**School Risk Assessment Summary Sheet for**

**Children and Young People with SEND, and/or those deemed to be vulnerable**

Please use this sheet to summarise the risk assessments completed for children and young people with SEND, or those deemed to be vulnerable who are on your school’s roll.

Risk assessments should be completed for all children and young people:

* with an EHC Plan;
* in receipt of High-Level Needs (HLN) funding. Schools may wish to broaden this cohort of children with SEND to include those for whom the school is in receipt of Additional Family Needs (AFN) funding;
* deemed to be vulnerable to significant safeguarding risk; and
* those with an allocated Social Worker.

For children and young people who are RAG rated **green** or **amber** only brief details are required i.e. full name of the child / young person, their date of birth; whether they are attending school, and their Unique Pupil Number (UPN).

For those children and young people who are RAG rated **red,** in addition to the details listed above, the return (see separate table) should include details of the school’s concern including any health issues; whether or not they are accessing the curriculum; how contact is being maintained with the child, young person and their family, the last date contact was made, details of other Local Authority services involved with the child, young person or their family (i.e. Children’s Social Care) and the date the risk assessment for the child / young person was last updated.

It is important to note that families have a legal right to access this information, and it is therefore important that only relevant and fact-based information is recorded on this summary sheet.

The risk assessment summary sheet should be returned to the following email address [**covidriskassessments@nottscc.gov.uk**](mailto:covidriskassessments@nottscc.gov.uk) using either an encrypted service such as [cryptshare](https://www.cryptshare.com/en-gb/home/), or as a password protected document with the password being sent separately. It is recommended that the password should be 12 or more characters.

Our priority is the safety of the most vulnerable, and it is important that where a school has good reason to believe that a child has been harmed, or is at risk of being harmed, the school should immediately contact the[**Multi-agency Safeguarding Hub**](https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash) (MASH)on **0300 500 80 80.** If you require an urgent response outside of working hours (08:30-17:00), contact the Emergency Duty Team (EDT) on **0300 456 4546**. In an emergency please call 999. To report a crime please call 101.

For additional safeguarding advice please see, ‘*Managing safeguarding risk: Additional safeguarding guidance for Nottinghamshire Schools during COVID-19 crisis*’ (23.04.20), which is referred to in Bulletin 23.

The table below offers some guidance on the RAG rating for individual children and young people with SEND, and/or those deemed to be vulnerable.

|  |  |
| --- | --- |
| **RAG Rating** | **Threshold** |
| **RED** | Pupil must be attending school or agreed provision daily:   * There are key specifications of the EHCP can only be delivered within school or at the agreed provision, which are required to enable the child to access learning and remain safe and healthy (including mental health and personal wellbeing). * Daily attendance at school or at the agreed provision is required in order that significant known safeguarding concerns can be monitored effectively. * The welfare of the family is likely to be severely negatively impacted upon without the child accessing school or agreed provision. |
| **AMBER** | Through the use of ‘reasonable endeavours’ the pupil is able to remain within the home:   * The broad specifications of the EHCP can be provided within the home. * Sufficient specifications of the EHCP can be accessed using an appropriate format where necessary, e.g. digitally, online, by telephone, to enable the child to access learning and remain safe and healthy (including mental health and personal wellbeing). |
| **GREEN** | Pupil can be supported within the home:   * Pupil can access most required specifications of the EHCP in an alternative format, e.g. digitally, online. * Parents/carers can support the needs of the child to an accepted standard. |

**School Risk Assessment Summary Sheet for Children and Young People with SEND, and/or who are deemed to be vulnerable**

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| --- | --- | --- | --- | --- |
| **Name of School Name** | **Postcode** | **Contact person in the school** | **Contact telephone number** | **Email address** |
|  |  |  |  |  |

**RAG ratings for all individual children and young people with SEND, or who are deemed to be vulnerable**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of child / young person** | **Date of Birth** | **Unique Pupil Number (UPN)** | **Attending School (Please tick)** | | | | **Date risk assessment was completed** | **Reason for the risk assessment (Please tick)** | | **RAG Rating**  **(Please tick)** | | |
| **Yes** | **No** | **Full-time** | **Part-time** |  | **SEND** | **Vulnerable** | **Green** | **Amber** | **Red** |
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**School Risk Assessment Summary Sheet for Children and Young People with SEND and/or who are deemed to be vulnerable - continued**

**Individual children and young people with SEND, or who are deemed to be vulnerable who are RAG rated red**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of child / young person** | |  | | | | | |
| **Date of Birth** | |  | | | | | |
| **Unique Pupil Number (UPN)** | |  | | | | | |
| **Date of most recent risk assessment** | |  | | | | | |
| **The risk assessment relates to (Please tick as appropriate)** | | **SEND** |  | **Vulnerable** |  | **Both** |  |
| **Why has this child or young person been RAG rated red?** | |  | | | | | |
| **How is the child / young person accessing the curriculum? Please provide brief details.** | **Attending school full-time** |  | | | | | |
| **Attending school part-time** |  | | | | | |
| **On-line** |  | | | | | |
| **How is contact being maintained by the school child, young person / family?** | **Through school attendance** |  | | | | | |
| **Telephone / text / video call** |  | | | | | |
| **Drive by visits to home** |  | | | | | |
| **Date of last contact child, young person / family?** | |  | | | | | |
| **Other Local authority services involved with the child, young person / family? Please provide details wherever possible.** | |  | | | | | |