

includEd Learning

Independent Specialist Education Provider



**WELFARE RISK ASSESSMENT
POLICY
2026-2028**

→ 1. Risk Assessment for Pupil Welfare

Policy Statement This policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2014 (the ISSRs) and in particular in relation to the Part 3 obligations of the Governing Body to make arrangements to safeguard and promote the welfare of pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management of the School to actively promote the wellbeing of pupils. This policy applies to IncludEd Learning.

Responsibilities

The Advisory Panel has overall responsibility for safeguarding and promoting pupil welfare and well-being at the School. 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;
- ensure that key staff have clearly established roles and responsibilities;
- ensure that staff are appropriately trained to deal with pupil welfare issues; •
- ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed;
- ensure that staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues;
- ensure that standards of pupil welfare at the School are regularly monitored both at an individual level and globally to identify trends and issues of concern and to improve systems to manage these.
- Those named in paragraph 3.4 are responsible for carrying out risk assessments in relation to the specific matters of pupil health, safety and welfare covered in the named policies.

Pupil Welfare

The 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);
- To protect pupils from harm and neglect;

- The rejection of corporal punishment;
- To provide pupils with appropriate education, training and recreation;
- To encourage pupils to contribute to society;
- To ensure that pupils are provided with a safe and healthy environment and to improve the physical environment of the School in order to improve its provision for disabled pupils;
- To manage welfare concerns effectively.

The 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:

- 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 pupils can learn and develop;
- c) Including in the 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;
- d) Providing medical and pastoral support that is accessible and 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:

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

The 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 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.

Policy Safeguarding (Child Protection)	Responsibility for Risk Assessment
Safeguarding (Child Protection)	Head/Designated Safeguarding Lead
Whole School Anti-bullying	Deputy DSL
Behaviour & Communication	Deputy DSL
Health and Safety	Deputy DSL
First Aid Policy	Head/Designated Safeguarding Lead
Administration of Medicines In School y	Head/Designated Safeguarding Lead
Health and Safety f	Deputy DSL
Educational Trips/Visits	Deputy DSL
Mental Health and Well Being	Head/Designated Safeguarding Lead
Online Safety	Head/Designated Safeguarding Lead
Supervision	Deputy DSL

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

The format of risk assessment as to pupil welfare may vary and may be included as part of the school's overall response to a welfare issue or using the attached risk assessment form. 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. Records will be stored using our Child Protection Online Management System (CPOMS) dependent upon the nature of the welfare issue.

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.

Safeguarding/Child Protections

With regards to safeguarding risks, and in accordance with current statutory guidance, including the latest 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 School's safeguarding procedures are set out in the [Safeguarding and Child Protection Policy](#).

Anti-Bullying

The school has an Anti-Bullying Policy which covers the school's approach to the management of bullying and cyber bullying.

Behaviour

The school has a Communication and Behaviour Policy which sets out how it promotes good behaviour amongst pupils and the sanctions to be adopted in the event of pupil misbehaviour.

Health and Safety

In accordance with its obligations under the Health and Safety at Work etc. Act 1974 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. 8.2 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 at 3.4.

Appendix 1 Guidance On Risk Assessment

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

Step 2: Decide who might be harmed and how

Identify individual pupils 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. There is an acknowledgement that some people will have special requirements, for instance, pupils with special educational needs or disability (SEND).

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.

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
- reassessment 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 pupil(s) might be harmed and what arrangements the school 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 school proposes to take to manage the risk.

Step 5: Review your risk assessment and update if necessary

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

Step 6: Retaining risk assessments

Risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

Appendix 2: Example Risk Assessment Template School

RISK ASSESSMENT FORM

Nursery Visit Project Risk Assessment

This form should be completed if there are any specific risks associated with the particular **activities** undertaken, the actual **locations** visited, or any **individuals** involved. This is in addition to any generic risk assessments that might be needed.

Risk Matrix

		Severity		
		Low (1)	Medium (2)	High (3)
Likelihood	Low (1)	1	2	3
	Medium (2)	2	4	6
	High (3)	3	6	9

Details

Activity: Teens and Toddlers	Destination: Manchester- North West	School name: IncludEd Learning, 8 Alexandra Rd South, M16-8ER 0161-971-1352 Nursery; St Mary's Primary School, Adscombe Street, M16-7AQ 0161-226-1773
Date (s): Thursday From: Oct 23 – Feb 24	Facilitation team: E Hales M brown R Wyles	Ages/year group (s) of Students: Ratios: Staff → Students: 2:6

Specific Individuals at Risk:

L.M Asthma -will bring inhaler each week, Epilepsy

POSSIBLE RISK / HAZARD

1. Arrival/Departure from School /Journey to the Nursery from School

Hazard possibility	Control measures: (i.e. steps taken to reduce risk) Continue to follow Government Guidance and advice from individual school settings.	Risk likelihood	Risk Severity	Score
Cross Contamination	Transfer Covid 19 through touch on arrival or departure of settings:	1	2	2

ASSESSMENT OF RISK:

ASSESSMENT UNDERTAKEN BY:

SIGNATURE:

REVIEW DATE:

RISK ASSESSMENT:

STAFF NAME	STAFF SIGNATURE	DATE

Declaration: I have read, understood and training has been provided where deemed necessary.

I have been provided with the correct PPE mentioned in the risk assessment. I agree to comply with the safe working practices during my employment at IncludEd.

REVIEWED: Senior Leadership Team

DATE: Spring 2026

NEXT REVIEW DATE: Spring 2027

This document is reviewed annually to ensure compliance with current regulations.