MOUNT HOUSE
SCHOOL

SCHOOL POLICIES

RISK ASSESSMENT FOR STUDENT WELFARE

Review	Date	By
Last Reviewed	September 2026	GCR
Next Review	September 2027	

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, identifies risks, and adopts effective systems for minimising them. To achieve this, we undertake risk assessments to assist in managing the health and safety of the Group. This Policy explains the Group's approach to managing risk and identifying appropriate measures to control risks that have been identified.

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 at the heart of what we do. 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

Governance (Blenheim Schools). This policy is drawn up and implemented in accordance

with:

- Keeping Children Safe in Education (September 2026) 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) 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".

- Prevent duty guidance (updated Dec 2023)

- Working Together to Safeguard Children (2026 update)

Related Documents:
- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- Educational Trips and Visits Policy
- Equality, Diversity and Inclusion Policy
- Exclusions Policy
- Fire Safety Policy
- First-Aid Policy
- Health & Safety Policy
- Acceptable Use of IT Agreement

- Low-Level Concern Policy
- Online Safety Policy
- Prevent Duty Policy
- Risk Assessment for Student Welfare Policy
- RSE Policy (Relationships and Sex Education Policy)
- Safeguarding Policy
- Safer Recruitment Policy
- SEND Policy (Special Educational Needs and Disabilities Policy)
- Smoking, Drugs Alcohol and Other Substances Policy
- Staff Code of Conduct
- Missing and uncollected Children Policy
- Whistleblowing Policy.

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 key policies and confirm this by signing the Policies Register. The rest of the policies are signposted and new starters are shown where the policies are on SharePoint.

Responsibilities

The Board of Governance (Blenheim Schools)
The Board of Governance (Blenheim Schools) have overall responsibility for safeguarding and promoting student welfare and wellbeing 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 and SLT.

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 Governance (Blenheim Schools).

Staff Members

Members of staff must:

- take reasonable care of their own safety, as well as that of students, visitors and other staff members.
- ensure they engage and act on risk assessments that are shared with staff or where staff are given guidance on a student at risk (i.e. it may provide staff with too much detail on a risk assessment and staff may be provided with a condensed version of the necessary information via Staff Comms).
- undertake their work in accordance with training and instructions.
- cooperate with the school on health and safety matters.
- carry out assigned risk assessments effectively (having received appropriate training), 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).

Risk assessments are carried out by individual members of staff with specific responsibility for these particular events or activity, equipment or facility where there is potential for someone (staff, student or visitor) to be harmed. Harm may arise for a number of reasons including poor condition of equipment or facilities, introduction of new equipment, failure to comply with operating procedures, lack of training or changes to people, buildings or equipment.

Risk assessment training is provided for specific roles and will be provided on specific areas as appropriate. The Bursar is IOSH trained.

Specific risk assessments (outsourced to be undertaken by competent professionals) are also conducted under the following categories:

- Asbestos
- Legionella / Water quality
- Gas safety
- Electrical safety
- Fire safety
- Hazardous substances.

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 and 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 wellbeing can be adversely affected by many matters whether in or away from school, including abuse, bullying, behavioural and health issues.

Student Welfare 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 KCSIE 2026 and Working together to safeguard children - GOV.UK (www.gov.uk) 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. There is a separate policy with information regarding 'low-level' safeguarding concerns.

Anti-Bullying - Mount House School has a written Anti-bullying Policy which covers the School's approach to the management of bullying and cyber-bullying (cyber-bullying is also referenced in other policies such as the ICT Acceptable Use and Online Safety Policy).

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 Inclusion Policy contains further information about the 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.

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.

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 either returning to the School after a fixed-term exclusion or joining from another school after a permanent exclusion. This will be determined on a case-by-case basis (i.e. if the exclusion is linked to a bullying incident we would review their interaction with others)
- 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 / Head**
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	Continually reviewed and refreshed where relevant in an appropriate	**Deputy Head (Pastoral): DSL / DDSL**

	with a particular case/circumstance.	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.	
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.**