

Kingsbrook School

'A unique service for unique student'

Risk Assessment & Risk Reduction Procedure

Kingsbrook School
Southburgh,
Thetford,
IP25 7TJ

31st August 2025
Review: 30th August 2026

Risk Assessment & Risk Reduction

Risk Assessment

Risk assessments for activities involving both staff and student are completed as part of the Health and Safety Policy implementation.

Individual risk assessments during their time at Kingsbrook will be undertaken to review the potential risks associated with the young person, the existing group of student and the staff.

Factors that will be taken into consideration include:

- Educational needs
- Emotional needs
- Care needs
- Psychotherapeutic needs
- Health & Safety needs
- The level and type of challenging behaviour
- The level of aggression and / or violence displayed towards peers and adults
- The presence of and degree of sexualised behaviour
- Evidence of antisocial, including criminal behaviour
- Evidence of or suspicious of substance abuse
- The age of the young person
- Evidence of or indications of the potential to make changes
- The possible effects on the group dynamic
- The potential risk to student already placed here
- The potential risk to the individual
- The potential risk to staff

Ongoing individual risk assessments will be completed for each young person at Kingsbrook School. This will be the initial responsibility of the Head of School who may delegate this responsibility to individual member of the school team. These will be reviewed and updated at least termly and whenever a significant change is noted.

Factors taken into consideration will include the above and:

- Trigger factor/ flash point
- Observe patterns of behaviour
- The type of degree of risk
- Frequency of risk
- Reasons for behaviour
- The time and places where risk are increased
- The range of positive and supportive strategies/ response to be employed by staff
- Consequences
- Unhelpful responses and reactions
- Debriefing after an incident

Risk Reduction

Kingsbrook School fully recognises the responsibilities placed upon us by the placing authorities to ensure that all pupils are safe, secure and protected from harm at all times.

At Kingsbrook School students are encouraged to take responsibility for some aspects of their own lives, depending on their level of maturity. Students have a right to make their own mistakes, however, take overall responsibility for allowing students to undertake activities and for risk reduction in those activities.

The following are examples or areas of responsibility given to the young person in a controlled manner:

1. Having some say in decisions made about their own surroundings.
2. In choosing their own friends
3. Encouragement given to join in lunch time clubs (If available)
4. To enable students to become independent during the school day.
5. Taking part in the more adventurous activities under proper, qualified supervision.

The following behaviours are not permitted:

1. Use of drugs
2. Sexual intercourse
3. Use of alcohol
4. Illegal behaviour
5. Tattooing
6. Smoking
7. Visiting unsuitable venues

Whilst rules and consequences are used to limit negative behaviour, education and positive reinforcement for appropriate behaviour aims to help students develop a sense of responsibility for their own actions.

Students usually have good reasons for behaving in a particular way. Staff will help them to understand their actions and to be aware of the alternatives.

Education, both formal and informal, will provide information about the risks. Group discussions provide an opportunity to explore feelings, thought, values, ideas, etc. on how the student behaves and the pressures to behave like their friends.

Kingsbrook School expects staff to act as a responsible adult at all times.

Should staff have any doubt or concerns about an activity or outing that they wish to undertake they must seek clearance and guidance from senior members of staff.

Risk assessments are carried out as an on-going process.

All on-site and off-site activities will be risk assessed prior to the activity taking place and completed immediately prior to any activity. This will include the venue, the activity and staffing.

All offsite activities will be accompanied by staff with the following qualifications:

1. 1st Aid
2. Team Teach
3. Priory approved driver

For all Student on work experience or college provision, risk assessments will be in place from the provider. A copy of these will be kept on the YP file (along with the relevant insurance certificate).

Daily/ Weekly/ Termly Travelling

Some student travel daily, weekly or even termly in order to attend Kingsbrook School.

When these journeys are by Taxi, organised by referring Local Authority arrangements for DBS checking of drivers and or escort staff remains the responsibility of the Local Authority.

Any risk assessment involving Student travelling in Local Authorities arranged transport will be the responsibility of the Local Authority.

Kingsbrook School recognises its obligations to provide information to the Local Authorities to assist with this process when appropriate.