**Standard 1** Creating and Maintaining Safe Environments

This form will be held in accordance with the data protection policy of the Diocese of Kildare and Leighlin. The 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 on www.kandle.ie**

1. 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 the parish of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and to ensure that adequate procedures are in place to manage identified risks.
2. It will be reviewed at least annually or as soon as practicable after there has been a new risk identified or any other relevant change.
3. ‘Risk’ in the context of this risk assessment is the risk of harm to children as defined in the Children First Act (2015).

Name of group/activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of risk assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person completing the risk assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others attending planning meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Identified Risks** | **Controls/procedures in place to manage risk** | **Persons responsible** |
| A child/young person could be harmed,  if an unsuitable person was recruited as  a staff member or volunteer | Correct recruitment procedures are in place.  References are checked.  Garda Vetting is completed.  Code of Behaviour for Adults in place.  Induction to all policies and procedures. | Parish Priest (PP) |

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| **Identified Risks** | **Controls/procedures in place to manage risk** | **Persons responsible** |
| In sacristy area before and after  celebration of Eucharist  - Risk of access to young people by  strangers, other adults | | Safeguarding Policy and Procedures in place.  Supervision in Sacristy before and after Mass.  Ratios and supervision standards clearly stated.  Accident/Incident reporting procedures in place.  Complaint’s procedure in place.  Visiting clergy are asked for their celebret.  Registers are signed. | PP and Sacristan | |
| Liturgical Celebrations such as First Communion, Confirmation  - Inappropriate Photography, Video, Mobile phone use | | Photography arrangements pre-arranged with the participating school.  Only agreed photographers allowed.  Mobile phones are requested to be turned off during the ceremony. | PP | |
| Attendance at Funerals during school  hours  - Access to young people by  strangers, other adults | | Permission sought from parent/guardian.  Organised accompaniment from school to Church and  back to school. | PP | |
| Abuse going unrecognised | | Personnel who have a role with children attend Safeguarding Training / Information sessions.  Local Safeguarding Representatives in place.  Reporting procedures in place.  Information leaflets available. | PP  LSR | |
| Staff/Volunteers not passing on  information regarding concerns or  taking appropriate action | | Personnel who have a role with children attend Safeguarding Training / Information sessions.  Reporting procedures in place.  Information leaflets available.  Designated Liaison Person details widely available. | PP  LSR | |
| Staff/Volunteers failing to report a  retrospective disclosure of abuse | | Personnel who have a role with children attend Child safeguarding training.  Reporting procedures are in place.  Designated Liaison Person, Tusla and Gardai details displayed. | LSR | |
| Staff/Volunteers not maintaining  appropriate boundaries or developing  inappropriate relationship with young  person. | | Personnel who have a role with children attend training.  Code of Behaviour for Staff and Volunteers in place.  Incident Reporting procedures in place.  Procedure in place for handling concerns of breach of boundaries by staff or volunteers. | PP  LSR | |
| Mandated Person not passing on Information | | Reporting Procedures in place.  Mandated persons attend Safeguarding Training.  Designated Liaison Person details available widely for consultation. | PP | |
| A young person may be bullied during parish organised activities on parish premises or via social media. | | Rules in place for use of Parish Facilities.  Safeguarding Policy and Procedures in place.  Ratios and supervision standards clearly stated. Accident/Incident/complaints procedures in place.  Activity contact person for young people identified.  Designated Liaison Person contact details available. | Activity Organisers | |
| Activities/Outings  A young person may be harmed if a group have failed to have in place robust processes for planning activities, trips and events at local, regional, national or international levels | | Adequate number of supervisory adults present.  Adequate planning and preparation carried out by activity organisers.  Clear agreements on expectations and acceptable behaviour in place in advance.  Permission for participation in activity received from parent/guardian using joint consent form.  Information on medical conditions has been received and recorded by those organizing the outing.  Safety briefing held for adults assisting in supervision,  Safety instructions provided to young people by organisers.  Assurance obtained from Activities Centre being visited that staff are competent to instruct and lead participants of the group’s age range on the activity.  Appropriately stocked first-aid-kit and trained first-aider available,  Group should be easily identified – colour of tops etc,  Head count by a designated person to be carried out before departure, after various activities and before return journey.  Young people made aware of action to take if separated from group.  Supervisor(s) has fully charged and ‘in credit’ mobile phone and have emergency numbers.  Contact details for On-Site Security should be available.  Insurance cover in place.  Current Driving Licence in place where required. Condition of vehicle(s) checked.  Contact number of assistance in event of breakdown available.  Safety belts to be always worn while being transported.  Safety belts should never be shared.  Weather conditions to be assessed prior to trip and appropriate procedures to be put in place re clothing, waterproofs, hats, sun cream etc. | Activity Organisers | |