



Cambridge Tutors College

Risk assessment policy for Student Welfare

Academic Year 2019 - 2020

Responsibility for updating this policy: Head of Student Welfare

## **1 Policy statement**

1.1 This is the student welfare policy of Cambridge Tutors College

1.2 This policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2019 Paragraph 16 Part 3 (SI 2014/3283) (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 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 wellbeing of students.

## **2 Responsibilities**

2.1 The Governing Body have overall responsibility for safeguarding and promoting student welfare and wellbeing at the College.

2.2 At an operational level, the Principal will:

2.2.1 ensure that all staff are aware of, and adhere to, the College policies and procedures on student health, safety and welfare;

2.2.2 ensure that key staff have clearly established roles and responsibilities;

2.2.3 ensure that staff are appropriately trained to deal with student welfare issues;

2.2.4 ensure that where concerns about a student's welfare are identified, the risks are appropriately managed;

2.2.5 consult with staff, students, parents and others, where appropriate, to find practical solutions to welfare issues;

2.2.6 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.

2.3 Those named in paragraph 3.4 have overall responsibility for carrying out risk assessments in relation to the specific matters of student health, safety and welfare covered in those policies.

## **3 Student Welfare**

3.1 The College recognises its responsibility to safeguard and promote the welfare of student's in its care.

This responsibility encompasses the following principles:

3.1.1 To support student's physical and mental health and emotional wellbeing (as well as their social and economic wellbeing);

3.1.2 To protect students from harm and neglect;

3.1.3 To recognise that corporal punishment can never be justified;

3.1.4 To provide students with appropriate education, training and recreation;

3.1.5 To encourage students to contribute to society;

3.1.6 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 student where possible;

3.1.7 To manage welfare concerns effectively.

3.2 The College addresses its commitment to these principles through:

3.2.1 **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 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.

3.2.2 **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 students 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.

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

3.4 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.

<u>Policy</u>	<u>Responsibility for risk assessments</u>
Child Protection	DSL / Head of Student Welfare
Anti-bullying	Head of Student Welfare
Behaviour and Discipline	Head of Student Welfare
Health and Safety Policy	Principal / Health and Safety Committee
First Aid Policy / Medical Policies	Head of Student Welfare
Supervision of Compulsory School Age Students	Head of Student Welfare
Educational Visits Policy	Head of Student Welfare
Equal Opportunities Policy	Principal
IT Policy	SLT / IT Manager

#### **4 Risk assessment**

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

4.2 The format of risk assessment to be used for student welfare is attached in Appendix 1. The risk assessment should be carried out in accordance with the guidance. This will help to ensure the College's approach is systematic with a view to promoting student welfare and will run through the stages identified in Appendix 1

4.3 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 generally.

4.4 Any serious welfare concerns regarding a student must be raised as soon as reasonably practicable with the Head of Student Welfare / DSL who will work with the Principal /other colleagues as necessary.

4.5 Risk Assessments are to be held on the main student file – with a copy being retained by the Head of Student Welfare for monitoring / action as necessary. Copies of any Boarding Student Risk Assessments should also be retained in College as above.

#### **5 Safeguarding/Child Protection**

5.1 With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping Children Safe in Education (2019) and Working Together to Safeguard Children (2018) and Part 3 of the ISSRs, the 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.

5.2 Full details of the School's safeguarding procedures are set out in the Child Protection policy.

## **6 Anti-Bullying**

6.1 The College has a written Anti-bullying Policy which covers the College's approach to the management of bullying and cyber bullying. The College is mindful of the dangers posed by other students and the risk of student on student abuse (*peer on peer*) including sexting and other social media platforms.

## **7 Behaviour**

7.1 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.

## **8. Equal Opportunities**

8.1 The College has a written Equal Opportunities Policy which contains information about the College's performance of its duties under the Equality Act 2010 and the reasonable adjustments made for student's with educational needs/disabilities, support systems for students and liaison between parents and other agencies.

## **9 Health and Safety**

9.1 In accordance with its obligations under the Health and Safety at Work 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.

9.2 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 and safety policies.

## Appendix 1

### Guidance on Student Welfare 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
- 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 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 (Appendix 2 has an example format to be used if wished) 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. Copies of ALL Student Welfare Risk Assessments are to be passed to the Head of Student Welfare.

