



Priory School Risk Assessment Overview

Date of assessment	02 / 02 / 19	Facility/faculty	One to One Working	Member of staff	JW / KB
Date of review	02 / 02 / 20				

HAZARD	PERSONS AT RISK	RISK DESCRIPTION	Likelihood	Impact/ Severity	Risk Level	ACTION TO MINIMISE OR REACT	OWNER
Unverified credentials of staff responsible for pupils.	Pupils	Inappropriate contact with pupil during one to one tuition	1	5	5	References are taken up from past employers for any teacher wishing to offer one to one tuition within Priory School. All references are checked thoroughly.	Senior Management & Admin Department
Engaging the services of a new member of staff with a criminal record	Pupils, Teachers & Visitors	Potential physical or sexual harm to a pupil, parent or visitor	1	5	5	All teaching staff offering one to one tuition will have a full enhanced DBS check prior to starting work within Priory School. Employment will not begin until the school has received, evaluated and accepted the DBS document. Priory School maintains a Central Register to ensure that all relevant documentation for each member of staff has been received and	Senior Management & Admin Department

						<p>checked. There are two members of staff responsible for maintaining the Central Register.</p> <p>The Chair of the Priory School Trustees inspects the central register at regular intervals.</p>	
Inappropriate photographs of pupils being taken	Pupils	Production of sexual images	1	4	4	<p>All teaching staff in Priory School are aware that no personal cameras, mobile phones or tablets etc may be used to take photographs of any child or young person within Priory School or anywhere on the campus.</p> <p>School cameras are available for taking photographs with permission from the Headmaster.</p> <p>Images used are for in-school use only or for advertising purposes with parental consent.</p>	Senior Management Team
Sexual contact with a pupil in the teachers care.	Pupils	Sexual contact or suggestion	1	5	5	<p>All areas where one to one teaching is carried out, have glass vision panels fitted in the entry door so that the teacher and pupil are clearly visible from corridors</p>	Facilities Manager
Inappropriate use of language	Pupils	Improper language to develop inappropriate relationships	1	4	4	<p>The Priory School Code of Conduct makes clear to all staff the need for clear communication and that</p>	Senior Management Team

						improper language is not used in any situation.	
Sensitive data exchange	Pupils	Teacher obtaining personal information of a pupil.	1	4	4	Peripatetic staff have no access through Priory School to personal information relating to individual pupils. Such information must be requested direct from the parent if essential. Priory School conforms to the requirements of the Data Protection Act and current GDPR regulations.	Senior Management Team
Development of inappropriate relationships	Staff Member	Pupil becoming emotionally reliant on a staff member potentially causing damage to reputation	1	3	3	Staff members should request intervention from line manager if such relationship development is suspected.	Teaching Staff & Senior Management Team
Areas of concern not reported	Pupils	Inappropriate behaviour being overlooked due to poor detection and reporting	1	4	4	All members of Priory School staff have received information on Keeping Children Safe In Education and are aware of the reporting process if they have concerns. All concerns should be reported to a DSL (Designated Safeguard Lead)	Senior Management Team & All Staff
Staff having insufficient safeguarding knowledge	Pupils	Abuse of a pupil being undetected	1	4	4	Staff members undertake Safeguarding Training sessions so that they are aware of the signs of potential abuse.	Senior Management Team

						The Priory School Trustees have safeguarding training to ensure good governance in this area.	
Inappropriate dress	Staff and Pupils	Inappropriately dressed pupils or staff suggesting a less than professional working relationship.	2	3	6	Staff and pupils are aware of the Priory School dress code. This dress code is enforced at all times and is detailed in the Staff Handbook	All Staff & Pupils
Teacher not keeping appointment leaving pupil alone and unattended in remote classroom.	Pupils	Pupil being alone in the building leading to Health & Safety concerns	1	3	3	Staff absences are notified on the school's Daily Bulletin. Tuition for absent teachers would be cancelled and pupils notified in advance. If teachers cannot be located pupils know that they must report to Main Reception.	Administration Staff, Teachers & Pupils
Pupil becomes ill during tuition	Pupils	Pupil has health issue requiring medical attention	2	5	10	Priory School has a School Nurse on call to deal with medical issues. Priory School has a number of qualified First Aiders on duty from 6am to 7.00pm covering the whole school day. All one to one teaching areas are near to other classrooms if assistance is required.	Management

						Details of all pupils with Pre-existing health conditions are filed on SIMMS and staff are aware of these conditions.	
Inadequate assessment of risk	Pupils	Risks not identified increasing the possibility of a safeguarding issue	1	4	4	This risk assessment is reviewed annually and any new risks identified are included.	Facilities Manager & Facilities Co-ordinator

Score	1	2	3	4	5
LIKELIHOOD	<i>Unlikely</i>	<i>May occur but very rarely</i>	<i>Occurs from time to time</i>	<i>Likely</i>	<i>Probable</i>
SEVERITY	<i>Inconvenience</i>	<i>Minor injury requiring first aid</i>	<i>Medical attention required</i>	<i>Major injury leading to hospitalisation</i>	<i>Fatal or serious injury leading to disability</i>

0-9 Low Risk

10-16 Medium Risk

17-25 High Risk

Approved facilities	K.Bird	Signed	<i>K.Bird</i>	Date	02/02/19
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