> When necessary Heads of Department undertake individual risk assessment for their area or a specific activity e.g. Drama productions, PE activities, evening events run by school or | |

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| | | | PPA. Any issues raised should be discussed with the Director of Operations and the HSA | |
| Coach Travel | Pupils & Staff | Low | <p>Ensure that the transport is via an authorised contractor. Transport should have: functioning seat belts, first aid kit, fire extinguisher. Emergency procedure in case of breakdown – check with the contractor. Teacher should be familiar with emergency procedure of the school in the event of breakdown, especially if on a motorway. Brief pupils on conduct on coach. Agree collection and set down points in advance. Take portable first aid kit.</p> | Check emergency breakdown procedures. |
| Minibus Travel | Pupils | Low | <p>Confirm booking with the Director of Operations. Ensure safety belts and booster seats where required are used. Ensure driver has a valid and correct licence category and current minibus training. That the School Minibus Usage and Safety Policy is adhered to. That in the event of breakdown the procedure in the Minibus Usage and Safety Policy is adhered to.</p> | Check Minibus Usage and Safety Policy document. |

PROCEDURES FOR ENSURING CONTROL MEASURES IMPLEMENTED

- **Key aspects included in annual staff H&S refresher training in September and to form part of the new staff Induction training. Reminders will be included at all appropriate staff meetings.**
- **This Risk Assessment to be issued to all Heads of Department annually.**
- **All accidents/injuries/near misses/concerns must be reported to the Director of Operations / HSA to follow up as appropriate.**
- **Head, Director of Finance & Resources, Director of Operations & HSA regularly walk the site checking on H&S matters.**

Assessment carried out by: Print Name: xxx

Date assessment completed: xx XXX 20xx

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|--|---|
| Signature: xxx | Date of planned review (if no change of circumstances) |
| Reviewed by: Health & Safety Adviser (signature): Director of Operations (signature) | Risk Assessment – copies to: |

Risk Rating:

Very Low = Risk of injury not likely
Low = Possible Risk of Minor Injury
Medium = Injury quite likely
High = Serious injury very likely

Note: The greater the seriousness of injury the more controls are required to aim to prevent the risk of occurrence.