



CHURCHER'S COLLEGE

RISK ASSESSMENT POLICY FOR PUPIL WELFARE

SENIOR SCHOOL, JUNIOR SCHOOL AND NURSERY (INCLUDING EYFS)

September 2024

RISK ASSESMENT POLICY FOR PUPIL WELFARE

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Authorised by	Deputy Head (Pastoral)
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1 Introduction

- 1.1 This policy relates to all children at Churcher's College and all sections of the school including the Nursery, the Junior School and the Senior School and has due regard for the specific requirements for the Early Years Foundation Stage (EYFS). Throughout this policy document, the terms 'the School' and 'Churcher's College' refer to all sections of Churcher's College, unless otherwise specified.
- 1.2 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 children's welfare and preventing concerns escalating.
- 1.3 This policy is drawn up and implemented in accordance with:
 - 1.3.1 *Keeping Children Safe in Education, DfE (September 2024)*
 - 1.3.2 the *Education (Independent Schools Standards) Regulations 2014 (SI 2014/3283)* and in particular the following:
 - (a) the Part 3 obligations of the proprietor to ensure that 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
 - (b) the Part 8 obligations of those with leadership and management responsibilities at the School to actively promote the well-being of pupils.
 - 1.3.3 the *Statutory Framework for the Early Years Foundation Stage (EYFS)* (updated version in force from 4 January 2024)
- 1.4 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. A written record will be kept on the pupil file, although the format of that record will vary depending upon the nature of the risk identified.
- 1.5 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.

2 Responsibilities

- 2.1 The Governors have overall responsibility for safeguarding and promoting pupil welfare and wellbeing at Churcher's College.
- 2.2 At an operational level, the Headmaster will ensure that:
 - a. all staff are aware of, and adhere to, the School's policies and procedures on pupil health, safety and welfare;
 - b. key staff have clearly established roles and responsibilities;
 - c. staff are appropriately trained to deal with pupil welfare issues

- d. where concerns for a pupil's welfare are identified, the risks are appropriately managed
- e. staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues;
- f. 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.

3 Pupil Welfare

3.1 The School recognises its responsibility to safeguard and promote the welfare of pupils in its care. This responsibility encompasses the following principles to:

- a. support pupils' physical and mental health and emotional wellbeing (as well as their social and economic wellbeing);
- b. protect pupils from maltreatment, harm and neglect;
- c. recognise that corporal punishment can never be justified;
- d. provide pupils with appropriate education, training and recreation;
- e. encourage pupils to contribute to society;
- f. ensure that pupils are provided with safe, healthy and effective care;
- g. improve the physical environment of the School and provision for pupils who have a disability;
- h. manage welfare concerns effectively; and
- i. support local authorities, social workers and other agencies following any referral.

3.2 The School addresses its commitment to these principles through:

- a. **Prevention** – ensuring that all reasonable measures are taken to minimise the risks of harm to pupils and their welfare by:
 - (1) Ensuring through training that all staff are aware of and committed to this policy and the values set out in associated policies
 - (2) Establishing a positive, supportive, safe and secure environment in which pupils can learn and develop
 - (3) Providing a curriculum, activities and opportunities for personal and social development which equip pupils with skills to enable them to protect their own welfare and that of others
 - (4) Offering accessible medical and pastoral support that is available to all pupils
- b. **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:
 - (1) sharing information and concerns with agencies who need to know
 - (2) involving pupils and their parents appropriately

- (3) monitoring pupils known or thought to be at risk of harm and formulating and/or contributing to support packages for those pupils

- 3.3 The School recognises that pupil welfare and wellbeing can be adversely affected by many matters whether in or away from school, including abuse, bullying, behavioural and health issues, some of which can occur online.
- 3.4 The School has developed this policy and the policies referred to below (all of which are available to staff on the School's intranet), which set out full details of its procedures to safeguard and promote pupils' physical and mental health, safety and welfare in accordance with its duties under Part 3 of the ISSRs. This policy should be read in conjunction with the School's risk assessment policy.

4 Pastoral Care

- 4.1 Effective pastoral care is central to the School's ability to promote pupil health, safety and welfare, which includes the provision of support for pupils' physical and mental health and emotional wellbeing. Mechanisms such as the House system (used in both the Junior and Senior Schools) promote a sense of community and encourage mutual tolerance, understanding and support between pupils. Class teachers (in the Junior School) and Form Tutors (in the Senior School) provide the core of the pastoral support system at Churcher's. With specific pastoral responsibility for the pupils in their class / form, they support each pupil individually in their school life. Further support is available from the School pastoral team, including the School Counsellor, the Chaplains and the School Nurses.
- 4.2 Appropriate training is in place to ensure that all members of the School community are aware of, and follow, the School's approach to pupil wellbeing and understand that safeguarding and promoting the welfare of children is everyone's responsibility.

5 Child protection and safeguarding

- 5.1 The School has policies and procedures in place to identify pupils who may require early help, those who might be/are in need and those who are suffering, or likely to suffer, significant harm. The School will take appropriate action to address and mitigate any risks identified by working in conjunction with external agencies such as children's services, where appropriate. This includes working with agencies to support children who may benefit from Early Help.
- 5.2 The School's procedures in respect of child on child abuse and the management of safeguarding concerns or allegations (including low level concerns) are set out in the Child Protection and Safeguarding Policy and Procedures.
- 5.3 If deemed necessary (for example, if a child is in immediate danger or is at risk of harm), any staff member can refer their concerns to children's social care directly, using the contact details in Appendix 1 of the School's Child Protection and Safeguarding Policy and Procedures. When a referral is not made by the DSL the DSL should be informed, as soon as possible, that a referral has been made. In an emergency the police should be contacted.
- 5.4 As part of the School's procedures to continue to monitor at risk children the Headmaster's Executive Assistant holds a register of pupil safeguarding concerns in the Senior School. A similar record is maintained by the Head of the Junior School. Children who are of concern are

entered on this register at the instruction of the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead(s). Coded details are added to indicate type of concern, action taken, external agency involvement and lead member of staff. Specific details of concerns will be kept in pupil files but in restricted access folders.

- 5.5 If working alone with a pupil is an integral part of an employee's role on a regular basis, they will be required to conduct and agree a full risk assessment with the Designated Safeguarding Lead. The Designated Safeguarding Lead will keep a written record of any such risk assessments.
- 5.6 Full details of the School's safeguarding procedures are set out in the Child Protection and Safeguarding Policy and Procedures.
- 5.7 Details of the School's online safety strategy are set out in the Online Safety Policy and the Acceptable Use Policy for Pupils (Junior School and Senior School versions).
- 5.8 Details of the School's policy in relation to eating disorders are set out in the Disordered Eating Policy.
- 5.9 Details of the School's policy in relation to the sharing of nudes and semi-nudes (also known as "sexting") are set out in the Youth Produced Sexual Imagery Policy.

6 Preventing radicalisation and extremism

- 6.1 In accordance with section 26 of the Counter-Terrorism and Security Act 2015 all staff need to have due regard to the need to combat extremism and radicalisation, and prevent pupils from being drawn into terrorism. In order to fulfil its Prevent Duty, the School adopts a proactive approach, details of which are set out in the School's Child Protection and Safeguarding Policy and Procedures.
- 6.2 As with managing other safeguarding risks staff should be alert to changes in a pupil's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgment in identifying children who might be at risk of radicalisation and, if concerned, report to the Designated Safeguarding Lead. The Designated Safeguarding Lead will act proportionately, consider the level of risk and, if deemed necessary, will make a referral to the Channel programme. Further details are set out in the School's Child Protection and Safeguarding Policy and Procedures.
- 6.3 The School has a written risk assessment for the prevention of radicalisation and extremism. The Deputy Head (Pastoral)/Designated Safeguarding Lead is responsible for the monitoring and review of the School's risk assessment for the prevention of radicalisation and extremism.
- 6.4 The School has a written policy on Visiting Speakers and has procedures in place to ensure that all visiting speakers are deemed suitable and properly supervised whilst on the School sites. The Head of the Junior School and the Deputy Head (Operations) are responsible for the monitoring and review of the Visiting Speakers Policy.

7 Anti-bullying

- 7.1 The School has written Anti-bullying policies which cover the School's approach to the management of bullying, including cyberbullying. Records of bullying incidents are kept in order to evaluate the effectiveness of the approach adopted, to enable the identification of any patterns in bullying activity and enable remedial actions to be taken where necessary. The School takes bullying as a result of a protected characteristic particularly seriously.
- 7.2 The Deputy Head (Pastoral) is responsible for the monitoring and review of the Anti-bullying policy in the Senior School. The Head of the Junior School is responsible for the monitoring and review of the Anti-bullying policy in the Junior School and Nursery.

8 Behaviour and discipline

- 8.1 The School has written behaviour policies (the Behaviour, Rewards and Sanctions policy in the Senior School and the Culture and Ethos Policy in the Junior School and Nursery) which set out how it promotes good behaviour amongst pupils and the sanctions to be adopted in the event of pupil misbehaviour.
- 8.2 In the Senior School, the Deputy Head (Pastoral) is responsible for the monitoring and review of the Behaviour, Rewards and Sanctions policy. In the Junior School and Nursery, the Deputy Head of the Junior School is responsible for the monitoring and review of the Culture and Ethos Policy.

9 Equal opportunities

- 9.1 The School has policies in place which set out the ways in which the School performs its duties under the Equality Act 2010 and the reasonable adjustments made for pupils with educational needs or disabilities, including the support systems in place for pupils and liaison with parents and other agencies.
- 9.2 Further details are set out in the School's behaviour policies (the Behaviour, Rewards and Sanctions policy in the Senior School and the Culture and Ethos Policy in the Junior School and Nursery), the Accessibility Plan and the Equal Opportunities Policy.
- 9.3 The Deputy Head (Pastoral), in conjunction with the Head of the Junior School and the Bursar, is responsible for the monitoring and review of the School's Accessibility Plan.

10 Health and Safety

- 10.1 The School has a written Health and Safety policy which sets out the ways in which the School meets its duties to ensure the health, safety and welfare of staff and pupils (and others affected by the School's operations), so far as is reasonably practicable. The School also has a Site Security and Workplace Safety Policy, one of the stated aims of which is to provide a safe and secure environment in which Churcher's pupils can learn. The Bursar will conduct risk assessments on the security and safety of the grounds and all the buildings and will include these on the site Risk Assessment Register.
- 10.2 The Bursar is responsible for the monitoring and review of the School's Health and Safety and Site Security and Workplace Safety policies.

11 Supervision

- 11.1 The Senior School and the Junior School and Nursery have separate written Supervision Policies. These policies offer guidance about the supervision of pupils at the School. The School's supervision of pupils takes into account the age of the pupils, any additional needs that they may have and the nature of the activities in which they are engaged.
- 11.2 The Deputy Head (Pastoral) is responsible for the monitoring and review of the Senior School Supervision Policy. The Head of the Junior School is responsible for the monitoring and review of the Junior School and Nursery Supervision Policy.
- 11.3 The School has a written policy for Educational/External Visits. A written risk assessment must be completed and submitted to the relevant External Visits Co-ordinator before approval for any trip may be given.

12 Medical needs

- 12.1 The School has a written first aid policy that details the arrangements in place to ensure that first aid is administered in a timely and competent manner.
- 12.2 The person responsible for First Aid must make suitable and sufficient risk assessments in the School to determine any extra provision required over and above the minimum provision.

13 Recruitment

- 13.1 The School undertakes the checks specified in the Recruitment Selection and Disclosure Policy for new members of staff. If an enhanced DBS is delayed and is not available before a new employee's start date, the new employee may be permitted to start work in certain circumstances; a barred list check and all other checks must be completed and the new employee must be supervised in their work. This supervision will continue until the enhanced DBS check is complete. A risk assessment form detailing the supervision will be prepared and a note made on the Single Central Register.
- 13.2 The HR Officer is responsible for ensuring that the risk assessments identified at 13.1 above are completed and recorded on the Single Central Register.