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# English Institute

## RISK ASSESSMENT Policy



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## English Institute (EI) RISK ASSESSMENT

### Relevant Services Provided

The English Institute supports the educational development of children and young people and facilitates a varied activity plan. It is our policy that in the case of one-on-one in-person interactions between children under the age of 18, adults are present whenever possible.

Our staff is responsible for highlighting the following throughout the duration of our camps if an incident occurs:

Risk Identified		Procedure in place to manage the risks identified	
1	Risk of harm from a member of staff	<input type="checkbox"/>	Risk assessment prior to placement in a class or activity environment
		<input type="checkbox"/>	A child should not have access to any information, physical or digital, which would not be suitable for a minor
2	Risk of harm or concern not being recognised or reported	<input type="checkbox"/>	Provision of staff information, supervision, and on-line training
		<input type="checkbox"/>	Reporting Procedure
		<input type="checkbox"/>	Legal and Administrative consequences for non-reporting
		<input type="checkbox"/>	Consultation with service providers
		<input type="checkbox"/>	Provision of Child Safeguarding Statement
		<input type="checkbox"/>	Information for managers and staff on child safeguarding in the workplace
3	Risk of young person being harmed by English Institute staff	<input type="checkbox"/>	Procedure for the safe recruitment and selection of workers and volunteers to work with children
		<input type="checkbox"/>	Code of behaviour for staff/volunteers
		<input type="checkbox"/>	Policy for the supervision/training and support of staff
4	Risk of harm due to inadequate supervision of young people	<input type="checkbox"/>	Zero tolerance of bullying
5	Risk of harm caused by personnel communicating with young people via social media or other channels	<input type="checkbox"/>	Policy on communication
6	Risk of harm caused by slipping or tripping in class	<input type="checkbox"/>	In the case of loose carpets or wires, measures will be taken to secure the carpet or wire, by either contacting the maintenance support or taping over wires to secure them to the floor. No loose wires will be in the vicinity of the students' space.

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7	Risk of harm caused by unsupervised movement in the classroom	<input type="checkbox"/>	Students are under constant supervision both in the classroom and outside of the classroom
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## Mitigation of Risks

The procedures in place to mitigate the risks outlined above are as follows:

- A copy of our Child Safeguarding Statement to all staff
- Issues/concerns around abuse, bullying, inappropriate behaviour, or any issue of concern to a young person
- Details of our Reporting Policy and Training Policy in relation to child safeguarding
- A central register of disclosures under our Child Protection Policy will be maintained

## Procedures

Our Child Safeguarding Statement has been developed according to the requirements under the Children First Act of 2015 and Children First: National Guidance for the Protection and Welfare of Children (2017). In addition to the procedures listed in our risk assessment, the following procedures support our intention to keep children and young people safe while they are under our supervision:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child/young person
- Complaints policy/procedures
- Disciplinary/appeals procedures
- Procedures for trips away/residentials
- Health and safety policy and procedures
- Policy on informing parents
- Guidelines on dealing with disruptive behaviour

## Reporting Structure

We have assigned a Designated Liason Person (DLP) and Deputy Designated Liason Person (Deputy DLP) in keeping with best practice in child safeguarding according to the Children First Act. They are the contact persons for any child protection concerns and are responsible for ensuring that reporting procedures within the organisation are followed, so that child welfare and protection concerns are referred promptly to the responsible authorities.

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