



RUGBY SCHOOL



BILTON  
GRANGE

PREPARATORY  
SCHOOL

## Rugby School & Bilton Grange Risk Assessment Policy for Student/Pupil Welfare

January 2024

**Responsibility for updating this policy: Head of Safeguarding**

**1 Policy statement**

- 1.1 This is the Risk Assessment Policy for student/pupil welfare policy of Rugby school and Bilton Grange)
- 1.2 This policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2016 (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/pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with responsibility for leadership and management of the School to actively promote the wellbeing of students/pupils.

**2 Responsibilities**

- 2.1 The Governing Body have overall responsibility for safeguarding and promoting student/pupil welfare and well-being at the School.
- 2.2 At an operational level, the Head Master at Rugby School / Headmaster at Bilton Grange will;
- 2.2.1 ensure that all staff are aware of, and adhere to, the School's policies and procedures on student/pupil 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/pupil's welfare are identified, the risks are appropriately managed;
- 2.2.5 consult with staff, students / pupils, parents and others, where appropriate, to find practical solutions to welfare issues;
- 2.2.6 ensure that standards of student/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.
- 3 Those named in paragraph 4.4 have overall responsibility for carrying out risk assessments in relation to the specific matters of student/pupil health, safety and welfare covered in those policies. On a day-to-day basis this will be delegated to the relevant Head of Department or Housemaster/Housemistress or appropriate staff member at Bilton Grange.

4 **Student/pupil welfare**

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

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

4.1.2 To protect students/pupils from harm and neglect;

4.1.3 To recognise that corporal punishment can never be justified;

4.1.4 To provide students / pupils with appropriate education, training and recreation;

4.1.5 To encourage students/pupils to contribute to society;

4.1.6 To ensure that students / 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 students/pupils;

4.1.7 To manage welfare concerns effectively.

4.2 The School addresses its commitment to these principles through:

4.2.1 **Prevention** - ensuring that all reasonable measures are taken to minimise the risks of harm to students/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 students / pupils can learn and develop;

(c) Including in the curriculum, activities and opportunities for PSHEe which equip students/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 students / pupils.

4.2.2 **Protection** - ensuring all appropriate actions are taken to address concerns about the welfare of a student / pupil, whether of a safeguarding nature or otherwise. This includes:

(a) Sharing information about concerns with agencies who need to know and involving students / pupils and their parents appropriately;

- (b) Monitoring students / pupils known or thought to be at risk of harm and formulating and/or contributing to support plans for those students/pupils.

4.3 The School recognises that student/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.

4.4 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 student/pupil health, safety and welfare in accordance with its duties under Part 3 of the ISSRs.

<b>Policy</b>	<b>Responsibility for Risk Assessments</b>
Safeguarding and Child Protection Policy	Head of Safeguarding, Rugby School Assistant Head Pastoral, Bilton Grange
Anti-bullying Policy	Head of Safeguarding, Rugby School Deputy Head, Bilton Grange
Rewards & Discipline Policy	Deputy Head, Rugby School Deputy Head, Bilton Grange
Health & Safety Policy	Health & Safety Officer, Rugby School & Bilton Grange
First Aid Policy	Health & Safety Officer, Rugby School & Bilton Grange
Medical Care Policy	Head of Safeguarding, Rugby School Assistant Head, Pastoral, Bilton Grange
Supervision Policy	Head of Safeguarding, Rugby School Assistant Head Pastoral, Bilton Grange
Educational Visits	Head of Safeguarding, Rugby School Deputy Head, Bilton Grange
Equal Opportunities Policy	Head of Learning Development, Rugby School Assistant Head Teaching & Learning, Bilton Grange

## **5 Risk Assessment**

- 5.1 Where a concern about a student's/pupil's welfare is identified, the risks to that student's/pupil'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.
- 5.2 The format of risk assessment to be used for student welfare can be found on Teams which will be amended to show it is an assessment of a welfare issue. This will help to ensure the Schools' approach is systematic with a view to promoting student welfare and will run through the stages identified in 4.1
- 5.3 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/pupil or of students/pupils generally.
- 5.4 Any serious welfare concerns regarding a student/pupil must be raised as soon as reasonably practicable with the Head of Safeguarding / Assistant Head Pastoral (BG) who will work with the Housemaster/Housemistress appropriate member of staff at Bilton Grange concerned to resolve the matter.
- 5.5 A copy of the Risk Assessment is to be retained in the Housemaster/Housemistress' records and/or on CPOMS for the student/pupil concerned and a copy is to be passed to the Head of Safeguarding for monitoring purposes. At Bilton Grange, a copy of the Risk Assessment will be kept in the pupil's file and on CPOMS.

## **6 Safeguarding/Child Protection**

- 6.1 With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping Children Safe in Education (KCSiE 2023) and Working Together to Safeguard Children (2018) and Part 3 of the ISSRs, the School has systems in place to identify students/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.
- 6.2 Full details of the School's safeguarding procedures are set out in the Safeguarding and Child Protection policy.

## **7 Anti-Bullying**

- 7.1 The School has a written Counter-bullying Policy which covers the School's approach to the management of bullying and cyber bullying.

**8 Behaviour**

8.1 The School has a written Discipline and Rewards Policy (Rugby School,) Rewards and Sanctions Policy (Bilton Grange) which sets out how it promotes good behaviour amongst students/pupils and the sanctions to be adopted in the event of student/pupil misbehaviour.

**9. Equal Opportunities**

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

**10 Health and Safety**

10.1 In accordance with its obligations under the Health and Safety at Work 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 students and others affected by the School's operations, so far as is reasonably practicable.

10.2 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 4.4.

Authorised: Student Pastoral Welfare Committee	
Date:	March 2024