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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? |