

Safeguarding Risk Assessment for Activities and Events

Church/Venue 'what3words' location slurs.shark.bolt.	Generic Church Activity	Group/Event	Example Generic event		
Please give a brief overview of the activity/event including aims, purpose, target group etc					
Date(s)/frequency		Date of assessment:			
Event Leader	David Jones	Email:		Tel:	

Event Co-ordinator – David Jones

Designated Safeguarding Lead – Lou Orange

First Aider – Pip Green

All Volunteers are Safer Recruited – Janet Black, Bob White, Sam Brown, Ray Grey, Dot Reid, Jo Smith, Lee Ruby

Circuit Safeguarding Officer (CSO)– Robbie Red – contact details

Regional Officers for Safeguarding (ROS) – Ruth Lloyd – contact details

Activity/Area	Possible risk	Likelihood of risk: low, medium or high	Impact or severity should risk occur: low, medium or high?	Action to be taken to reduce risk	Whose responsibility?
Staffing	Not having enough volunteers to make the event safe for attendees	Medium	High	- Decide minimum number of volunteers/organisers required for safe event (if Children and Young people are involved, ratios may need to be considered) - Ensure that there is a rota for volunteers so that everyone is clear when they are expected to help out - Ensure all volunteers know who to telephone if they are unwell or unable to attend - After the event, follow up with absent volunteers	- David to decide minimum safe numbers for operation - Volunteers to be given rota and all to be made aware who to contact if they are unwell or unable to attend
	Volunteers needing breaks during the event	Low	Medium	- To liaise with other members of the volunteer team so that there are always a suitable number of volunteers for each activity. - To create a rota to ensure that there are regular breaks	- David to provide a way for volunteers to indicate when they need a break - David to create a rota and share this with the volunteers
Safeguarding of children	Risk of unaccompanied Children	Medium	High	-Parents/carers must remain with their child at all times (event appropriate) -Register is kept of who is attending and who came with children.	- David and Lou to be notified immediately of any problems – the parents carers are responsible for next steps. - If they cannot be located then emergency

				-Any unaccompanied children should be kept company by Lou until parent/carer has been identified	services would need to be called.
Whilst parents/carers are responsible for their child/children at this event concerns are raised e.g.	No suncream being applied before going outside on a hot day	Medium	Medium	The parent/carer should be discreetly asked if they have sunscreen with them. Sunscreen should be made available and offered to the parent to apply to their own child. Volunteers must not apply sunscreen to any child.	All volunteers to be vigilant in observing and checking that suncream has been applied by the parent.
	The child is showing obvious signs of neglect	Medium	High	David and Lo should be informed of the concerns A record must be kept and advise sought from Local Authority Children Services Ros will support a referral where necessary	David and Lou must ensure An email is sent to the CSO and ROS immediately and followed up with a phone call as soon as possible
	The parent/carer is seen/heard being abusive to the child	Low	High	David and Lo should be informed of the concerns A record must be kept and advise sought from Local Authority Children Services immediately	David and Lou must ensure An email is sent to the CSO and ROS immediately and followed up with a phone call as soon as possible
	The parent appears			The parent/carer should be discreetly reminded of their	It may become necessary for David to ask the parent/carer

	disengaged or distracted from caring for the child safely	Medium	Medium	responsibility and expectations made clear to them. If the concern continues then Lou & David should be made aware	to take the child and leave the event if the issue continues and there is risk of harm
	Another parent becomes over involved with someone else's child	Low	Medium	Volunteers to be vigilant and to be aware of which child has come with which parent/carer. Lou should be advised and he should discreetly and sensitively advise the adult who is over involved that they should refrain. The child's parent /carer should be supported to be more actively involved if they are not already. A record should be kept of the conversation and observations	David and Lou to ensure a record is kept and that the incident is managed appropriately
	A child discloses a safeguarding concern or allegation about the parent/carer present	Low	High	Lou must be advised immediately Lou must seek immediate advice from CSO and ROS The child must be reassured that they are being listened to and what the next steps will be as per Methodist Safeguarding Policy A record must be made using where possible the child's words The ROS will support the referral to Local Authority Children's Services	David and Lou must ensure An email is sent to the CSO and ROS immediately and followed up with a phone call as soon as possible
	Concern that a parent/carer appears unfit to care for the	Low	High	David and Lou must be made aware of the concern immediately	- David and Lou must ensure An email is sent to the CSO and ROS immediately and

	child/children they have brought and that the child is at risk of harm			Lou should contact Local Authority Children's Services for advice – The Police have powers to take a child into protective care if their carer is unfit. A record must be kept of the concern and any actions taken	followed up with a phone call as soon as possible
	Children and Young people being dropped off/collected without anyone being able to receive them	Low	Medium	- Have a designated area for drop off and pick up which is communicated to the parents before hand - Have a set time for drop off and pick up - Have a designated reception area that is manned throughout the day	David to include in planning All volunteers to be made aware
	Behaviour Issues	Medium	Medium	- Collect contact details of parents so that they can be contacted if behaviour becomes unmanageable - Consider accessibility training for volunteers - Sensory station or quiet place for kids who may be overwhelmed	All volunteers to know where to find information for the parents David to call the parents if necessary
	Toys becoming a choking hazard	Low	High	Only use toys that carry the safety marking. Inspect toys regularly & dispose of any that are damaged/unsafe. Ensure that young children do not have access to toys unsuitable for their age; that may, for example, pose a choking risk.	Ensure that there is a designated play area.

	Child goes missing	Low	High	- Have group leaders with responsibility to ensure the whereabouts of each child - Have volunteers on each external door - Have an incident protocol in place	David to brief all volunteers on the incident protocol in the case of a missing child
	Child loses a parent/carer	Low	High	- Collect contact details of parents - Have a designated area/reception that a child person will be taken to (managed by safer-recruited volunteers) -	- David to ensure that volunteers are appropriately safer-recruited and DBS checked - David to make sure that lost and found area is known by volunteers and parents
Issues with Attendees	Too many attendees show up. Risk of overcrowding inside building	Low	Medium	- Decide maximum number of attendees that can be safely welcomed to the event - Create a booking form to allow the monitoring of numbers. Tickets will be capped. - Have volunteers/staff on the door counting attendees. If numbers exceed maximum, attendees must be politely turned away	- David to decide maximum safe numbers for operation - David to take charge of managing capacity and ensuring overcrowding does not occur - volunteers to check tickets or assist with counting and managing capacity
	Attendees behaving in an aggressive/abusive manner towards other attendees or volunteers	Low	High	- Attendee will be asked kindly and politely to stop the behaviour, leave the argument/disagreement and come away to discuss the issue quietly with other volunteers - anyone who becomes a focus of the individual is to be protected	- David and all Volunteers to share responsibility for observing behaviour of attendees for problems - David will make decisions relating to whether a guest should be asked to leave

				and withdrawn from harm. The abusive guest should be accompanied at all times until they calm down or are removed as appropriate - If guest does not comply with what is requested, guest would politely be asked to leave premises - If guest continues to be disruptive and will not leave, guest should be notified that Police will be called to remove them - report situation to CSO - If situation is severe, Police may need to be called and ROS informed of action	
	Attendee uses discriminatory or offensive language to another guest/volunteer	Medium	Medium	Attendee to be taken aside by David to explain why the language they used is not acceptable. Depending on severity, explain this is a "Yellow card" warning and a future offence will result in being asked to leave. - David/volunteers to ensure victim of the discrimination has someone to speak to and is OK. Explain the offending guest will be spoken to. - Report incident to CSO Officer.	- David to speak to the attendee - David/Janet or Bob speak to the victim and ensure that they are okay - David to report incident to CSO

				- If situation severe, Police may need to be called and ROS informed of action taken.	
	Two or more attendees get into a disagreement	Medium	Medium	- Attendees will be politely asked to stop the behaviour and each given different volunteer(s) to speak to about the situation and deescalate the situation. -If attendees do not comply and continue to argue with each other, attendees would be politely asked to leave premises. - Report incident to CSO. - If situation severe, Police may need to be called and ROS informed of action taken.	- Attendees will be politely asked to stop the behaviour and each given different volunteer(s) to speak to about the situation and deescalate the situation. -If attendees do not comply and continue to argue with each other, attendees would be politely asked to leave premises. - Report incident to CSO by email and follow-up phone call. - If situation severe, Police may need to be called and ROS informed of action taken.
	Attendees arrives under the influence of alcohol/drugs	Low	Medium	- If the person appears to be just mildly under the influence of drink or drugs but is coherent and following group rules they will be permitted to stay unless other group members are visibly uncomfortable or upset by the situation. This could pose a reputational risk to the group. - If their behaviour changes or they become disruptive or	- All volunteers to share responsibility for observing behaviour of attendees for problems. -David will make decisions relating to whether a guest should be asked to leave.

				inappropriate, they will be politely asked to leave the event. -If situation escalates then the incident should be reported to the CSO and ROS for advise at the earliest opportunity -If the attendee has driven to the event and intends driving from it, then intervention is required by contacting emergency services. Anyone suspected of being under the influence of alcohol or drugs must not permitted to operate any machinery/apparatus or engage in any activity that could cause harm to themselves or others	
	Potentially toxic relationships are formed between attendees who may have complex and competing needs	Low	Medium	- David and volunteers to be distributed round the space, observing and joining in/promoting healthy conversations. –If a problem emerges, David/volunteers can encourage attendees to be boundaried and say “no” to unwanted requests for contact details.	- All volunteers to share responsibility for observing behaviour of attendees for problems. - David will make decision as to whether situation needs to be reported/escalated.
	Attendee reports belongings lost or stolen	Low	Medium	Volunteers to assist person to search the area and (with consent) notify other attendees of lost item. -Volunteers to tell attendees that the event does	- All volunteers to share responsibility for observing behaviour of attendees for problems.

				not take responsibility for lost/stolen belongings. -If theft is observed, David to consider whether to confront individual if it seems safe or note down a description to inform Police.	-David will make decision as to whether situation needs to be reported/escalated
	Vulnerable attendee overshares personal information with others.	Medium	High	David and volunteers to observe and listen to any exchanges that maybe concerning. Lou to suggest to the attendee what is appropriate to share. A record of the concern should be made and kept.	David to report the concern to CSO. David to consider informing a family member if risk is significant
	A 'stalker' attends event	Low	High	- If the person being stalked is present, they should be safely and discreetly facilitated to leave for a place of safety. The 'stalker' should remain under observation whilst the police are contacted for advice and assistance (this should be done immediately if a Restraining Order , Non-Molestation Order or License Conditions are in place)- Report incident to CSO - If situation severe, Police may need to be called and ROS informed of action taken.	- All volunteers to share responsibility for observing behaviour of attendees for problems. - David will make decision as to whether situation needs to be reported/escalated.
	Attendee asks to speak to a volunteer in confidence	Medium	Medium	- David/volunteers should not be alone with attendees in a separate room. If guest wants to speak in confidence, leave door	All volunteers to be aware.

				open and make a record of the conversation as soon as possible	
	An attendee develops an attachment or fixation with a group leader/volunteer	Low	Medium	Volunteers to be aware and seek support if they feel this might be developing Volunteers to actively engage with all attendees and avoid spending excessive time with any one person.	David & Lou to assess distribution of volunteers and allocate roles that mitigate this risk David & Lou to offer support to the volunteers and check in with them before and after each sessions
	An attendees discloses that they are experiencing suicidal or self-harming thoughts or behaviours	Medium	High	-Lou should be informed and ask the individual what support they have in place to help and seek permission to contact them if the individual consents. -Lou to establish whether they have a Mental Health Crisis Team worker and offer support to the individual to make contact. -If the individual is at risk of immediate harm then emergency services should be contacted. A record of the disclosure and any subsequent actions should be recorded. Volunteers could access Zero Suicide Alliance training prior to their involvement if this is deemed a potential risk	The CSO should be advised by email and follow up phone call
	An attendee exhibits			Lou should be informed and he should sensitively and discreetly	

	signs/symptoms of mental health which frightens/intimidates others	Medium	Medium	observe and decide whether further intervention is required seeking advice and guidance from CSO and ROS. It is likely that reassurance will be needed for other attendees but this should be done respectfully and sensitively If the behaviour presents as an actual risk of harm to others then emergency services will need to be made	
Safeguarding concerns reported about someone	An attendee discloses in confidence that they have a serious criminal record, for instance, sexual or serious violent offences. Or the disclosure suggests that they may pose a risk of harm to others	Low	High	- David and Lou must be made aware immediately. The attendee must be advised that they are not permitted to join in the group until a risk assessment has been completed by ROS as per Methodist Safeguarding Policy. They should be respectfully and discreetly escorted off the premises away from the group. Lou should establish from the individual whether they want to attend in the future and is prepared to give name and contact details which will be followed up by ROS. - Attendee to be asked for permission to pass on their contact details to ROS	- David and Lou must ensure An email is sent to the CSO and ROS immediately and followed up with a phone call as soon as possible

				-Records must be written and kept.	
	An attendee or volunteer discloses that they are aware of safeguarding concerns about another guest.	Medium	High	- David and Lou must be informed and should discuss situation with discloser. - The attendee who may pose a risk of harm should be observed at all times. -An email should be sent to the CSO and ROS immediately and followed up with a phone call as soon as possible. - Records must be kept.	- David and Lou must ensure An email is sent to the CSO and ROS immediately and followed up with a phone call as soon as possible
	An attendee or volunteer discloses that they are aware of safeguarding concerns about a volunteer/ Event Coordinator	Low	High	- David/Lou must be informed immediately and should discuss situation with discloser. (if the disclosure relates to either David or Lou then this should not be discussed directly with them) -If the concern is serious, the volunteer/ David may need to be instantly suspended/asked to go home. - An email is sent to the CSO and ROS immediately and followed up with a phone call as soon as possible -Records must be made and kept	David and Lou (or a third party volunteer if the disclosure relates to David and Lou) must ensure An email is sent to the CSO and ROS immediately and followed up with a phone call as soon as possible
	A safeguarding risk is disclosed which cannot	Medium	Medium	Discloser should be informed of why the disclosure must be passed on to DSL and CSO.	David and Lou to ensure CSO is informed straightaway by email and phone call.

	remain confidential			The risk may need to be escalated to ROS and in cases of imminent harm, the emergency services	
3. Financial Issues	Attendee begs or asks to 'borrow' money from another guest or volunteer.	Low	Medium	- Before opening, David will seek guidance from Trustees as to policy – e.g. can/will money be given to homeless or other person who is struggling in exceptional circumstances or not? - Before opening, David need to make themselves aware of local emergency services such as Social Services, Streetlink etc. -Take attendee aside and tell them they must not ask attendees or volunteers for money. -Signpost them appropriately for advice about benefits/finances. - Ensure person being asked for money is OK and that they didn't feel under duress to give.	- All volunteers to share responsibility for observing behaviour of attendees for concerning presentations. - David will make decisions relating to whether a guest should be asked to leave.
	Attendee feels thankful and offers small gift to volunteers/ Event Leader.	Medium	Low	-Before opening, David must seek guidance re local policy for response to small gifts being given. Small gifts (i.e. box chocolates) can be accepted and noted down in book. - Large or financial gifts must be declined by individual volunteers/ David. Person could be asked to	- Co-ordinating Team to decide response before opening. - David or volunteers to record any small gifts given.

				make a donation to the event funds or church instead.	
	Volunteers receive complaints about the cost of the event/say that it is unaffordable	Low	Low	- Before opening, David to seek guidance re local policy if there is a charity costs or if attendees can be given a free ticket under certain circumstances - If the situation escalates, refer to the actions under <i>Anyone turning up and being aggressive, abusive or demanding of volunteers/staff</i>	- David to have conversation with attendee to try and resolve the situation
4. Health and Safety Issues	Risk of Fire	Low	High	-Before opening, David needs to consider environment carefully for fire risks. Ensure premises are safe. Take necessary measures to remedy. - Fill in an incident plan which will lay out evacuation procedure	- Co-ordinating team to do before opening - Ensure volunteers are aware of the evacuation procedure
	Risk of medical emergency	Low	High	- Pip (First-aider) or the Appointed person should always be present. - Injured person should not be moved by someone else. If they cannot get up independently, they must wait for emergency services.	- Pip (First aider) and David to be informed immediately and to make decision about whether emergency medical aid is required.
	Risk of person being harmed on premises due to trips, slips or falls	Low	Medium	- Before opening, David needs to complete a health and safety risk of the environment. Ensure premises/spaces are safe. Take any necessary measures to	- David to do complete before opening.

				remedy – ensuring surfaces are smooth, steps are signposted etc. - Watch out for people with physical impairments or mobility problems. Be prepared to offer safe assistance with mobility if needed (i.e. an arm/ensuring nothing in person's way).	- Volunteers to be observant and helpful.