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| **Pupil welfare risk assessment form** | | | | |
| Pupil name: | | | | |
| Date and time of concern raised: | | | | |
| Other pupils who may also be at risk: | | | | |
| House: | Housemaster/mistress: | | | Year: |
| **Initial risk:** *(what was seen/reported and by whom)* | | | | |
| **Additional information:** (y*ou may want to refer to absence, medical centre visits, eating habits, changes in behaviour, participation, academic performance etc)* | | | | |
| **Action:** *(summarise on the log below and follow up on)*  What actions have been carried out? *(When and by whom)*  What actions will be carried out? (*When and by whom)*  **Have appropriate staff members been informed?** (e.g. deputy head pastoral/DSL/HOM)  *(If so, who, when and by whom)*  **Have external agencies been contacted?** *(If so, who, when and by whom)*  **Have parents been contacted?** *(If so, who, when and by whom)* | | | | |
| If external agencies were contacted, what was the advice? | | | | |
| **Name:** | | | **Signature:** | |
| **Date and time of recording:** | | | | |
| Feedback provided to staff member reporting concern: | | Has information been shared with any other individuals? If so, what and what was the reason for this? | | |

**Log of actions**

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| **Action** | **Completed by** | **Date** |
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| Because of this concern and review, what changes need to be made to the school policy on pupil welfare? |