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

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| **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
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| Unsuitable venue for practice  | Children and Adults  | Low  | Health and safety | * Suitable room that is conductive to teaching and learning for children
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| 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
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| 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
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| 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
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| 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.
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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