**Temporary part-time timetable - individual risk management plan**

Completing a risk assessment which addresses any actual or potential safeguarding, welfare or harmful behaviour concerns that may result from a change in the pattern of school attendance is essential. Schools may want to develop their own risk assessment to meet the needs and risk of their school community. The assessment should include the risks when the child is not in receipt of education during the school day,including the impact on the wider family.

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| --- | --- |
| **Name of child** |  |
| **Date of birth** |  |
| **UPN** |  |
| **Date of completion** |  |
| **First assessment or review?** | New/Review |
| **Dates of previous reviews** |  |
| **Date parent/carer consent received for the risk assessment to be shared** |  |

**Complete the risk analysis, using the 0-5 rating as below:**

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| **0-5 Rating**  This scale relates to the likelihood of the risk factor – frequency  **0 1 2 3 4 5**  Very **frequently** happens  Not known to have ever happened  Very **rarely** happens, but has been known |

| **Risk factors** – identify all relevant risks | **Likelihood scale 0→5** | What steps have been put in place to manage the risks? | **Likelihood scale 0→5 after risk management has been put in place** |
| --- | --- | --- | --- |
| The risk/s presented to the child **from** others: | | | |
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| The risk the child poses to **himself/herself:** | | | |
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| The risk the child poses to **others**: | | | |
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| What is the likely impact for the child if he/she cannot access their entitlement to a full-time school place? |
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| What will be the benefit to the child of receiving a temporary part-time timetable? |
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| How will any impact on him/her be monitored? |
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| --- |
| Views of parent/carer: |
|  |

**Partnership working**

|  |  |  |
| --- | --- | --- |
| **Partnership working** | **Name** | **Role in supporting the child to access their entitlement** |
| Key person (in school) |  |  |
| Parent/carer |  |  |
| Other agencies (name agency) |  |  |

This plan should be regularly reviewed, at least every 6 weeks

***Please consider the requirements of the General Data Protection Regulation when gathering and submitting information via this form and ensure that as a school you have gained the required consents in line with GDPR to be able to share this information.***