

## Reduced 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.

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

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

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



What is the likely impact for the child if they cannot access their entitlement to a full-time school place?

What will be the benefit to the child of receiving a short-term reduced timetable?

How will any impact on them be monitored?

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.***