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| **Ref** | **Hazards/Risks** | **Persons Affected** | **Likelihood** | **Severity** | **Risk Rating** | **Examples of this scenario** | **Action Plan – There should be a date for every line in this column**  *What needs to be done and by whom?* | **May 2025 Review** |
| **0.1** | **Welfare of session leaders**  **Michael Sharman (MS)** | **All** | **1** | **3** | **3** | * MS may fall ill ahead of the session or may not be able to attend due to an emergency. * MS may fall ill or be called away during a session * MS may find themselves in a vulnerable position during the session * MS may require extra help or support to carry out their duties * **A role description is available for the group leaders which is available for all volunteers to see** | * **In the event of MS not being able to attend due to illness or an emergency they should contact Jo Thornton** **01543 253744) at the earliest possible time.** * **Jo will then ensure sufficient cover** * **MS to ensure Jo has access to updated rotas for the sessions so she is aware of available volunteers and artists.** * **If MS cannot continue with a session a suitable volunteer will be sourced from those in attendance. (to be discussed with other volunteers as part of their training)** * **It is the responsibility of ALL volunteers to be mindful of the whereabouts of other volunteers and MS so they can ensure they are not left alone with a parent / child. MS may ask a volunteer to join them in a conversation as a witness.** * **At certain points in a session MS can have many things going on at once. At this point they may need support.** | **UNCHANGED**  **UNCHANGED**  **UNCHANGED**  **UNCHANGED**  **UNCHANGED** |
| **0.2** | **Welfare of volunteers** | **All** | **1** | **2** | **2** | * A volunteer may fall ill ahead of the session or may not be able to attend due to an emergency. * A volunteer may fall ill or be called away during a session * A volunteer may find themselves in a vulnerable position during the session * A volunteer may require extra help or support to carry out their duties * **Volunteers are identifiable by the wearing of lanyards** * **All volunteers are asked to fill out a registration form with emergency contact details put on file** | * **In the event of a volunteer not being able to attend due to illness or an emergency they should contact MS who will acknowledge receipt of message at the earliest possible time. (Michael Sharman – Tel. 0789 558 1965)** * **MS will then assess the impact this will have on staffing for the day and if an extra volunteer is required will contact an agreed back up person or the Safeguarding officer for help finding a stand in volunteer. If not, the event will be cancelled and MS to put a sign on the church door.** * **If a volunteer cannot continue with a session arrangement will be made to get them home safely and extra backup will be sourced as appropriate MS to coordinate.** * **It is the responsibility of ALL volunteers to be mindful of the whereabouts of other volunteers so they can ensure they are not left alone with a parent / child.** * **Some volunteers may struggle with certain tasks such as heavy lifting, a culture of asking for support must be fostered within the group.** | **UNCHANGED**  **UNCHANGED**  **UNCHANGED**  **UNCHANGED**  **UNCHANGED**  **UNCHANGED** |
|  | **Behaviour of an individual is abusive, harmful, or neglectful towards children, young people and/or adults who may be vulnerable** | **The whole church community – reputational risk**  **And all attendees** | **1** | **3** | **3** | * **St. Andrew’s Methodist Church recognises that this behaviour could happen on our premises and wishes to take precautions to prevent it, and to prevent inappropriate allegations against our staff and volunteers. The best way to achieve this is to be vigilant and to be seen to be vigilant.** * The Methodist Church nationally and locally wholeheartedly condemn any form of abuse or abusive behaviour including Domestic Abuse, Child Abuse, Older People Abuse, Racial abuse, hate crime etc. It condemns physical, mental, spiritual, financial, and cohesive abuse in any form. Therefore, it takes very seriously allegations or suspicions of abuse taking place in the home, on our premises or in any other location. * The Methodist Church also recognises the risks of false allegations and the harm they can cause to the accuser, accused and the wider public. Whilst also taking all allegations seriously and showing support to all involved. * More information is outlined in our safeguarding policy however the risk assessment briefly outlines some of the risks and measures taken to alleviate such risks.   **St. Andrew’s practices safe recruitment**  All volunteers and staff involved in Playing Out have completed DBS checks,  **Role descriptions**   * Role Descriptors * Role Descriptions are written for each role undertaken MSis responsible for writing these, and reviewing with volunteers whether they are happy in their roles on a regular basis (quarterly to start with?)   **Safeguarding Training**   * All volunteers undertake the Methodist Churches Safeguarding training which is renewed every 4 years – Safeguarding officer arranges this keeps a log of training undertaken | * We operate a safer recruitment policy * **DBS checks**   All new volunteers are DBS checked and a register of DBS checks are kept by the Safeguarding officer  New volunteers are asked to complete a Safe recruitment process with the safeguarding Officer including providing references on Form A1, agreeing to role description form A2 and attending safeguarding training. Until these procedures have been completed a volunteer needs to be supervised in all they do.   * **Role Descriptors** * Role Descriptions are written for each role undertaken MS is responsible for writing these, and reviewing with volunteers whether they are happy in their roles on a regular basis * A display board exists in the foyer detailing our safeguarding polices. * All volunteer to be provided with card giving contacts for safeguarding reporting and to be reminded of who and how to report incidents Action * MS to provide Safeguarding walk through to each volunteer in advance of first session of each activity with volunteers | **DBS CHECKS TO BE UPDATED WHERE APROPRIATE**  **TO BE REVIEWED**  **To be updated**  **To be done again** |
|  | **Dealing with abuse or neglect** | **The whole church community – reputational risk**  **And all attendees** | **2** | **3** | **6** | * We understand that not all abuse is intentional – neglect can occur due to parental shortcomings caused by mental health, poverty, learning disabilities, heavy workloads, historical factors. Therefore, we will seek to direct families to the most relevant support for them. **We will not hesitate to report a concern to Social Services:**   **First Contact 01785 278444**  **Duty Social Care Team**   **0300 303 0693**   * Examples of abuse / families struggling could become clear by:   + Children in dirty / unsuitable clothing   + Bruising   + Erratic behaviour   + Withdrawn behaviour * Parents may also disclose issues or display behaviour that is of concern. | * **Where ANY abuse occurs, and a child or adult is in immediate danger MS will dial 999 to alert the police or Social Services on 01785 278444 and will alert the Safeguarding Officer and duty Minister.** * MS to question any signs of abuse discreetly and fill out a log form of any incidents. * MS to have access to support such as Support Staffordshire if it is clear that the family needs extra support * Volunteers to be offered training on dealing with disclosures. * The external wall in front of the fellowship room to be designated as the “Disclosure area” – where possible a volunteer / MS receiving a disclosure should guide the person to this area to talk – this way other volunteers know what is going on. | **UNCHANGED**  **UNCHANGED**  **UNCHANGED**  **Updated**  **UNCHANGED** |
|  | **Dealing with abusive behaviour in the setting** | **All Attendees** | **2** | **3** | **6** | * Our staff / volunteers / parents and children have the right to work and play in a safe environment free from physical, verbal, sexual and emotional abuse, * We recognise and uphold the protected characteristics under the Equality Act: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation plus all other ways people freely express their God given personalities. | * Any abuses of these rights will be dealt with by MS with the full support of the volunteers (MS must have a witness when addressing allegations) * MS will give one verbal warning and will ask the perpetrator to apologise – if the perpetrator does not comply, they will be asked to leave. If they refuse to leave the police will be called to have them removed. | **UNCHANGED**  **UNCHANGED** |
| **0.3** | Potential accidents | **All Attendees** | **2** | **2** | **4** | Whilst acknowledging that play should contain some degree of risk appropriate to the age and stage of the child efforts should be taken to minimise risks.  To this extent we:   * Discourage running between activities * Leave adequate space between play stations for children to move around * Provide safety mats where appropriate * Check regularly for broken equipment * Take steps to prevent hot drinks being spilt * Provide an up to date Paediatric First Aid box and Ice blocks * Ensure the leader is First Aid trained * Plan age-appropriate craft activities | * MS to provide training to volunteers on play space layout and keeping walkways clear of obstacles | Updated |
| **0.4** | Potential problems with the venue | **All Attendees** | **1** | **3** | **3** | On arrival at the venue MS may discover a problem with the play space  This may include:   * Litter / discarded items * Damage to property – vandalism / natural occurrence * Water supply not working | * MS to always arrive plenty of time before the session begins * MS to check the grounds on arrival * Where it is safe and easy to do so MS will rectify the issue * Alternatively, MS to notify the Chair of the property committee for advice * A decision may be taken to cancel the group |  |
| **0.5** | Safeguarding - non attendees of the group on the premises | **Church Council, MS and volunteers** | **1** | **3** | **3** | St. Andrew’s Methodist Church is a community venue in a central location, there are many in the community who see it as a safe place and a place of welcome. Therefore, there will be occasions where visitors may wish to come in for multiple reasons. These may include:   * Church members coming in for a chat or to carry out tasks (DIY / photocopying) * Other users of the building. * People requiring the toilet * People seeking information about activities / support / worship times etc. * Homeless or people seeking financial help * People trying to cause trouble   We have exclusive use of the building when children’s groups are running – no other external bookings are taken  # | * **Volunteers should work within sight of another volunteer or MS at all times** |  |
| **0.6** | Parents who require extra support or care | **All Attendees** | **2** | **2** | **4** | * Parents needing one to one support – maybe feeling sad / anxious maybe reporting domestic abuse or recently experienced a bereavement etc * New families requiring help to settle in * Dispute between parents / volunteers | * Caution must be taken to avoid **any** 1:1 contact * Leader to be aware of how to contact a duty minister. * If a parent needs to talk outside of the play space they should be taken to the area at the front of the building |  |
| **0.7** | Children’s welfare and supervision | **All Attendees** | **2** | **2** | **4** | * Children’s welfare should be protected in line with the Every Child Matters 5 Outcomes: * being healthy, * staying safe, * enjoying and achieving, * making a positive contribution * achieving economic well-being * Children should be registered to attend and have parental consent * Children should have access to shade / water/ toilets. * Children should be made to feel safe to discuss concerns. * Children should have access to choices and fair access to resources. * Children are free to come and go however in the event of a child under the age of 8 wishing to leave unsupervised, efforts will be made to keep them onsite until a parent / guardian can be contacted. * A child may be asked to leave and not return if their behaviour is disruptive. * In the event of the activity being very popular we may need to out a cap on the number of children attending – this may be 30 however an assessment will be undertaken at the time. | * Drinking water will be provided however children will be encouraged to bring their own refreshments. * Volunteers and leader to be aware of signs of abuse and be vigilant for aggressive behaviour. Clear reporting methods put in place. * A range of stimulating toys and activities that are enjoyable and stretch children’s cognitive and creative skills. * Children encouraged to produce artwork to take home and positive praise given for successes * Registration forms disseminated beforehand, available online and available on the day at the registration desk * Volunteers to be aware of children dominating an activity and encourage sharing. * Bullying or boisterous behaviour can be intimidating for children. If a child is asked to leave they will be spoken to calmly and the reasons for their exclusion explained carefully and respectfully. | * **UNCHANGED** |
|  | Retaining a safe play space. |  |  |  |  | * Ensuring unauthorized people are not able to access the site * Ensuring safe retrieval of equipment that may accidentally leave the sight | * The entire area (an approximate outer perimeter of 200 metres) will be fenced off using 1M high plastic fencing which will be installed prior to the event. * Volunteers will be vigilant for equipment leaving the enclosed area such as footballs kicked over the fence. In the event of this happening a “support volunteer” will be asked to retrieve the item. * Volunteers will be vigilant for unauthorized people attempting to gain access or hanging around outside the fenced area – such people will be spoken to and if necessary the police will be contacted. | * **UNCHANGED** * Additional posts soured to secure the boundary better |
| **0.8** | Dealing with complaints | MS and volunteers | **1** | **3** | **3** | * A Safeguarding complaints procedure is available in the Church Safeguarding Policy * Active caring volunteers seek to support each other and watch for potential incidents. | * “Diary Time” At the end of each session volunteers should report to MS any incidents which are logged in a diary and kept in a locked cupboard in case of later follow up |  |
| **0.9** | Ongoing commitment to identifying and rectify issues | **Church Council, MS and volunteers** | **3** | **1** | **3** | * Constant awareness and evaluation by MS * Risk Assessment to be reviewed for future activities | * MS Action set up training/ induction sessions with volunteers |  |
|  | **Tidy up time** | **All volunteers** |  |  |  | At approximately 3pm MS to announce that the session is drawing to a close and invite children to finish what they are doing.   * Volunteers on craft tables to continue on their table until all children at the table have finished and left the table. * Volunteers to clear up play areas but don’t attempt to return toys to the buidling until MS advises it is safe to do so. * All furniture to stay in place until MS advises it is safe to do so. * All volunteers to stay behind for Diary time (debrief) | MS to ensure suitable storage is provided and clear space exists. |  |
|  | **GDPR** | **The whole church community – reputational risk** | **3** | **3** | **9** | Contact details are taken an emergency contact during the session, this information will be destroyed after the 14th of August. |  |  |
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