**Part A to be completed before the activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity:** | | | |
| **Date of activity:** |  | **Duration of activity eg morning, all day:** |  |
| **Location and venue:** |  | | |
| **Name/s of activity’s leader/s and contact details:** |  | **Assessment carried out by and date**: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participants, ratios and specific needs** | | | | |
| **Age range:** | **Between**  (lower age) | **And**  (upper age) | **Adult-child ratio:** | (Ratio here) |
| **Number of expected participants and gender (if known):** | (Details here) | | | |
| **Any known specific needs of participants:** | (Details here) | | | |
| **Any adjustments needed:** | (Details here) | | | |
| **Communication with parents/carers:** | (Eg. Have any adjustments above and any medical need been discussed with parents/carers? Yes/No) | | | |
| **First aid provision** | (Eg. Name of first aider, location of first aid box, safe storage of any medication) | | | |

**Risk Matrix**

**Be aware of all types of harms eg physical, psychological, sexual, etc.**

**This is to protect the adults organising and/or helping as well as children and/or young people taking part in the activity.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Severity**  **Likelihood** | **Slight Harm**  Eg for physical harm: superficial injuries, minor cuts/grazes and bruises | **Harmful**  Eg for physical harm: minor fractures, ill health leading to temporary disability | **Extremely harmful**  Eg for physical harm: multiple injuries, major fractures, fatalities |
| **Unlikely** (rarely happens) | Low (L) | Low (L) | Medium (M) |
| **Likely** (often happens) | Low (L) | Medium (M) | High (H) |
| **Very likely** (nearly always happens) | Medium (M) | High (H) | High (H) |

***Purple /red /green italic text in table below is for reference. This is not an exhaustive list but is to be used as prompts. Please adapt/ add to/ delete rows and/or text as appropriate for your own situation.***

|  | **Hazards** | **Who might be harmed and how** | **Risk (use matrix above: L/M/H)** | **How is the risk being managed to mitigate against it?** | **Actioned by** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Risks posed by a***  ***pandemic*** | *Covid infection* | *All participants or anyone else in the vicinity, by not observing measures put in place* | *Use matrix above to decide whether H/M/L* | *Measures to manage risk outlined in invitation/ information sent before activity.*  *At start of activity reminder of measures to manage risk and respect for individual choice.*  *Hand sanitiser available at (name where).*  *Disposable masks available for any who wish to use them.*  *Ensure empty mugs, rubbish etc is cleared away promptly.* | *Names of persons responsible for each of these actions to the left* |  |
| ***Risks posed by other***  ***children/YP and/or***  ***adults*** | *Abuse: physical psychological*  *Sexual*    *Other?* | *Children/YP through adults or other Children/ YP having opportunities to abuse them.*  *Adults through Children/YP making false accusations against them.* | *Use matrix above to decide whether H/M/L* | *Children/YP to always be within sight and/or hearing of adults.*  *Adults are planned to cover all physical spaces.*  *A minimum of 2 adult leaders to be with Children/YP at all times (see Focolare Guidelines for ratio and supervision).*  *Take into account what would happen if one of the adults had to leave to accompany a child to hospital or was taken ill themself.*  *Toilet arrangements to be carefully considered and managed.*  *Ensure all are aware of safe use of toilets.*  *Children/YP to have an age/stage-appropriate understanding of measures that are in place to protect them and what they should do/ who they should go to if they have any concerns.* | *Names of persons responsible for each of these actions to the left* | *Things to think about:*  *Have the adults leaders and helpers had appropriate training, including* [*safeguarding training*](https://learning.nspcc.org.uk/training/)*, and have the necessary* [*vetting and barring checks*](https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment#vetting-disclosure-and-barring-checks) *been undertaken?*  *Is everyone clear about their own roles and responsibilities and, crucially, what to do if they have any concerns about a child's or young person's welfare?*  *Is the* [*right level of supervision*](https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children/) *in place for your group?*  *What are the facilities available for toilets, washing and changing?*  *Do the children and young people themselves know and understand the ground rules for the activity, and why those ground rules are there?*[[1]](#footnote-1) |
| ***Risks posed by other***  ***children/YP and/or***  ***adults*** | *Example: Strangers on site* | *Another group is using the same venue but a different room: Adults or other Children/YP having opportunities to abuse Children/YP.* | *H* | *A minimum of 2 adult leaders to be with Children/YP at all times.*  *Agree with the venue that separate spaces are used for the 2 groups (toilets in particular). Explain to children/YP that another group is on site and we have designated spaces.*  *Have a plan for emergencies: what to do if someone on site poses a concern.* |  | *Things to think about:*  *Does anyone else have access to the location?*  *If so, what risks does this present in terms of safeguarding?*  *How will you restrict/manage access?*  *Have you spoken to the YP what to do if they are worried/uncomfortable?* |
| *Example: Adult helpers/Parents on site* | *Adults having opportunities to abuse Children/YP.* | *H* | *A minimum of 2 adult leaders to be with Children/YP at all times. Make sure adults who have not gone through safe recruitment (DBS/PVG, references, training) are not left alone with children (other than their own) unsupervised.* |  |  |
| *Example: Opportunities to access Children/YP in bathrooms* | *Adults or other Children/YP having opportunities to abuse Children/YP.* | *H* | *Make sure there are separate toilet areas for adults and children; for older and younger children; for boys and girls.*  *If this is not possible, arrange different breaks or that supervision of access is in place.* |  |  |
| *Example:*  *Bullying* | *Adults or other Children/YP having opportunities to bully Children/YP.* | *H* | *Make sure group agreements/ground rules include bullying, what to do if you see this happen/if you experience bullying/whom to talk to. What happens to the person who bullies (see Focolare Guidelines on Bullying).* |  |  |
|  |  |  |  |  |  |  |
| ***Risks posed by the***  ***physical***  ***environment***  ***Risks posed by the***  ***physical***  ***environment*** | *“Distinguish between serious risks to children’s health (like head injuries, spinal injuries, burns and scalds) and more minor injuries that are simply part of growing up for active children (like grazed or bruised knees). Focus most of your energies on preventing serious accidents, such as those that lead to hospital admission.”[[2]](#footnote-2)* | *All attending the activity through a range of potential risks both inside and outside.* | *Use matrix above to decide whether H/M/L* | *See completed ‘2018 Safety checklist for venue’ for this activity.*  *Refer to completed ‘2018 Safety checklist for venue’ for this activity for any actions.* | *Name of person/s responsible for completed ‘2018 Safety checklist for venue’ for this activity.* | *‘2018 Safety checklist for venue’ available* [*here*](https://1drv.ms/w/s!Av6fXy2e7HxJgQcxP2javjX2ZPlB?e=Qru5oU) *or via Focolares or Focolare GB Safeguarding team:* [*safeguarding@focolare.org.uk*](mailto:safeguarding@focolare.org.uk)  [*safeguarding.admin@focolare.org.uk*](mailto:admin.safeguarding@focolare.org.uk) |
| *Example: Traffic* | *All attending, Children/YP (Young People) and adults, but especially children when crossing the road (under age of 9 find difficult to judge speed of cars)* | *H* | *Walk the route through beforehand to identify the safest route.*  *Give clear instruction to the children/YP before going out.*  *Adults to be at the beginning and at the end of the group, to direct and supervise road crossing. If young children adults to hold their hands.*  *Choose safe crossing e.g. pedestrian crossing.* |  |  |
| *Example: Hot water from kettle* | *All attending, YP and adults, but especially children during/preparing ‘cup of tea with God’* | *H* | *Adults to prepare drinks for children (or supervise drink making if YP are older). Let drinks cool down a bit and don’t overfill the mugs. Instruction to be careful if YP are walking with the drink to somewhere else (clear route from obstacles as well).*  *First Aider available.* |  |  |
| *Example: Food and drink allergies* | *All attending, Children/YP and adults* | *H* | *Leaders to ensure they have allergy information from parents and inform all adults especially those in charge of meals/snacks. If food is buffet style, make sure food can be identified in its contents so YP know what they can eat.*  *[Child’s Name] has an Epipen, when s\he arrives at the meeting, s\he knows to hand in Epipen to [Leader’s name]. [Leader’s name] is a First Aider and has received training/instructions from parent on how to use Epipen.* |  |  |
| *Example: Fire - kitchen / electric equipment* | *All attending* | *M* | *All to be aware of procedures in the event of a fire.*  *Fire extinguishers and fire exists identified in Safety Checklist for venues - and all adults aware.*  *Only nominated people to use the kitchen / YP use the kitchen supervised.*  *Use ‘in line’ extension leads rather than ‘cube’ types and avoid overloading them (too many adaptors or extension to extension).*  *[Adult Name] knows how to use an extinguisher, only use it if it is safe. See venue Checklist for link to online training video.* |  | *In case of a fire: Get Out, Stay Out and Call Out the fire service (999).*  *Stay calm, call everybody and take all YP and adults out through fire exits. If possible, close doors behind you. Stay low and crawl if there is smoke. Check everyone is out and if someone is still in, tell the fire service.* |
| *Example: Wet grass from rain* | *All attending, Children/YP and adults may slip when running or walking.* | *M* | *Leaders to check the field before taking children/YP outside. If it is too wet, plan alternative indoors. If not too wet, consider not doing running games but alternative walking games (lower risk).* |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by** |  | **Role/s in planned activity eg lead/ responsible for safeguarding/ other** |  |
| **Print name** |  | **Date** |  |

***Please continue on next page***

|  |  |  |
| --- | --- | --- |
| **Sharing of Risk Assessment**  I confirm that this risk assessment has been shared with key adult leaders named below taking part in the planned activity, before the activity took place: | **YES/NO** | **Date/When:** |

|  |  |  |
| --- | --- | --- |
| **Names of key adult leaders**  **taking part in planned activity (please print clearly)** | **DBS (England, Wales)/PVG (Scotland) cleared (Yes/No)** | **How was this risk assessment shared,**  **eg in person, via Zoom, etc** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Part B to be completed after the activity**

|  |  |
| --- | --- |
| **Activity/event register**  Names (including surnames) of children/young people who attended the activity/event. Add new rows as relevant. | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Incidents of significance including concerns** | **Response/action taken, who by and date** |

|  |
| --- |
| **Note here any ‘niggles’ (ie anything not of ‘concern’ but made anyone ‘wonder’ or feel ‘uncomfortable’ as, if these are repeated, they may become a ‘concern’)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by** |  | **Role/s in activity**  eg lead/ responsible for safeguarding/ other |  |
| **Print name** |  | **Date form completed** |  |

***Once completed, please save this form in PDF and send it to:*** [***safeguarding.admin@focolare.org.uk***](mailto:safeguarding.admin@focolare.org.uk)

1. NSPCC Managing Safeguarding Risks when planning activities: https://learning.nspcc.org.uk/news/2019/october/managing-safeguarding-risks-when-planning-activities [↑](#footnote-ref-1)
2. NSPCC Safeguarding and Child Protection Standard for the volunteer and community sector 2019 (<https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf> ) [↑](#footnote-ref-2)