|  |  |
| --- | --- |
| Name of group |  |
| Date risk assessment reviewed |  |
| Name and role of person(s) reviewing the risk assessment |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Who is at risk?** | **Likelihood of harm** | **Consequence** | **Control needed** | **Person(s) responsible** |
| Unsuitable group leaders | Children and other group leaders | Low | Child safeguarding concerns | * Safe recruitment procedures * References sought * Vetting * Code of behaviour for adults supervising children * All leaders aware of safeguarding procedures * Two leaders for the group have attended safeguarding training |  |
| Unsuitable venue for practice | Children and Adults | Low | Health and safety | * Suitable room that is conductive to teaching and learning for children |  |
| Inadequate toilet facilitates | Children | Low | Child safeguarding concerns | * Location of toilet facilities assessed * Toilets must be fit for purpose * Leaders clearly instructed around toilet procedures for children during the session * Disabled toilets are available, or toilets are accessible * Toilets are not located external to building |  |
| Not enough leaders for the activity | Children | Low | Child safeguarding concerns | * Follow supervision ratios outlined in Safeguarding Handbook * Ensure that adult leaders agree to arrive at venue before children * Rota for activity shared and agreed with leaders |  |
| Child wandering from the group | Children | Possibility | Child safeguarding concerns | * Sign in and out register complete * Procedure agreed with parent/guardian for dropping and collecting children * Children understand and agree to code of behaviour * Assess number of entrances and exists in building |  |
| Medical issue with a child | Children | Possibility | Health and safety | * Emergency contact information for parents/guardians on consent forms * Review medical information in consent forms * Fully stocked first aid kit available in building * Accident and incident form available and are completed following an accident / incident. * Parents notified of accident / incident when collecting child (good practice to give copy of form to parents). * Serious accidents / emergencies: contact numbers for emergency services / parents or guardians readily available. |  |
| Child misbehaves | Other children | High | Disrupts activity  Upsets other children | * Children are aware and agree to code of behaviour. * Discuss with parents/guardians if necessary |  |
| Parents doesn’t turn up to collect child | Children | Possibility | Child is upset  Safeguarding concern | * Two adult leaders stay with the child * Procedure for dropping and collecting agreed with parents * Telephone numbers for parents recorded in consent forms |  |
| Activity is not inclusive for those with additional needs | Young person and adults | Medium | Room not suitable for those with poor mobility.  Minimal supervision ratios.  Health and safety. | * Ensure room used are accessible to all * Disabled toilets are available, or toilets are accessible * Increase supervision ratios when needed * Parental consultation with group leader re: child’s needs prior to activity |  |
| Bullying | Young person and adults | Medium | Safeguarding concerns | * Code of Conduct in place for Children/Young People * Code of Conduct for Adults/Leaders * All incidents of bullying to be brought to attention of group leader immediately * Accident/Incident Forms available * Discuss incidents with parents/guardians where necessary |  |
| Unauthorised adult being part of the activity | Young person and adults | Low | Safeguarding concerns | * All adults working with the young people to be Garda vetted, trained (where appropriate) * New staff/volunteers to go through parish recruitment procedures * Supervision rota in place * Number of entrances and exits is limited * Sign in / sign out book complete * Drop off and collection point agreed with parents |  |
| Unauthorised photography / recording of videos | Young person and adults | Medium | Safeguarding concerns | * Parents to explicitly give consent for photos/videos on consent form. * Leaders aware of Diocesan Social Media policy & procedures. * Storage of photos/videos in line with Diocesan GDPR policy and procedures, and Diocesan Social Media policy |  |
| Inadequate Fire Safety procedures | Young person and adults | Medium | Health and Safety | * Leaders and children aware of fire exits and assembly points * Fire drill / procedures explained to children * Assembly point(s) clearly marked |  |
| Leaders not informed about DLP contact details | Young person and adults | Low | Safeguarding concerns | * Leaders attend safeguarding training where appropriate * Co-ordinator informs all leaders about Diocesan DLP structure * Safeguarding posters displayed on site |  |