



**MOUNT HOUSE
SCHOOL**

INSPIRING EVERY INDIVIDUAL

SCHOOL POLICIES

RISK ASSESSMENT FOR STUDENT WELFARE

Review	Date	By
Last Reviewed	September 2023	
Next Review	September 2024	

Risk Assessment for Student Welfare Policy

Policy Statement

This risk assessment policy reflects a constant systematic process with a view to promoting children's welfare. Mount House School takes a broad approach to the area of risk assessment to ensure that this covers all aspects of student welfare.

Safeguarding and promoting the welfare of children is everyone's responsibility. At Mount House School we are committed to providing a safe and healthy environment which ensures that student welfare is centre-stage. 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 will be adhered to by all staff members at the school and the Board of Directors.

This policy is drawn up and implemented in accordance with:

- [Keeping Children Safe in Education](#) (September 2023) which is a key document for promoting the safeguarding and welfare of students and is "essential that everybody working in a school understands their safeguarding responsibilities".
- the Independent School Standards (the standards) in the schedule to the [Education \(Independent School Standards\) Regulations 2014](#) (ISSR) with particular regard to:
 - Part 3 obligations of the Governing Body that "arrangements are made to safeguard and promote the welfare of students at the school; and such arrangements have regard to any guidance issued by the Secretary of State".
 - the implementation of a written risk assessment policy
 - Part 8 obligations of those with leadership and management roles to actively promote the wellbeing of students noting that "the welfare of students at Mount House 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".
- the [Prevent duty guidance](#) (2011, updated 2021)
- [Working Together to Safeguard Children](#) (2018, updated 2022)

Related Documents:

- Health & Safety Policy, and Appendix A Risk Assessment at the School
- Safeguarding Policy
- Online Safety Policy
- Fire Safety Policy
- First Aid Policy
- Educational Trips Policy

- Anti-Bullying Policy
- Behaviour Policy
- Whistleblowing Policy
- Safer Recruitment Policy
- Staff Code of Conduct

The Risk Assessment for Student Welfare Policy, along with related documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Mount House School. They are required to state that they have read and understood such documents and confirm this by signing the Policies Register.

Responsibilities

The Board of Directors

The Board of Directors have overall responsibility for safeguarding and promoting student welfare and well-being at Mount House School. This includes the management of risk at the school.

The Board have delegated strategic decisions for the operational management of health and safety, and risk management, to the Head.

The Head

At an operational level, the Head will ensure:

- that all staff are aware of, and adhere to, Mount House School's policies and procedures on student health, safety and welfare
- that key staff have clearly established roles and responsibilities
- that all potential hazards are identified and risk assessments are carried out as appropriate
- that relevant staff who are tasked with carrying out risk assessments are suitably trained to do so
- that staff are appropriately trained to deal with student welfare issues
- that where concerns for a student's welfare are identified, the risks are appropriately managed
- that staff, students, parents and others are consulted, where appropriate, to find practical solutions to welfare issues
- that standards of student welfare at Mount House School are regularly monitored both at an individual level and generally to identify trends and issues of concern and to improve school management systems
- that resources are allocated in response to risk assessments, and courses of action are determined and followed, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable
- that elements of risk and health and safety management are effectively communicated to the Board of Directors.

Staff Members

Members of staff must:

- take reasonable care of their own safety, as well as that of students, visitors and other staff members.
- undertake their work in accordance with training and instructions.
- cooperate with the school on health and safety matters.
- carry out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- report any risks or defects to the Head (via their line manager, Bursar, Site Manager or Health & safety Committee) in order to create new, or update, risk assessments.
- participate in risk management training as appropriate.

Areas of risk

The school identifies key areas of school management that present risks to the school community – these include, but are not limited to, the following:

- Safeguarding
- Student welfare
- Health and Safety
- Security
- Fire safety
- Critical incidents
- School trips
- Staff recruitment (for further information, please see the school's Safer Recruitment Policy)

Specific risk assessments by professionals are also conducted under the following categories:

- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Fire safety

Health and Safety

In accordance with the school's Health and Safety Policy and its responsibilities under the Management of Health and Safety at Work Regulations 1999, the school will assess the risks to the health and safety of staff, students and others affected by the school's activities.

The school will ensure that a common-sense and proportionate approach is applied to risk assessment management – the school understands that a separate risk assessment is not required for every activity. Areas which will be considered, for example, are: premises and equipment; educational trips, off-site activities and visits; security around the site which backs onto several public rights of way; critical incidents; medical considerations.

The school has a Risk Assessment(RA) Register detailing all Health and Safety RAs that the school completes. For further information, please contact the Bursar.

For full details regarding the schools' approach to the management of health and safety risks, please see the school's Health and Safety Policy. This policy gives full details of which members of staff will undertake the Risk assessment process, and the training they have received, which will be updated as & when necessary or when a staff member leaves and is replaced by someone without the required training.

Student Welfare

Mount House School recognises its specific responsibility to safeguard and promote the welfare of students in its care, including with regards risk assessments.

This responsibility encompasses the following principles to:

- support students' physical and mental health and emotional wellbeing (as well as their social and economic wellbeing)
- protect students from maltreatment, harm and neglect
- recognise that corporal punishment can never be justified
- provide students with appropriate education, training and recreation
- encourage students to contribute to society
- ensure that students are provided with safe, healthy and effective care
- improve the physical environment of Mount House School and provision for disabled students
- manage welfare concerns effectively
- support local authorities, social workers and other agencies following any referral.

Mount House School addresses its commitment to these principles through:

- Prevention –
 - ensuring that all reasonable measures are taken to minimise the risks of harm to students 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 students can learn and develop
 - providing a curriculum, activities and opportunities for PSHEE which equip students 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 students.
- Protection –
 - ensuring all appropriate actions are taken to address concerns about the welfare of a student, whether of a safeguarding nature or otherwise. This includes:
 - sharing information and concerns with agencies who need to know
 - involving students and their parents appropriately.

- monitoring students known or thought to be at risk of harm and formulating and / or contributing to support packages for those students.

Mount House School recognises that student welfare and well-being can be adversely affected by many matters whether in or away from school, including abuse, bullying, behavioural and health issues.

Risk Assessment

Where a concern about a student's welfare is identified, the risks to that student'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 student welfare may vary and may be included as part of Mount House School's overall response to a welfare issue or using a risk assessment form. Regardless of the format used, Mount House School's approach will be systematic with a view to promoting student welfare.

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 student or of students generally.

Risk assessments are electronic and stored on the Shared drive. Assessments relating to individual students will also be held on their student records and electronically on iSAMS.

Safeguarding / Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101311/keeping-children-safe-in-education-2023.pdf) and [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101311/working-together-to-safeguard-children.pdf) and [Part 3 of the ISSRs](#), Mount House School has systems in place to identify students 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 Mount House School's safeguarding procedures are in the Safeguarding Policy. This includes information regarding 'low-level' safeguarding concerns.

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

Behaviour - Mount House School has a Behaviour Policy which explains how the school promotes good behaviour amongst students and the sanctions which will be adopted in the event of student misbehaviour.

The Equality, Diversity and Inclusions Policy contains further information about Mount House School's performance of its duties under the Equality Act 2010 (and reasonable adjustments made for students with educational needs/disabilities), support systems for students and liaison between parents and other agencies.

The Health and Safety Policy includes the health, safety and welfare of young or vulnerable people employed by the school.

Safeguarding

In accordance with 'Keeping children safe in education' (KCSIE), the school recognises its specific safeguarding duties with regards to risk assessments. For example:

Considerations regarding Staff and the Recruitment Process

For full details regarding safer recruitment and the necessary checks which mitigate risks in the recruitment of staff, please see the school's Safer Recruitment Policy.

The Head will undertake a risk assessment when deciding whether to allow a staff member to work in the school when a DBS has been requested, but not yet arrived.

All details of the risk assessment conducted will be recorded.

Where there is a possible suspension of a staff member, the school will conduct a risk assessment to determine their decision.

Sexual Violence or Sexual Harassment (SVSH)

Where there has been a report of sexual violence, the DSL will undertake an immediate risk assessment. If there has been a report of sexual harassment, the need for a risk assessment will be considered on a case-by-case basis by the DSL.

This risk assessment will address the following, and will be recorded and kept under review by the DSL:

- The victim – particularly their protection and support
- The alleged perpetrator
- All other students (and adult students or staff if appropriate) at the school, especially any actions required to protect them

Where a student is convicted or receives a caution for a sexual offence, the DSL will update the risk assessment to ensure relevant protections are in place for all students at the school.

KCSIE 2023 gives full guidance to schools regarding child-on-child sexual violence and sexual harassment in Part Five, and related risk assessments (paras 480 – 484).

Anti-Terrorism

As required by section 26 of the Counter-Terrorism and Security Act 2015, the school will conduct a risk assessment to determine the appropriateness of any filters and monitoring systems needed to control the risk of students being drawn into terrorism.

Assessing students' welfare

Where any of the following criteria are met, the school will conduct a risk assessment regarding students' welfare:

- A student with a clinical tendency towards behavioural, social and emotional difficulties, e.g. a student with autistic spectrum disorder.
- A student with a historical tendency towards behavioural, social or emotional difficulties.
- A student either returning to the school after a fixed-term exclusion or joining from another school after a permanent exclusion.
- A student with either a clinical tendency or historical tendency towards behavioural, social or emotional difficulties and participating in any off-site school visits/trips.

All risk assessments regarding students' welfare will take into account previous behaviour, and outline specific measures, including both punitive sanctions and pastoral support, to ensure the risk of behaviour being repeated is minimised and managed.

Care will be taken to ensure that students with SEND are not excluded from school activities as a result of behavioural difficulties, unless it is sufficiently severe as to directly interfere with the education of other students.

Guideline Matrix for Completion of Risk Assessments

Key Concern Area	Risk Assessment responsibility	Review Process	Formal approver of Risk Assessment
Health and Safety	Key Educational Department Heads (Science, Art, Sports, food Technology, Drama and Music), non-teaching risk area – First Aid , Premises, Grounds, Events	Continually reviewed and refreshed where relevant on a half-termly basis at Health and Safety Committee meetings, and formally reviewed on an annual basis.	Bursar/Site Manager
Student Welfare	Delegated authority to EVC, First Aiders, SEN staff with Ras devised for particular students/circumstances.	Continually reviewed and refreshed where relevant on at least a termly basis during line management meetings and formally reviewed on an annual basis.	DSL
Recruitment related issues	Delegated authority to recruiting line manager (e.g. for close supervision arrangements for non received DBS)	Continually reviewed and refreshed where relevant in an appropriate time frame depending on circumstances (e.g. close supervision – weekly; wider RAs associated with e.g. recruitment of previous offenders – termly) and formally reviewed on an annual basis.	Head/Bursar

Safeguarding	Either DSL or delegated authority to a DDSL to complete in connection with a particular case/circumstance.	Continually reviewed and refreshed where relevant in an appropriate time frame depending on circumstances (e.g. specific student related – weekly; wider RAs associated with more generic safeguarding policies – termly) and formally reviewed on an annual basis.	Deputy Head (Pastoral)
Lessons	Delegated authority to Faculty Heads, specialist support leaders (e.g. SEN)	Continually reviewed and refreshed where relevant in an appropriate time frame depending on circumstances (e.g. specific student related – weekly; wider RAs associated with more generic safeguarding policies – termly) and formally reviewed on an annual basis.	Senior Deputy Head

Notes

- As part of the ongoing and annual reviews, which also assess the implementation of the RAs, staff training needs are identified by the Formal Approver and staff are given access to appropriate training courses
- The RAs are monitored for effectiveness, and modified as appropriate, by the individual staff referred to above and signed off by the Formal Approver at the annual review