



Inspiring Growth, Nurturing Independence, Transforming Education

Pupil Risk Assessment Policy/Procedure

Approved by: L Starbuck

Last reviewed on: 09/2025

Next review due: 09/2026

Introduction

All pupils enrolled at IGNITE will have a pupil risk assessment.

An initial risk assessment will be conducted based on referral information and will be completed on a IGNITE behaviour risk assessment template.

This contains a brief history of the pupil based on referral information, this can also be updated over time when IGNITE get to know more about the pupil.

Information provided by referring school text will be in purple, IGNITE updates will be black.

Pupils will be rated based on a RAG rated system of RED, AMBER, GREEN, these ratings are measured on the perceived risk a pupil poses to staff and peers.

The assessment contains a series of hazards, risks are rated Low, Medium, High and initially is based on a pupil's history as given on the original referral paperwork.

General

A new pupil to IGNITE will automatically be categorised as RED but this will also say new starter in the file name to reflect this is the reason they are categorised red.

When a pupils' risk assessment is updated and they have been at IGNITE for a half term, the pupils risk assessment will be reviewed and updated and re-categorised as follows: -

If a pupil is categorised as mainly low risk, their overall risk assessment rating will be GREEN, if a pupil is categorised as mainly Medium it would be AMBER and if a pupil is categorised as mainly High, they will be RED.

All risk assessments should be uploaded to the document section of MIS system and the file itself should be named and saved in the following formats: -

IGNITE-RA-PUPIL INITIALS – RED – NEW STARTER (for new starters)
IGNITE-RA-PUPIL INITIALS – RAG RATING

For example, for Joe Bloggs, he has just started at IGNITE, his risk assessment falls mainly in the Low categories, he would initially still be rated red, his file would be named IGNITE-RA-JB-RED-NEW STARTER

When his risk assessment is reviewed, his risk assessment is still in the low category, a review would be noted on the risk assessment and the file would then be retitled IGNITE-RA-JB-GREEN and uploaded to RM Integr8.

When a pupil is removed/leaves IGNITE the risk assessment will be updated and named IGNITE-RA-PUPIL INITIALS-RAG RATING-LEAVER

Review

Risk assessments in general at IGNITE will be reviewed at least termly, for new starters the risk assessment will be reviewed after the first half term.

A risk assessment may also be updated in the following circumstances: -

- Following a serious incident
- Following the receipt of new information
- Following a series of low-level incidents
- Following a behaviour review
- Following new behaviour support plan

During a risk assessment review, previous information will not be removed, the comments and updates section will be completed and used to explain a change, for example Joe Bloggs is categorised Red for violent behaviour towards staff, this behaviour has never been displayed and he has been at IGNITE for a full term.

It would be noted in the updates section that previous history indicated RED but as this behaviour has never been displayed at IGNITE, IGNITE would categorise an AMBER in the first instance, after a further term, if this behaviour has still not been in any way displayed we may move this to GREEN. The title of the risk assessment would be changed to reflect the new rating if applicable.

The reviewed and updated section on the bottom of the risk assessment would also be updated.