



Risk Assessment Policy **The Bridge**

Purpose: To ensure the welfare of all students is safeguarded and promoted.

Scope:

- Safeguarding Lead Toni Cox, Deputy Safeguarding Lead Maria Jackson
- Induction to The Bridge will include professionals working with the young person as well as the parent and the young person. This is sharing of information to ensure relevant procedures are put in place prior to the young person attending.
- Produce student Risk Assessment if required.
- Proposed Timetable.
- Set-up student file and register student on SiMS. Students will be dual registered who remain on the roll of the referring school. Students who transition onto the roll of The Bridge will be single registered.
- The Attendance Officer upon entry to school will register all students.
- Parents/Carers of those students who fail to arrive at their designated time are contacted within a 30 minute timeframe by the Attendance Officer.
- All absences are recorded and notes are recorded on SIMS.
- Individual attendance by timetabled lessons.
- Each subject teacher monitors engagement in lessons.
- Registration Certificates will be emailed on a weekly basis to the referring school
- Student reports will be mailed to parents and their child's referring school.
- The Bridge will provide regular up-dates to the referring school.
- Student numbers and data will be supplied to the Local Authority.
- Student concerns are raised with the DSL or Deputy Safeguarding Lead, in person accompanied with the appropriate paperwork. Appropriate action is taken according to the level of concern.
 - Contact Parent/Carers
 - Contact CAMHS
 - Referral to Early Help Service
 - Referral to Social Care via MARF
 - Contact the Safeguarding Lead of the referring school
 - Safeguarding Team will attend all Social Care/CAMHS/CPA Review Meetings/LAC Meetings
- Student years 7, 8 9 and 10 will remain dual registered. Year 11 students transfer onto the roll of The Bridge School.
- The Building has an access control system at point of entry at the main entrance from the road via CCTV and intercom system.
- The main reception has access control.
- All visitors must sign in and out at main reception and show proof of identity
- All visitors must show their badge at all times.
- A Bridge staff member will accompany all visitors.
- All supply staff must show their valid DBS prior to teaching.

This statement dated September 2020 will be reviewed annually and is in line with the LIFE Education Trust Health and Safety Policy