BRITISH INTERNATIONAL SCHOOL

Reviewed – June 2026
To be reviewed – June 2028

RISK ASSESSMENT POLICY FOR PUPIL WELFARE

1. 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 school 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 all year groups including the EYFS.

2. Responsibilities

The Director has overall responsibility for safeguarding and promoting pupil welfare and wellbeing at the School.

At an operational level, the Head of School 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.

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:

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

3.1.2 To protect pupils from harm and neglect;

3.1.3 The rejection of corporal punishment

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

3.1.5 To encourage pupils to contribute to society;

3.1.6 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;

3.1.7 To manage welfare concerns effectively.

3.2 The School 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 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.

3.2.2 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.

3.3 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.

3.4 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	Responsibility for Risk Assessment
Safeguarding (Child Protection)	Designated Safeguarding Lead
Whole School Anti-bullying	Head of School
Promoting Positive Behaviour Policy	Head of School
Health and Safety Policy	Director of Operations
First Aid Policy	Director of Operations
Guidance on the Administration of Medicines in School	Director of Operations
Supervision	Heads of Primary and Secondary
Health and Safety for Outside Trips	Heads of Primary and Secondary

4. Risk Assessment

4.1 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.

4.2 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 iSAMS dependent upon the nature of the welfare issue. Any alternative risk assessment format may also be used, provided that it is clearly identified as a Risk Assessment and contains all relevant information necessary to identify, evaluate, manage, monitor and review the risks to the pupil's welfare.

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 pupil or of pupils generally.

5. Safeguarding/Child Protection

5.1 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.

5.2 Full details of the School's safeguarding procedures are set out in the Safeguarding (Child Protection) Policy.

6. Anti-Bullying

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

7. Behaviour

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

8. 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.

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 focused 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. The Risk Assessment Review should be completed using a form that is clearly identified as a "Risk Assessment Review". The review should record any changes to the identified risks, the effectiveness of existing control measures, any new actions required, and the rationale for continuing, amending or closing the risk assessment.
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.

Safeguarding Risk Assessment Form

Note: This form is confidential and should be completed with accurate and detailed information to support the student effectively.

Student information

Student's name:		Year group:	
Form Tutor name:		Assessment Date:	

General information

Who is at risk?

-

What is the nature of the risk?

-

When & where were the concerns noticed?

-

RATIONALE

Risk identification

Potential harm:	Potential time & place:	Likelihood:	Severity:
▪	▪ Class / Break / Outside the school	▪ Low / Medium / High	▪ Low / Medium / High

Student-specific risks

Is the student classified as part of a vulnerable group?

- New student / SEN / Family situation / History & background…

If yes, does this contribute to the situation and in which potential ways?

-

Safeguarding measures

List of current Safeguarding measures:

-

Risk level after the applied measures:

- Low / Medium / High
- Explanation:

SUMMARY

Further actions

Action needed:	Person responsible	Deadline:	Status
▪	▪	▪ DD/MM/YYY	▪ Pending / In progress

Immediate response plan

In the event of an *emergency*, where a child is at significant risk of harm or in immediate danger, the following actions will be implemented without delay:

- Notifying the police or local social services (any staff member who identifies the emergency)
- Informing the DSL & the Head of School
- Informing the parents (except in cases when they are the source of harm to the child)
- Deescalating the situation (if possible) and providing support & protection to the children involved

Assessment review

Review date: DD/MM/YYYY

Risk assessed by: Milica Jevtić, DSL & School Counselor

R.A. submitted to: Robert Robinson, Head of Secondary / Michelle Moors, Head of Primary