

	REFERENCE:	SJL Primary VAW Whole School Risk Assessment	Referenced accompanied additional documentation: Keeping All School Staff Safe P2			
	ASSESSED BY:	JI/CH				
	APPROVED BY:	JI/CH	ISSUE DATE:	March 26	NEXT REVIEW:	April 28
Overall Risk Rating:						
Work Activities: Whole School – VAW Risk Assessment in relation to learners.						

What are the hazards?	Who might be harmed and how?	Insert School Specific – Whole School - Control Measures	Action by whom	Action by when
<p>Learner exhibiting challenging behaviour in terms of their needs and/ or dysregulation and/ or behaviour.</p> <p>Lack of awareness of the risks posed by learners with identified needs.</p>	<p>School-based staff working with learners that are exhibiting challenging behaviours in terms of their needs etc.</p> <p>VAW incident could be threats or physical attacks etc.</p> <p>Learners. Staff Agency Visitors Others</p>	<p>Suggestions provided in <i>italic</i> (see below).</p> <p>INDIVIDUAL DEVELOPMENT PLAN (IDP): Children who have been identified as having an additional learning need will have an Individual Development Plan (IDP) that outlines their needs and additional learning provision</p> <p>There are regular discussions about all children (learner reviews) which highlight children of concern so actions can be taken and an IDP considered</p> <p>Individual learners with an IDP may also have an individual risk assessment and/or a Positive Handling Plan which outlines triggers, strategies etc. Parents and staff are involved in this process. Risk assessments are reviewed regularly and certainly in light of any incidents.</p> <p>The school will seek further risk assessment training from the LA when available. The senior leadership team have oversight of all risk assessments</p> <p>All staff have a good awareness of ALN and the annual training programme always includes training on trauma, handling, de-escalation strategies, visual communication strategies etc.</p> <p>TEAM TEACH (Positive Handling) TRAINING:</p> <ul style="list-style-type: none"> All staff have an annual refresher training on the positive handling policy through staff guide The Positive Handling Policy Ysgol Gynradd St John Lloyd RC Primary School - Physical Intervention/ Positive Handling Policy Key staff have had additional training, this is logged and refreshed as appropriate 	<p>Continue to ensure annual PH training</p>	

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		<p>Suggestions provided in <i>italic</i> (see below).</p> <p>UNDERSTANDING SCHOOL PROCESSES:</p> <ul style="list-style-type: none"> All school staff are aware of their roles and responsibilities Risk assessments are shared with staff All staff are aware of what to do after a VAW incident The school reports all incidents to the LA and captures and analyses data on incidents to share with governors. 	Continue to ensure RAs shared with all staff and are recorded	
<p>Learners not exhibiting challenging behaviour BUT an incident occurred which would be deemed a work-related Violent incident.</p> <p>Lack of information around school-based procedures and processes.</p>	<p>School-based staff working with learners that are not exhibiting challenging behaviours in terms of their needs etc.</p> <p>VAW incident could be threats or physical attacks etc.</p> <p>Learners.</p>	<p>Such an incident may occur in a school or setting where a learner has not previously exhibited such behaviours. E.g., behaviours that have the potential to result in a violent incident (e.g., threats, injury etc.) Could also be related to a learner that has only just been admitted to the school (history unknown or information not shared by previous school etc.)</p> <p>AWARENESS OF WHOLE SCHOOL VAW RISK ASSESSMENT:</p> <ul style="list-style-type: none"> See above section on process to ensure all staff are aware of procedures and risk assessment Ysgol Gynradd St John Lloyd RC Primary School - Physical Intervention/ Positive Handling Policy <p>SUPPORT:</p> <ul style="list-style-type: none"> The school is aware of support mechanisms and services in the LA The ALNCO co-ordinates meetings to discuss concerns raised about any pupil with parents and other professionals <p>INDUCTION / REFRESHER:</p> <ul style="list-style-type: none"> There is a staff handbook that signposts staff to risk assessments and policies All school policies & risk assessment are placed on the school website and shared through staff group There is an induction meeting for all new staff <p>CALL FOR HELP:</p> <ul style="list-style-type: none"> Staff are able to call for support and assistance from SLT, someone from SLT should always be available for this- SLT Posters in every classroom / common area 	Review induction arrangements to ensure all this information is included	

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		<p>Suggestions provided in <i>italic</i> (see below).</p> <ul style="list-style-type: none"> All staff are to use Telcom system or 'walkie talkies' Staff are always encouraged and trained to use de-escalation techniques Staff are aware that they must not put themselves at risk 		
<p>Lack of training which may result in staff being subjected to a VAW incident OR an incident escalating.</p> <p>Poor understanding on school de-escalation strategies and 'window of tolerance' etc.</p>	<p>School-based staff working with learners.</p> <p>VAW incidents include threats or physical attacks etc.</p> <p>Violent incidents MAY require quick thinking and flexibility.</p> <p>Learners.</p> <p>Learners damaging school property (e.g., doors, windows etc.)</p>	<p>FLEXIBILITY TO DE-ESCALATE:</p> <ul style="list-style-type: none"> Staff have a good understanding of de-escalation techniques (Behaviour training INSET) Senior staff are called to assist Staff understand the importance of distraction and ignoring when appropriate Behaviour policy must be used throughout download.asp <p>DESIGNS / LAYOUTS</p> <ul style="list-style-type: none"> Pupils who need it will be provided with a quiet space in their classroom There are areas/rooms of school where children can safely calm down The learning environment has been designed with the needs of children with ALN in mind and provides clear, calm spaces and visual strategies to support this There are break out spaces for children The layout of the school has been reviewed to be secure and all exterior doors have 'Maglock entry' The buildings have been made as secure as possible 	<p>Continue to review school layout in response to incidents</p>	
<p>Post-Incident failures resulting in a VAW incident that could have been prevented from re-occurring</p>	<p>Re-occurring VAW incidents – no changes being implemented.</p> <p>Learners.</p>	<p>TAKE ACTION:</p> <ul style="list-style-type: none"> After incidents risk assessments should be reviewed and shared with all staff working with that pupil Someone from the inclusion team, e.g. specialist teacher should be informed of new, significant or escalating incidents Our staff well-being policy Attendance and Wellbeing Policy.pdf is a source of support for all educational professionals <p>REVIEW THE RISK ASSESSMENT:</p> <ul style="list-style-type: none"> After incidents the whole school risk assessment will be reviewed School will consider and insert the risk factors that have the potential to increase the likelihood of a violent incident occurring – see suggestions below. 	<p>Ensure learners RAs reviewed following significant or escalating incident</p>	

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Staff morale, health and well-being impacted by previous experiences of VAW incidents.	School-based staff.	<p>Suggestions provided in <i>italic</i> (see below).</p> <p>TAKE ACTION:</p> <ul style="list-style-type: none"> • School will provide regular well-being information and sources of support for all staff • School will refer to occupational health counselling where appropriate • Staff should be given time away from the class room following any significant incident 	Continue to include questions about this on annual staff questionnaire	
<p>Lack of specialist input in terms of behavioural support and associated mechanisms.</p> <p>Lack of input by multi-disciplinary teams (including Parents and / or carers)</p> <p>Lack of provision or competence</p>	<p>School-based staff.</p> <p>Learners.</p>	<p>COMPETENCE:</p> <ul style="list-style-type: none"> • The school has a full time ALNCO who co-ordinates support, risk assessments and IDPs • The ALNCO arranges meetings and works well with all professionals • The school works well with specialist staff from the inclusion team • The HT takes responsibility for providing appropriate and timely support for all staff • Teaching staff have a performance review meeting where staff can highlight training needs • The school has a clear Relationships Policy. This is shared with all staff and reviewed regularly • The school has a Home School Agreement and a Parent Communication Policy 		
Lack of understanding and support by school stakeholders (Governing Body, Improvement Partner, Trade Union Safety Reps etc.)	<p>School-based staff.</p> <p>Learners.</p>	<p>GOVERNING BODY:</p> <ul style="list-style-type: none"> • The Governing Body have a good picture of the needs in the school and information about ALN is provided to them in every meeting • Analysis of exclusions and VAW incidents is shared with governors in all meetings. Data and trends highlighted. 	Ensure VAW an agenda item at all meetings	

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<p>School-based staff not recording incidents at the school.</p> <p>School not reporting incidents to the Local Authority</p>	<p>School-based staff.</p> <p>Learners.</p> <p>Lack of recording will result in incidents not being known or assessed – result in lack of improvements and complacency and incidents not improving.</p>	<p>RECORDING AND REPORTING:</p> <ul style="list-style-type: none"> • All school-based staff have been instructed to record VAW incidents at the school. School management teams will report these to the Local Authority using the inbox provided. • The rationale for recording/reporting incidents of VAW have been communicated to all staff (as per Section 6 of the document). Rationale includes: • H&S – accident/injury data is required • Legal – Legal obligations, defend the school, civil claims made against the school, evidence school have recorded, reported and taken action. • Lessons Learnt – Learn from incident data – identify trends/root-causes etc. • Governing Body / Employer – Legal responsible to ensure safety of staff. 		
<p>Bloodborne virus / Infections transmitted etc.</p>	<p>School-based staff.</p> <p>Learners.</p> <p>Learners biting with suspected bloodborne virus or infections.</p>	<p>VACCINATIONS:</p> <ul style="list-style-type: none"> • Preventative Vaccination for Hepatitis B – • Reactive Vaccination for Hepatitis B (i.e., following a bite injury) will be covered by the insurance ‘fast track’ claims process – see Appendix 5. <p><i>Preventative Immunisations – the school follows the guidance set out in the document titled: Cardiff Council H&S Guidance – Vaccinations / Immunisation against Infectious Diseases.</i></p> <p><i>Reactive – school support staff following a biting incident to ensure employee receives treatment with NHS. Medical costs may be covered by NHS, especially where the setting is deemed ‘healthcare’, e.g., Special School, SRB etc. NOTE: Where NHS refuse to pay – Insurance Section (Appendix 5).</i></p> <p><i>School may complete a learner specific risk assessment for any learner that poses a serious biting injury OR may pose an infection / transmission risk to staff in terms of blood, saliva, bodily fluids. Such control measures would include:</i></p> <ul style="list-style-type: none"> • <i>Awareness and understanding of the learner biting – understanding the ‘why’ and ‘when’ and triggers etc.</i> • <i>Positive Handling techniques to position the body/limbs away from biting.</i> • <i>Whether certain clothing is required to prevent/reduce biting injury.</i> • <i>Whether any certain equipment is required to prevent/limit transmission.</i> • <i>How to call for immediate support/assistance.</i> • <i>Whether proactive vaccination is required (as per Cardiff Council Guidance) etc.</i> • <i>Robust cleaning and infection control procedures are implemented to avoid transmission of diseases and virus etc. Personal Protective Equipment provided for these reasons.</i> 		

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Bladed weapons on school site	School-based staff. Learners.	Refer to - Weapons in School or Educational Settings Protocol Refer to school Knives and Weapons School Risk Assessment		