



Risk Assessment Safeguarding Policy

Member of Staff Responsible	DSL – Jane Bond
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Date for review	Sept 2020
Approved By Governors	n/a
Distribution:	All

Introduction:

The purpose of this risk assessment is to ensure that the key elements of our policy are adhered to, and that possible failures, with the ensuing consequences that may follow, are highlighted.

Objective:

It is essential that all Rokeby staff have training in Safeguarding Children. The frequency of which is in line with guidance received from the LSCB. At time of writing this is taken to be every three years for the general body of staff, and at two-yearly interval for the Designated Safeguarding Lead and the Deputy DSL. An up-to-date record of training must be kept by the DSL. If a member of staff does not undertake training in school, training elsewhere should be carried out. Those who report that they have trained in another establishment need to show their certificate to the DSL who will keep a copy of it and amend the record accordingly.

Procedure:

As part of their induction process, new staff will be introduced to the SC policy and it will be discussed with them by the DSL. The Safeguarding Children Policy must be reviewed annually by the Governors and Head, DSL and Deputy DSL. New staff are also asked to read part 1 of the latest version of the document 'Keeping Children Safe In Education'

Evidence of meetings between the DSL and the governor responsible for SC should be shown in the form of minutes.

The Board of Governors is updated with a report at Health and Safety meetings regarding any SC issues.

The risk of failure in SC should be monitored with regular fortnightly Year Head meetings with form tutors, weekly individual meetings of the Year Heads – on a rota basis – with the pastoral SLT staff. Pastoral Care meetings held half termly during which additional information can be gleaned regarding SC matters.

The DSL should be available to talk to any member of staff, at any time, with regard to concerns that they may have about either a pupil or another member of staff. Should the DSL have concerns about the Headmaster, the Chair of the Governors would be informed.

Guidance:

Guidelines are in the Staff handbook and Code of Conduct relating to drugs, alcohol and substance abuse: any issues should be reported immediately to the Headmaster. Staff disciplinary procedures may follow; these are covered in the Handbook.

Parental workshops are held to increase parental awareness and understanding of SC issues such as internet safety.

When school trips are arranged a written risk assessment is carried out to ensure the correct adult/child ratios are in place and that steps are taken to remove, minimize and manage identified risks and hazards. The HM has to approve all trips. The EVC meets with trip leaders before a trip takes place to check risk assessments and procedures are in place and all staff travelling on the trip have read and signed the risk assessments.

If there is a case of any form of abuse of pupils by staff then the DSL and HM must be made aware of it and they should inform appropriate authorities immediately, as well as the governor responsible for SC.

Cases of bullying should be reported to the Deputy Head or Head of Lower School
All new staff are introduced to the Anti-Bullying Policy as part of their induction process.

Responsibility

The Designated Safeguarding Lead will be responsible for ensuring SG risk assessments are in place and training is kept up to date.