

Risk Assessment - Schools

The statutory guidance document titled *Dealing with allegations of abuse against Teachers' and other staff* <http://www.education.gov.uk/aboutdfe/statutory/g0076914/dealing-with-allegations-of-abuse> issued in October 2012 states that:

'Suspension should be considered only in a case where there is cause to suspect a child or other children at the school or FE college is / are at risk of significant harm or the case is so serious that it might be grounds for dismissal.'

'Police involvement does not make it mandatory to suspend a member of staff; this decision should be taken on a case-by-case basis having undertaken a risk assessment.'

'If the LADO, police and children's social care services have no objections to the member of staff continuing to work during the investigation, the case manager should be as inventive as possible to avoid suspension. Based on assessment of risk, the following alternatives should be considered by the case manager before suspending a member of staff:

- *redeployment within the school or college so that the individual does not have direct contact with the child or children concerned;*
- *providing an assistant to be present when the individual has contact with children;*
- *redeploying to alternative work in the school or college so the individual does not have unsupervised access to children;*
- *moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted*;* or
- *temporarily redeploying the member of staff to another role in a different location, for example to an alternative school or college or work for the local authority or academy trust.'*

* Please note – it is the Council's expectation that only at the express request of the Child's parents / carers that a child would be moved classes.

This template risk assessment must be completed by the case manager (Headteacher / Chair of Governors) investigating into the situation that has arisen, when taking a decision on whether or not to suspend the accused employee pending an investigation or during the investigation if new information arises.

Once completed and signed please keep this risk assessment alongside the case paperwork until this is destroyed.

Risk Assessment - Schools

Completed by:		Name:							
HR advice from:		HR Service provider:							
Applicant's Name			Date of issue being raised						
Position held			Date discussed with applicant						
Are the police investigating into the allegation?				Not known <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Do the police have objection to the employee continuing to work during the investigation?				Not known <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Does the LADO have objection to the employee continuing to work during the investigation?				Not known <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
If the allegation were true would it lead you to suggest that a child has been harmed or is at risk of harm?						Yes <input type="checkbox"/>		No <input type="checkbox"/>	
How serious is the allegation or other matter revealed?									
Has the individual accused accepted that the information provided is correct?									
Is there any other information at this stage to support the allegation? If so, what information?									
How long is it since the incident or other matter revealed?									
Does the individual have a pattern of offending behaviour or other relevant matters? – TR to provide alternative wording he would like instead									
Has the employee breached or potentially breached statutory guidance or behavioural / safeguarding policy? e.g. Safer Working Practice for the protection of children & staff in Education Settings?									
Has the employee potentially breached Trust and Confidence with the Council?									
What is the nature and relevance of the contact that the individual will have with children?									
What supervision is available to reduce or remove any risk?									
What additional safeguards can be implemented to reduce or remove any risk e.g. those listed on the front sheet above?									
Do I believe that a child or other children is / are at risk of significant harm? Or is the allegation so serious that it might be grounds for			Yes <input type="checkbox"/>		No <input type="checkbox"/>				

dismissal?					
Decision on whether to undertake a precautionary suspension from duty?		Suspend <input type="checkbox"/>		Do not suspend <input type="checkbox"/>	
HR advice from		Signed		Date	
Case Manager (Name & Position)		Signed		Date	

This document is a live document and should be updated and added to as the case progresses. If the decision is taken to suspend the employee this should be reviewed and the decision recorded on a 4 weekly basis.

Update: (Insert details about what has changed and if this strengthens / weakens the original decision on suspension)

Decision on whether the precautionary suspension from duty should remain?		Continue with Suspension <input type="checkbox"/>		Re-instate into Position <input type="checkbox"/>	
HR advice from		Signed		Date	
Case Manager (Name & Position)		Signed		Date	

Suspension review: (Insert details about what has changed and if the decision remains the same)

Decision on whether the precautionary suspension from duty should remain?		Continue with Suspension <input type="checkbox"/>		Re-instate into Position <input type="checkbox"/>	
HR advice from		Signed		Date	
Case Manager (Name & Position)		Signed		Date	