



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

RISK ASSESSMENT FOR PUPIL WELFARE POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE (September 2025).

Reviewed: September 2024

Next Review: September 2026

1. Policy Statement

This is the pupil welfare policy for Brockhurst and Marlston House.

The policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations (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 pupils at the School by the implementation of a written risk assessment policy.

2. Responsibilities

At an operational level, the Headmaster 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;
- consult with staff, pupils, parents and others, where appropriate, to find practical solutions to welfare issues;
- ensure 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.
- The overall responsibility for carrying out risk assessments in relation to specific matters of pupil health, safety and welfare is listed on page 3. On a day-to-day basis this will be delegated to the relevant Head of Department, Form Tutor or Houseparents.



3. Pupil Welfare

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

- To support the pupils' physical and mental health and emotional wellbeing (as well as their social and economic wellbeing);
- To protect pupils from harm and neglect;
- To recognise that corporal punishment can never be justified;
- To encourage pupils to contribute to society
- 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;
- To managed welfare concerns effectively

The school addresses its commitment to these principles through:

Prevention – ensuring that all reasonable measures are taken to minimise the risks of harm to pupils and their welfare by:

- Ensuring through training that all staff are aware of and committed to this policy and the values set out;
- Establishing a positive, supportive and secure environment in which pupils can learn and develop;
- Including in the curriculum, activities and opportunities for PSHEE which equip pupils with skills to enable them to protect their own welfare and that of others;
- Providing medical and pastoral support that is accessible and available to all pupils.
- 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:
- Sharing information about concerns with agencies who need to know and involving pupils and their parents appropriately;
- Monitoring pupils known or thought to be at risk of harm and formulating and/or contributing to support packages for these pupils.

The School recognises that pupil welfare and wellbeing can be adversely affected by many matters whether in or away from school, including abuse, bullying, behavioural and health issues.

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 assessments
Safeguarding & Child Protection	Designated Safeguarding Lead (DSL)
Prevention of Bullying	Designated Safeguarding Lead (DSL)
Behaviour	Designated Safeguarding Lead (DSL)
Health and Safety	Business Manager
First Aid Policy	Head Matron
Medical Care	Head Matron
Educational Visits	Business Manager
Equal Opportunities	Designated Safeguarding Lead (DSL)
Safer Recruitment	Head of Compliance

The individual policies constitute an assessment of risk and measures to be implemented to safeguard pupil welfare.

Risk Assessment

Where a concern about an individual pupil's welfare is identified, it may be necessary to produce a risk assessment. The risks to that pupil's welfare will be assessed, appropriate action taken to reduce the risks identified, and this will be reworded and then regularly monitored and reviewed. The format of risk assessment to be used for pupil welfare is provided. 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. Any serious welfare concerns regarding a pupil must be raised as soon as reasonably practical with the DSL who will, with the teacher concerned, try to resolve the matter.

Safeguarding/Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard children and Part 3 of 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 services, the police, health services and other services where necessary.

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

Prevention of Bullying

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

Behaviour

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

Equal Opportunities

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 pupils with educational needs/disabilities, support systems for pupils and liaison between parents and other agencies.



Health and Safety

In accordance with its obligations under the Health and Safety at Work Act 1974 and Part 3 of the ISSRs, the School has a duty to ensure the health, safety and welfare of employers and health and safety of pupils and others affected by the School's operations, so far as reasonably practical.

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 obligation and its health and safety policies

Record Keeping

Centralised record keeping is pivotal and enables key staff to monitor the effectiveness of policy implementation.

Training for Staff

Staff are appropriately trained to deal with pupil welfare issues and attend annual safeguarding and child protection training.

Monitoring and review of pupil welfare risk assessments

This will be a standing item to be reported on in the annual Safeguarding Review and termly Health and Safety committee meetings.

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 to identify sensible measures to control real risks – those that are most likely to occur and/or will cause 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 the 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 by the 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.

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 not a prescribed format for the record but any record produced should be simple and focused on control measures and 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.

