

ENSURING SAFE MINISTRY WITH CHILDREN (RISK ASSESSMENT & MANAGEMENT)

NAME OF PARISH	Parish Based Ministry Details of Ministry
NAME OF GROUP	DATE OF RISK ASSESSMENT
NAME AND ROLE OF PERSON(S) COMPLETING THE RISK ASSESSMENT	NAME: ROLE:

Delete if not Appropriate

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed	Person(s) Responsible
Leaders 1.	Consent and authorisation not in place	Young Person & Adults	Low	Inappropriate activity	<ul style="list-style-type: none"> Parental/guardian consent form(s) signed by parents/guardians Agreement of Parish Priest/Safeguarding Rep Groups divided according to age/ability and timetable for activities designed in advance Name tags to display group name 	
1.1	Unsuitable group leaders	Children and other group leaders	Low	Child safeguarding concerns	<ul style="list-style-type: none"> 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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Leaders 1.2	Not enough leaders for the activity	Children	Low	Child safeguarding concerns	<ul style="list-style-type: none"> Follow supervision ratios Ensure that adult leaders agree to arrive at venue before children Rota for activity shared and agreed with leaders 	
1.3	Unauthorised adult being part of the activity	Young person and adults	Low	Safeguarding concerns	<ul style="list-style-type: none"> 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. 	
1.4	Unauthorised photography / recording of videos	Young person and adults	Medium	Safeguarding concerns	<ul style="list-style-type: none"> Parents and children/young people 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. 	
					<ul style="list-style-type: none"> 	

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Premises 2.	Unsuitable venue for practice	Children and Adults	Low	Health and safety	<ul style="list-style-type: none"> Suitable room that is conducive to teaching and learning for children 	
2.1	Multiple group activities in location	Children	Medium	Safeguarding concerns Risk of injury	<ul style="list-style-type: none"> Supervision at all times and adequate number of leaders 	
2.2	Inadequate toilet facilities	Children	Low	Child safeguarding concerns	<ul style="list-style-type: none"> 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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Child 3	Child wandering from the group	Children	Possibility	Child safeguarding concerns	<ul style="list-style-type: none"> • Sign in and out register complete • Procedure agreed with parent/guardian for dropping and collecting children, to include any other person who may collect or drop off • Children/Young People to contribute to, understand and agree to code of behaviour • Assess number of entrances and exists in building 	
3.1	Medical issue with a child	Children	Possibility	Health and safety	<ul style="list-style-type: none"> • Emergency contact information for parents/guardians on consent forms. • Review medical information in consent forms • First aid kit available in building • Accident and incident form available and are completed following an accident / incident. • Parents notified of incident / accident when collecting child (good practice to give copy of accident/Incident form to parents). • Serious accidents / emergencies: contact numbers for emergency services / parents or guardians readily available. 	
3.2	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.	<ul style="list-style-type: none"> • 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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3.3	Bullying	Young person and adults	Medium	Safeguarding concerns	<ul style="list-style-type: none"> • Code of Conduct in place for Children/Young People. Children/Young People to contribute to, understand and agree to code of behaviour • Code of Conduct for Adults/Leaders • Diocesan Bullying Policy in Place • All incidents of bullying to be brought to attention of group leader immediately. • Accident/Incident Forms available. • Discuss incidents with parents/guardians where necessary 	
3.4	Child misbehaves	Other children	High	Disrupts activity Upsets other children	<ul style="list-style-type: none"> • Children/Young People to contribute to, understand and agree to code of behaviour • Discuss with parents/guardians if necessary. 	
					<ul style="list-style-type: none"> • 	

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Parent 4	Parents doesn't turn up to collect child	Children	Possibility	Child is upset Safeguarding concern	<ul style="list-style-type: none"> • Two adult leaders stay with the child. • Procedure agreed with parent/guardian for dropping and collecting children, to include any other person who may collect or drop off • Telephone numbers for parents recorded in consent forms. 	

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Post Ministry Report

Outline any incidents or matters of concern which arose. For each incident/concern outline what actions were taken to address same.

Incident/Concern	Action Taken
Review at end of ministry or after 6 months	Action Required/Taken

Resources/forms etc. available at: <https://www.safeguarding.ie/> (National Board for Safeguarding Children in the Catholic Church in Ireland)

Vetting Service:

Vetting Service

vetting@limerickdiocese.org

Training Requests

Safeguarding Service

Email: finola.downes@limerickdiocese.org

Advice/Support

Director of Safeguarding

Reporting Concerns

Tel: 087 3233564

Email: ger.crowely@limerickdiocese.org