



ACORN HOUSE COLLEGE

Risk Assessment Policy

Acorn House College

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Risk Assessment Policy for Student Welfare

Policy Statement

This is the Risk Assessment Policy for Student Welfare at Acorn House College. This policy is drawn up and implemented in accordance with the Education (Independent College 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 students at the college by the implementation of a written Risk Assessment Policy and the Part 8 obligations of those with leadership and management of the college to actively promote the well-being of students.

Responsibilities

The Proprietor has overall responsibility for safeguarding and promoting student welfare and well-being at the College.

At an operational level, the Principal will:

- Ensure that all reasonable steps are taken to protect the welfare, health and safety of the students at the college
- Ensure that all staff are aware of, and adhere to, the College's policies and procedures on student health, safety and welfare,
- Ensure that key staff have clearly established roles and responsibilities,
- Ensure that staff are appropriately trained to deal with student welfare issues,
- Ensure that where concerns about a student's welfare are identified, the risks are appropriately managed,
- Consult with staff, students, parents and others, where appropriate, to find practical solutions to welfare issues,
- Ensure that standards of student welfare at the College are regularly monitored both at an individual level and globally to identify trends and issues of concern and to improve systems to manage these.

The principal is responsible for carrying out risk assessments in relation to the specific matters of student health, safety and welfare covered in those policies.

Student Welfare

The College recognises its responsibility to safeguard and promote the welfare of students in its care. This responsibility encompasses the following principles:

- To support students' physical and mental health and emotional well-being (as well as their social and economic well-being),
- To protect students from harm and neglect,
- To recognise that corporal punishment can never be justified,
- To provide students with appropriate education, training and recreation,
- To encourage students to contribute to society,
- To protect students from the risk of radicalisation, extremism and being drawn into terrorism,
- To build students' resilience to radicalisation by promoting fundamental British values, enabling students to challenge extremist views,
- To assess the risk of children being drawn into terrorism and to provide support through the Channel programme for those identified as having extremist views,

- To ensure that students are provided with a safe and healthy environment (and to improve the physical environment of the College in order to improve its provision for disabled students),
- To manage welfare concerns effectively.

The College 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:

- (a) ensuring, through training, that all staff are aware of and committed to this policy and the values set out,
- (b) establishing a positive, supportive and secure environment in which students can learn and develop,
- (c) including in the curriculum, activities and opportunities for PSHE and pastoral support which equip students with skills to enable them to protect their own welfare and that of others,
- (d) providing medical and pastoral support that is accessible and 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:

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

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

The College has developed this policy and the policies in the table below, which set out full details of its procedures to safeguard and promote student health, safety and welfare in accordance with its duties under Part 3 of the ISSRs. The principal is responsible for these policies and the associated risk assessments:

- Safeguarding
- Anti-Bullying
- Promoting good behaviour
- First Aid
- Administration of medicines
- Supervision
- Educational Visits

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, this will be recorded and then regularly monitored and reviewed.

The format of risk assessment as to student welfare may vary and may be included as part of the College's overall response to a welfare issue. Regardless of the format used, the College'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 students in general.

All students have a personal tutor who will keep records of any pastoral or welfare matters arising through their interaction with students and their weekly personal tutoring sessions. Records can be retained in the secure area of the student MIS (Bromcom) and/or paper records can be retained in individual student files.

Safeguarding/Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping Children Safe in Education (2015), reviewed and updated for use from 5 September 2016, Working Together to Safeguard Children (2013) and Part 3 of the ISSRs, the College 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. Where there is a risk of children being at risk of radicalisation the college will involve the appropriate Channel programme partners.

Full details of the College's safeguarding procedures are set out in the Safeguarding and Child protection Policy.

Protection from radicalisation and extremism

Details of the College's procedures to prevent students from becoming radicalised and/or being drawn into extremism and/or terrorism in accordance with the guidance in Prevent Duty Guidance for England and Wales 2015 (HM Gov) and the Departmental advice on the Prevent Duty (DfE) are also contained within the Child Protection and Safeguarding Policy.

The College will meet these obligations by assessing the risk of students being drawn into radicalisation and/or extremism and/or terrorism and putting in place control measures to support those at risk.

However, the College balances this duty against the fact that schools should be safe spaces in which children and young people 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.

The College 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 College premises.

Anti-Bullying

The College has a written Anti-Bullying Policy which covers the College's approach to the management of bullying and cyber-bullying (see also the Acceptable Use of ICT and E-safety Policy).

Behaviour

The College has a written Behaviour and Discipline Policy which sets out how it promotes good behaviour amongst students and the sanctions to be adopted in the event of student misbehaviour.

This policy contains further information about the College'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.

Health & Safety

In accordance with its obligations under the Health & Safety at Work etc. Act 1974 and with Part 3 of the ISSRs, the College has a duty to ensure the health, safety and welfare of employees and the health and safety of students and others affected by the College's operations, so far as is reasonably practicable.

The College will do so by taking a sensible, proportionate and holistic approach to management of health and safety issues in accordance with the College's obligations and its Health & Safety Policies.

Risk assessments of the premises will be made annually. Potential risks will be identified and minimised as far as reasonably possible. These risk assessments are available to view at any time.

Reporting

When assessing risks to student welfare and well-being at the College, 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, Channel, etc.

Unless provided for otherwise in the College'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 Principal before making such a report.

Monitoring and Review

Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Principal or another member of staff nominated by the principal.

This policy and related College procedures will be reviewed annually by the Principal or another senior member of staff, and updated as necessary.

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

Appendix 1 Guide on Risk Assessment

A risk assessment in the student welfare context is a careful examination of what could cause harm to student welfare and appropriate control measures, so that you can weigh up whether the College 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 student, to include cyber-bullying or abuse
- The risk is the chance that a student 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 students could be harmed. This will generally be set out in the concern raised about a student's welfare.

Step 2: Decide who might be harmed and how

Identify individual students 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. The extent of the risk will depend on the likelihood of the harm occurring and the severity of the harm.

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 student's welfare. If the remaining risk is unacceptable then further controls must be identified to further reduce the risk. Where further action is necessary then an Action Plan should be included in the risk assessment. This should include:

- Name of employee responsible for completing the action
- Target date for completion
- Any interim measures to reduce risk in the short term
- Confirmation that the action has been completed
- Re-assessment of the level of risk following completion of the action.

Step 4: Record your findings and implement them

Make a written record of your significant findings – the issue, how student(s) might be harmed and what arrangements the College 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 College proposes to take to manage the risk.

Step 5: Review your risk assessment and update if necessary

Review what you are doing for the students identified and across the college generally and monitor the efficacy of the measures you have put in place on a regular basis, or as required.