

ENSURING SAFE MINISTRY WITH CHILDREN – FAITH CAMPS

(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:

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed Delete if not Appropriate	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	Young Person(s) being transported during Activity in Leaders Car	Young Person & Adults	Low	Not compliant with Diocesan Policy Safeguarding Concerns	<ul style="list-style-type: none"> Parents informed of start time and end time for camp, and that supervision of children cannot be guaranteed outside of these times In case of emergency, parents made aware of reason for young person being transported Adult not to be alone in the car with a young person on their own Adult leaders to have appropriate insurance 	

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed Delete if not Appropriate	Person(s) Responsible
Leaders 1.2	Adequate Supervision	Young Person & Adults	Medium	Safeguarding Concerns Health & Safety	<ul style="list-style-type: none"> Supervision ratios adhered to “Floating” leader(s) in place Daily Supervision Rota in place for break-times, areas to be supervised clearly designated at leaders’ briefing sessions. Parents informed of start and end time for camp, and that supervision of children cannot be guaranteed outside of these times Where possible, leaders also to eat lunch in sight of children to provide “extra eyes” on yard 	
1.3	Special Activities e.g. Art, Drama, Music	Young Person & Adults	Medium	Health & Safety	<ul style="list-style-type: none"> Activities planned according to age/ability level Ensure Area(s) suitable for activity Art, Music, Drama, Sport equipment stored safely Potentially dangerous equipment not to be used or kept within reach of young people Costumes for drama to be worn over children’s own clothing and children to get ready themselves for drama, with Leader supervision. 	
1.4	Medical/Dietary /Allergy Concerns	Young Person & Adults	Medium	Health & Safety	<ul style="list-style-type: none"> Parents to note any medical dietary/allergy concerns on Camp Registration Forms Parents of Under 18 Volunteers to note any medical dietary allergy concerns on Camp Leader Registration Forms Information managed within Diocesan GDPR requirements. Child participants at camp to bring own food/drink. 	
1.6	Under 18 Leaders present at Leader Evening Gathering	Young Person & Adults	Medium	Safeguarding Concerns	<ul style="list-style-type: none"> Joint Consent forms filled in by Parents U18 Leaders Parents clearly informed as to start end times and activities involved Camp Code of Conduct for Young People Adults in place Appropriate Supervision Ratio Adult never on their own with a Young Person Appropriate activities 	

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed Delete if not Appropriate	Person(s) Responsible
Premises 2.	Use of Adequate Toilet Facilities during Camp	Young Person & Adults	Medium	Risk of Safeguarding Concerns	<ul style="list-style-type: none"> Clearly designated separate toilets for leaders / young persons and children Leaders clearly instructed around toilet procedures for children during training session Disabled toilets are available and/or toilets are accessible 	
2.1	Appropriate and Safe facilities for Altar Servers	Young Person & Adults	Low	Risk of breach of Safeguarding Guidance	<ul style="list-style-type: none"> Children at camp do not robe as servers When processing to Mass/to adoration room, minimum of two adults (priest & leader) always present with servers 	
2.2	Areas Free of Clutter/Potential Physical hazards	Young Person & Adults	Medium	Health & Safety	<ul style="list-style-type: none"> Environmental Risk/Hazard Assessment carried out prior to camp. Potential risks noted and dealt with appropriately Leaders to clear and prep area(s) each morning prior to camp and each afternoon after camp Leaders to monitor/note any potential hazard throughout the day and bring to the attention of Camp Coordinator. 	
2.3	Fire Safety	Young Person & Adults	Medium	Health & Safety	<ul style="list-style-type: none"> Leaders instructed in the procedures of the Fire Drill per the commencing of the camp Fire Drill / procedures explained to children on Day 1 of Camp Assembly point(s) clearly marked Designated Leader in place Attendance rolls taken in morning, amended during the day if necessary LED candles to be used in prayer spaces 	
2.4	Appropriate Space for Games & Activities	Young Person & Adults	Medium	Safeguarding Concerns Health & Safety	<ul style="list-style-type: none"> Outdoor space to be suitable and well-supervised Public access controlled 	

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed Delete if not Appropriate	Person(s) Responsible
Premises					<ul style="list-style-type: none"> • Taping off of “out of bounds” areas and young people clearly informed of boundaries • Supervision Ratios/Rota’s in place • Designated Junior/Senior play areas in place for break-times if necessary (depending on numbers at camp). 	
2.5	Kitchen/Food Preparation	Young Person & Adults	Low	Health & Safety	<ul style="list-style-type: none"> • It is the responsibility of the parents/guardian to provide their children with lunches/snacks • Designated person responsible for ensuring HACCP standards met • Dietary Allergy issues for Under 18 Volunteers recorded on Registration Forms/information shared with leader responsible for food preparation. 	
2.6	Access to Car Parks/Roadways	Young Person & Adults	Medium	Health & Safety Safeguarding Concerns	<ul style="list-style-type: none"> • Number of entrances and exits is limited • Adequate Supervision in place • Procedures in place for the arrival and collection of children 	
2.7	Multiple group activities in location	Young Person	Medium	Child safeguarding concerns	<ul style="list-style-type: none"> • Supervisor at all times and adequate number of leaders 	
					<ul style="list-style-type: none"> • 	

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed Delete if not Appropriate	Person(s) Responsible
Child 3.	Accident on Site	Young Person & Adults	Low	Health & Safety	<ul style="list-style-type: none"> Fully stocked first aid kit available at camp Volunteer trained in First Aid / nurse available on site for camp Accident / incident forms available Emergency contact information for parents/guardians on registration forms Parents notified of minor 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 	
3.1	To ensure Activity is inclusive for those with Additional Needs	Young Person & Adults	Medium	Room not suitable for those with poor mobility Minimal supervision ratios Health & Safety	<ul style="list-style-type: none"> Ensure room(s) used for camp are accessible to all Disabled toilets are available, or toilets are accessible Increase supervision ratios when needed Parental consultation with camp coordinator re: child's needs prior to camp Check insurance etc. is in place Alternative appropriate activities timetabled if needed 	
3.2	Bullying	Young Person & 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 conduct Code of Conduct for Adults/Leaders Diocesan Bullying Policy in place Safeguarding Training Session mandatory for leaders prior to Camp. All incidents of bullying to be brought to attention of Camp Coordinator immediately Accident/Incident Forms available 	

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed Delete if not Appropriate	Person(s) Responsible
Child 3.2	Unauthorised Photography Recording of Videos	Young Person Adults	Medium	Safeguarding Concerns GDPR Concerns	<ul style="list-style-type: none"> • Parents and children/young people to explicitly give consent on registration form • Leaders aware of Diocesan Social Media Policy & procedures • Designated photographer (Garda Vetted) appointed for camp • “No Photography or Recording of Videos” signs prominently displayed in camp • Notice clearly displayed in camp: “No use of mobile phones during day” • Storage of photos/videos in line with Diocesan GDPR policy and procedures, and Diocesan Social Media policy 	

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed Delete if not Appropriate	Person(s) Responsible
Parent 4.	Unauthorised Adults being part of Activity/Gaining access to Camp	Young Person & Adults	Low	Safeguarding concerns	<ul style="list-style-type: none"> • All adults working with young people to be Garda Vetted and trained (where appropriate) • New staff/volunteers to go through parish recruitment procedures • Security plan and supervision rota in place • Number of entrances and exits is limited • Registration/security desk at entrance, manned at all times • Leaders clearly identifiable (tee shirts/name tags) • Children to be collected at the door of camp by parent/guardian or other designated person. Leaders to supervise • All leaders/visitors sign in and out each day 	
4.1	Visiting Religious/Priests/Guests	Young Person & Adults	Medium	Safeguarding Concerns	<ul style="list-style-type: none"> • Visiting Priests to follow Diocesan Safeguarding Procedures (Garda Vetting to be checked by the Leader prior to the commencement of the camp) produce Celebret/Letter of Good Standing if required) • “Day visitors” to be accompanied in camp by vetted safeguarding trained leader 	

Risk	Who is at Risk?	Likelihood of Harm	Consequence	Control Needed	Person(s) Responsible

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