

## ENSURING SAFE MINISTRY WITH CHILDREN (RISK ASSESSMENT & MANAGEMENT)

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

	Risk	Who is at Risk?	Likelihood of Harm	Consequence	<b>Delete if not Appropriate Control Needed</b>	<b>Person(s) Responsible</b>
<b>Leaders</b> 1.	Consent and authorisation not in place	Young Person & Adults	Low	Inappropriate activity	<ul style="list-style-type: none"> <li>Parental/guardian consent form(s) signed by parents/guardians</li> <li>Agreement of Parish Priest/Safeguarding Rep</li> <li>Groups divided according to age/ability and timetable for activities designed in advance</li> <li>Name tags to display group name</li> </ul>	
1.1	Unsuitable group leaders	Children and other group leaders	Low	Child safeguarding concerns	<ul style="list-style-type: none"> <li>Safe recruitment procedures</li> <li>References sought</li> <li>Vetting</li> <li>Code of behaviour for adults supervising children</li> <li>All leaders aware of safeguarding procedures</li> <li>Two leaders for the group have attended safeguarding training</li> </ul>	

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<b>Leaders</b> 1.2	Not enough leaders for the activity	Children	Low	Child safeguarding concerns	<ul style="list-style-type: none"> <li>Follow supervision ratios</li> <li>Ensure that adult leaders agree to arrive at venue before children</li> <li>Rota for activity shared and agreed with leaders</li> </ul>	
1.3	Unauthorised adult being part of the activity	Young person and adults	Low	Safeguarding concerns	<ul style="list-style-type: none"> <li>All adults working with the young people to be Garda vetted, trained (where appropriate).</li> <li>New staff/volunteers to go through parish recruitment procedures.</li> <li>Supervision Rota in place</li> <li>Number of entrances and exits is limited.</li> <li>Sign in / sign out book complete.</li> <li>Drop off and collection point agreed with parents.</li> </ul>	
1.4	Unauthorised photography / recording of videos	Young person and adults	Medium	Safeguarding concerns	<ul style="list-style-type: none"> <li>Parents and children/young people to explicitly give consent for photos/videos on consent form.</li> <li>Leaders aware of Diocesan Social Media policy &amp; procedures.</li> <li>Storage of photos/videos in line with Diocesan GDPR policy and procedures, and Diocesan Social Media policy.</li> </ul>	

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<b>Premises</b> 2.	Unsuitable venue for practice	Children and Adults	Low	Health and safety	<ul style="list-style-type: none"> <li>Suitable room that is conducive to teaching and learning for children</li> </ul>	
2.1	Multiple group activities in location	Children	Medium	Safeguarding concerns Risk of injury	<ul style="list-style-type: none"> <li>Supervision at all times and adequate number of leaders</li> </ul>	
2.2	Inadequate toilet facilities	Children	Low	Child safeguarding concerns	<ul style="list-style-type: none"> <li>Location of toilet facilities assessed.</li> <li>Toilets must be fit for purpose.</li> <li>Leaders clearly instructed around toilet procedures for children during the session.</li> <li>Disabled toilets are available, or toilets are accessible.</li> <li>Toilets are not located external to building.</li> </ul>	

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<b>Child</b> 3	Child wandering from the group	Children	Possibility	Child safeguarding concerns	<ul style="list-style-type: none"> <li>• Sign in and out register complete</li> <li>• Procedure agreed with parent/guardian for dropping and collecting children, to include any other person who may collect or drop off</li> <li>• Children/Young People to contribute to, understand and agree to code of behaviour</li> <li>• Assess number of entrances and exists in building</li> </ul>	
3.1	Medical issue with a child	Children	Possibility	Health and safety	<ul style="list-style-type: none"> <li>• Emergency contact information for parents/guardians on consent forms.</li> <li>• Review medical information in consent forms</li> <li>• First aid kit available in building</li> <li>• Accident and incident form available and are completed following an accident / incident.</li> <li>• Parents notified of incident / accident when collecting child (good practice to give copy of accident/Incident form to parents).</li> <li>• Serious accidents / emergencies: contact numbers for emergency services / parents or guardians readily available.</li> </ul>	
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"> <li>• Ensure room used are accessible to all.</li> <li>• Disabled toilets are available, or toilets are accessible.</li> <li>• Increase supervision ratios when needed.</li> <li>• Parental consultation with group leader re: child's needs prior to activity.</li> </ul>	

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3.3	Bullying	Young person and adults	Medium	Safeguarding concerns	<ul style="list-style-type: none"> <li>• Code of Conduct in place for Children/Young People. Children/Young People to contribute to, understand and agree to code of behaviour</li> <li>• Code of Conduct for Adults/Leaders</li> <li>• Diocesan Bullying Policy in Place</li> <li>• All incidents of bullying to be brought to attention of group leader immediately.</li> <li>• Accident/Incident Forms available.</li> <li>• Discuss incidents with parents/guardians where necessary</li> </ul>	
3.4	Child misbehaves	Other children	High	Disrupts activity Upsets other children	<ul style="list-style-type: none"> <li>• Children/Young People to contribute to, understand and agree to code of behaviour</li> <li>• Discuss with parents/guardians if necessary.</li> </ul>	

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

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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](mailto:vetting@limerickdiocese.org)

Training Requests

Safeguarding Service

Email: [finola.downes@limerickdiocese.org](mailto:finola.downes@limerickdiocese.org)

Advice/Support

Director of Safeguarding

Reporting Concerns

Tel: 087 3233564

Email: [ger.crowley@limerickdiocese.org](mailto:ger.crowley@limerickdiocese.org)