

Risk Assessment Policy

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Operated by: Nudge Education Ltd · **Version:** Jan 2026 · **Owner:** Director of Operations

RISK ASSESSMENT POLICY

JAN 2026 Review Date: JAN 2027

POLICY OVERVIEW

Risk Assessment Within Interventions Policy Child-Centred, Proportionate, and Safeguarding-Led Practice

1. Purpose and Statement of Intent

Nudge Education delivers personalised interventions designed around the individual needs, strengths, risks, and aspirations of each child or young person. Risk assessment is a core enabling process within this work. It exists not to restrict opportunity, but to ensure that a wide range of meaningful activities can be delivered safely, lawfully, and in a way that promotes engagement, wellbeing, and positive change.

This policy sets out how risk assessment is embedded within intervention planning and delivery. It is based on existing and developing knowledge of the child and is underpinned by statutory safeguarding guidance, health and safety legislation, and professional judgement.

2. Statutory and Legal Framework

This policy is informed by, and must be read in line with:

- Keeping Children Safe in Education 2026 (KCSIE), which emphasises safeguarding as everyone's responsibility and the importance of early identification and management of risk
- Working Together to Safeguard Children, which promotes coordinated, proportionate responses to risk and harm, informed by the child's lived experience

- The Health and Safety at Work etc. Act 1974, which places a duty on organisations to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and others affected by their work, including children and young people

Risk assessment within interventions sits at the intersection of safeguarding and health and safety, supporting both child protection and safe delivery of services.

3. Scope

This policy applies to all staff involved in planning, delivering, overseeing, or quality assuring interventions. It covers all activities undertaken as part of an intervention, including educational sessions, community-based learning, travel, outdoor activities, physical activity, therapeutic or enrichment activities, and work delivered in homes or other non-traditional settings.

4. Principles of Risk Assessment Within

Interventions Risk assessment at Nudge Education is rooted in a person-centred and relational approach. Decisions are informed by an understanding of the child's history, behaviour, emotional needs, and protective factors, as well as the context in which activities take place.

Risk assessment is understood as a dynamic process, recognising that risk fluctuates depending on environment, relationships, engagement, and external influences. Practitioners are expected to balance safety with opportunity, enabling positive risk-taking where appropriate and avoiding overly restrictive practice.

5. Using the Risk Assessment Index to Enable

Tailored Planning Nudge Education maintains a comprehensive Risk Assessment Index, which sets out a wide range of activity-specific risk assessments covering the types of interventions commonly delivered across the organisation. This index enables practitioners to plan flexibly and creatively while ensuring consistency, proportionality, and compliance with safeguarding and health and safety requirements .

The Risk Assessment Index includes, but is not limited to, assessments relating to:

- all visits and community-based activity
- transport (including travel by car and public transport)
- physical and sporting activities
- outdoor and environmental learning
- work in the child's home
- online and remote sessions
- use of venues, equipment, or external providers

The existence of a broad index does not imply a one-size-fits-all approach. Each risk assessment drawn from the index is individualised based on the specific child, activity, environment, and session aims. Practitioners are expected to consider how known risks and vulnerabilities may present within each activity and to apply additional controls where required.

6. Risk Assessment Based on Existing Knowledge

of the Child Risk assessment within interventions is informed by layered knowledge, including referral information, initial assessment documentation, pen portraits, safeguarding records, and information shared by families and partner agencies. This knowledge provides the foundation for understanding how risk may present for each child.

As interventions progress, practitioners continually refine their understanding of risk through observation, relationship-building, and engagement. Where new risks emerge, or existing risks escalate or reduce, risk assessments are updated to reflect this evolving picture.

7. Risk Assessment Process Across an Intervention

Risk assessment begins prior to the start of an intervention, with core risk assessments completed as part of the initial assessment process. These provide a baseline understanding of known risks and ensure that early sessions are planned safely.

During delivery, practitioners plan sessions using activities drawn from the Risk Assessment Index and tailor them to the child's needs and interests. Where an

activity is already covered by an existing approved risk assessment, this is referenced in planning. Where an activity involves increased or specific risk, or falls outside existing assessments, an additional risk assessment is completed and submitted for review.

Risk assessments remain valid unless there is a change in circumstances. However, all assessments are formally reviewed at least termly, and sooner where incidents, safeguarding concerns, or significant changes occur.

8. Managing Levels of Risk and Activity

Complexity

Activities vary in their inherent level of risk. The organisation recognises this and applies graduated expectations for planning, approval, and oversight depending on the nature of the activity.

Lower-risk activities are managed through standard individualised risk assessments. Activities involving increased or specialist risk require additional scrutiny, longer planning timeframes, and, where appropriate, commissioner agreement or evidence of external provider competence. This ensures that higher-risk activities are only undertaken where risks are well understood and effectively managed.

9. Ongoing Review and Dynamic Risk

Management Practitioners are responsible for making ongoing, in-the-moment judgements about safety, informed by approved risk assessments and their professional judgement. Daily logs and planning documentation support this process by confirming that relevant risk assessments remain appropriate and are being followed.

Risk assessments must be reviewed and updated following accidents, incidents, safeguarding concerns, or changes in the child's circumstances or presentation. Emerging risks are escalated promptly to the Case Manager to ensure timely oversight and decision-making.

10. Roles and Responsibilities

Practitioners are responsible for delivering sessions in line with approved risk assessments, identifying emerging risks, and requesting additional assessments where needed.

Case Managers and Quality Assurers are responsible for reviewing and approving risk assessments, ensuring alignment with safeguarding and health and safety requirements, and sharing relevant information with commissioners where required.

Senior leaders are responsible for ensuring organisational compliance, providing training and guidance, and maintaining the Risk Assessment Index.

11. Training and Competence

All practitioners receive training in risk assessment as part of their role. This training emphasises a child-centred, trauma-informed approach and supports practitioners to understand risk in the context of disengagement, exploitation, emotional regulation, and environmental factors.

Where activities require specific qualifications or competencies, these must be evidenced before delivery.

12. Review and Continuous Improvement

Risk assessment practice is reviewed regularly to ensure it remains effective, proportionate, and aligned with statutory guidance and organisational learning. The Risk Assessment Index is updated in response to new activities, incidents, or emerging best practice.

This policy will be reviewed annually, or sooner where legislative or guidance changes occur.

REVIEW & REVISION

This policy will be reviewed annually or as required to ensure its effectiveness and alignment with best practices within Nudge.

This Code of Conduct has been signed off by the Nudge Education Directorate.
Brian Mair Director of Operations 12th January 2026

All Policies can be found [here](#).

ANNEXE A: RISK ASSESSMENT PROCESS

ANNEXE B: RISK ASSESSMENT INDEX

Risk assessment index Risk Risk DOWNLOAD LINK Date to be assessed
 Assessment reviewed nt Title <https://docs.google.com/document/d/1ExampleID/export?format=docx>. Reference

RA00X Blank RA Blank Risk August 2026 Template Assessment Template
 Download Link

RA001 All Visits RA All Visits Risk Sept 2026 Assessments Download Link

RA002 Adventurous Adventurous Sept 2026 Activities Activities Risk (using a
 Assessment provider) Download Link

RA003 Transport by Transport by Car Sept 2026 Car Risk Assessment
 Download Link

RA004 Venue Venue Specific Risk Sept 2026 Specific - if a Assessment venue
 is to Download Link be used for regular sessions

RA005 Lone-workin Lone Working Sept 2026

g Procedures Guidance Download Link

RA006 Gym Gym Activities Risk Sept 2026 Assessment Download Link

RA007 Cooking Cooking Risk Sept 2026 Assessment Download Link

RA008 Swimming Swimming Risk Sept 2026 Assessment Download Link

RA009 Woodland/fo Woodland/Forest Sept 2026 rest Risk Assessment
 Download Link

RA010 Near water Near Water Risk Sept 2026 Assessment Download Link

RA011 Trampoline Trampoline Risk Sept 2026 Park Assessment Download Link

RA012 Pregnancy Staff Pregnancy August 2026 (staff) - in Risk Assessment
 staff related Download Link RA folder

RA013 Initial Initial Assessment August 2026 Assessments Risk Assessment

- in staff Download Link related RA folder

RA014 Fishing Fishing Risk Sept 2026 Assessment Download Link

RA015 Student Student Pregnancy Sept 2026 Pregnancy Risk Assessment Download Link

RA016 Working in Working in student Sept 2026 student in home home Risk Assessment Download Link

RA017 Craft Craft Activities Risk Sept 2026 activities Assessment Download Link

RA018 Farm or Zoo Farm or Zoo Risk Sept 2026 Visits Assessment Download Link

RA019 Therapy/assis Therapy/Assistance Sept 2026 tance dog Dog Risk Assessment Download Link

RA020 Online Online Sessions Sept 2026 Sessions Risk Assessment Download Link

RA021 Ice skating Ice Skating Risk Sept 2026 Assessment Download Link

RA022 Workplace Work Placement Sept 2026 sessions Risk Assessment Download Link

RA023 Travel by Public Transport Sept 2026 Public Risk Assessment transport Download Link

RA024 Adult Adult Healthcare - August 2026 Healthcare Staff Related Risk plan - in Assessment staff-related Download Link RA folder

RA025 Office-based Office Risk August 2026 working - in Assessment staff related Download Link

RA folder (NOT APPLICABLE TO SIRIUS HOUSE)

RA026 Cycling Cycling Risk Sept 2026 activities Assessment Download Link

RA027 Laser Laser Tag Risk Sept 2026 Tag/Quest Assessment Download Link

RA028 DSE use - in Display Screen Draft staff-related Equipment (DSE) Sept 2026 RA folder Risk Assessment Download Link

RA029 Staff safety Staff Travelling Draft when (outside of Sept 2026 travelling interventions) Risk to/from Assessment intervention Download Link

RA030 Sporting Sporting activity 1:1 Sept 2026 activity 1:1 Risk Assessment Download Link

RA031 Activity Non-adventurous Sept 2026 using an external provider external Risk Assessment provider - Download Link non-adventu

rous

RA032 Horse Riding Horse Riding Risk Sept 2026 Assessment Download Link

RA033 Soft Play Soft Play Risk Sept 2026 Centres Assessment Download Link

RA034 Personal Personal Care Risk August 2026 Care Assessment Provision Download Link

RA035 Woodworkin Woodworking Risk August 2026 g activities Assessment Download Link

RA036a Sirius House VIEW ONLY RISK August 2026 Office Risk ASSESSMENT LINK RA036b Assessment FIRE RISK ASSESSMENT VIEW ONLY LINK

RA037 Scootering/S Scootering/Skateb Sept 2026 kateboardin oarding Risk g Risk Assessment Assessment Download Link

RA038 Air Rifle/ August 2026 Shooting Air Rifle/ Shooting

Range Risk Range Risk Assessment Assessment Download Link

RA039 HIV/ Blood-borne October 2026 Blood-borne Infection Risk Infection Assessment Risk Download Link Assessment

ANNEXE C: RISK ASSESSMENT MATRIX

Risk is made up of two factors: Likelihood (0-5) x Severity (0-5) Low Risk = 0-3 Moderate Risk= 2-6 High Risk= 8 - 12 and Extreme Risk = 15-25

NEO Online Addendum — DRAFT

Status: This NEO online addendum is newly drafted and pending review by the Director of Operations and Designated Safeguarding Lead before it goes live. The canonical Nudge Education Risk Assessment Policy above continues to apply.

Scope of this addendum

This addendum sets out the risk assessment provisions specific to **Nudge Education Online (NEO)**. The face-to-face risk model in the canonical policy does not transfer directly; the online context requires distinct risk frames covering home environment, digital safety, screen exposure, and livestream operations.

Categories of online-specific risk

NEO maintains separate risk registers for:

1. **Home learning environment** — the physical space the learner occupies during sessions. Assessed at admission and reviewed termly.
2. **Digital safety and platform** — the platforms, devices, and accounts through which NEO is delivered.
3. **Display Screen Equipment (DSE) for learners** — screen exposure, posture, eye health, sensory load.
4. **Livestream and recording risk** — operational risks around live sessions, including incident response.
5. **Practitioner / qualified teacher remote working** — covered in the Lone Working Policy and not duplicated here.

Home learning environment assessment

At admission, the practitioner completes a home learning environment screen with the family covering:

- A space the learner can use that is reasonably private (not a thoroughfare; not where personal data of others is on display behind them on camera).
- Adequate lighting and ventilation.
- A workable surface and seat suitable for sustained learning.
- Reliable broadband sufficient for live lessons.
- Whether other people in the home will be in earshot or on camera, and how the learner feels about that.

The screen is not a pass/fail gate. Where elements aren't met, NEO works with the family on adjustments — for example, providing a privacy backdrop, scheduling sessions when the home is quieter, or arranging a community-based study venue. Safeguarding concerns identified through the screen are escalated to the DSL.

Digital safety risk

Maintained jointly by the DSL, the Director NEO & Head of School, and IT support. Reviewed termly. Covers:

- Account and access controls (managed accounts, 2FA, role-based permissions).
- Filtering and monitoring effectiveness for learners aged 11–18.
- Platform vulnerabilities, supplier security postures, and DPIA status of all tools.
- Incident response readiness (cyber-attack, data breach, account compromise).
- AI-related risks per the NEO Artificial Intelligence Policy.

Cross-reference: **Online Safety and Acceptable Use Policy**.

DSE risk for learners

NEO recognises that learners are spending a substantial proportion of their week in front of a screen. The DSE risk frame for learners covers:

- Cumulative screen time across NEO and personal use.
- Posture and ergonomics — particularly for learners using kitchen tables, beds, or shared spaces.
- Sensory load — visual contrast, audio quality, hyperfocus risk.
- Eye health — break frequency, lighting, screen distance.

Practitioners support learners and families to apply DSE good practice. Where a learner has SEND or a medical condition that intersects with screen use (e.g. epilepsy, migraine triggers, certain visual processing differences), the SENDCo records bespoke adjustments in the learner's individual support plan.

Livestream operational risk

For each live session pattern, NEO holds an operational risk record covering:

- Host controls and waiting room defaults.
- Procedure for handling a livestream intrusion (“Zoom-bomb” equivalent on Google Meet).
- Procedure for handling an in-session safeguarding disclosure.
- Procedure for handling a learner becoming distressed or unresponsive on camera.
- Procedure for connectivity loss mid-session — both teacher-side and learner-side.
- Recording protocols and retention.

Live sessions are configured to NEO’s standard host controls; deviations require DSL approval.

Review and assurance

- The Director NEO & Head of School reviews the online risk registers termly with the DSL and IT support.
- The Proprietor receives an online risk summary at least annually.
- Significant changes (new platforms, new AI tools, new DPIAs, serious incidents) trigger an off-cycle review.

Related policies

- **Child Protection and Safeguarding Policy**
- **Online Safety and Acceptable Use Policy**
- **NEO Artificial Intelligence Policy (Diamond Standard)**
- **Practitioner Lone Working Policy**

Document control

Field	Value
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Owner	Director of Operations

Field	Value
Status	live
Source file	3. Service Delivery/Nudge Education Risk Assessment Policy Jan 2026 (2).pdf