

BATH MANDARIN SCHOOL

SAFEGUARDING RISK ASSESSMENT

Revision History

Date and Version	Author	Section	Description	Approval
September 2023 Version 1	Paul Whiting	Whole Document	New Risk Assessment	Qinchen Whiting

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1. INTRODUCTION

- 1.1. Bath Mandarin School is fully committed to delivering the highest standards in Safeguarding. This risk assessment identifies the risks that are applicable to Bath Mandarin School through the operation of its language school at the Hive Community Centre.
- 1.2. Bath Mandarin School has completed its Safeguarding Risk Assessment under the guidance of the Department for Education (DfE) as a provider of an Out Of School Setting (OOSS) <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings>
- 1.3. The latest version of this risk assessment is available as a reference document and is available to Bath Mandarin School staff and when requested parents/guardians of pupils.

RESPONSIBILITY FOR THIS DOCUMENT

- 1.4. The Safeguarding Designated Lead (DSL) will have overall responsibility for the school Safeguarding procedures. This includes operational management of this risk assessment and responsibility for school safeguarding issues including reviewing, updating and the maintenance of policies, procedures, and controls.
- 1.5. Any changes to this document will be devised and written by the Designated Safeguarding Lead with approval from the Head of the School. Changes and approval are to be recorded in the Revision History at the front of this document.
- 1.6. The Designated Safeguarding Lead will ensure that all changes to the Safeguarding Risk Assessment are communicated to all Bath Mandarin School staff members.

2. REGULATORY FRAMEWORK

LEGAL RESPONSIBILITIES

2.1. The Bath Mandarin School Safeguarding Risk Assessment is based on the following;

Statutory guidance issued by the Department for Education – Working together to safeguard children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Non-statutory guidance issued by the Department for Education – Keeping children safe during community activities, after school clubs and tuition: non-statutory guidance for providers running out-of-school settings – updated 4th April 2022,

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings>

2.2. Bath Mandarin School further complies with relevant statutory legislation through the following;

- **Health and Safety at work act 1974** – legislative framework to ensure a safe working environment
<https://www.legislation.gov.uk/ukpga/1974/37>;
- **The Regulatory (Fire Safety) Order 2005** – ensures that fire safety and evacuation procedures are in place
<https://www.legislation.gov.uk/uksi/2005/1541/contents/made>;
- **Employers’ Liability (Compulsory Insurance) Act 1969** – level of insurance to protect staff against injury or disease
<https://www.legislation.gov.uk/ukpga/1969/57/contents>;
- **General Data Protection Regulations 2018 and the Data Protection Act 2018** – legal framework for the use and retention of data relating to pupils and staff;
<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>;
- **Immigration, Asylum and Nationality Act 2006** – The law relating to the prevention of illegal working
<https://www.legislation.gov.uk/ukpga/2006/13/contents>;
- **Safeguarding Vulnerable Groups Act 2006 (as amended)** – legislative framework for the vetting and barring for people who work with children and vulnerable adults
<https://www.legislation.gov.uk/ukpga/2006/47/contents>.

3. RISK ASSESSMENT FRAMEWORK

RISK BASED APPROACH

- 3.1. Bath Mandarin School uses a risk-based approach to manage and mitigate risks relating to the safeguarding of its pupils. The school uses the following steps in order to manage and mitigate risk in a proportionate manner;
- Documenting the Risk Assessment Approach identifying the Key Risk Indicators that are relevant to the school;
 - Ensuring that adequate numbers of staff are involved in the school safeguarding process;
 - Identifying the Safeguarding Risks that are relevant to the school;
 - Allocate the necessary risk rating for the relevant identified Safeguarding risks;
 - Designing and implementing policies, procedures, and controls to manage and mitigate the identified Safeguarding risks that are relevant to the school;
 - Monitor and Evaluate the Key Risk Indicators to maintain records and to identify emerging Safeguarding risks that are relevant to the school.

KEY RISK INDICATORS

- 3.2. The company has determined that the following Key Risk Indicators are relevant to its business;
- Legal & Regulatory – Risks relating to the controls put in place by the school
 - Health & Safety – Risks relating to the premises where the school operates;
 - Pupil Considerations – Risks relating to the pupils enrolled at the school;
 - Staff Considerations - Risks relating to the staff at the school;

4. RISK ASSESSMENT METHODOLOGY

RISK ASSESSMENT METHODOLOGY

- 4.1. Bath Mandarin school has defined risk to be an event or action that could potentially cause a safeguarding incident.
- 4.2. Bath Mandarin School has adopted the following risk framework to base its methodology for this risk assessment. The methodology used is likelihood X Impact = Risk Rating;
 - Likelihood – The likelihood that a safeguarding incident could take place;
 - Impact – The affect the identified risk will have on the Companies legal responsibilities, pupils, or staff
 - Risk Rating – Score giving the level of residual risk to enable the school to determine if the correct controls are in place to mitigate identified risks.
- 4.3. Risk Assessment scores will be calculated as follows;
 - 0 – 1 Very Low Risk that is Very Unlikely with a Negligible Impact;
 - 2 – 4 Low Risk that is Unlikely with a Minor Impact;
 - 5 – 12 Medium Risk that is Possible with a Moderate Impact;
 - 13 – 20 High Risk that is Likely with a Major Impact;
 - 21+ Very High Risk that is Very Likely with a Severe Impact
- 4.4. Bath Mandarin School has considered this risk assessment in the context of the Safeguarding risks facing its own pupils and staff relating to the Hive Community Centre, Bath Road, Peasedown St John. The school will take account of information relating to safeguarding risks that are available.

RISK ASSESSMENT MATRIX

Likelihood of Risk	Very Likely (5)	5	10	15	20	25
	Likely (4)	4	8	12	16	20
	Possible (3)	3	6	9	12	15
	Unlikely (2)	2	4	6	8	10
	Very Unlikely (1)	1	2	3	4	5
		Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
		Impact of Risk				

RISK ASSESSMENT APPROACH

4.5. Bath Mandarin School applies its risk assessment approach using the following mechanism;

INHERENT RISK	INHERENT RISK RATING	RESIDUAL RISK	THREAT LEVEL CONTROL	RESIDUAL RISK RATING
The Identified Safeguarding Risk that applies to the school.	Risk Rating Calculated using Likelihood X Impact.	The Policies, Procedures and Controls that the Company has in place to Manage Identified Risks.	Strength of Mitigating Controls to Assess the Level of Acceptable Risk.	Risk Rating Calculated using Likelihood X Impact.

RISK ASSESSMENT DEFINITIONS

4.6. Bath Mandarin School has determined that the following definitions are applicable to its risk assessment;

- Inherent Risk – Factors that affect the school, its pupils, or staff where no mitigation has taken place;
- Inherent Risk Rating – Risk Score that is calculated relating to the severity of an inherent risk;
- Residual Risk - Following mitigation of the inherent risk, what gaps remain relating to the risks relating to Safeguarding;
- Threat Level Control – To determine if the threat level acceptable or if further controls are required.

THREAT LEVEL CONTROLS

4.7. Bath Mandarin School has determined that the following definitions are applicable to its threat level control;

- Weak Mitigating Control – Not effective or minimally reduce inherent risk. The mitigating control does not address the inherent risk;
- Adequate Mitigating Control – Effective to reduce the inherent risk. The mitigating control has gaps but is sufficient for some key risk indicators;
- Strong Mitigating Control – Very effective and covers the inherent risk. The mitigating control fully covers the inherent risk

5. SAFEGUARDING RISK ASSESSMENT

LEGAL AND REGULATORY

INHERENT RISK	INHERENT RISK RATING		MITIGATING CONTROL	MITIGATING CONTROL STRENGTH	RESIDUAL RISK RATING	
	Score	Level			Score	Level
The school fails to comply with its legal obligations relating to safeguarding	15	HIGH	Bath Mandarin School complies with its obligations under the guidance issued by the Department for Education.	STRONG	4	LOW
Poor information relating to individual pupils leading to risks not being mitigated and reasonable adjustments not being made.	15	HIGH	Enrolment forms have been completed for all children in advance and are signed by the parent/guardian.	STRONG	4	LOW
The school could face legal action if safeguarding risks are not identified and mitigated.	15	HIGH	Bath Mandarin School as in place a Safeguarding Risk Assessment and Procedure which are version controlled.	STRONG	4	LOW

Pupils could be at risk of harm if risks are not mitigated or reasonable adjustments made.	20	HIGH	Bath Mandarin School as in place a Safeguarding Risk Assessment and Procedure which are version controlled.	STRONG	4	LOW
The Designated Safeguarding Lead lacks the knowledge and training to act in this capacity.	20	HIGH	The Designated Safeguarding Lead is an experienced education professional and has relevant qualifications.	STRONG	4	LOW
School staff are not DBS checked.	15	HIGH	Bath Mandarin School staff have valid DBS checks in place.	STRONG	4	LOW
Pupils are exposed to individuals who are not DBS checked.	20	HIGH	Pupils are supervised by DBS checked Bath Mandarin School staff.	STRONG	4	LOW

Pupils can be exposed to inappropriate behaviour leading to reputational risk or worse.	15	HIGH	Pupils are supervised by DBS checked Bath Mandarin School staff.	STRONG	4	LOW
Having no or inadequate insurance may leave the school or its staff at risk of liability and legalities.	15	HIGH	Bath Mandarin School has in place the relevant liability Insurance.	STRONG	4	LOW
Unauthorised images or social media information relating to pupils will be taken/used.	15	HIGH	Pupils are not permitted to use mobile devices during lessons and consent will be needed for any promotional items involving Bath Mandarin School pupils.	STRONG	4	LOW
A pupil's medical needs are not being met.	15	HIGH	Pupils' medical conditions and allergies are requested to be disclosed as part of the enrolment process.	STRONG	4	LOW

During an emergency evacuation pupils may be left in the Community Centre leading to injury or loss of life.	20	HIGH	All pupils are registered at the start of lessons and are accounted for. Emergency Evacuation routes and procedures are clearly displayed.	STRONG	4	LOW
Bath Mandarin School has poor data protection controls.	15	HIGH	All pupil information is securely stored and is access controlled to relevant staff members.	STRONG	4	LOW

HEALTH AND SAFETY RISK

INHERENT RISK	INHERENT RISK RATING		MITIGATING CONTROL	MITIGATING CONTROL STRENGTH	RESIDUAL RISK RATING	
Injuries can be sustained by pupils, staff and parents/guardians arising from accidents within the Hive Community Centre.	15	HIGH	Bath Mandarin School staff will conduct necessary safety checks of the premises before the pupils arrive. During school times areas will be kept tidy with fire exits clear of obstructions.	STRONG	4	LOW

PUPIL CONSIDERATION RISK

INHERENT RISK	INHERENT RISK RATING		MITIGATING CONTROL	MITIGATING CONTROL STRENGTH	RESIDUAL RISK RATING	
pupils can leave the premises when not being supervised by a relevant adult.	20	HIGH	Entry and Exit to the Hive Community Centre is password controlled and the numerical sequence is not shared with pupils.	STRONG	4	LOW
pupils are unsupervised and can go missing within the Hive Community Centre.	15	HIGH	Bath Mandarin School has in place staffing ratios and pupils are supervised within the centre.	STRONG	4	LOW
Parents/guardians are concerned or are uncomfortable with safeguarding arrangements at Bath Mandarin School.	20	HIGH	Parents/guardians have direct lines of communication with the Designated Safeguarding Lead and can raise concerns.	STRONG	4	LOW

Pupils are not enjoying or benefitting from their lessons at Bath Mandarin School.	15	HIGH	Parents/guardians have direct lines of communication with both the Designated Safeguarding Lead and Class Teachers and can raise concerns.	STRONG	4	LOW
pupils and adults may use the same toilet facilities.	15	HIGH	Pupils will need to inform the class teacher before going to the toilet. Any delays in returning will be investigated.	STRONG	4	LOW
Parents/guardians are dropping of pupils too late for registration with the risk that pupils are unaccounted for.	15	HIGH	School timings are communicated to parents/guardians. Parents/guardians are to wait until registration is complete and are requested to communicate any lateness in advance to the class teacher.	STRONG	4	LOW
An unaccompanied child can be left at the Community Centre once the school has finished.	20	HIGH	School timings are communicated to parents/guardians. Bath Mandarin School Staff will check the premises at the end of the lesson and in the event of late pick up they will remain with the pupil.	STRONG	4	LOW

Pupils can be injured in a collision with vehicles in the car park.	20	HIGH	Car parking places are clearly marked	ADEQUATE	10	MEDIUM
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STAFF CONSIDERATION RISK

INHERENT RISK	INHERENT RISK RATING		MITIGATING CONTROL	MITIGATING CONTROL STRENGTH	RESIDUAL RISK RATING	
Bath Mandarin School Staff are unable to deal with safeguarding incidents or are unable to identify risks which could lead to serious incidents.	20	HIGH	Bath Mandarin School as in place a Safeguarding Risk Assessment and Procedure which are version controlled. Regular staff meetings are held where safeguarding practices are discussed.	STRONG	4	LOW
Teachers are not trained and lack the experience to work in an education setting.	15	HIGH	Bath Mandarin School Teachers have relevant experience in working in classroom environments.	STRONG	4	LOW