|  |
| --- |
| **Hertfordshire County Council** |
| **Adult - Risk Assessment Management Plan (RAMP)** |
|  |
|  |
| **Guidance developed by Child Protection School Liaison Service April 2019** |
| **Name of School / Education setting ………….……………………………………….****Date of RAMP (select date from the drop-down button below)** **[Pick the date]** |

|  |
| --- |
| **The Development, Implementation and Review of this risk management plan is the responsibility of the headteacher / principal of the school. Support and guidance are available from the Child Protection Schools Liaison Team. See full RAMP guidance document at: hgfl@rampguidance**  |

|  |
| --- |
| **CONTENTS** |
| **Page 2** | * **DETAILS OF ADULTS AND /CHILD/REN**
* **CONTEXT AND REASON FOR RAMP BY ASSOSIATION**
 |
| **Page 3** | **RISK ASSESSMENT PROCESS:****INFORMATION SHARING AND RISK ASSESSMENT BY OTHER SAFEGUARDING AND SPECIALIST AGENGENCIES** |
| **Page 4** | **RISK ASSESSMENT PROCESS:****ADULTS VIEW OF RISK**  |
| **Page 5 and 6**  | **RISK ASSESSMENT PROCESS:****SCHOOLS INFORMATION AND EVAULATION OF THE RISK BY ASSOSIATION*** **Context and bullet point summary of all agencies view on risk and key concerns.**
* **What are the risks/concerns in relation to the school setting?**
* **Who could be harmed and how?**
* **In which situation could the risk occur?**
* **Factors that may heighten or lower the risk?**
 |
| **Page 7** | **MANAGEMENT PLAN****THE RISK MANAGEMENT PLAN** * **Interventions to reduce risk**
 |
| **Page 8** | **CONSENT TO SHARE INFORMATION****RAMP AGREEMENT BY**  |
| **APPENDIX 1****Page 9 - 15** | **TERMS OF REFERENCE AND GUIDANCE**  |
| **APPENDIX 2** **Page 16** | **CHRONOLOGY** |
| **APPENDIX 3** **Page 18** | **RAMP REVIEW**  |

|  |
| --- |
| DETAILS OF ADULTS AND /CHILD/REN  |

|  |  |
| --- | --- |
| **NAME OF ADULT WHOM IS A RISK TO CHILDREN / RESON FOR RAMP**  |  |
| **NAME OF CHILD/REN AND THEIR ‘ASSOSIATION’ TO THE ADULT / REASON FOR RAMP.**  |  |
| **NAME OF ADULT / S AND THEIR ‘ASSOSIATION’ TO THE ADULT / REASON FOR RAMP.**  |  |

|  |
| --- |
| CONTEXT AND REASON FOR RAMP BY ASSOSIATION  |

|  |  |  |
| --- | --- | --- |
| **Date**  | **Details of incident(s)****Any background or history and**  | **Outcome - Include nature of how disclosure made**  |
|  |  |  |

|  |
| --- |
| INFORMATION SHARING AND RISK ASSESSMENT BY OTHER SAFEGUARDING AND SPECIALIST AGENCIES |

*School to record a summary of other agencies involvement and sharing of information, this can include any formal risk assessment by other agencies e.g. child protection concerns, or police / probation risk Matrix 2000, initial/core assessment, OaSYS.*

|  |  |  |
| --- | --- | --- |
| **Agency / professional**  | **Consent to share information?**  | **Summary of other agencies involvement / risk assessment of the adult.** |
| **Police**  |  |  |
| **Probation** |  |  |
| **Police** **Public Protection unit (PPU)**  |  |  |
| **Children services / Child and Family safeguarding team**  |  |  |
| **Health** |  |  |
| **Adult social care / other** |  |  |
| **School / Education setting** |  |  |

|  |
| --- |
| ADULTS VIEW OF RISK |

This is an opportunity for the subject of the RAMP to express their view and have this recorded as part of the agreement.

|  |
| --- |
| Name and date ……………………………………………………………………………………………………………. |

|  |
| --- |
| SCHOOLS INFORMATION AND EVAULATION OF POTENTIAL RISK  |

|  |  |
| --- | --- |
| **Context, bullet point summary outlining the reason for the necessity of the RAMP?**  |  |
| **What are the potential risks/concerns in relation to the school / education setting?** |  |
| **Who could be at risk and how?** |  |
| **In which situation could the risk occur?** |  |

What are the known factors that heighten the risk and what are the factors that could lower the risk?

|  |  |
| --- | --- |
| **Factors that may heighten the risk and why**  | **Factors that may lower the risk and why** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| THE RISK MANAGEMENT PLAN |

**INTERVENTIONS TO REDUCE RISK** - *Actions, arrangements, strategies etc that can be put in place to minimise and reduce the risk.*

|  |  |  |
| --- | --- | --- |
| **Interventions to reduce risk** | **Who**  | **When**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Actions to be taken if an incident occurs or there is a breach of this RAMP agreement?** |  |  |
| Review RAMP, change and modify strategies. |  |  |
| Inform parents or carers of any relevant child / young person.  |  |  |
| Make a safeguarding referral to children services if a child /ren have suffered significant harm or continue to be at risk.03001234043Report to the police if a criminal act has been committed against a child / young person 101 |  |  |
| See legal advice |  |  |
| Contact the school’s child protection school liaison officercpsloadmin@hertfordshire.gov.uk |  |  |

|  |
| --- |
| CONSENT TO SHARE INFORMATION RECONFIRMED |

This is for the subject of the RAMP to reconfirm that they have given permission for headteacher / designated senior person for safeguarding to share information with other key agencies involved - please note there may be occasions when this is over ridden because of circumstances, if this is the case this can be recorded below.

|  |  |
| --- | --- |
|  **key agencies include (if involved or relevant)** | **Permission to share / gather information or not?**  |
| **Police** |  |
| **Children services** |  |
| **Probation** |  |
| **Public Protection unit** |  |
| **Adult care services**  |  |
| **Child Protection School Liaison officer** |  |
| **Local authority designated officer (LADO)**  |  |
| **Other**  |  |
|  |  |

**Risk Management Plan agreed by:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Signature** |
|  | **Head Teacher / principal** |  |
|  | **Chair of Governors****(if applicable)** |  |
|  | **Subject**  |  |
|  | **Other Agencies?****(name of agency)** |  |

|  |
| --- |
| APPENDIC 1 - TERMS OF REFERENCE AND GUIDANCE |

Risk is defined as

*...uncertain prediction about future behaviour with a chance that the future outcome of the behaviour will be harmful or negative’*

A risk assessment can be characterised as a:

*...probability calculation that a harmful behaviour or event will occur and involves an assessment about the frequency of the behaviour/event, its likely impact and who it will affect. (Kemshall, 1996)*

**Safeguarding framework**

**Keeping Children Safe in Education (DfE 2019)** This is statutory guidance from the Department for Education issued under Section 175 and 157 Education Act 2002. Schools and colleges must have regard to it when carrying out their duties to **Safeguard and Promote the welfare of children.** This document sets out the legal duties with which Education settings mustcomply, e.g.

‘Everyone in the education service shares an objective to help keep children and young people be safe by contributing to’ –

* *providing a safe environment for children and young people to learn in education settings; and*
* *identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.*

**Q & A**

**What is a RAMP?**

**RAMP** stands for, Risk Assessment Management Plan. It is a framework that can assist education settings to **identify** and **manage risk** arising from adult’s actions, behaviour or / offences towards a child / ren and there has been an arrest, charge or a conviction. The RAMP is helpful when an adult in the circumstances below presents a risk to children:

* a parent / carer, relative of a child / young person in the school community.
* an adult who works / volunteers in any capacity including governors, at the school.
* A friend of the parents of a child / young person in the school community
* Any other named relevant circumstance that affects the safety of the children / young people in the school community.

A RAMP is needed only if it is the intentions of the subject to continue to have contact with the school via their child / ren / relative e.g. pick children up / drop them off, attend parents’ evenings, plays and other school events.

Please note- where low risk permits, there can be potential for adult to request prearranged access to the school for the purpose of accessing updates about the child educational progress. This access will only be considered and agreed under very strict circumstances that would need an additional risk assessment and full agreement of the Headteacher / principal.

**What happens if the subject will not be having any contact with the school for any purposes?**

If a subject of a potential RAMP has no cause or need to have contact with the school t**here would be no requirement for a RAMP**, however Headteacher / principle would need to have this in writing as part of an agreement with the subject.

**How does a Headteacher or principal become aware of a person who is associated to the school and is a risk to children?**

* The subject who is a risk to children self discloses to the school
* The subject’s spouse / relative discloses to the school
* Another agency such as children’s social care, adult services, Police, Probation, local authority designated officer (LADO) or other relevant agency informs the school
* Third hand information from another adult or child living in the community
* The details of subjects’ offences could feature in a local / national newspaper.

**What is the responsibility of the school?**

The RAMP management and process is the ultimate responsibility of the Headteacher / principal of the school to identify any risk and have measures in place to mage this and therefore safeguard children.

Advice and support can be sought from the child protection liaison team if required / necessary.

 It is also the responsibility of the Headteacher / principle to be the **author of the RAMP** document and **ensure implementation and reviewing of the process** is adhered to.

However, the ongoing management of this RAMP can be delegated to another appropriate member of the senior leadership team e.g. designated lead for or deputy designated lead for safeguarding.

Where appropriate the headteacher / principle must always speak directly to the subject of the RAMP when gathering information and clarification as to communicate through a subject’s spouse or relation could result in a breach of the **General Data Protection Regulations 2018 (GDPR).**

**What is the purpose?**

As set out under Section 175 and 157 Education Act 2002, schools and colleges must have regard to carrying out their duties to **Safeguard and Promote the welfare of children.** This means supporting and protecting children from any potential harm and to escalate to appropriate services if it is considered that a child or group of children are at risk. Any type of potential risk to children either from an adult or another child must be taken seriously, and measure must be put into place to evidence that the school can reduce risk for a child, school wider community and the subject themselves – please see the RAMP document for more details of how and why.

**Who is involved in a RAMP?**

The RAMP is **not a specialist risk assessment tool**; such risk assessments are undertaken by Specialist services such as: Social Care- children services, adult services, Police, Probation local authority designated officer (LADO)or other relevant agencies. Where these specialist risk assessments exist, it is the role of the education settings headteacher, principal or to ‘**work** together’ as set out in section 27 of the children act 1989 with those agencies to share and gather information so that any risk can be appropriately understood and a plan formulated to reduce and mange any identified risk. This would require consent from the subject of the RAMP.

**What about Confidentiality, who needs to know?**

The education setting along with other agencies and the subject of the RAMP will agree from the onset who needs to know and how commination and recording keeping will be managed.

In order to comply with the GDPR the subject of the RAMP, communication and sharing of information will be processed using secure systems; this includes record keeping and storing information securely.

**Where will the RAMP document be kept?**

* If it is an employee - on their HR file
* If related to a child in the setting - on the child’s safeguarding file
* For the offender - PPU or / and probation may want a copy in order to continue to support all parties in the review process.

**What happens if the circumstances of the alleged / convicted perpetrator become in the public domain?**

There is always uncertainty with child protections matters and whereas school will comply confidentiality school cannot guarantee that the circumstances of the adult do not leak into the public domain, this could occur if:

* The alleged / convicted perpetrator of the RAMP breaches agreement of confidentiality and bail conditions / other police orders
* The adult employee / volunteer or parent disclose to others
* The victim, their family or friends disclose to others
* The press may publish details of the case

The ramification of any area of the above occurring is considered carefully within the planning stage of the RAMP e.g. if the education setting is approached by anxious parents, the headteacher / Principal will have a prepared statement that will be worded so that no detail confirmation about the matter will be divulged. What is normally stated and advised could include:

*‘The school is aware of a matter, this has been taken seriously we have consulted the appropriate agencies and have protective measures in place to support and safeguard children’….*

**Who is responsible for monitoring and reviewing the RAMP?**

The headteacher / principle or an identified member of the senior leadership team. The education setting is responsible for the implementation, coordination and monitoring of the RAMP.

The headteacher / principal will contact all relevant parties involved and attend any meeting to agree or review the RAMP can take place at either the school (if safe to do so) or take place at Social Care offices.

The subject of a RAMP can invite their partner or relative or any form of support if they require. This includes legal representation but please note this is not a statutory / legal document, as stated it is not intended to be adversarial and relays on the consent and willingness of the subject to engage.

**What happens if the terms and conditions of the RAMP is breached?**

If there is a breach from the subject or any one assisted to them Headteacher /Principal must escalate immediately to:

* The subjects case worker e.g. probation PPU or the police
* If case not open to services and there has been a crime committed against a child or they are at risk of this person, report this to the **police immediately on 101**
* The child’s / case worker if open to children services, if not a child protection referral to be made on **03001234043,** if there is NO clear indication of child suffered / at risk of significant harm headteacher / principal can call the consultation hub for advice on **01438 737511.**
* In addition to the above convene an immediate review of the RAMP will be arranged.
* If applicable, HT / Principal may also seek **legal advice** from their provider.

**What happens if the adult does NOT agree with the terms and conditions of the RAMP, and refuses to sign it?**

The **RAMP is NOT a legal document** and the process **should not be adversarial**, therefore the headteacher / principal will need to seek legal advice in order to establish an alternative way of safeguarding children from the identified risk, this may result in the school being advised accordingly to write to the subject of the RAMP to inform them that they will not be permitted on the grounds of the school without a RAMP in place.

**What if subject of the RAMP wishes to complain?**

If there is a complaint against the school in respect of the reason / process of implementation of the RAMP, the complainant will be signposted to the school’s complaints procedure.

**The Process and Implementation**

|  |  |  |
| --- | --- | --- |
| **What**  | **How**  | **Whom / When**  |
| **Identification of risk – this can emerge from:**  | Gathering information including checking what can and cannot be shared without alleged / convicted offender and subject of RAMP (parent, employee/ Volunteer) permission – Note, in some cases the offender’s relative will be advised by employer or children services / police to volunteer the information / circumstances to the employer as at this stage the local authority do not have the right to do this. Liaise with other agencies re their assessment of risk so that a risk management plan can be formulated and agreed with the school, college, alleged / convicted offender, employee / volunteer and other agencies.Seek agreement from all parties | * The Relative, they may choose to disclose to child’s school or their employer if they work there
* alleged / convicted offender
* The school
* The press
* Police, including public protection unit (PPU)
* Children services
* Probation
* local authority designated officer (LADO)
* Human resources
* The Public
* Child Protection School Liaison Officer
* Herts for learning (Governance)
 |
| **The process once the need for a RAMP has been identified and agreed by all parties** | 1. Meeting or telephone liaison between professionals to share information/assessments, discuss concerns and levels of risk, and agree content of a draft RAMP. Agree what is negotiable and non-negotiable, as this will need to be made clear when the RAMP is shared with the subject.
2. All relevant parties / subjectof RAMP to be made aware of the education settings intention to put in risk management. A copy of the terms of reference to be given / sent to the individuals.
3. Headteacher / principle to draft RAMP / obtain template from Hertfordshire grid for learning.
4. Professionals involved to confirm agreement of the content of RAMP if applicable as this is the role and responsibility of the headteacher / principal as this relates to safeguarding the children and school community.
5. The parent of child and the subject of the RAMPto receive a copy of the draft RAMP and TOR. Headteacher / principal, police or probation; to meet to discuss and agree the RAMP. This may be as follows:
* **Employee / volunteer** – this can be held at the school – person can bring a source of support if they wish.
* **Alleged /convicted perpetrator**- police agency to liaise and agreement of the content. This will not take place at the education setting.
1. Meeting with adult parent, employee / volunteer. To take place at the education setting with HT and CPSLO ‘only if necessary’.
2. Other professionals to be invited if relevant to the process e.g. police CS if the case is open.
3. Discuss and finalise RAMP with the subject at the meeting, if finalised at this point - RAMP to be signed by relevant parties. Timescales for review agreed.
4. Relevant parties to receive a signed copy of the finalised RAMP.
 | All relevant parties, but- HT to liaise and coordinate parent / employee communication and meetings etc  |

|  |
| --- |
| APPENDIX 2 - CHRONOLOGY |

***Below are prompts to structure and support your thinking when recording incidents. Record each incident as this will help establish if there is a pattern of behaviour. It will also provide evidence of what support has and hasn’t worked. Please keep this in the child/young person’s safeguarding file.***

 **Name of subject…………………………………………………………………………**

 **School …………………………………………………………………………………………**

|  |  |  |
| --- | --- | --- |
| **Date** | **Incidents / concerns / positive responses**  | **Outcome****recorded by** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| APPENDIX 3 - RAMP REVIEW |

***Additional information relevant to the assessment of risk must also be noted at this review meeting as risk may increase/decrease based on new information, including assessment by other agencies, the school’s chronology (Appendix Six).***

**Review held on…………………………………….**

|  |  |
| --- | --- |
| **NAME OF ADULT WHOM IS A RISK TO CHILDREN / RESON FOR RAMP**  |  |
| **NAME OF CHILD/REN AND THEIR ‘ASSOSIATION’ TO THE ADULT / REASON FOR RAMP.**  |  |
| **NAME OF ADULT / S AND THEIR ‘ASSOSIATION’ TO THE ADULT / REASON FOR RAMP.**  |  |

**Any updates from key agencies:**

|  |  |
| --- | --- |
| **Agency / professional**  | **Summary of other agencies involvement / risk assessment and updates.** |
| **Police**  |  |
| **Probation** |  |
| **Police** **Public Protection unit PPU**  |  |
| **Children services / Child and Family safeguarding team**  |  |
| **Health** |  |
| **Adult social care / other** |  |
| **School / Education setting** | **Any concerns:****Any positive comments:****Any additions / changes to be made to RAMP:**  |

**Date of next review to be held on…………………………………….**