



Risk Assessment Policy

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1. Aims

This policy sets out Victory Park Academy's commitment to managing risks effectively and ensuring a safe environment for all pupils, staff, and visitors.

The aims of this policy are to:

- Identify and assess potential risks in all areas of school operation.
- Ensure that each pupil has an accurate and up-to-date **individual risk assessment**.
- Promote early intervention and prevention through daily reviews and debriefs.
- Reflect the principles and practices of the **Behaviour Policy** and **Safeguarding Policy**.
- Comply with health and safety legislation and the expectations of the **Parallel Learning Trust**.

2. Legislation and Guidance

This policy is based on the following legislation and guidance:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Education Act 2002
- Keeping Children Safe in Education (DfE, 2024)
- Working Together to Safeguard Children (2023)
- The Equality Act 2010

It also aligns with the following Victory Park Academy and Trust policies:

- Behaviour Policy (Pupils)
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Staff Code of Conduct

3. Roles and Responsibilities

3.1 Headteacher

The Headteacher (E Muca) is responsible for:

- Overseeing the implementation of the Risk Assessment Policy across the academy.
- Ensuring risk assessments are consistent, current, and legally compliant.
- Reporting key risk management data to the Academy Council and Parallel Learning Trust.
- Ensuring all staff receive appropriate training in risk management and CPI (Crisis Prevention Institute) procedures.

3.2 Assistant Headteacher (Risk & Behaviour Lead)

The Assistant Headteacher (Andrew Newman) is responsible for:

- Coordinating all pupil risk assessments and ensuring they are reviewed regularly.
- Monitoring compliance with the policy and ensuring staff follow control measures.
- Ensuring that all incidents trigger an immediate review and update of the relevant risk assessment.
- Ensuring risk assessments are used proactively to support behaviour planning and safeguarding.

3.3 Behaviour Lead

The Behaviour Lead (Steve Brown) is responsible for:

- Quality assuring all risk assessments to ensure they reflect current needs and strategies.
- Leading post-incident reviews and ensuring CPI protocols are followed.
- Delivering regular CPD on de-escalation, risk reduction, and physical intervention.
- Monitoring trends and patterns in pupil risk behaviour through systems such as Sleuth.

3.4 Teaching and Support Staff

All staff are responsible for:

- Reading and adhering to the risk assessments for all pupils they support.
- Identifying new or emerging risks and reporting them to the Behaviour Lead immediately.
- Attending daily briefings and debriefings to stay informed of any changes in risk status.
- Applying CPI strategies consistently and recording incidents in line with school policy.

3.5 Parents and Carers

Parents and carers are expected to:

- Contribute to the initial and ongoing development of their child's risk assessment.
- Share relevant information that may influence risk management, including changes in behaviour or home circumstances.
- Support the school in implementing agreed control measures.

3.6 Pupils

Pupils are encouraged to:

- Understand their own triggers and coping strategies, as appropriate to their age and ability.
- Contribute to discussions during induction and review meetings.
- Engage positively with staff support to manage risk safely.

4. Types of Risk Assessment

Victory Park Academy uses the following types of risk assessment:

1. **Generic Risk Assessments** – covering whole-school environments such as classrooms, workshops, and playgrounds.
2. **Activity-Based Risk Assessments** – for specific lessons, trips, and events.
3. **Individual Pupil Risk Assessments (IPRAs)** – detailed assessments for each pupil to identify risks to self, peers, and staff.

All risk assessments are recorded, stored securely, and reviewed regularly.

5. Risk Assessment Process

5.1 The Five Steps to Risk Assessment

All Victory Park Academy risk assessments follow these five steps:

1. Identify hazards
2. Identify who might be harmed and how
3. Evaluate risks and existing controls
4. Implement additional control measures
5. Review and update the assessment

5.2 Individual Pupil Risk Assessments

Each pupil has a two-part risk assessment:

- **Part 1:** Identifies risks to self, peers, adults, and environment (scored 0–10 = low, 11–30 = medium, 31–50 = high).
- **Part 2:** CPI Risk Assessment – includes proactive, directive, safety intervention, and therapeutic rapport strategies.

Risk assessments are reviewed:

- **Immediately following incidents**
- **At daily debriefs or morning briefings**
- **Formally every term**
They are quality assured by the Behaviour Lead and overseen by the Assistant Headteacher.

5.3 Induction and Pupil Onboarding

During induction, risk assessments are developed collaboratively with:

- Parents and carers
- Mainstream schools (where applicable)
- External agencies (Social Care, iSEND, CAMHS)
- The pupil themselves

Induction Process:

- Primary pupils – class-based induction
- STAG pupils – two-day induction
- LEAP/KS3/KS4 pupils – five-day induction

The induction checklist ensures completion of:

- Medical, behaviour, and SEND information
- “All About Me” profile
- Screening assessments (STAR, Dyslexia, Phonics/Fresh Start)
- CPI Risk Assessment (within one week)

6. Integration with Behaviour and Safeguarding Policies

Risk assessment underpins Victory Park Academy’s **Behaviour** and **Safeguarding** frameworks.

- Behaviour Policy: ensures all risk control measures are consistent with restorative practice and CPI principles.
- Safeguarding Policy: ensures any emerging risks that relate to pupil welfare are reported to the DSL immediately.
- Both policies require daily staff briefings to review changes in pupil risk and wellbeing.
- The Behaviour Lead and DSL collaborate to ensure all risk-related concerns are recorded in line with statutory safeguarding procedures.

7. Staff Training and Monitoring

All staff receive annual CPI Safety Intervention training, which includes:

- De-escalation and diffusion techniques
- Positive handling and restraint
- Recording and reflection procedures

Refresher sessions and scenario-based training take place termly.

The Behaviour Lead monitors completion and provides updates at SLT meetings.

8. Recording and Documentation

- All risk assessments are stored securely on the school network.
- Incident data is recorded via Sleuth and linked to each pupil's risk assessment.
- Updated versions are clearly dated and signed by the Behaviour Lead.
- Paper copies are available in the staff risk assessment folder.

9. Policy Review

This policy will be reviewed annually or following:

- A significant incident or near miss
- Legislative changes
- Updates to Trust or DfE guidance

Reviewed by the Assistant Headteacher and Behaviour Lead, and approved by the Headteacher and Academy Council.

10. Links with Other Policies

This policy links directly with the following Victory Park Academy policies:

- Behaviour Policy (Pupils)
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Staff Wellbeing Policy

11. Appendices

- **Appendix 1:** Pupil Induction Checklists (Primary, STAG, KS3 & KS4)
- **Appendix 2:** CPI Risk Assessment Template
- **Appendix 3:** Staff Induction and Risk Briefing Record