

Best Practice - Risk Assessment

To be completed when considering reduced timetables,
fixed term exclusions and permanent exclusions

Student:

DoB:

NC year:

Date:

Overall assessment of risk:

Commencement date for reduced timetable/exclusion:

Planned date for full time education to recommence:

School or setting:

Completed by:

Date:

<u>Identified Behaviours</u>	<u>H,M,L</u>	<u>1-5</u>	<u>SEN</u>	<u>Y/N</u>	<u>Teaching & Learning</u>	<u>Y/N</u>
Criminal behaviour			EHC plan (EBD)		Literacy support	
*Violence towards staff			EHC plan (learning)		Numeracy support	
*Violence towards pupils			SEN support		Emotional / Behaviour	
*Verbal abuse to staff			ADHD		Other:	
*Verbal abuse to pupils			Autistic spectrum			
Schedule 1 offender			Dyslexia			
Intimidation towards staff			Dyspraxia		<u>Attendance</u>	
Bullying towards pupils			Epilepsy		Attendance	
Fire raiser			Diabetic		Punctuality	
Racial abuse			Asthma		EWO involved	
Disruption in class			Medication			
Destroys work			*TA support behaviour		<u>Reason</u>	
Wanders around class			TA support learning		Mainstream PEx	
Walks out of lessons			*Mental health issues		Special PEx	
Draws other pupils out of lessons			Oppositional defiance		Fixed term exclusion	
Goes off site			Physical impairment		2 or more FTEx	
*Draws other pupils off site			Audio		No education provision	
Cannot work in groups			Visual		At risk of exclusion	
*Drug user / involvement			Physical disability		School Refuser	
*Alcohol misuse			Other:		Supporting education	
Smoker					In school support	
*Self harms / suicide attempts					Progress boost	
*Allegations						
*CSE Risk			<u>Agencies involved</u>			
*VIST(s) issued			Social Care		Wave Academy (APA)	
*Sexualised behaviour			Child protection		Behaviour Support	
*Sexualised language			Health		Police	
*Promiscuity			Eps		YOT	
Vandalism / damage			Clinical Psych		CHiN Team	
Theft			Counselling / Therapy		Targeted Youth Support	

Animal cruelty			Youth Offending		
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High / Medium / Low risks of danger - severity
 These relate to risk of harm to staff, students, others (including self) – not to likelihood
H = Presents a probable dangerous risk to staff / pupils (including self) e.g. Use of weapons, volatile, unpredictable, irrational.
M = Presents a possible dangerous risk to staff / pupils (including self) e.g. Reacts to known triggers
L = Presents a low risk to staff / pupils (including self) e.g. Will verbalise and communicate before reacting. Predictable
 * = Automatic High risk

1-5 Rating
 This scale relates to likelihood of this behaviour – frequency
 Blank = not known to have ever happened

←-----1-----2-----3-----4-----5-----→

Very **rarely** happens, but has been known Very **frequently** happens

Measures to reduce risk

	Identified risk	Actions and/or reasonable adjustments to reduce risk (e.g. monitoring arrangements; communication with parents/carers; review processes and frequency; Impact of DDA; Equalities Act?)
A		
B		
C		
D		
E		

Completed by:

Signed:

Role:

Date:

Risk Assessments

What is it?

- A comprehensive assessment of risk on working with this young person
- Measured steps to reduce risk in the event of reduced provision in the school

Who should do it?

- Responsible senior member of staff

When should you complete the form?

- Prior to arranging a reduced timetable (at the planning stage)
- On gaining new information about the young person / family

Why do it?

- Consistency of approach
- Protection of young person, others, including family members
- Maximising awareness
- Accountability
- Reducing risk
- Planning for the future

How to do it?

- Complete prior to implementation of reduced timetable
- Any interested parties to give information

Who should see it?

- Sign off by senior member of staff
- Virtual School in the case of a child in care
virtualschool@cornwall.gov.uk (secure email required)
- For reduced timetables: schoolaccess@cornwall.gov.uk (secure email required)
- Carers / Parents
- Young person (if appropriate)

Reviewing Process:

- Senior staff member with responsibility for vulnerable pupils
- Virtual School in the case of a child in care
virtualschool@cornwall.gov.uk (secure email required)
- For reduced timetables: schoolaccess@cornwall.gov.uk (secure email required)
- Carers / Parents
- Young person (if appropriate)