Tarbiyyah Global Academy
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RISK ASSESSMENT POLICY

Identifying and managing the risks of an online school

ACADEMIC YEAR 2026 – 2027

Policy name	Risk Assessment Policy 2026–2027
Applies to	All pupils, parents, staff, trustees and volunteers of Tarbiyyah Global Academy
Policy owner	Headteacher
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.2)
Next review due by	31 August 2027
Read alongside	Health, Safety and Wellbeing Policy; Child Protection and Safeguarding Policy; Safeguarding: Extremism and Radicalisation Policy; Data Protection Policy; Online Safety and Acceptable Use Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Purpose

Risk assessment is how the Academy thinks ahead. This policy sets out how risks to pupils, staff, data and the continuity of education are identified, assessed, reduced and reviewed.

2. Our Approach

Every risk assessment follows five steps:

1. Identify the hazard or risk.
2. Decide who might be harmed and how.
3. Evaluate the risk (likelihood × impact) and decide on controls.
4. Record findings, owners and deadlines.
5. Review regularly and after any incident or change.

Risks are rated on a simple 1–5 scale for likelihood and impact, giving a score from 1 to 25.

Score	Response
1–6 (low)	Manage through normal routines
8–12 (medium)	Specific controls required; review termly
15–25 (high)	Immediate action; reported to the Headteacher and trustees

3. The Academy Risk Register

The Headteacher maintains an Academy Risk Register, reviewed each term by senior leaders and annually by trustees. It includes, as a minimum:

Area	Examples of risks considered
Safeguarding	Unknown persons joining lessons; unrecorded one-to-one contact; pupils abroad at risk; children missing education
Online platforms	Platform outage; account compromise; misconfigured meeting settings
Data protection	Data breach; loss of staff devices; international data transfers
Safeguarding: extremism	Online radicalisation; guest speakers; external content
Teaching continuity	Staff absence; time zone clashes; failure of internet or power for staff
Pupil wellbeing	Excessive screen time; isolation; mental health
Assessment integrity	Cheating in online tests; AI misuse
Recruitment	Staff recruited from outside the UK where checks differ (see the Safer Recruitment Policy)
Finance and reputation	Fee income; complaints; social media
In-person events	Venue safety; travel; supervision

4. Specific Risk Assessments

Specific written risk assessments are completed for:

- every virtual guest speaker, external provider or external resource, on the Virtual Guest Speaker and External Content Risk Assessment form (see the Safeguarding: Extremism and Radicalisation Policy);
- any in-person event, trip or examination sitting;
- any new platform or major change to platform settings (combined with a data protection impact assessment);
- individual pupils where needed, for example a pupil with a medical condition, significant SEND or a safeguarding plan;
- staff with specific needs, including pregnancy or disability;
- any member of staff for whom the usual criminal record checks cannot be obtained in full (see the Safer Recruitment Policy).

5. Business Continuity

The Academy maintains a continuity plan so that education continues if a platform fails or key staff are unavailable. It includes: alternative meeting links; offline work set in the Student Portal; a cover rota; out-of-hours contact routes; and backup of key records. The plan is tested before launch and reviewed annually.

6. Monitoring and Review

This policy and the Risk Register are reviewed annually by the Headteacher and trustees.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith