



QUEEN ETHELBURGA'S COLLEGIATE
GENERAL HEALTH AND SAFETY POLICY STATEMENT
WITH ANNEXED POLICIES FOR RISK ASSESSMENT

Authorised by	The Collegiate Board
Signed Chair of the Collegiate Board
Date	
Effective date of the policy	1 September 2023

QUEEN ETHELBURGA'S COLLEGIATE



GENERAL HEALTH AND SAFETY POLICY STATEMENT

<p>Reviewed: June 2023</p> <p>Due for Review: June 2024</p>	<p>This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:</p> <p>Education (Independent College Standards) Regulations 2014, Part 3, paragraph 16 which requires the proprietor to ensure that the welfare of pupils at the College 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.</p> <p>Keeping children safe in education (DfE, September 2023) (KCSIE)</p> <p>Working together to safeguard children (DfE, 26 March 2015, updated 1 July 2022)</p> <p>National minimum standards for boarding schools (DfE, September 2022)</p> <p>Statutory framework for the Early Years Foundation Stage (DfE, 31 March 2014, updated 12 July 2023) Applies from 4 September 2023</p> <p>Education and Skills Act 2008</p> <p>Children Act 1989</p> <p>Childcare Act 2006</p> <p>Equality Act 2010</p> <p>Data Protection Act 2018 and General Data Protection Regulation (UK GDPR)</p> <p>Regulatory Reform (Fire Safety) Order 2005.</p> <p>The Health and Safety at Work etc. Act 1974</p> <p>This policy has regard to the following guidance and advice:</p> <p>The Independent College Standards Guidance for independent Colleges (DfE, April 2019)</p> <p>Health and safety: advice for schools (DfE, 3 June 2013, updated 5 April 2022)</p> <p>Incident reporting in schools (accidents, diseases, and dangerous occurrences): Guidance for employers (HSE)</p>	<p>To be viewed alongside the following related policies and documentation:</p> <p>Compendium of Health and Safety Policies</p> <p>CCTV Policy</p> <p>Child Protection and Safeguarding Policy</p> <p>Educational Visits Policy</p> <p>Emergency procedures – see appendices.</p> <p>Fire Precautions and Evacuation Procedures</p> <p>First Aid Policy</p> <p>Health and Safety Code of Conduct (including reference to COSHH) – see appendices.</p> <p>Major Incident Policy</p> <p>Medical Policy</p> <p>Pool Operating Procedure</p> <p>Premises and Security Policy</p> <p>Procedure for Reporting Accidents</p> <p>Response Plan for Off-Site Incidents</p> <p>Risk Assessment Policy for Student Welfare</p> <p>SEND Policy</p>	<p>Publication and availability for Staff, Parents, Carers and Prospective Parents:</p> <p>This policy statement is published on the QE website and on the Parent Portal. It is available to staff on SharePoint.</p>
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General Health and Safety Policy Statement

1. Introduction

- 1.1. This policy statement applies to Queen's Kindergarten and Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College, The Faculty of Queen Ethelburga's and Queen Ethelburga's Services (QES) - hereafter referred to as "**the Collegiate**". Staff from across the Collegiate are collectively known, and will be referred to, as "Team QE". This policy also applies to Queen Ethelburga's holiday programmes including Holidays@QE; QE Summer Schools; and Camp QE.
- 1.2. The General Health and Safety Policy Statement is part of a compendium of specific policies, covering aspects of Health and Safety, and prepared for the benefit of all staff, students, and visitors.
- 1.3. This General Health and Safety Policy Statement confirms that the commitment of the Collegiate Board is to ensure that the Collegiate complies with all current legislation, responsibilities, and arrangements, together with the monitoring thereof. It provides such information as is necessary to assist those people using it, to fulfil their obligations.
- 1.4. The General Health and Safety Policy Statement is available on the Collegiate website. Individual policies are either available on the website or available on request e.g. First Aid, Medical, Educational Visits.

2. Aims

- 2.1. We aim to ensure that the working environment is safe, without significant risks and meets the appropriate statutory requirements. It is recognised that all levels of management and employees have a vital role in the implementation and maintenance of our Health and Safety programme.
- 2.2. We aim to ensure that the working environment is safe, without significant risks and meets the appropriate statutory requirements. It is recognised that all levels of management and employees have a vital role in the implementation and maintenance of our Health and Safety programme.
- 2.3. It is our policy to reduce accidents, injuries, and work-related ill health to the lowest level practicable. Where hazards exist, we will evaluate, control, and bring these to the attention of our employees.

3. Purpose and Duty

- 3.1. We all have a **legal duty** to co-operate in all safety-related matters, not to endanger ourselves or others and not to misuse anything provided for safety. All persons are to ensure that appropriate safety rules are followed.
- 3.2. In a school environment, it should be noted that particular care must be exercised in the sphere of Health and Safety, because so many aspects of the work involve not only employees, but the Health and Safety of the children and visitors as well.
- 3.3. Within the Health and Safety Policies, specific duties have been assigned for the coordination and compliance with safety legislation appropriate to our business.



3.4. Whilst on our premises, visitors are to be accounted for, escorted, and protected from workplace hazards. Contractors will be supervised and controlled.

4. Legislation

4.1. This General Health and Safety Policy Statement and **related Health and Safety Policies** are based on advice from the Department for Education on [health and safety: advice for schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- 4.1.1. [Health and Safety at Work etc. Act 1974](#) which sets out general duties' employers have towards employees and duties relating to lettings.
- 4.1.2. [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees.
- 4.1.3. [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- 4.1.4. [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- 4.1.5. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- 4.1.6. [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlements.
- 4.1.7. [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- 4.1.8. [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- 4.1.9. [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.



5. Training

5.1. All employees will be given adequate information and training as is necessary to ensure their safety during routine, unscheduled and emergency situations, and in the use of appropriate facilities and equipment.

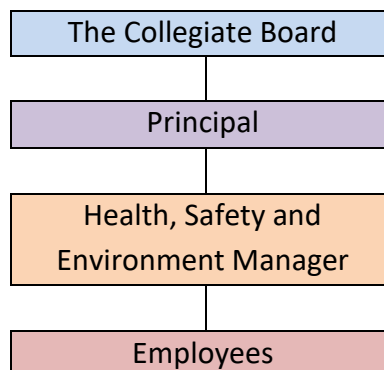
6. Risk Assessments

- 6.1. Risk assessments, audits and general inspections will be undertaken at regular intervals. This will enable management to identify significant hazards and plan for their elimination, reduction, and control.
- 6.2. Monthly and termly welfare checks are completed regularly within the Early Years Foundation Stage (EYFS), and a record kept so that any action points can be followed up.
- 6.3. Whilst on our premises, visitors are to be accounted for, escorted, and protected from workplace hazards. Contractors will be supervised and controlled.

7. Health and Safety Policies

7.1. We have established comprehensive Health and Safety and Welfare Policies in compliance with current legislation. Within the policies, all levels of management have general responsibilities and where applicable, specific duties for hazardous activities. Of necessity, the **compendium of policies** constitutes a large working document, and as such it is impractical and unnecessary for everyone to possess individual copies. However, all the relevant sections for ensuring Health and Safety will be communicated and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment. Within the working environment, the Health and Safety Law poster will be displayed. The poster outlines British health and safety laws and includes a straightforward list that tells employees what they and their employers need to do. This is required for compliance with Health and Safety legislation. It is very important that all employees understand and comply with the requirements. The certificate of insurance for employers' liability will also be displayed.

8. The Collegiate Safety Organisation Chart





- 8.1. The ultimate responsibility for health and safety lies with the Chief Executive Officer/Chair of the Board, who will ensure that it is given equal priority with other major business objectives.
- 8.2. The Collegiate Board ensures provision of resources and systems, promotes safe practices, and conducts an annual review.
- 8.3. The Principal has overall responsibility within the schools, including accommodation.
- 8.4. The Health and Safety Team liaises with departments across the site, to ensure the adoption of all aspects of health and safety at work. Regular reports, prepared by the Health, Safety and Environment Manager, are presented to the Collegiate Board, providing a vehicle for consultation between employer and employees.
- 8.5. The Estates Department is part of QE Services (QES) working closely with the schools, complying with all Health and Safety legislation affecting its working practices in construction and maintenance of buildings and grounds.
- 8.6. The Health, Safety and Environment Manager chairs the Health and Safety Team Committee and reports to the QE Leadership Team (QELT) and Collegiate Board member with Health and Safety responsibilities.
- 8.7. Heads of Department/ Teachers/Other Employees — All employees are expected to implement compliance with the Health and Safety at Work Act (1974) within the day-to-day routine.

9. Organisation for Safety

- 9.1. The primary responsibility for the implementation of safety policy rests with the Health and Safety Team. However, all Line Managers and Supervisors must recognise the need and accept the responsibility for the safety at work of employees under their control. In addition, they must ensure that there is adequate delegation of these responsibilities when they are absent. Managers are ultimately responsible to the Collegiate to ensure that the safety policy is brought to the notice of all employees. Any activities, which countermand the requirements laid down in the policy, should be reported to the Line Manager.
- 9.2. To enable the Management to fulfil their legal obligations, co-operation, assistance, and involvement of all employees is of the utmost importance. The Collegiate campus is a non-smoking site, and staff are required to adhere to this ruling.

10. Responsibilities

10.1. Responsibilities of Heads of Department

- 10.1.1. To apply the health and safety policies to their own department.
- 10.1.2. To ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, Association for Physical Education (AfPE) etc).



- 10.1.3. To ensure that health and safety risk assessments are undertaken for the areas and activities for which they are responsible, and that identified control measures are implemented, including those needed to prevent slips, trips and falls.
- 10.1.4. To ensure that appropriate safe working procedures are brought to the attention of all staff under their control, including COSHH.
- 10.1.5. To take appropriate action on health, safety and welfare issues referred to them, informing the appropriate people of any problems they are unable to resolve.
- 10.1.6. To carry out regular inspections of their areas of responsibility and report any issues revealed (Termly checklist).
- 10.1.7. To ensure the provision of sufficient information, instruction, training, and supervision, to enable staff and students to avoid hazards and contribute positively to their own health and safety.
- 10.1.8. To ensure that all accidents (including near misses) or incidents occurring in their area of responsibility are promptly reported and investigated, and that any measures necessary for prevention of recurrence are implemented.

10.2. Responsibilities of employees

All employees have a responsibility to:

- 10.2.1. Take reasonable care for the health and safety of themselves and others, in undertaking their work, and be accountable for their actions.
- 10.2.2. Always comply with the health and safety policies and procedures, including the policy for Educational Visits and all emergency policies and procedures.
- 10.2.3. Report all accidents and incidents, in line with the Procedure for Reporting Accidents. This is available to all staff on the 'Q Home' SharePoint site, in the [Health and Safety](#) folder. See – [Health and Safety Compendium](#), Section 3 Guidance and Information.
- 10.2.4. Co-operate with school management on all matters relating to health and safety.
- 10.2.5. Not interfere with or misuse anything provided in the interest of Health and Safety.
- 10.2.6. Report immediately, to their line manager, all defects in condition of premises or equipment and any health and safety concerns.



- 10.2.7. Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- 10.2.8. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- 10.2.9. For employees' own Health and Safety, they MUST follow the Collegiate's Health and Safety policies and procedures; and the Health and Safety Code of Conduct. Any deviation from it may lead to personal or employer prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the employer. This is available to all staff on the 'Q Home' SharePoint site, in the [Health and Safety](#) folder. See – [Health and Safety Compendium](#), Section 3 Guidance and Information.
- 10.2.10. To implement Health and Safety Policy, the employer is required to identify hazards and take effective measures to reduce and control the risks. Suggestions and experience will be an important contribution in determining the actions necessary to achieve this.
- 10.2.11. All employees should follow the guidance provided and advise their Line Manager/s of any Health and Safety problems.

10.3. Responsibilities of the Estates Department

- 10.3.1. QE Services (Estate Department) has comprehensive Health and Safety documentation.
- 10.3.2. It supports in the oversight and managing the maintenance of buildings and equipment and the safety of the site, e.g.:
 - Fire risk assessments – undertaken annually by an external provider.
 - InTouch service the fire alarms and emergency lighting, in line with regulations.
 - Fire bells tested regularly.
 - Legionella checks – undertaken annually.
 - Drinking water and swimming pool water checks arranged with the Council.
 - Maintaining an asbestos management plan.
 - PAT testing carried out regularly, on a rolling programme, by trained Estate staff.
 - Adherence to building regulations and safe construction practices.



- Oversight of contractors and tradesmen and their induction, training (including Child Protection and Safeguarding and First Aid), risk and method statements and licences, as appropriate.
- Maintenance of all school vehicles.
- Specific permits and checks e.g., hot works permit, permits to dig, scaffolding tickets and checks.
- Security.
- Liaising with external agencies such as the health and safety Executive (HSE); the Environment Agency (EA); and the Local Authority.
- Managing of all Sub-Contractors, Suppliers and Specialists (Including Asbestos; Lifting Operations and Lifting Equipment Regulations 1998 (LOLER); Ventilation; and Lift Contractors etc)

11. Accident and Accident Monitoring

- 11.1. All accidents to employees must be recorded as soon as possible. Accidents to non-employees that occur on the premises must also be recorded, in line with the Policy for Reporting Accidents.
- 11.2. The notification and reporting of injuries and dangerous occurrences as laid down in “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995” is the responsibility of the Health and Safety Team.
- 11.3. Telephone numbers and addresses for the reporting of injuries, diseases and dangerous occurrences RIDDOR is:
Health and Safety Executive:
HSE (Health and Safety Executive) Office (North and West Yorkshire)
The Lateral
8 City Walk
LEEDS
LS11 9AT.
Telephone Number: 0113 2834200 or 0845 300 9923 (03453009923)
Note – reporting is now done via the HSE web site [How to make a RIDDOR report - RIDDOR - HSE](#)
- 11.4. The Health and Safety Team will investigate extensively all accidents. If a change to working practices or training is required to prevent a similar occurrence, this will be implemented immediately.



12. Violence or Aggression

- 12.1. Any incident involving violence towards staff will be recorded as an incident/accident, whether it results in injury. It will be dealt with in line with the Behaviour and Discipline Policy and may be subject to the Expulsion, Review and Removal Policy. (Ref also the Premises and Security Policy; Staff Code of Conduct and Anti-harassment and Bullying Policy).

13. Review and location of policies and procedures

- 13.1. Our policies will be reviewed annually, or when appropriate, and the changes will be brought to the attention of all employees.
- 13.2. All employees have access to the full range of policies covering Health and Safety issues, and the Health and Safety Code of Conduct.

All policies and procedures are available to all staff on the '**Q Home**' **SharePoint site**, in the [Policies and Procedures 2023-24](#) and [Health and Safety](#) folders. The [Health and Safety Compendium](#) is located in the Health and Safety folder.



Appendix 1

Procedure for Reporting Accidents

All accidents, for staff or students, must be recorded on an electronic **Accident Form*** located [here](#) in the Health and Safety folder on the 'Q Home' SharePoint site. All completed accident forms must be emailed to healthandsafety@qe.org

Medical record databases are not a substitute for the forms, which must contain an accurate record, with a witness account where possible, of what circumstances surrounded the accident and what action was taken at the scene.

Stages of progress of reporting

1. In the case of a student or visitor injury, the accident form is filled in **and signed** by a responsible adult, preferably one who witnessed the accident. In the case of a member of staff, that person must fill in the form, including asking a witness to add an account. If no medical attention is needed, the form should be forwarded directly to the Health and Safety Team email. If there is referral to the Medical Centre, the accident form must also be forwarded to the nursing staff.
2. Where students or adults are referred to the Medical Centre, nursing staff will add what action is taken, recording any forwarding of patients to A & E or admittance to hospital.
3. Any referral to A & E or hospital admittance resulting from accident, **during curriculum time**, should immediately be notified by Medical Centre staff, by email, to the Health and Safety Team, so that procedures can be observed, including any RIDDOR reports needed to be completed for the Health and Safety Executive.
4. Any referral to A & E or hospital admittance resulting from accident, **outside curriculum time**, should be notified to Medical Centre staff by email.
5. Outcomes of visits to A & E, or any investigations into accidents, should be immediately notified, by email, to the Health and Safety Team, as these will also be needed for RIDDOR reports, and for recording on the Accident Forms, as evidence of correct procedure.
6. **ALL accident forms received by the Medical Centre must be copied to the Health and Safety Team**, who will decide whether further investigation or follow-up safety procedures are necessary.
7. Where investigations take place, the outcomes will be notified on a need-to-know basis, in the interest of confidentiality.
8. In case of injury other than in Chapter House, notification of parents will normally be undertaken by medical staff or House staff, who will record this on the accident form. Chapter House and Kindergarten have specific protocols for younger children.



All accidents, incidents and first aid provision involving EYFS/Kindergarten students will be reported to parents on the same day or as soon as reasonably practicable, and parents will be required to confirm receipt of notification. (See First Aid Policy for details.) The Collegiate must notify local child protection agencies and Ofsted, as appropriate, of any serious accident or injury to, or the death of, any EYFS child whilst in their care and act on any advice given.

**Hard copies of these forms will, when completed, be kept in the Principal's P.A.'s office, in a file, with any records of investigation. This is in addition to the Medical Centre's own copies of forms, which may not contain such investigation or follow-up details.*



Appendix 2

Health and Safety Code of Conduct

Please report:

- **ANYTHING** which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any extinguisher **or** faults in equipment/storage.
- Any medical condition which may affect your safety while using equipment or which may be hazardous to other persons.
- **ALL** accidents to staff, pupils or visitors and ensure they are reported to healthandsafety@qe.org using an electronic accident form.
- **ALL** incidents (near-misses) regardless of any lack of damage or injury.
- **ALL** accidental or otherwise damaged equipment.

Please ensure that you:

- Comply with safety signs and follow the warning given.
- Ensure your workplace is kept clean and tidy.
- Pick up litter, mop up or report spills using due care e.g., wearing of gloves.
- Lift correctly or where applicable use a mechanical means.

Please do not:

- Leave equipment in a condition or position where it may later injure you or someone else.
- Lift anything which may cause you injury to your health – ask for assistance.
- Let any person operate or touch equipment for which only you have been trained and have responsibility for its safe use.
- Empty any hazardous substance or anything that could cause a blockage down the drains.



Machinery, Plant and Tools

(i.e., Kitchen equipment, cleaning equipment or Gardening equipment)

Please do not:

- Operate, clean, modify, maintain, or repair **ANY** equipment, plant, or item unless you have been trained and authorised to do so.
- Use tools that are damaged or incorrect for the task.
- Use any equipment without the use of the appropriate eye, hand, head, body, or hearing protection.

Electrical

Please ensure that you:

- Know the location of your equipment's electrical switches.
- Inspect the cable, plug and equipment for signs of misuse, damage, or wear prior to using it.
- Unplug/switch off electrical equipment when not in use.
- Do not use faulty equipment.

Please do not:

- Bring any personal electrical or portable radio equipment onto Company premises unless authorisation has been given by Management and it has been PAT (Portable Appliance Testing) tested by Estates.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment in the wet.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify, or maintain any equipment for which you are not authorised and trained to do so.

Substances

Please ensure that you:

- Return unused equipment/substances or other items to their correct and safe storage area.
- Follow the safe use, transportation, handling, and storage of chemicals from the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Wear all safety equipment i.e., Protective headgear and safety goggles.



Personal Protective Clothing

Please ensure that you:

- Wear items of protective clothing/equipment provided.
- Dispose of all protective clothing properly.
- Ensure correct storage of all protective clothing provided and do not remove it from the premises unless authorised to do so.

Hygiene

Please ensure that you:

- Wash your hands before and after using the toilet and always before handling food or drinks.
- Ensure removal of soiled and / or protective clothing.

Please do not:

- Eat, smoke or drink in any area where unauthorised to do so.
- Leave toilets, washbasins or eating areas in an unclean, untidy, or dirty condition.

Safe Access

Please do not:

- Block any corridors or exits always ensuring safe access.
- Climb any structure or stand on chairs or other unsuitable equipment or surfaces.
- Store items on top of cupboards or other inappropriate places.

First Aid

Please ensure that you:

- Know who the first aiders are and know where the nearest first aid kit and defibrillator are stored (see First Aid Policy).
- Report anything that you suspect may cause an injury.
- Report any accident to the Health and Safety Team, on the appropriate accident form.
- Check with the first aider before using anything from the first aid kits.



Please do not:

- Use first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

Fire

Please ensure that you:

- Know your fire escape routes and the fire procedures (see Fire Risk (Prevention) Policy).
- Know where designated “**places of safety**” are.
- Know where the extinguishers are, the correct type for your use, and how to use them (if trained).
- Sound the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Health and Safety Team or Fire Officer.
- Know your fire contacts.

Please do not:

- Smoke on the campus.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others.
- Re-enter a building after a fire until authorised to do so.

If you do not understand any of the Health and Safety Code of Conduct, please contact your Line Manager.

Remember - You must accept responsibility for your own Health and Safety whilst at work by co-operating with Collegiate Management. This code of conduct is to be kept at work for your reference.



Annex to the General Health and Safety Policy Statement Risk Assessment Policies

- a) Collegiate General Policy for Risk Assessment of Health and Safety
- b) Risk Assessment Policy for Student Welfare



Collegiate General Policy for Risk Assessment of Health and Safety

1. Introduction

1.1. This policy applies to Queen's Kindergarten and Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College, The Faculty of Queen Ethelburga's and Queen Ethelburga's Services (QES) - hereafter referred to as "**the Collegiate**". Staff from across the Collegiate, are collectively known, and will be referred to as "Team QE". This policy also applies to out of term time holiday programmes, including Holidays@QE; QE Summer Schools; and CampQE.

2. Aims

2.1. As detailed in the General Health and Safety Policy Statement, it is our policy to reduce accidents, injuries, and work-related ill health to the lowest level practicable. Where hazards exist, we will evaluate, control, and bring these to the attention of our employees.

3. Purpose and Duty

3.1. We all have a legal duty to co-operate in all safety-related matters, not to endanger ourselves or others and not to misuse anything provided for safety. All persons are to ensure that appropriate safety rules are followed.

3.2. In a school environment, it should be noted that particular care must be exercised in the sphere of Health and Safety, because so many aspects of the work involve not only Employees, but the Health and Safety of the children and visitors as well.

4. Risk Assessment

4.1. Risk assessments, audits and general inspections will be undertaken at regular intervals. This will enable management to identify significant hazards and plan for their elimination, reduction, and control. The Health and Safety Team oversees risk assessments, which are reviewed at least annually. Termly checklists are completed by Heads of Department, with any identified hazards or issues collated by the Health and Safety Team, in order that appropriate action can be taken.

4.2. Security measures are set out in the **Premises and Security Policy**, which addresses potential risks from members of the public. The risk of exposure to radicalism is addressed in the **Risk Assessment Policy for Student Welfare**.

5. Training

5.1. As part of the annual INSET, all staff are trained in Health and Safety and Fire Safety, and the need for, and the approach to, risk assessment. Further general guidance is given in this policy.

6. Supervision

6.1. To minimise risk outside the classroom, day staff are allocated supervision duties during break and lunchtime, covering the indoor and outdoor areas of the campus. Boarding staff supervise students outside the normal school day. All staff are encouraged to report any perceived hazard. Leisure assistants supervise students in leisure facilities e.g., gym, atrium, with support from other staff as appropriate.



7. Risk Assessment of Premises and Grounds

- 7.1. All new premises will be subject to current building regulations and any specific requirements of NMS (National Minimum Standards) for boarding or Standards for schools.
- 7.2. All areas of construction will be overseen by Estates and subject to building risk assessment and regulations.
- 7.3. Any newly-handed-over premises will be further checked by the Health and Safety Team and Fire Officer, before being used.
- 7.4. Fire risk assessments are carried out by an external specialist company and are the responsibility of the Estates department. Emergency procedures are included in relevant policies.
- 7.5. Specialist checks will be done on EYFS outdoor play areas, and such areas regularly checked by EYFS staff. Chapter House and Kindergarten undertake risk assessment of their premises, taking account of any appropriate regulations.
- 7.6. A risk assessment of the use of cameras and CCTV on the premises is carried out, to ensure sufficient control measures are always in place. This is reviewed at least annually.
- 7.7. Risk assessments for other play areas are renewed annually.
- 7.8. General formal risk assessment of the grounds and buildings will be carried out by the Health and Safety Team at the beginning of each academic year, but this will be an on-going process, updated as necessary and taking account of any changes or severe weather conditions.
- 7.9. Each academic department will risk assess their teaching area annually, this is overseen by the Health and Safety Team. Termly checks will be carried out, in addition to these risk assessments, completed by the Head of Department or person in charge of a particular area, and submitted to the Health and Safety Team for collation and action.

8. Radiation, COSHH and Facilities

- 8.1. Radiation risk assessment is carried out in accordance with requirements of IRR2017, by a professional advisor.
- 8.2. COSHH risk assessments will be carried out where relevant. Science subjects use CLEAPSS, and the Estate office holds COSHH assessments for substances used in maintaining the site. Other relevant departments are required to assess storage of any potentially hazardous material e.g., paint, detergents.
- 8.3. Thorough risk assessments will be carried out by the Facilities Manager for specialist facilities e.g., pool, gym, pitches. Safe operating procedures are in place for the pool and gym.

9. Risk Assessment of Activities

- 9.1. All on-site and off-site activities will be assessed for risk. A generic risk assessment is available, for adaptation for any specific activity, including transport to and from off-site venues.
- 9.2. All off-site activities must have their risk assessment approved by the Co-Curricular Team/Educational Visits Coordinator before the trip can take place (see policy for Educational Visits). Software used for all educational visits, trips or fixtures prompts the need for a risk assessment and the need for approval.



- 9.3. All external providers of activities are expected to provide a risk assessment for their activity, and any adventure activities centres will be required to have the appropriate licences, staffing, and insurance.
- 9.4. Each department will be required to include in its annual risk assessment, and in any schemes of work, reference to activities that involve risk and control measures to be implemented.
- 9.5. Where activities of others impact upon the safety of the students, they will be risk assessed in that context e.g., cleaning/storage of materials.
- 9.6. Activities of Estates staff are subject to the procedures of the Estates Department. The Health, Safety and Environment Manager and the Health, Safety and Environment Officer will liaise with Estates where any activities may impact on the safety of students or staff.

10. Risk Assessment for those with Special Needs or Disabilities

- 10.1 Where students have a disability that may mean they encounter risks not applicable to all students, specific risk assessments will be carried out. This will also apply to students or staff temporarily at greater risk through injury, illness, or pregnancy. Anyone with compromised mobility, whether permanent or temporary, will have a PEEP (Personal Emergency Evacuation Plan), in case of fire.

11. Risk assessment - welfare issues

- 11.1. The School's specific arrangements for safeguarding and promoting students' welfare is set out in a separate **Risk Assessment Policy for Student Welfare**

12. Storage of Risk Assessment

- 12.1. Fire risk assessments and any assessments involving building works will be held by Estates.
- 12.2. All risk assessments for trips are stored on the trips/events software used.
- 12.3. All risk assessments for areas used by Chapter House and Kindergarten will be held by the Head of Chapter House and in Chapter House master files.
- 12.4. All risk assessments for specialist areas will be held by those areas on Office 365, so that they can be accessed.
- 12.5. All departmental risk assessments will be held by the Head of Department and by the Health and Safety Team, in the master files on Office 365.
- 12.6. Individual Staff Risk Assessments will be held on Office 365 by the Health and Safety Team, and a signed copy placed in the member of staffs' personal file.

13. Health issues

- 13.1. Where these amount to student welfare, see the **Risk Assessment Policy for Student Welfare**.
- 13.2. Where there is a risk of contact with contagious or highly infectious diseases, the Collegiate's medical provision is set out in the **Medical Policy**. Any disease that may put at risk a member of staff will be notified e.g., where there may be potential risk to an unborn child, and all necessary precautions taken.
- 13.3. The Collegiate has previously established contingency plans for dealing with pandemics, and any future risks will be assessed as and when they arise. The risk of the spread of influenza is assessed as high in a boarding environment, and all students and staff are provided with the opportunity for vaccination.



COLLEGIATE GENERAL POLICY FOR RISK ASSESSMENT OF HEALTH AND SAFETY RISKS

Appendix 1 - Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'. When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids.
the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, students, visitors, and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible, in this order:

- Elimination where possible
- Substitution - less risky alternative
- Engineering Controls - redesign the process or isolate the hazard
- Signage/Warnings/Administrative Control Measures: such as good housekeeping and limiting exposure, and adequate staff training.
- PPE (Personal Protective Equipment)
- Provide welfare facilities
- Involving or consulting with workers



Step 4: Record your findings and implement them

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings. You can use the attached template.

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or students spotted a problem?
- have you learnt anything from accidents or near misses?



Appendix 2 - Health and Safety Termly Department/Area Checklist

DEPARTMENT/AREA

DATE

COMPLETED BY

ITEM	YES	NO	COMMENTS/ACTION
	√	x	
FIRE			
Are the fire escape routes free from obstruction?			
Are the evacuation notices still in place?			
Are escape route signs still in place?			
Are fire doors easy to open from the inside, or unlocked?			
Are fire extinguishers intact and properly mounted?			
Are all staff and students familiar with the evacuation procedure and muster points?			
VENTILATION AND HEATING			
Can a reasonable working temperature be maintained in the area? If no, why not?			
Is there natural ventilation and/or working aircon.?			
Are blinds and curtains, where present, in working order?			
ELECTRICAL EQUIPMENT/SERVICES			
Have all items of portable electrical equipment been tested within a reasonable amount of time?			
Are fixed switches and sockets in good repair, with no sockets overloaded?			
Is electrical equipment e.g., cables and plugs free from damage?			
Are all cables and leads tidied wherever possible, so that they do not present a tripping hazard?			
Is lighting adequate, secure, and working properly?			
MACHINERY/FUME CUPBOARDS			



Is all maintenance of machinery and fume cupboards up to date? Do you have departmental records?			Use N/A if not applicable to your department.
FURNITURE AND FITTINGS			
Is furniture stable and fit for purpose?			
Are carpets free from tripping hazards?			
Are window stays in place and working effectively? (Not applicable in the listed building of the Hall).			
Are heaters/radiators protected where necessary, to avoid burns?			
Is there a suitable aid to climbing, to avoid climbing on furniture e.g., a hop-up for putting up displays?			
HAZARDOUS SUBSTANCES			
Where applicable, are hazardous substances e.g., glue, paint, chemicals stored safely and correctly?			
Where applicable, are liquids stored away from electrical equipment and vice versa?			
Where applicable, are there procedures in place to deal with spillages e.g., water, blood from cuts?			
FIRST AID			
Do staff know where the nearest first aid kit is?			
Is the nearest first aid kit adequately stocked? If not, give location, please, and what is missing.			
Do staff know where the nearest first aider is?			
Are the nearest toilets in good repair?			
AOB: (Add anything unique to your area or activity)			

When completed, please email to healthandsafety@qe.org

Please put maintenance issues on the relevant fault reporting site and record that here.



Appendix 3 – sample blank

Q.E. RISK ASSESSMENT

DEPARTMENT/ACTIVITY.....

What are the hazards?	Who might be harmed and how?	How likely is this? (H, M, L) *	So how high is the risk? (H, M, L) *	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips, and falls	<p>All staff and visitors may suffer sprains or fractures if they trip over trailing cables/rubbish or slip e.g., on wet floors.</p> <p>All staff may be injured if they climb to reach equipment or books.</p> <p>Students could fall from upper windows of the listed part of the building, if they lean out.</p>			<p>Reasonable housekeeping standards.</p> <p>Cabinet drawers and doors kept closed when not in use.</p> <p>Trailing cable from electrical machinery managed.</p> <p>Repairs and maintenance conducted when necessary.</p> <p>Staff instructed that no-one is to stand on furniture.</p>	<p>Ensure that all shelves can be reached without climbing.</p> <p>Request that Estates remedy any that are above head height.</p> <p>Ensure that any climbing that is absolutely necessary is done with minimum risk and on appropriate steps.</p> <p>Ensure that, where it has not been possible to provide limited opening, no student leans out of window.</p>			
Manual handling <i>Deliveries: paper</i>	All staff or students could suffer from back pain if			Trolley used to transport boxes of paper etc. Top shelves used for	Remind staff that heavy equipment to be			



<i>equipment (infrequent).</i>	they carry heavy/bulky			storage of light boxes only.	moved by appropriate staff only e.g., Estates.			
Regular computer use	All office staff may suffer from upper limb disorders (RSI) or skeletal problems from regular use of PCs or suffer headaches if lighting / picture is poor.			Most teachers do not qualify as “users” of equipment. Where they do, adjustable chairs must be provided e.g., IT staff.	Take breaks from activities that require computer use. Use reasonable care in seating position and keyboard use.			
Electrical	All staff could suffer electric shocks, if using faulty electrical equipment			Rolling programme of testing of all equipment. Staff instructed that any equipment brought into school from home must be submitted for testing.	Check that electrical equipment has a PAT test label. Report any equipment not labeled or not tested for a long time. Report any defective wiring or equipment.			
Fire	All staff and students could be at risk of burning or smoke inhalation, in the event of a fire.			Evacuation procedures in Staff Handbook. Notices of escape routes posted. Practices regular and recorded. Exits clearly marked. Waste bins emptied every day. Fire alarms maintained. Extinguishers provided and maintained.	Keep all exits clear of obstruction. Staff to familiarize themselves with procedures and escape routes from all teaching rooms. Fire extinguishers to be checked, and any sign of tampering to be reported.			
Environment	All staff and students could be uncomfortable if too hot or too cold.			Heating provided centrally. Fans in some classrooms.	Report excesses and try to minimize them.			



Hygiene	All staff and students could be at risk if hygiene procedures are not followed.			All staff should adhere to the First Aid policy, and where bodily fluids may be present after an accident, gloves/PPE should be worn.	Refer to First Aid Policy. Contact cleaners, in the event of a spill.			
Substances hazardous to health and dangerous equipment.	All staff and students could be at risk from any hazardous activities in the classroom.			COSHH assessments. Hazardous substances and equipment locked away, including scissors. Detailed assessment of risk in lesson plans/schemes of work, as appropriate for the activity and age group.	Ensure adherence to necessary safety procedures. Supervision, as appropriate to the age group and activity.			

Department RA prepared by..... Date.....

To be revised by (date)..... (At least annually)

*Indicate High, Medium, or Low

For further advice and information, visit www.hse.gov.uk/risk. Example risk assessments can be found on www.hse.gov.uk/ris/casestudies



QUEEN ETHELBURGA'S COLLEGIATE

Risk Assessment Policy for Student Welfare



1 Introduction

- 1.1 This is the risk assessment policy for student welfare and applies to Queen Ethelburga's Collegiate - Queen's Kindergarten, Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College and The Faculty of Queen Ethelburga's - hereafter referred to as "the Collegiate". This policy also applies to out of term time holiday programmes, including Holidays@QE; QE Summer Schools; and CampQE.
- 1.2 **Purpose:** The purpose of this policy is:
- 1.2.1 to actively promote the wellbeing of students of the Collegiate;
 - 1.2.2 to ensure that all employees of the Collegiate are aware of and follow the Collegiate's approach to student wellbeing; and
 - 1.2.3 to implement a framework for the assessment of risk(s) to student wellbeing.
- 1.3 It is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) (the **ISSRs**) and has regard to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of students at the Collegiate by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management responsibilities to actively promote the wellbeing of students. It has regard to the National Minimum Standards for Boarding Schools (September 2022) (the **NMS**).

2 Responsibilities

- 2.1 The Collegiate Board oversees student welfare and well-being issues.
- 2.2 At an operational level, the Health, Safety and Environment Manager, The Head of Student Welfare and Personal Development (DSL), the Head the Boarding, The Head of Student Wellbeing and the Head of Co-Curricular will:
- 2.2.1 ensure that students' health, safety and well-being is adequately protected;
 - 2.2.2 ensure that all staff are aware of, and adhere to, the Collegiate policies and procedures on student health, safety and welfare;
 - 2.2.3 ensure that key staff have clearly established roles and responsibilities;
 - 2.2.4 ensure that staff are appropriately trained to deal with student welfare issues;
 - 2.2.5 ensure that where concerns about a student's welfare are identified, the risks are appropriately managed;
 - 2.2.6 consult with staff, students, parents, and others, where appropriate, to find practical solutions to welfare issues;



2.2.7 ensure that standards of student welfare at the Collegiate are regularly monitored both at an individual level and across the whole school community to identify trends and issues of concern and to improve systems to manage these.

2.3 Those named in paragraph 3.5 are responsible 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 Collegiate recognises its responsibility to safeguard and promote the welfare of students in its care. This responsibility encompasses the following principles:

3.1.1 to support students' physical and mental health and emotional well-being (as well as their social and economic well-being);

3.1.2 to protect students from the risk of harm and/or 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 protect students from the risk of radicalisation, extremism and being drawn into terrorism;

3.1.7 to build students' resilience to radicalisation by actively promoting fundamental British values, enabling students to challenge extremist views;

3.1.8 to assess the risk of children being drawn into terrorism and to provide appropriate support for those identified as being at risk;

3.1.9 to ensure that students are provided with a safe and healthy environment so far as reasonably practicable; and

3.1.10 to manage welfare concerns effectively.

3.2 The Collegiate recognises that individual students may have needs which arise from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision additional to or different from that generally required by children of the same age in mainstream schools. The Collegiate is committed to promoting and safeguarding the welfare of all its students having regard to the special requirements of individual students, but, where appropriate or necessary, balancing the special requirements of individual students against the Collegiate's responsibilities to promote and safeguard the welfare of all its students.

3.3 The Collegiate addresses its commitment to these principles through:

3.3.1 **Prevention** - ensuring that all reasonable measures are taken to minimise the risk 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; and
- (d) providing medical and pastoral support that is accessible and available to all students.

3.3.2 **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; and
- (b) monitoring students known or thought to be at risk of harm and formulating and / or contributing to support packages for those students.

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

3.5 The Collegiate 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 and the and details of those with overall responsibility for risk assessment.

Policy	Queen's Kindergarten	Chapter House Preparatory School	King's Magna Middle School	Queen Ethelburga's College	Faculty of Queen Ethelburga's
Child Protection and Safeguarding	Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL)
Anti-bullying	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing



Behaviour	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing
Health and safety policy	Health, Safety and Environment Manager	Health, Safety and Environment Manager	Health, Safety and Environment Manager	Health, Safety and Environment Manager	Health, Safety and Environment Manager
First aid policy	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)
Medical Policy	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)
Educational visits policy	Head of Co-Curricular	Head of Co-Curricular	Head of Co-Curricular	Head of Co-Curricular	Head of Co-Curricular

4 Risk assessment

- 4.1 Student safety and welfare at the Collegiate is paramount. The Collegiate has various systems to ensure that student welfare is safeguarded and promoted including the use of daily diaries, house meetings, link meetings and weekly report sheets. These are regularly reviewed and overseen by the Boarding Management Team.
- 4.2 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, regularly monitored and reviewed. More guidance on risk assessment can be found in 0.
- 4.3 The format of any assessment of risks may vary and may be included as part of the overall response to a welfare issue **Error! Reference source not found.** Regardless of the form used, the Collegiate's approach to promoting student welfare will be systematic and student focused. These are regularly monitored by the Complex Welfare and Safeguarding Teams.
- 4.4 The information obtained through this process and the action agreed will be shared, as appropriate, with other staff, parents and third parties to safeguard and promote the welfare of a student or of students generally.

5 Safeguarding / child protection

- 5.1 Regarding safeguarding risks, and in accordance with current statutory guidance, including *Keeping Children Safe in Education (September 2023)*, *Working Together to Safeguard Children (2018)* and Part 3 of the ISSRs and the NMS, the Collegiate has systems in place to identify students who may need extra



help, or those who are suffering, or are likely to suffer significant harm. The Collegiate will take appropriate action to address and mitigate those risks by working in conjunction with social care, the police (and the Channel Police Practitioner for those identified as being at risk of radicalisation), health services and other services, where appropriate or necessary.

5.2 Full details of the Collegiate's safeguarding procedures are set out in the **Child Protection and Safeguarding Policy**.

5.3 Further guidance on how staff should ensure that their behaviour and actions do not place students or themselves at risk of harm, or of allegations of harm to a student, is also set out in **Staff Code of Conduct**.

6 **Protection from radicalisation and extremism**

6.1 Details of the Collegiate's procedures to prevent students and staff 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, Staff Code of Conduct and E-safety - Digital Wellbeing Policy**.

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

6.3 The Collegiate is committed to providing a safe space in which students 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.

6.4 The Collegiate will ensure that the arrangements for visiting speakers, whether invited by staff, students, 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 Collegiate premises.

7 **Anti-bullying**

7.1 The Collegiate has a written **Anti-bullying policy** which covers the Collegiate's approach to the management of bullying and cyber bullying.

8 **Behaviour**

8.1 The Collegiate has a written **behaviour policy**, which sets out how it promotes good behaviour amongst students and the sanctions to be adopted in the event of student misbehaviour.

8.2 This policy contains further information about the Collegiate's performance of its duties under the **Equality Act 2010** (and reasonable adjustments made for students with 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 employer has a duty to ensure the health, safety and welfare of employees and the health and safety of students and others affected by the Collegiate's operations, so far as is reasonably practicable.
- 9.2 The Collegiate will meet this requirement by taking a sensible, proportionate, and holistic approach to management of health and safety issues in accordance with its obligations and its health and safety policies and its separate policy on risk assessment of health and safety issues.

10 Reporting

- 10.1 When assessing risks to student welfare and wellbeing, 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, (including the Channel Police Practitioner in relation to those identified as being at risk of radicalisation), Ofsted, CAMHS, the Charity Commission etc.
- 10.2 Unless provided for otherwise in the Collegiate'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 and/or Head of the School and/or the Designated Safeguarding Lead (where appropriate) before making such a report.
- 10.3 If, at any point, there is a risk of immediate serious harm to a student, a referral should be made to Children's Social Care immediately. Anybody can make a referral. If the student's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child.
- 10.4 If staff are concerned that their referral has not be dealt with appropriately or do not feel they can report directly through the Collegiate's safeguarding process, they can use the **NSPCC Whistleblowing Helpline**. Staff can call: **0800 028 0285** or email: help@nspcc.org.uk.
- 10.5 If staff suspect that an act of female genital mutilation appears to have been carried out on a girl under the age of 18, it is mandatory to report this to the Police under **section 74 of The Serious Crime Act 2015**.
- 10.6 Wherever the Collegiate proposes to share information under this policy or related welfare policies, it will have due regard to the principles set out in the DfE advice note, "**Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers**" (July 2023).



11 **Monitoring and review**

- 11.1 Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Principal and/or a relevant senior member of staff as set out in section 3.5.
- 11.2 This policy and related procedures will be reviewed by the Principal and/or a relevant senior member of staff as set out in section 3.5 and updated as necessary.

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

Appendix 1 - Guidance on risk assessment

A student welfare risk assessment is a careful examination of what could cause harm to student welfare and considers appropriate control measures, to assess whether the Collegiate has taken adequate precautions or should take additional steps to prevent the risk of harm.

The purpose of a risk assessment is 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 risk assessment in this context, remember:

- a welfare issue is anything that may harm a student; to include cyber-bullying, abuse and the risk of radicalisation and extremism.
- the risk is the chance that a student could be harmed, together with an indication of how serious the harm could be if it occurs.

Step 1: Identify the issue

Firstly, 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 of students 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.

Compare what action is currently taken, against what is required by law, DfE guidance or is accepted as good practice. If there is a difference, list what needs to be done to protect the student's welfare. Where appropriate consider any special requirements or protected characteristics.

Step 4: Record your findings and implement them

Make a written record of the significant findings - the concern, the issues, how student(s) may be harmed and what arrangements the Collegiate 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 Collegiate proposes to take to manage the risk.

Step 5: Review the risk assessment and update, if necessary

Review the action taken for the students identified, and across the Collegiate generally and monitor and review the efficacy and /or the outcome of the measures put in place on a regular basis, or as required.