



Keeping our communities safe
Archdiocese of Southwark
Safeguarding Risk Assessment

Safeguarding Risk Assessment

Name of Parish

Date assessment carried out;

Address

Date review of assessment required

Signature of assessor

How we carried out the safeguarding risk assessment

1. We read CSSA and/or Southwark Archdiocese Safeguarding Policy and understand the importance of creating safe environments for all
2. We recognise that safeguarding is about ensuring everyone remains safe
3. We reflected on any safeguarding concerns that have been raised historically and any live issues to learn and improve our safeguarding function
4. We reflected on who within our Parish may have safeguarding experience and who could assist in this risk assessment.
5. We considered whether we needed to consult with our PSR or the Diocesan Safeguarding Team.
6. We considered the event/activity that we are running/hosting and those that may be attending and considered the potential risks and any hazards presented by the event/activity.
7. We explored and put in place mitigations to any potential risks identified.
8. We recorded the findings of our assessment using this template.
9. We ensured that this risk assessment was communicated to all parties involved accordingly, including anyone new who joins the activity/event.
10. We have put the risk assessment into practice, making sure that each identified action is progressed/completed within this template.
11. We will continue to review the safeguarding function within our Parish/Community

Guidance for categories of Risk Assessment.

Please contact the Archdiocese Safeguarding team if require any further guidance, support or assistance on safeguardingoffice@rcaos.org.uk

Adults supervising/supporting/involved in event/activity	
Safer Recruitment	If required, all adults should have gone through safer recruitment & hold a current DBS for the age
Other adults in attendance	Consider how to manage and supervise additional adults present Eg parents, audience, visitors etc
Managing behaviour of supervisors (Clergy/Volunteers/Staff) that falls below expectations	Consider how any unacceptable behaviour is managed/who & where to report any concerns
Removal of adult from programme	Consider a strategy to remove any adult assisting if they are unsuitable to continue being involved
Safeguarding Training	Have all adults received appropriate safeguarding training for the event
Code of Conduct/expectations set for adults	All volunteers/staff should sign a code of conduct based on the one set out in the policy
Ratio's	Ensure that there are enough appropriately checked/trained adults present
Participants-Young people/ Adults at Risk	
Priorities	What are the priorities for the event/activity & how can these be reached safely
Specific needs of group/individual	Accessibility, reasonable adjustments, gender mix, care needs, language etc
Age group considerations	Considerations regarding division or age groups (particularly over 16's)
Managing behaviour of participants that falls below expected level	Consider how any behaviour is managed/who & where to report any concerns-agree rules
Removal from programme	Consider a strategy to remove any participant if unsuitable for the activity/event
Health/wellbeing	
General medical & Well-being concerns	First aid considerations, anti-bullying policy, safeguarding lead, age appropriate activities
Specific known medical or well-being concerns	Collate all necessary medical information, permissions and medication/equipment
Mental Health considerations	Identify any MH issues, safe space, respectful engagement, clear reporting channel
Medical emergencies	Emergency contact details, contingency plan, nominated off-site contact, sufficient volunteers

Environment	
General Environment (Any health & safety considerations)	Utilise H&S tool kit, highlight any potential risks
Toilets/Facilities	Consider facilities and how to separate adults and children & Male and female. Manage Public
Areas of risk	Any known or potential areas of risk, stairs/toilets/exits/quiet or private areas
Specific Safeguarding	
Mechanism to report any concerns	Participants and organisers aware of channel to report and clear guidance on threshold for reporting
Mechanism to report any disclosures	As above
Challenging inappropriate behaviour/language	Consider strategy on management of any concerns
Use of social media	Follow strategy set out in Archdiocese safeguarding policy
Video/recording considerations	Follow strategy set out in Archdiocese safeguarding policy/ensure parent/carer permission
Off-site location of event/activity	Separate risk assessment required & if overnight follow national policy
Travel arrangements	consider identification of participants, missing person strategy, contact details, plan route
Insurance	Is insurance cover required
Any other considerations specific to the event/activity	Consider if the specific event/activity requires further risk assessment

Event/Activity to be risk assessed;

The Safeguarding Policy has been read & understood. Creating safe environments, where the safety & wellbeing of all persons present, particularly children, young people & adults at risk, remains a priority and is central to the organisation of this activity/event

Areas to Risk Assess	Who or What could cause harm?	Tick if N/A	Existing mitigation in place	Additional measures required	Who needs to take action	Date to be completed	Tick on completion	Completion date
Adults supervising, supporting, involved in event/activity								
Safer Recruitment								
Other adults in attendance								
Managing behaviour of supervisors (Clergy/Volunteers/Staff) that falls below expectations								

Removal of adult from programme								
Safeguarding Training								
Code of Conduct/expectations set for adults								
Ratio's								
Participants								
Priorities								

Specific needs of group/individual								
Age group considerations								
Managing behaviour of participants that falls below expected level								
Removal from programme								
Health/wellbeing								
General medical & Well-being concerns								
Specific known medical or well-being concerns								

Mental Health considerations								
Medical emergencies								
Environment								
General Environment (Any health & safety considerations)								
Toilets/Facilities								
Areas of risk								

Specific Safeguarding

Mechanism to report any concerns								
Mechanism to report any disclosures								
Challenging inappropriate behaviour/language								
Use of social media								
Video/recording considerations								
Off-site location of event/activity								

Travel arrangements								
Insurance								
Any other considerations specific to the event/activity								