



This policy focusses on managing risk with particular regard to student welfare, referring to other relevant Royal Grammar School policies.

The general principles for managing all aspects of risk in the School are set out in the [Risk management policy](#) and those relating to general risk assessment are set out in the [Health and Safety policy](#) and those relating to fire risk assessments in the [Fire safety policy](#). A copy of the [RGS Risk Assessment proforma](#) is available from the Staff Handbook.

Risks associated with staff, visiting staff and coaches

- For safe recruitment procedures see:
 - [Safer recruitment policy](#)
 - [Staff disqualification policy procedure](#) for reporting a concern about an adult working at the school.
- Single Central Register
- Monitoring staff health and fitness for supervising young people: pre-appointment medical questionnaire.
- For on-going health issues see:
 - [Medical policy](#) and its associated policies.
- Staff/Visiting staff identity: photo-badges are issued to all staff and regular visiting staff which should be worn at all times.

Risks associated with other adults in school

- Supervised points of entry - visitors must sign in and out. See [Supervision of students policy](#).
- Visitor badges/labels issued to all visitors and must be worn at all times.
- CCTV monitoring of entry points.
- Events with no signing in/out or visitor badges (e.g. Open Days): staff briefed on need for awareness

Risks associated with young people in school

- For Safeguarding issues see:
 - [Safeguarding policy](#)
 - [Safeguarding Codes of Conduct](#)
 - [Anti-Bullying strategy](#)
 - [Complaints and concerns policy](#)
 - [Confidentiality guidance for students](#)
 - [Drugs policy](#)
 - [E-safety policy](#)
 - [Photography in school policy](#)
 - [PSHE scheme of work](#)

- Special Educational Needs (SEN) policy
- Student car parental consent policy
- Health check for each student on entry to school.
- On-going health issues/availability of School Medical Officer (SMO) and School Nurses to monitor health see:
 - **Medical policy** and its associated policies.
- For injuries see:
 - **First Aid policy**
 - **Treatment of students sustaining sports injuries policy.**
- For supervision of students see:
 - **Supervision of students policy.**
- Pro-active measures – inoculations, etc. see:
 - **Medical policy.**
- For wellbeing and mental health provision see:
 - **Supporting emotional wellbeing and mental health policy.**
- For security of personal data see:
 - **Data Protection policy**
 - **Student medical information policy.**

Risks associated with educational visits and expeditions

- For comprehensive education visits policy and the approval procedure see:
 - [Educational Visits Policy](#)
- All trips subject to risk assessment – which must be written and approved in advance of the activity.
- Led by suitably experienced/qualified staff.
- All adults suitably DBS checked
- Medical consent forms from parents/student.

Responsibility for drawing up and approving RAs

Activity	Drawn up by	Approved by
Safeguarding concern, re. student or staff	Pastoral Director (DSL)	Head/Deputy Head/Bursar
Health/medication concern	SMO/Nurse	Pastoral Director
Lesson/practical	Teacher in charge	Head of Department/Technician
Sport/PE	Teacher in charge	Director of Sport
Performing Arts	Performing Arts Technical Manager	Bursar/Facilities Manager
Educational Visit	Teacher in charge/third party provider	Outdoor Pursuits Supervisor/Facilities Manager
Other	Member of staff in charge	Bursar/Facilities Manager

Emergency Procedures

- Emergency procedure documents held by members of the Senior Learning Team (SLT).
- All staff have RGS emergency contact card.
- Incident boxes available for dealing with emergency situations.
- Information provided for all staff leading educational visits.

Monitoring and training

- Relevant policies subject to regular review and updating by designated members of SLT.
- Key documents (e.g. KCSiE and RGS Health and Safety policy) issued to all staff by member of SLT and signed for.
- Regular update briefings for staff at staff days.
- Weekly update on individual student concerns at staff briefing.
- Training provided in relevant areas (including First Aid, mental health First Aid, etc), and whole staff training in safeguarding.