

OSA Chid Safeguarding Risk Assessment



Introduction

Under *Children First 2015* it is a requirement that each church body working with children undertakes an annual *Child Safeguarding Risk Assessment*. This is a planning exercise to identify any potential risk inherent to the current Safeguarding practices, the activity and the location where the ministry takes place. This will require that the Prior/PP in consultation with the Local Safeguarding Group and the Ministry Co-ordinator(s) ensure that proper Safeguarding guidelines and practices are being followed and/or are put in place to ensure that children and those who work with them are safely protected when participating in ministry activities.

This is not a Health and Safety Audit. Separately, the Prior or Parish Priest is responsible for ensuring that any identified risks regarding the venue or physical location are rectified in keeping with Province policy.

A core commitment of *Safeguarding Children 2016* is to ensure that children will be kept safe within Augustinian sacred spaces. Introducing, adopting and reviewing safeguarding practices are a key part of that on-going response.

Some examples of a proactive approach to safeguarding children and adult volunteers will include, among other steps:

- ✓ Having thorough recruitment procedures with all volunteers trained, vetted (where appropriate) and signed-up to an agreed Code of Behaviour.
- ✓ Maintaining an 'Attendance Record' and ensuring that Parental Consent Forms are completed and accessible.
- ✓ Developing a 'Code of Conduct' with and for children that they and their parents' co-sign.
- ✓ Having in place appropriate supervision ratios before, during and after the ministry activity ends (e.g. drop-off, collection and use of toilets).
- ✓ Raising awareness about how to recognise, respond, report and record a Child Protection concern or allegation.

For instance, look at the *Child Safeguarding Checklist* (p.3) overleaf. If you answer 'No' to any of the questions then the current expected standards of practice are less than what they should be and therefore, will require your attention before completing a *Child Safeguarding Risk Assessment*.

Examples of 'IDENTIFIED RISK', 'CONTROLS/PROCEDURES IN PLACE TO MANAGE RISK' and 'PERSON(S) RESPONSIBLE' are illustrated in a Sample Risk Assessment Template (See pp.5 - 8). Details of all potential risks should be noted down and the procedures and actions needed to address each risk recorded. When identifying potential or actual risk look for:

- Any weaknesses or gaps in Safeguarding practices (e.g. all volunteers trained & adhering to the Code of Behaviour).
- Any risks in the nature of the activity (e.g. nativity play).
- Any dangers in the physical location (e.g. choir loft; practice room; open church; loose cabling).

Identify the risks and where necessary plan for the required procedures to be put in place and/or actions to be undertaken to eliminate the potential harm as you fill in the *Child Safeguarding Risk Assessment*.

Every risk assessment should be reviewed by the Ministry Co-ordinator, Prior or Parish Priest in consultation with the LSG members. A note of the discussion and decisions reached should be recorded and minuted. When finally approved, the Ministry Co-ordinator and the Prior or Parish Priest should co-sign the *Risk Assessment* and ensure that the originals are stored securely. All Ministry Leaders and Parents/Guardians should be notified and provided with a copy on request. In compliance with TUSLA requirements, a public notice to that effect is to be displayed in the church porch¹ and communicated in the weekly newsletter.

A copy of each completed and approved annual *Child Safeguarding Risk Assessment* (and any subsequent reviews) should be sent to the Safeguarding Officer to facilitate an inspection by the Tusla Compliance Unit when such a request arises at Provincial level. End. (V.2 – 171121)

¹ A template for this purpose will be made available in due course.

GUIDANCE FOR PRIORS/PARISH PREISTS & MINISTRY CO-ORDINATORS

Child Safeguarding Checklist for those working with children.

1.	Has each Volunteer Leader.....	Yes ✓	No X	Proposed Action
A.	Completed an Application Form?			
B.	Supplied references which have been checked?			
C.	Completed full-day Child Safeguarding Training?			
D.	Received and presented approved NVB Clearance?			
E.	Signed-up to the Code of Behaviour for Adults?			
F.	Understood how to respond to a Child Protection concern?			
2.	Supervision	Yes ✓	No X	Proposed Action
A.	Is the Leader – Child supervision ratio adequate? ²			
3.	For each Child/Participant.....	Yes ✓	No X	Proposed Action
A.	Has a Parental Consent Form been completed, co-signed and returned?			
B.	Are the Consent Forms securely stored and Contact Details accessible?			
C.	Where applicable, are medical needs known and care responses agreed? ³			
D.	Are Attendance Records maintained and securely stored?			
E.	Has a Code of Conduct for Children been developed & co-signed by each?			
F.	Are Incident/Accident Report Forms available & accessible?			
4.	Health & Safety Audit	Yes ✓	No X	Proposed Action
A.	Has the physical location / venue been audited & approved for use?			

² Having more than the minimum (i.e. 2 adults to 8 children) means that leaders will be better placed to cope with the expected and the unexpected.

³ Depending upon the child's personal/medical needs and arising from consultation with the parents/guardians, it could be agreed that a dedicated leader with appropriate training will respond to a personal need or incident (e.g. toileting; seizure).

CHILD SAFEGUARDING RISK ASSESSMENT TEMPLATE

This form will be held in accordance with the data protection policy of the Augustinian Province Ireland. Data entered will be used only for the purposes indicated on the form. This risk assessment is part of the Child Safeguarding Statement which can be accessed here www.augustinians.ie

This risk assessment seeks to identify any potential for harm, as defined in the Children First Act 2015, to a child while participating in activities organised by _____ and to ensure that adequate procedures are in place to manage identified risks. It will be reviewed at least annually or as soon as practicable after there has been a new risk identified or any other relevant changes.

Name of Ministry/Group/Activity: _____

Ministry/Activity Co-ordinator: _____

Leaders: _____

Date of Risk Assessment _____ Person completing Risk Assessment _____

Role _____

Others attending Planning Meeting: _____

Ministry Co-ordinator -Signed: _____ Prior/PP: _____

Date(s): _____

Follow-up:	Review	Date(s):	Action(s)	Taken:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

GUIDANCE FOR PRIORS/PARISH PREISTS & MINISTRY CO-ORDINATORS

SAMPLE TEMPLATE

IDENTIFIED RISKS	CONTROLS/PROCEDURES IN PLACE TO MANAGE RISK	PERSON(S) RESPONSIBLE/ ACTION(S) REQUIRED
<p>Unsuitable 'Volunteer Leaders'</p> <p>Risk of harm from potentially selecting unsuitable volunteers.</p>	<p>Safe Recruitment Procedures</p> <ul style="list-style-type: none"> - Application Form completed & reviewed. - References sought & checked. Vetting successfully completed. - Interview held & reviewed. - Code of Behaviour signed. - Training completed. 	<p>Prior/PP along with LSG, Ministry Co-ordinator, Province Safeguarding Development Group, Safeguarding Officer, Trainer & Vetting Co-ordinator.</p>
<p>Leaders Unaware of Duty of Care</p> <p>Risk of harm caused by leaders not recognising the indicators of abuse or being unfamiliar with responsibilities and procedures for reporting Child Protection concerns.</p>	<p>Training plan in place and relevant training delivered to Church personnel every three years.</p> <ul style="list-style-type: none"> - Local training completed including, recognising, responding, reporting & recording concerns or allegations). 	<p>Provincial, Safeguarding Development Group, Safeguarding Officer & Trainer.</p> <p>Prior/PP along with LSG, Ministry Co-ordinator, Province DLP.</p>

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SAMPLE TEMPLATE (Contd.)

IDENTIFIED RISKS	CONTROLS/PROCEDURES IN PLACE TO MANAGE RISK	PERSON(S) RESPONSIBLE
<p>Lack of Adequate Supervision Failure to provide for appropriate supervision of children during arrival, during activity or on departure from the group/activity, may expose children to harm from adults, other children or environmental factors.</p>	<p>Safe care procedures including:</p> <ul style="list-style-type: none"> - Appropriate Recruitment Procedures. - Adequate supervision ratios monitored & updated. - Joint Consent Forms. - Roles & tasks assigned & rotated. - Children and adults signing in & out. - Code of Conduct for Children. - Code of Behaviour for Adults. - Safeguarding Training & Refresher Courses provided for all personnel. - Procedure for recording & addressing incidents or accidents. 	<p>Ministry Co-ordinator (& Assigned Volunteers) in consultation with Local Safeguarding Group (LSG) & Prior/PP.</p>
<p>Shared Church Facilities Children may be exposed to risk of inappropriate behaviour from visitors or other adults or bullying by other children which could cause them harm in shared facilities (e.g. public areas; toilets).</p>	<p>Safe care procedures including:</p> <ul style="list-style-type: none"> - Code of Behaviour for Adults. - Guidance on Working with Children. - Code of Conduct for Children. - Adequate & Active Supervision. - Child Safeguarding Notice displayed with up to-date contact details. 	<p>Ministry Co-ordinator (& Assigned Volunteers) in consultation with LSG & Prior/PP.</p>

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SAMPLE TEMPLATE (Contd.)

IDENTIFIED RISKS	CONTROLS/PROCEDURES IN PLACE TO MANAGE RISK	PERSON(S) RESPONSIBLE
<p>Accidental Injury Risk of injury in room set-up or clear-up (e.g. stacked stools falling over; music equipment left unattended; electrical cabling across floor; moving from rehearsal room to main church; ascending spiral staircase to Choir Gallery).</p>	<p>Safe care procedures including:</p> <ul style="list-style-type: none"> - Health and Safety Policy & Audit completed & facilities approved. - Adequate supervision in place. - Children aware of safety instructions. - First Aid Training completed & supplies available & up to-date. - Leaders aware of Incident/Accident Procedure. 	<p>Ministry Co-ordinator (& Assigned Volunteers/First Aider) in consultation with LSG & Prior/PP.</p>
<p>Children's Behaviour Harm to other children from disruptive behaviour.</p>	<p>Safe care procedures including:</p> <ul style="list-style-type: none"> - Code of Conduct for Children. - Anti-Bullying Policy. - Appropriate supervision & training. - Dealing with Breaches of the Code of Conduct. 	<p>Ministry Co-ordinator (& Assigned Volunteers/First Aider) in consultation with LSG & Prior/PP. SDG & Safeguarding Officer.</p>

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SAMPLE TEMPLATE (Contd.)

IDENTIFIED RISKS	CONTROLS/PROCEDURES IN PLACE TO MANAGE RISK	PERSON(S) RESPONSIBLE
<p>Lack of Communications</p> <p>Children experiencing harm or on-going harm and are unaware of who to speak to if they experience inappropriate behaviour or have concerns regarding personal safety & protection.</p>	<p>Safe care procedures including:</p> <ul style="list-style-type: none"> - Child Safeguarding Policy (Summary Booklet) available on request. - Child Safeguarding Notice regarding LSG & contact details displayed & up to-dated. - Child Protection Notice displayed & up to-date. - Public Announcements & Newsletters carry relevant information on a regular basis. - Safeguarding Awareness Training completed for all volunteers. - Telephone & email access to Designated Liaison Person. 	<p>Prior/PP in consultation with LSG & Ministry Co-ordinators.</p> <p>SDG, Safeguarding Officer, DLP & Trainer.</p>
<p>ICT & Social Media</p> <p>Access to use of ICT in venue resulting in possibility of inappropriate contacts/accessing inappropriate content/ online bullying resulting in harm to the child.</p>	<p>Safe care procedures including:</p> <ul style="list-style-type: none"> - Phones, Emails or Apps. not allowed during activities. - Communication Policy agreed with parents re activity notices & updates for children. 	<p>Prior/PP in consultation with LSG & Ministry Co-ordinators.</p> <p>SDG, Safeguarding Officer, DLP & Trainer</p>