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| **Group:** *People* | **Service:** *Schools* | **Reference:** |
| **Activity:** *Safeguarding of pupils during the school day.* | **Site:** *Xxx School* |
| **People at Risk:** *Children, School Staff* | **Additional Information:** *H&S Information Flowchart* *(Doc 1), Security checklist (Doc 2), Traffic Management Risk Assessment (Doc 4), Site Security Risk Assessment (Doc 3), School Local H&S Policy, Accident /Incident Procedure and School Emergency Incident Procedure.* |
| **Contact Person**……………..…………..…………..**Job Title:**……………….………………..............**Date:**……..………… | **Review Date:**…………..… |

**Risk Evaluation**

| **Hazard**  | **Risk** | **Initial Rating****(L, M, H,)** | **Existing Control Measures** | **Final Rating****(L, M, H,)** | **Additional Action Required (action by whom and completion date)** |
| --- | --- | --- | --- | --- | --- |
| *Unauthorised access to pupil areas within school grounds.* |  |  | *Perimeter fences are designed to prevent easy site access and are well maintained. Access points are minimised during school hours in order to reduce unauthorised access to secure pupil areas and funnel visitors to main entrances.* *Internal fence lines between Early Years playgrounds and unsecured public areas are designed to minimise the risk of lifting a pupil over the fence.* *(Over 1500mm high or hedged to provide extra width).**Wherever possible, the site should be divided into pupil-secure areas and insecure areas, namely fields/yards separated from insecure areas such as paths leading to main entrance with appropriate internal fence lines.* |  | *Risk assessment to determine and segregate secure and unsecured areas within schools grounds.*  |
| *Members of the public require authorised access to the grounds, such as access to a SureStart or private nursery.* | *Individuals gaining unauthorised access to children*  |  | *Arrangements for public access should be agreed at a site-user group.* |  | *Set up “Site User Group” as appropriate.* |
| *Unauthorised people entering school buildings.* | *Individuals gaining unsupervised access to pupil.* |  | *All exterior doors are kept locked unless they are located in secure areas of the site.**Exterior door locks must afford easy escape for pupils in the event of a fire or emergency evacuation. High and low handles are acceptable in Early Years settings or special needs if high supervision ratio applies.* *The Fire Safety Officer’s advice should be sought if Heads are not sure.**Ensure Early Years play yard is in a secure area or if not that the fence prevents children being lifted over easily. Fences should be at least 1500mm high or fence and hedge.**All visitors and contractors are directed to a secure lobby at the main entrance. A visitors’ book is maintained and essential information is exchanged, including site rules. Badges are worn by visitors/staff/governors allowing staff to identify and challenge people who should not be on site.*  |  |  |
| *Children absconding from school site.* | *Accessing highway or being abducted.*  |  | *Easy egress prevented by Internal fence lines. Latches on gates leading to Early Years play areas should be fitted to the public side of the gate.* *The perimeter fence is well maintained. Internal fence lines prevent direct access to any open perimeter gates.**Where possible, gates are locked between 9am and 3pm.**Nursery/special needs areas have high/low handles - all others are locked without compromising escape routes.*  |  |  |
| *Features within school environment which create blind spots or places where trespassers or children can hide.* | *Unauthorised access to site leading to vandalism, theft or criminal activity.* |  | *Look for features on site where people could hide, such as trees, shrubs concealed doorways and blind spots.**Consider the effectiveness of external lighting.* |  | *Check all lighting is working in autumn.* |
| *Contractors working on site.*  | *Uncontrolled access to children or pupils gaining access to hazardous areas/equipment.* |  | *Work to be organised to minimise the potential for problems, by using HSC1, Contractors Induction Pack etc.* |  |  |
| *Unsuitable arrangements for educational visits.* | *Safeguarding or Security incident*  |  | *The “Evolve System” is utilised to ensure visit planning is adequate.* |  |  |
| *Unsuitable supervision arrangements for pupils.* | *Injuries arising from uncontrolled activities or safeguarding situations.* |  | *Insert direct and indirect pupil monitoring arrangements.**Staff training includes awareness of school safeguarding arrangements.* |  | *Modifications or additional fencing may afford easy supervision.* |
| *Security breach resulting in a Safeguarding Incident.*  | *Actual or potential harm to children or staff.* |  | *Insert procedure for staff to raise the alarm in a safeguarding emergency. For example a member of staff should speak to a manager or nominated person and explain the precise nature of the problem or, alternatively, dial 999.* *Insert system for reporting suspicious behaviour.**Insert reference to Incidents/Accidents or near miss procedures & subsequent investigation.* |  |  |