Chiron OEP Risk Assessment Policy

Policy implemented:	May 2025
Last reviewed:	New
Next review due:	May 2027

At Salutem our policies are regularly updated and reviewed. However, occasionally policies may be reviewed after the set next review date after some consultation and research. In these rare occasions, the out-of-date policy will remain **VALID** until it is reviewed by the policy sponsor.

1. Summary

Purpose of the Policy

The purpose of this Risk Assessment Policy is to ensure a safe and secure environment for all students, staff, parents, and the wider school community at Chiron OEP. This policy outlines the procedures for identifying, assessing, and mitigating risks associated with the education of students with complex needs, particularly those with Autism and ADHD.

As an online school, we are committed to providing a safe and supportive learning environment for all students, particularly those who are highly vulnerable. To achieve this, we recognise the importance of addressing risks in both our online interactions and during any necessary home visits.

By addressing these safeguarding risks comprehensively, we aim to create a secure and nurturing educational experience for all our students, both online and offline.

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Ayesha Allen, Principal
Technical review carried out:	Craig Harris
Final quality check carried out:	Policy, Practice & Information Officer
Date implemented:	May 2025
Version Number:	1.0
Date of the next review:	May 2027
Department responsible:	Education
Job Title of Lead Person:	Principal
Author / Main Contact, including their job title (if different from above):	-

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

3. Contents

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This policy must be brought to the attention of all employees.
The controlled version of this policy and its associated documents are available on BLINK. Printed or downloaded copies are uncontrolled and may not be up to date.

4. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The Information Governance Team will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will be reviewed and updated two years from implementation unless legal changes demand a more timely amendment.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by SLT. The people we support will be involved in the review to ensure it captures the important issues for them.

5. Principles

Implementation Strategies

Risk Identification

- Conduct regular assessments to identify potential risks associated with online learning environments, including:
    - Technological risks (e.g., cyberbullying, data privacy).
    - Emotional and mental health risks (e.g., isolation, anxiety).
    - Physical risks (e.g., ergonomic issues with equipment).
- Conduct risk assessments for any home visit to ensure that staff, students and families are protected during visits.

Risk Assessment Process

1. **Identify the Hazard**: What could cause harm?
2. **Evaluate the Risk**: Who might be harmed and how?
3. **Control Measures**: What are we already doing to mitigate the risk?
4. **Review and Revise**: Are the control measures effective, and how can they be improved?

Communication and Training

- Provide staff training on risk assessment procedures and the importance of safety.
- Share risk assessment findings with students and parents to promote awareness and collaboration.

Review Mechanisms

- Conduct annual reviews of risk assessments to ensure they remain relevant and effective.
- Gather feedback from all stakeholders on the effectiveness of the risk assessment process.
- Update policies and procedures based on new legislation, best practises, and feedback.

Conclusion

This Risk Assessment Policy is designed to create a safe and supportive online learning environment for all students at Chiron OEP. By adhering to this policy, we can ensure that we are effectively managing risks and promoting the well-being of our students.

6. Areas of Responsibility

School Leadership Team

- Ensure that risk assessments are conducted regularly and reviewed annually.
- Provide training for staff on risk assessment procedures.
- Communicate the importance of risk assessment to all stakeholders.

Staff

- Identify potential risks in their areas of responsibility.
- Complete risk assessments in accordance with school policies.
- Report any new risks or incidents to the School Leadership Team.

Students

- Participate in discussions about risks that may affect their learning and well-being.
- Follow safety guidelines as outlined in risk assessments.

Parents and Carers

- Support the school in understanding any specific risks related to their child's needs.
- Engage in the risk assessment process by providing relevant information.

Wider School Community

- Collaborate with the school to enhance safety measures and share best practises.

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7. Learning and Development

Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.

8. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	May 2025	Draft	New policy