



Risk Assessment Policy

Policy Number	EDE/POL/038	Issue Date	01/09/2025
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1. Introduction

Keys Group is committed to providing a safe, nurturing, and enabling environment for pupils with complex needs and challenging behaviours. Effective risk assessment is fundamental to safeguarding pupils, staff, and visitors, and supports positive risk-taking essential for learning and development.

This policy sets out the framework for identifying, assessing, managing, and reviewing risks within the school to ensure the wellbeing of all stakeholders.

2. Scope

This policy applies to all staff, including permanent, temporary, and contractors, across the school. It covers all activities, environments, and situations where pupils and staff may be exposed to risk.

3. Legal and Regulatory Framework

This policy aligns with the Independent School Standards (ISS), Part 3, paragraph 16, which requires schools to have effective arrangements for assessing and managing risk to ensure pupil welfare and safety. This policy also complies with current legislation and guidance, including but not limited to:

- Data Protection Act 2018 & UK GDPR
- SEND Code of Practice 0–25 (2015)
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Education and Inspections Act 2006
- Education Act 2002 (Section 175)
- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children 2018
- OFSTED Inspection Framework (2025)



4. Definitions

Term	Definition
Risk	The possibility that an action or event may cause harm.
Risk Assessment	A systematic process of identifying, evaluating, and controlling risks.
Inherent Risk	The level of risk before any control measures are applied.
Residual Risk	The level of risk remaining after control measures have been implemented.
Protective Factors	Conditions or actions that reduce the likelihood or impact of risk.
Shared Risk Approach	A collaborative process involving all relevant stakeholders to manage high or complex risks.

5. Principles of Risk Management

- Risk management is a continuous, dynamic process informed by multiple sources including pupil input.
- It balances safeguarding with enabling pupils to take positive risks that promote growth and independence.
- All staff collaborate with families, professionals, and pupils to manage risks effectively.
- Control measures are proportionate, clear, and based on best practice and legislation.
- Documentation is accurate, timely, and shared appropriately.
- The graduated approach of assess, plan, do, review is embedded in understanding and responding to pupil needs (EEF recommendation).
- We recognise that managing high-risk situations and supporting pupils with complex needs can be emotionally demanding for staff. The school is committed to promoting staff wellbeing by:
 - Providing regular supervision, reflective practice opportunities, and access to professional support.
 - Ensuring ongoing training and development to build confidence and competence in risk management.



- Encouraging a supportive team culture where staff can share concerns and successes.
- Monitoring workload and stress levels, with proactive measures to prevent burnout.

This approach supports staff resilience, ensuring high-quality, consistent care for pupils.

6. Risk Assessment and Management Process

Stage 1: Identify

- Systematically identify hazards, risks, and triggers using observations, pupil history, professional input, and environmental factors.

Stage 2: Assess

- Evaluate likelihood and consequence using professional judgement and structured tools such as the Risk Rating Matrix (Appendix 1).
- Consider protective factors and pupil strengths.

Stage 3: Control

- Develop pupil-centred risk management plans with specific preventative, responsive, and recovery measures.
- Include school uniform/dress code and jewellery policy as a preventative measure to reduce risk of injury and promote safety. Exceptions are risk-assessed individually.
- Reference relevant plans such as behaviour management plans, education health care plans, and clinical advice.

Stage 4: Implement

- Communicate risk assessments and control plans clearly to all relevant staff and stakeholders.
- Ensure consistent application through training, supervision, and monitoring.

Stage 5: Monitor and Review

- Risk assessments must be promptly reviewed and updated following any incident, significant change in pupil behaviour, or environmental change.
- Reviews occur at least termly and involve pupils, families, and multi-agency partners to ensure ongoing relevance and effectiveness.

7. Shared Risk Approach

- High or complex risks require joint decision-making with all stakeholders using the Shared Risk Approach protocol (Appendix 2).



- Actions and decisions are documented and reviewed regularly, typically fortnightly or more frequently.
- Escalate unresolved risks promptly to senior leadership and the Director of Education.

8. Roles and Responsibilities

Role	Responsibilities
Regional/Education Director	Approve and oversee risk management policy; ensure resources and training are in place.
Headteacher	Lead risk management locally; ensure staff are trained and supported; oversee risk plans.
All Staff	Identify, assess, manage risks; follow plans; report concerns promptly.
Quality Assurance Team	Monitor and evaluate risk management effectiveness; support continuous improvement.
Regional Executive Headteachers	Support schools in compliance; escalate high risks as necessary.
Learning and Development	Provide training and development in risk assessment and management.

9. Training and Competency

- All staff complete mandatory training in risk management and safer caring as part of induction and ongoing development.
- Staff responsible for risk documentation complete competency workbooks and receive supervision.
- Leadership ensures ongoing professional development and quality assurance.

10. Monitoring and Review

- Risk management practice is regularly monitored through supervision, incident analysis, and quality assurance.
- Multi-disciplinary meetings include risk discussions to share learning and ensure consistency.
- This policy is reviewed annually or sooner in response to changes in legislation or practice.



11. Equality and Inclusion

Keys Group is committed to equality and diversity. Risk assessments and management must be applied with sensitivity to race, faith, gender, disability, and other protected characteristics. Adjustments to plans should be made to ensure fairness and inclusion.

12. Documentation and Confidentiality

- Risk assessments and related documents must be stored securely in line with Data Protection legislation. All individual pupil risk assessments should be securely stored in a pupil's profile on Arbor. All activity-based risk assessments should be stored in the Keys Education Portal so that they are accessible to staff.
- Information is shared on a need-to-know basis with relevant staff and external professionals.
- Confidentiality is maintained at all times respecting pupil and family privacy.

13. Technology and Online Safety

Risk assessments consider potential digital and online risks relevant to each pupil, including:

- Access to inappropriate content or contact online.
- Cyberbullying or online harassment.
- Use of devices and social media platforms.

Control measures include:

- Implementing appropriate filtering and monitoring systems.
- Educating pupils about safe and responsible online behaviour.
- Collaborating with families and external agencies to manage online risks.

This ensures a holistic approach to safeguarding in the digital environment.

14. Invacuation Procedure

14.1 Purpose

The invacuation procedure ensures the safety of pupils, staff, and visitors by providing clear guidance on how to respond when it is necessary to remain inside the building due to an external threat or emergency.

14.2 Scope

This procedure applies to all staff, pupils, and visitors across all Keys Group school sites.

14.3 Definition



Invacuation refers to the process of securing the school building and keeping all occupants inside to protect them from external hazards such as security threats, severe weather, or environmental dangers.

14.4 Triggers for Invacuation

Examples include but are not limited to:

- Intruder or security threat on or near site
- Severe weather events (e.g., tornado, severe storm)
- Nearby chemical or environmental hazard
- Police or emergency services advice

14.5 Roles and Responsibilities

Role	Responsibility
Headteacher / Site Leader	Initiate invacuation, communicate with emergency services, and oversee procedure implementation
All Staff	Follow invacuation instructions promptly, support pupils, and ensure all are accounted for
Support Staff	Assist pupils with additional needs to reach safe areas

14.6 Invacuation Steps

1. **Alert:** The Headteacher or designated person activates the invacuation alarm or communicates the need to invacuate via internal systems.
2. **Secure:** Immediately lock all external doors and windows.
3. **Assemble:** Pupils and staff move calmly to designated safe areas within the building.
4. **Account:** Staff conduct roll call to ensure all pupils and personnel are present.
5. **Remain:** Stay in safe areas until the all-clear is given by the Headteacher or emergency services.
6. **Communicate:** Maintain communication with emergency services and provide updates to staff and parents as appropriate.

14.7 Designated Safe Areas

Each school site must have clearly identified and communicated safe areas for invacuation that:-

- Are away from external windows and doors
- Provide shelter and protection



- Are accessible to pupils with disabilities

14.8 Training and Drills

- Invacuation drills will be conducted termly to ensure staff and pupils are familiar with procedures.
- Staff training on invacuation forms part of induction and ongoing professional development.

14.9 Monitoring and Review

- The invacuation procedure will be reviewed annually or following any incident requiring activation.
- Feedback from drills and actual invacuations will inform updates to improve effectiveness

Refer to Appendix 7 for details of how this procedure is implemented within the school.



Appendix 1: Individual Risk Assessment Guidance

Introduction

An individual risk assessment is a systematic process to identify, evaluate, and manage potential risks related to a pupil's behaviour, environment, or activities. The purpose is to safeguard pupils, staff, and others while supporting positive risk-taking that promotes development and independence.

Key Principles

- Risk assessments must be clear, specific, and unambiguous, written as if the reader is unfamiliar with the pupil.
- They must be pupil-centred and informed by multi-disciplinary input, including the pupil where appropriate.
- Risk assessments are dynamic documents, regularly reviewed and updated in response to new information or incidents.
- The Shared Risk Approach protocol must be followed for high or complex risks, ensuring collaborative decision-making.
- Language should be professional, objective, and free from jargon or abbreviations unless clearly explained.

Structure of the Individual Risk Assessment

Name	
Date of birth	
Initial assessment date	
Completed by	
Who contributed	

Revision dates			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

Assessment of risk	Risk Score	Risk Level	Updated on	Updated by
Absconding				
Allegations				
Arson				
Attendance				



Bullying				
Criminal Activity				
Eating Disorders				
Medical				
Medication				
Mental Health				
Negative Interactions				
Personal Hygiene				
Safeguarding inc Social media				
Self-Injurious Behaviour				
Sexualised Behaviour				
Smoking/Vaping				
Substance misuse				
Suicidal Ideation				
Transportation				
Violence and Threats of Violence				



1. RISK					
Risk Title					
Residual Risk Level (Complete at the end)	Low		Medium		High
Assessing residual risk: (After all risk control measures have been implemented)					
Likelihood score		Consequence score		Residual risk score	
2. UNDERSTANDING THE RISK					
Risk to whom:					
Previous Occurrences / Historical Information:					
Hazards (potential source of danger):					
Triggers (something that happens before a particular event or situation):					
Indicators (sign or signal):					
Assessing presenting (inherent) risk: (Before any risk control measures have been implemented)					
Using the Risk Rating Matrix (Appendix 1) score the inherent risk before the control measures are put in place. The risk score is the likelihood score multiplied by the consequence score.					
N.B. Ensure the Share Risk Protocol is adhered to when assessing high risks/concern to ensure that relevant parties are involved in decision making.					
Likelihood score		Consequence score		Inherent risk score	
3. CONTROL MEASURES (including clinical strategies where applicable):					
Before:					
During:					
After:					
4. REVIEW AND EVALUATION OF RISK					
Name	Role	Comments			Date



Appendix 2: Good Reporting Writing Guide

Purpose

This guide supports staff in producing professional, accurate, and meaningful risk assessment reports and documentation.

Key Principles

- **Clarity:** Use straightforward language. Avoid jargon and technical abbreviations unless necessary and defined.
- **Objectivity:** Report facts and observations without personal opinions. Use evidence-based descriptions.
- **Pupil-Centred:** Focus on the pupil's context, needs, and strengths. Use respectful language.
- **Accuracy:** Ensure all information is correct, up to date, and referenced where applicable.
- **Timeliness:** Complete reports promptly to support effective decision-making and safeguarding.

Style and Language

- Use pupil consistently when referring to those in education (unless the school's own terminology differs).
- Refer to individuals by their titles rather than names (e.g., "the headteacher," "the social worker").
- Avoid contractions (write "do not" rather than "don't").
- Use sentence case for titles and headings (e.g., "Risk assessment review," not "Risk Assessment Review").
- Use the Oxford comma in lists for clarity (e.g., "English, mathematics, science, and physical education").
- Spell out terms fully on first use, followed by the abbreviation in brackets if used repeatedly (e.g., Education Health Care Plan (EHCP)).
- Avoid overloading sentences with abbreviations or acronyms.
- Use inclusive language: "pupils who have special educational needs or disability."
- Use active voice where possible (e.g., "Staff monitor behaviour" rather than "Behaviour is monitored by staff").
- Use one space after full stops.

Lists and Formatting



- Use bulleted lists unless order or priority matters, then use numbered lists.
- Ensure list items have consistent grammatical structure (e.g., all phrases or all full sentences).
- Begin list items with lowercase letters unless they are full sentences, which should start with capitals and end with full stops.
- Avoid using “and” or “or” within bulleted lists.
- Use fully justified text for professional documents.
- Use Open Sans font, size 11 for body text and Lato font, size 16 for headings.

Dates and Numbers

- Use the format day month year (e.g., “Tuesday 13 September 2022”).
- Express academic years as 2024/25.
- Spell out numbers one to nine; use numerals for 10 and above unless starting a sentence.



Appendix 3: Risk Rating Matrix

Consequence Level	Description	Examples
1 - Insignificant	No or minor injury; no lasting impact	Quick resolution; no impact on others
2 - Minor	Minor injury; first aid needed	Temporary impact; minor damage
3 - Moderate	Injury requiring hospital attendance	Police involvement; impact on others
4 - Major	Serious injury or long-term illness	Multi-agency involvement; major damage
5 - Catastrophic	Fatality or permanent disability	Profound and enduring effects

Likelihood Level	Description	Examples
1 - Rare	Highly unlikely	Probably never will occur
2 - Unlikely	Slight possibility	Not expected but possible
3 - Possible	Might occur occasionally	History of casual occurrence
4 - Likely	Strong possibility	Frequent occurrence history
5 - Almost Certain	Expected in most circumstances	Regular occurrence history

Overall Risk Rating = Likelihood x Consequence

Score Range	Risk Level	Colour Code
1 - 8	Low	Green
9 - 15	Medium	Amber
16 - 25	High	Red



Appendix 4: Handy One-Minute Guide

1) What this is (60-second read)

This guide tells you what to do—today—to keep pupils safe and compliant with policy. Use it alongside the full policy and the Individual Risk Assessment (IRAM) template.

2) Your must-do's every day

- ✓ Read and sign the current IRAM for every pupil you work with.
- ✓ Follow the controls exactly as written—structured as ****Before / During / After****.
- ✓ Record incidents promptly (same day where possible) and debrief; suggest updates.
- ✓ Escalate high/complex risks → request a ****Shared Risk**** meeting within ****5 working days****.
- ✓ Involve the pupil; note how their voice shaped the plan.
- ✓ Share IRAMs on a ****need-to-know**** basis; store securely (special-category data).

3) The 5-step cycle (think I-A-C-I-M)

1. ****Identify**** – history, triggers, indicators, context.
2. ****Assess**** – score **inherent** risk (likelihood × consequence) before controls.
3. ****Control**** – specific measures ****Before / During / After**** (who/what/where/when).
4. ****Implement**** – brief the team; consistency is non-negotiable.
5. ****Monitor & Review**** – re-score **residual** risk each term or after incidents.

4) When to create or update an IRAM

- Admission/transition or return from suspension/exclusion.
- Any significant incident (harm, absconding, police involvement, use of reasonable force).
- Emerging patterns (repeated bullying, self-harm indicators, escalating dysregulation).
- Change in needs (new diagnosis, medication, EHCP update, family context).
- Staff request where day-to-day practice indicates unmanaged risk.

5) Key Changes from Previous Policy

- Incorporation of Section 93A (2025): Schools must now record and notify parents of all significant uses of force.
- Clearer terminology: 'Post-incident support' and 'reflective review' replace outdated 'debrief' terms.
- Explicit use of RADAR: All interventions must be recorded within 24 hours.
- Parent notification: Duty to inform each parent as soon as reasonably practicable unless it risks harm.
- New KCSIE 2025 expectations: Leadership oversight, governor training, DSL escalation and equality considerations.
- Integration of Keys Group's SUPPORT and SHARE frameworks for post-incident reflection and pupil voice.
- Staff and pupil well-being prioritised with clearer processes for body mapping, medical checks, and recovery.



6) What Staff Need to Know

- All staff must be familiar with the policy and know how to respond to behaviours of concern using de-escalation first.
- Physical intervention is a last resort. When used, it must be necessary, proportionate, and in the pupil's best interests.
- Every incident must be recorded in RADAR and reviewed by a senior leader within 24 hours.
- You must complete a post-incident reflection using the SHARE framework and support pupils using the SUPPORT model.
- Parents must be informed of every significant incident unless it could place the child at risk.
- DSL must be informed of all significant use of force for safeguarding oversight.
- Governors receive trend data and oversight reports termly, and must be trained on their responsibilities.



Appendix 5: Invacuation Procedure Template

Purpose

To provide clear, site-specific guidance on the invacuation procedure to safeguard pupils, staff, and visitors during external threats or emergencies requiring occupants to remain inside the building.

Scope

This procedure applies to all staff, pupils, and visitors at Park House.

Triggers for Invacuation

- Security threat or intruder on or near the premises
- Severe weather conditions (e.g., tornado, severe storm)
- Environmental hazards (e.g., chemical spill nearby)
- Police or emergency services advice
- Lockdown Procedure Park House School

Step 1 Communicate word of mouth Lockdown- staff
Step 2 Ensure all external doors are shut behind (automatic lock) And any windows closed
Step 3 All to go to Sams classroom upstairs, blinds closed. All phones in silent Sat on floor level
Step 4 Emergency Services
Step 5 Text parents
Step 6 Await next steps emergency services (If advised to exit building- Use spiral staircase (Teagues room))

Planned drill annually

Draft letter

Dear Parents/Carers,



I am writing to inform you that over coming weeks I will be training staff and pupils on our lockdown procedures. A whole school drill will be held on_____. This is nothing to be alarmed about and although those events are very unlikely to occur, all schools are actively encouraged to have these in place. Please be rest assured that these plans and drills will be delivered in a calm and supportive manner. Pupils will of course be given support around their needs

Instruction for parents in the event of a lockdown:

- Parents will be informed via text of any lockdown. Several text updates will be sent
- Parents should not attempt to call or come to the school, as this may hinder the school's efforts to contact and work with emergency services
- Parents should not discuss the events on social media, as this may spread false information and create panic
- Parents will be informed via text regarding what will happen if lockdown continues beyond school hours, and whether there are any changes to collection arrangements in these circumstances. If you have any questions, please do not hesitate to contact me via the school office.