
Safeguarding Risk Assessment

The risk assessment process provides ICDI & partner organization staff, volunteers and interns with a structured approach towards safeguarding children and young people in activities.

When undertaking the risk assessment, consideration should be given to: the audience profile + hazards/risks identified + the likelihood of the risk occurring + the consequences of the risk and this should determine the level of safeguarding measures that are necessary to make the activity safe.

A written risk management plan raises awareness of potential safeguarding issues, provides people involved with a clear line of accountability for safeguarding children and enables them to demonstrate due diligence in relation to the protection of children and vulnerable adults from harm.

All activities involving persons under the age of 18 years should include a written children and young people's risk assessment. This tool is to assist staff to minimize potential safeguarding risks to children and young people. It includes an example of risk management systems for different types of activities; however these examples are not exhaustive and should be used only as a guide.

The following process categorizes events into three types, based on the anticipated audience profile:

- **Type 1** - An adult-orientated activity that is not designed to attract children. The audience profile would predominantly be adults with a limited number of children, if any, attending.
- **Type 2** - An activity that is marketed to attract a mixed audience, including families, (un)accompanied children and adult participants.
- **Type 3** - An activity designed to attract children and/or families and is likely to attract unaccompanied children. They may involve the provision of children's entertainment (festival), tuition/coaching/mentoring, or activities involving one to one unsupervised contact with staff/providers, or activities involving other supervisory duties.

Safeguarding Risk Assessment

Activity Name			
Activity Date			
Venue			
Main Contact			
Date RA Completed			
Risk Rating	GREEN	AMBER	RED

Definition of Risk

High: Highly likely to happen and significant impact on child.

Medium: Either highly likely to happen or significant impact on child.

Low: Less likely to happen and less of an impact on child

Expected Attendees		
Children Under 12 yrs	Children aged 12 – 16 yrs	Children aged 17 – 18yrs
Number of adult (attendees + staff/volunteers)	Number of adult (attendees + paid staff/volunteers)	Number of adult (attendees + paid staff/volunteers)

* all under-18s must provide parental/legal carers consent. Over 16s may self-consent for certain levels of activity at the discretion of the organisation. However, all under-18s must provide parental consent in relation to overnight, foreign or organisation arranged travel.

**

STAFFING RATIOS		
Age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-18	1	10

Activity	People (✓)	Physical (✓)	Describe the harm or risk This list is NOT EXHAUSTIVE	Level of harm	Likelihood of hazard occurring	Solution/Mitigation This list is NOT EXHAUSTIVE	Assessment of risk after intervention
Consent	(✓)	(✓)	<ul style="list-style-type: none"> • Lack of information about individual attendees, the number of attendees, and the profile of attendees' means that we are unable mitigate risk and provide reasonable adjustments to meet individual needs. • The organisation could face legal action if risks are not identified and mitigated. • Attendees could be at risk of harm if risks are not mitigated or reasonable adjustments are not made. 			<ul style="list-style-type: none"> • Consent forms obtained for all attendees • A register is to be provided to the activity organiser at least 24 hours prior to the activity detailing relevant information on attendees • The organization to review all consent forms in advance of the activity and make any reasonable adjustments to mitigate risk, harm or upset • All activities are 'signed off' by the relevant lead staff member 	
Staffing Ratios	(✓)		<p>There is a risk of:</p> <ul style="list-style-type: none"> • Children going missing • Children not enjoying/benefiting from the activity • Children with 'additional needs' not being catered for • Parents/carers being concerned and uncomfortable • A lack of protection for those responsible for providing, funding or commissioning the activity in the event of concerns or incidents arising 			<ul style="list-style-type: none"> • Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the activity of something impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident) 	

Activity	People (✓)	Physical (✓)	Describe the harm or risk This list is NOT EXHAUSTIVE	Level of harm	Likelihood of hazard occurring	Solution/Mitigation This list is NOT EXHAUSTIVE	Assessment of risk after intervention
Legal Background Checks	(✓)		<ul style="list-style-type: none"> • Individuals working with children and or Vulnerable Adults that are not appropriately legal background checked • Children and or vulnerable adults being exposed to non DBS checked individuals • Reputational risk and at worst inappropriate individuals working with children. 			<ul style="list-style-type: none"> • All individuals who engage with activities involving children and or vulnerable adults to be legal background checked • Any new member of staff or volunteer to be legal background checked (if appropriate)** as part of the recruitment/ Induction process (internal) • Only staff or volunteers who are DBS checked to be appointed to key roles (if they involve contact with children and or vulnerable adults) 	

Activity	People (✓)	Physical (✓)	Describe the harm or risk This list is NOT EXHAUSTIVE	Level of harm	Likelihood of hazard occurring	Solution/Mitigation This list is NOT EXHAUSTIVE	Assessment of risk after intervention
Staff Safeguarding Education	(✓)		<ul style="list-style-type: none"> Staff not being able to deal with safeguarding incidents. Staff unable to identify potential safeguarding episode which in turn could lead to serious safeguarding matter or risk to life could occur. 			<ul style="list-style-type: none"> Regular staff meetings held to update on current Safeguarding legislation and best practice. Safeguarding Policy, Child Protection Policy and Complaints Policy to be included in all pre-activity correspondence. Disclosures via the Whistleblowing policy (part of Safeguarding Policy) to be managed using the WHISTLEBLOWING PROCESS and appropriate interventions actioned. 	
Suitability of Changing facilities		(✓)	<ul style="list-style-type: none"> Separate Changing Room space or changing room schedule not in place to accommodate males and females and adults and children under the age of 18. Adults being allowed to change in the same space as children. No provision to allow males and females to changing independently. 			<ul style="list-style-type: none"> Rota schedule to be put in place to ensure no U18 is changing at the same time as an adult and no female is changing in the same space as men. If only one U18, a separate changing area (office space, inside toilet etc.) to be provided. 	
Relevant Insurance is in place		(✓)	<ul style="list-style-type: none"> Inadequate or no insurance leaves everyone involved in any event at risk for liability and any legalities this incurs 			<ul style="list-style-type: none"> Evidence of Insurance certificate 	

Activity	People (✓)	Physical (✓)	Describe the harm or risk This list is NOT EXHAUSTIVE	Level of harm	Likelihood of hazard occurring	Solution/Mitigation This list is NOT EXHAUSTIVE	Assessment of risk after intervention
Travel Arrangements	(✓)	(✓)	<ul style="list-style-type: none"> • Adequate transport provided? (Enough seats, seatbelts, disabled access etc) • Insured? • Has the person driving got an appropriate license? • If stopping for toilet break (motorway services for example) how will you assure that all the children will remain safe and remain under the supervision of an appropriate adult. 			<ul style="list-style-type: none"> • Adult/child ratios must be adhered to at all times • Keep parent and young adult contact details at hand at all times • Ensure that the parents and young adults have your contact number should they become disorientated and get lost • Ensure parents and responsible adults are provided with details of all stop offs, arrival times and timetable of events and locations. • Ensure registers are taken routinely and specifically when changing location of moving on and off the transport. 	

Activity	People (✓)	Physical (✓)	Describe the harm or risk This list is NOT EXHAUSTIVE	Level of harm	Likelihood of hazard occurring	Solution/Mitigation This list is NOT EXHAUSTIVE	Assessment of risk after intervention
Facility H&S	(✓)	(✓)	<ul style="list-style-type: none"> • Injuries can be sustained by tutors, staff, attendees or spectators, arising out of the poor condition of venues and facilities used to hold events. • Participants and staff could be injured, during game play. • Staff and visitors can be injured by slipping or falling 			<ul style="list-style-type: none"> • Pre event inspection of facility conducted. • Daily visual inspections of: <ul style="list-style-type: none"> ○ The pitch or playing surface. ○ Routes to the pitch and access/egress points. ○ Stands and seating ○ Dug-outs ○ Goal posts. ○ Indoor space. • Staff trained on how to operate flood lighting. • Players are made aware, via application process, to bring appropriate kit (e.g. shin-pads, boots, trainers etc.) • Playing customers are aware that it is their responsibility to attend with appropriate equipment. • Venue is well lit, including access (stairways etc.). • Venue kept tidy • Flooring routinely inspected and any loose flooring fixed promptly. 	

Activity	People (✓)	Physical (✓)	Describe the harm or risk This list is NOT EXHAUSTIVE	Level of harm	Likelihood of hazard occurring	Solution/Mitigation This list is NOT EXHAUSTIVE	Assessment of risk after intervention
Photography/film consent	(✓)		<ul style="list-style-type: none"> • People taking photos of players and children without the appropriate permission • Pictures being uploading onto sites without the appropriate permission • Photographers with no legal background check having access to children 			<ul style="list-style-type: none"> • All events must complete the appropriate consent forms • All photographers must have the appropriate legal background check in place • All photographers to be provided with the do's and don'ts checklist prior to the event and reminded on their responsibilities o the day. 	
Social media considerations	(✓)		<ul style="list-style-type: none"> • People attending may upload photographs of children onto social media sites without the relevant permission; • Derogatory comments which can lead to conflict 			<ul style="list-style-type: none"> • Although organizers cannot police everything it is important that we stress the importance of gaining permission off others before uploading pictures onto social media. • 	
First aid and medical Information	(✓)	(✓)	<ul style="list-style-type: none"> • A child's/young person medical needs not been met, unable to deal with an medical and first aid incident. • Extreme cases potential risk to life 			<ul style="list-style-type: none"> • Consent forms ask for medical details and medication. • Certified first aiders have been appointed and briefed. First Aiders are identified on site. • Attendees are aware of the location of First Aid Kits and First Aiders. • Defibrillator on site and clearly identified • Emergency vehicle access points to pitch have been identified and are accessible at all times. 	
Referral of concerns and managing allegations	(✓)		<ul style="list-style-type: none"> • Lack of knowledge and training can lead to serious risk or harm 			<ul style="list-style-type: none"> • Complaints Policy to be included in the pre-event literature. 	

Activity	People (✓)	Physical (✓)	Describe the harm or risk This list is NOT EXHAUSTIVE	Level of harm	Likelihood of hazard occurring	Solution/Mitigation This list is NOT EXHAUSTIVE	Assessment of risk after intervention
Emergency evacuation procedures	(✓)	(✓)	<ul style="list-style-type: none"> Persons left in building. Potential risk to life. 			<ul style="list-style-type: none"> All staff to be made aware of and complete fire drill evacuation of building on a regular basis. All new staff and volunteers to be made aware of evacuation procedures to follow. Signage to be clear and up to date. All attendees to receive a pre-event evacuation procedure refresh. 	
Other	(✓)	(✓)	<ul style="list-style-type: none"> Children lost or unsupervised Exposure to dangerous or inappropriate behavior (e.g. strong or offensive language, violence, substance misuse) Children purchasing or consuming alcohol Children exposed to unsuitable entertainment (e.g. adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds) 			<ul style="list-style-type: none"> A 'lost child' control point to be set up and communicated to all attendees. Staff to be introduced to all attendees and made visible throughout the event. All attendees encouraged to speak with a designated staff member in the event of any problems or concerns (i.e. lost child). 	