POLICY TITLE	Risk Assessment Policy
VERSION NUMBER	1.1
APPROVAL DATE	08/07/2025
EFFECTIVE DATE	30/01/2025
POLICY AUTHOR	Vanessa Leach
REVIEW DATE	31/07/2026
APPROVED BY	Vanessa Leach / Rob Hughes
STATUS	Active
DISTRIBUTION	All company
REVIEW CYCLE	Annual

REVIEWS COMPLETED

ROLE	NAME	SIGNATURE	DATE
Managing Director	Vanessa Leach		07/01/2025
Head of Teaching & Learning	Rob Hughes		07/01/2025

DETAILS OF POLICY UPDATES

DATE	DETAILS
08/07/2025	Removed section 10 as all no appear in Tute's platform
08/07/2025	Added new section 10 to explain how the platform now supports
08/07/2025	Added to 8.2 that Tute will create its own risk assessment based on student's information
08/07/2025	Added to 8.3 that Tute also has a non-safeguarding risk register

1   Introduction

Tute Education (Tute) is committed to ensuring that all students access online learning in a safe, structured, and supportive environment. Robust risk assessment measures are essential for identifying and mitigating potential risks that could affect student safety, well-being, engagement, and learning outcomes. This policy sets out the framework for assessing risks associated with students accessing Tute's provision and the responsibilities of all stakeholders in managing those risks.

This policy aligns with OEAS Standard 4.8, ensuring that risk assessments are systematically carried out and reviewed, with appropriate actions taken to mitigate identified risks.

2   Purpose and aims

This policy aims to:

- Establish a clear framework for identifying, assessing, and mitigating risks related to students accessing Tute's provision.

- Ensure a systematic approach to identifying, assessing, and mitigating risks that may affect students using Tute's online provision.

- Ensure that student welfare, safeguarding, and online safety risks are proactively managed.

- Define clear roles and responsibilities for commissioning partners, Tute, parents, and students.

- Support compliance with safeguarding, online safety, and risk management best practices.

- Ensure that risk assessments remain a continuous process and are updated as student circumstances change.

- Support compliance with Keeping Children Safe in Education (KCSIE), the Prevent Duty, and data protection laws.

3   Scope

This policy applies to:

- **Commissioning partners (schools, local authorities, non-mainstream settings)** responsible for assessing student risk prior to enrollment.

- **Tute staff**, including teachers, safeguarding leads, and the partnerships team, who monitor and escalate risks.

- **Parents and carers**, who play a role in providing a safe home learning environment.

- **Students**, whose engagement and behaviour contribute to identifying emerging risks.

It covers risk assessment in the following areas:

- Safeguarding and student well-being

- Online safety and cybersecurity

- Supervision and engagement

- Mental health and learning needs

- Technical and accessibility risks

4   Related policies

This policy also aligns with Tute's risk management policy, which outlines the broader approach to identifying, assessing, and mitigating risks across the organisation, including safeguarding and operational risks.

For further details, refer to:

- Tute risk management policy

- Tute safeguarding policy

- Student health and safety policy

- Risk assessment guidance

5   Risk assessment in practice

Tute applies a structured and proactive approach to risk assessment, ensuring that potential risks across safeguarding, online safety, student engagement, cyber security, and accessibility are identified, mitigated, and regularly reviewed.

Risk assessment is not a standalone exercise but a continuous process that informs service delivery, decision-making, and safeguarding responsibilities. While students access education remotely in settings outside of Tute's direct control, we ensure that any identified risks are communicated with commissioning partners where necessary to support mitigation.

As part of this, Tute:

- Embeds risk assessment within lesson observations, student engagement tracking, and quality assurance processes.

- Ensures ongoing input from staff and stakeholders to refine risk management strategies.

- Integrates cyber security protections into our risk management framework, in line with best practices for online education.

This approach aligns with OEAS Standard 4.8, ensuring that risk assessment is embedded in all areas of provision and systematically informs how risks are managed.

6   Roles and responsibilities

6.1   Tute Education

- Reviews risk assessments provided by commissioning partners.

- Ensures that staff are trained to identify and escalate risks.

- Provides monitoring through QA lesson observations, learning walks, curriculum walks, lesson recordings, pastoral sessions, engagement tracking, and safeguarding procedures.

- Works with commissioning partners to mitigate newly identified risks.

6.2   Commissioning partners

- Complete a risk assessment before enrolment, considering safeguarding, home learning environment, and technical access.

- Provide safeguarding contacts and confirm supervision arrangements where required.

- Update risk assessments if new risks arise and share them with Tute.

6.3   Parents and carers

- Ensure students have a safe, structured home learning environment.

- Report any concerns about their child's well-being to the commissioning partner or Tute.

6.4   Students

- Follow online learning expectations and report concerns about their safety or well-being.

7   Tute's approach to risk assessment

Tute Education takes a structured and proactive approach to risk assessment, ensuring that all aspects of our service are safe, effective, and responsive to the needs of students, staff, and commissioning partners. Risk assessment is embedded within service delivery, safeguarding, online safety, and quality assurance to identify and mitigate potential risks before they impact students' learning experiences.

By embedding risk assessment within Tute's governance, monitoring, and quality assurance processes, we ensure that risks are not just identified but actively managed to maintain a safe and structured learning environment for all students.

Our approach aligns with Tute's risk management policy, which sets out a systematic process for identifying, assessing, and controlling risks. The key principles that guide our approach include:

- **Organisation-wide risk management**: Tute systematically assesses risks related to safeguarding, online safety, data security, accessibility, student engagement, and technical infrastructure. Risk is considered across all areas, including service delivery, compliance, operations, and finance.

- **Ongoing risk identification and mitigation**: Risks are continuously identified, documented, and reviewed through lesson observations, engagement tracking, safeguarding reviews, and governance oversight.

- **Risk prioritisation and control**: Risks are assessed using a risk matrix that evaluates likelihood and impact, ensuring that the most significant risks are mitigated first.

- **Collaboration with stakeholders**: Tute works closely with commissioning partners, schools, and local authorities to assess risks affecting students' access to and engagement in online learning.

- **Clear escalation and governance processes**: Risks are escalated and addressed through structured reporting mechanisms, including weekly risk meetings, leadership reviews, and board-level oversight.

8   Student risk assessment

Tute's enrolment form is designed to systematically capture key risk indicators, including safeguarding status, SEND details, and supervision needs. This process helps identify potential risks early, ensuring that appropriate support and mitigations are in place before a student accesses our provision.

During this process, Tute highly recommends that partners conduct a risk assessment of the student accessing online education.

Tute provides a structured risk assessment template for commissioning partners who do not have their own format. This ensures that ore risk assessments are completed and provides consistency in risk identification and mitigation across students accessing our provision.

8.1   Enrolment and risk identification

The enrolment process requires commissioning partners to complete an online form that gathers key student information, including:

- Whether the student should be added to Tute's safeguarding high-risk register

- SEND details and cohort information to identify any additional support needs

- Any additional context or risk factors identified by the commissioning partner

- A designated safeguarding contact for each student (Tute will not enrol a student without this)

8.2 Risk assessment requirement

As part of the enrolment process, partners are asked whether they have completed a risk assessment for the student:

- If yes, they are required to submit the risk assessment to Tute. The ops team will follow this up.

- If no, they are guided through an explanation of why risk assessments are highly recommended.

  - They are provided with a risk assessment template (if they do not already have one).

  - They are directed to risk assessment guidance, which outlines key areas to consider.

- If a risk assessment is not received within two weeks of enrolment, Tute will conduct an internal review and complete a risk assessment based on the information available.

Risk assessments should be reviewed at least once per term or when significant changes occur in a student's circumstances. Tute works with commissioning partners to ensure assessments remain current and reflective of student needs.

8.3 Risk mitigation and ongoing review

Once a risk assessment is submitted (or a partner has confirmed completion), Tute will:

- Review the risk assessment to ensure that identified risks are appropriately managed.

- Work with the commissioning partner to address any concerns or gaps.

- Monitor risks on an ongoing basis through lesson observations, engagement tracking, safeguarding procedures, and regular check-ins.

- Update risk assessments as student circumstances change, ensuring risk management remains an active process.

8.4 Supporting resources

To facilitate the process, commissioning partners have access to:

- **Tute education risk assessment template** for partners who need a structured format

- **Tute education risk assessment guidance** detailed explanations of risk areas and best practices

Commissioning partners are encouraged to use these resources to ensure students access learning in a safe, structured, and well-supported environment.

These are accessible on the Partner Hub or from a Tute team member.

9   Ongoing risk monitoring and review

Tute's risk assessment process is supported by ongoing monitoring, quality assurance, and governance oversight, ensuring that risks are regularly reviewed and mitigated.

- **Safeguarding risk register**: Tute maintains a safeguarding risk register to identify and track key risks, with controls and mitigations reviewed.

- **Non-safeguarding risk register**: Tute also maintains a non-safeguarding risk register to capture broader risks affecting students, such as access, engagement, and inclusion.

- **Lesson monitoring and engagement tracking**: Tute systematically monitors risk factors such as engagement, and well-being through structured processes, including lesson observations, engagement tracking via our platform, and safeguarding team reviews. Trends are identified through termly safeguarding reports, and concerns are escalated through structured reporting pathways to leadership and commissioners as needed

- **Structured escalation and review**: Identified risks are escalated based on severity. Immediate concerns are flagged to safeguarding leads, while ongoing risks are reviewed during weekly safeguarding meetings and termly governance reviews.

- **Governance and accountability**: Risk assessments are formally reviewed at leadership meetings, with significant safeguarding and operational risks reported to the board for oversight. Any significant emerging risks are escalated through established reporting channels.

10 Platform support

Tute's platform plays a central role in supporting risk identification and mitigation. Key student information, including safeguarding status, SEND needs, engagement data, and non-standard

requests, is recorded and updated in real time. This ensures that staff have access to accurate, current information when planning and delivering lessons.

The platform also supports ongoing monitoring by capturing attendance, participation indicators, and teacher feedback.

Information shared by commissioning partners at enrolment is integrated into the platform to inform planning and ensure appropriate support from the outset.