

## SIP Staff Risk Assessment and Guidance



The following document sets out safety procedures to protect staff in the SIP Team. This document should be read in conjunction with Springwell School Guidance and Risk Assessment, Safe Working Procedure Guidance (Southampton City Council), as well as guidance for visitors provided by host schools. It will be reviewed regularly in order to respond to local requirements.

**Risk Assessor:**  
Clare Belli

**Date:** 1.09.23  
**Review date:**  
Reviewed annually

What are the hazards?	Risk	Control measures	Residual Risk	Rag rating	Additional notes for staff
Staff are required to support pupils in a range of schools across the city.	Low	<ul style="list-style-type: none"> <li>Staff wellbeing will be taken into consideration at all times. Line Manager will be available to support staff when needed.</li> <li>Staff keep mobile phones on them at all times. These will be placed on silent or turned off whilst visiting schools.</li> <li>In the event of a family emergency, Springwell School will make every effort to contact the member of staff. This may require a phone call to the host school.</li> <li>Staff keep their calendars up to date and clarify where they will be working each day.</li> <li>Staff will notify the SIP Administrators and Line Manager in the event of a change to their calendar e.g. a cancellation at one school leading to a change in appointment.</li> </ul>	Medium		<p>-Where working from home and not out on appointments, SIP staff will list work completed on their calendars using <i>Add description</i>.</p> <p>-Staff will take responsibility for ensuring that mobile devices are charged.</p>

		<ul style="list-style-type: none"> <li>• Staff will give their school email address for communication with the school and not use personal mobiles or texting.</li> <li>• Staff will not be left alone with pupils during visits, but always accompanied by a member of the staff from the host school.</li> </ul>			
Staff use own transport to travel from school to school.	Low	<ul style="list-style-type: none"> <li>• Staff will follow driving safety laws e.g. not eating or drinking whilst driving, not using mobile phone, not speeding.</li> <li>• Staff will ensure they have appropriate driving insurance in place.</li> </ul>			
Pupils in other schools may present with physical, challenging behaviour.	Low	<ul style="list-style-type: none"> <li>• Host schools to provide individual pupil risk assessments, including details on how the safety of visitors will be maintained.</li> <li>• Host schools to sign Partnership Working Agreement. This specifies that SIP staff are not to become involved in any form of physical intervention with a pupil.</li> <li>• SIP staff to be familiar with Health and Safety policy for visitors at host school, including fire evacuation procedures.</li> </ul>			Staff will go through the PWA with a senior member of staff and ensure it is signed. This will be given to the SIP Administrator at the start of the intervention.
Staff may be carrying confidential information.	Low	<ul style="list-style-type: none"> <li>• Staff will not leave resources or paperwork in their car overnight.</li> <li>• Resources and paperwork will be stored in the boot of the car, not on public display e.g. laptop.</li> <li>• Pupil Folders will be signed in and out of the office filing cabinet. In the event</li> </ul>			A signing in and out book will be kept in the office filing cabinet.

		<p>of a file going missing, staff will alert the Line Manager immediately.</p> <ul style="list-style-type: none"> <li>• Staff will carry limited written information about pupils with them on school visits e.g. front page with personal details removed, no advice from external agencies etc.</li> <li>• Notes about pupils will be kept on loose paper or visit records using the child's initials and stored within the pupil's individual folder. Notes will not be kept in general notebooks.</li> </ul>			
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<p><b>I have read and understood the above guidance and agree to abide by procedures.</b></p>	
<p>SIP Staff</p> <p><b>Print name:</b></p> <p><b>Signature:</b></p>	<p>Head of Southampton Inclusion Partnership</p> <p><b>Print name:</b> Clare Belli</p> <p><b>Signature:</b></p>