



Each community/ministry should consider completing a risk assessment form for the entire ministry/community, this will establish where the possible risks may be for all involved in that community/ministry. The risk assessment will allow you plan on how you will mitigate against any possible risk, putting controls in place to create and maintain a safe environment for all.

It would be good practice to complete a risk assessment for each activity that involves the participation of children or persons in vulnerable situations. Those involved in leading the activities should meet with the person in charge and the safeguarding contact person and complete the following steps:

1. Identify and list the risks: look for hazards in the nature of the activity, and in the place where you are holding the activity.

Areas to be considered include:

- Have all staff and volunteers been recruited properly? (including reference checks etc).
- Have all staff and volunteers had safeguarding awareness in relation to working with children and/or people in vulnerable situations?
- Does everyone understand their role?
- Does everyone know what to do if they are concerned about a child/person in a vulnerable situation (reporting protocols)?
- Have appropriate supervision ratios been put in place?
- Have children and their carers given their consent to participate and been informed of rules for the activity?
Have persons in vulnerable situations (and their carers if applicable) given their consent to participate and have been informed of the rules for the activity
- Have practical considerations been assessed for risk – e.g. where are toilets, washing and changing facilities?
- What security measures have been considered – e.g. access to the venue by non-participants?



Standard 1

- Will internet /technology be used in the activity? Who has access and how is it monitored?
- Has consideration been given to the safe collection of children after the activity?
- Has everyone been briefed on the content of the risk assessment and what policies to follow in the event that a concern is identified?
- Does everyone know who the Safeguarding Contact Person is and how to contact them?

It may be helpful to consider these risks in stages of the activity, for example, what are the risks in advance of the activity, on arrival, during the activity and after.

2. Identify the controls/plan that needs to be put in place to limit the risk.

3. Identify who is responsible for managing the risk and the correct implementation of the associated procedures. This should include those directly responsible for the children/person in vulnerable situation's activities and those with specific responsibilities for safeguarding at the community/ministry.

4. These steps should be used to complete the risk assessment form. The leaders of each local activity involving children/persons in vulnerable situation's activities are required to identify risks and procedures relevant to its own situation.

The risk assessment must be available to all. Leaders of activities with children/persons in vulnerable situations must have a copy and be aware of its contents.

Reviews

Risk should be periodically reviewed, especially in circumstances when a venue changes, a new activity takes place or the members of the group change. If no new risks are present, a review of the risk assessment should take place at least annually.