

# WESTERN PROVINCE RISK ASSESSMENT FORM

SG-03

Each year ,the Parish Priest /Adm/Moderator together with the Local Safeguarding Representative (s) must complete (or review) a Risk assessment form for each activity involving children in the Parish .  
Should significant changes in circumstances occur during the year -this form must be updated as soon as possible to reflect the changes .

NAME OF DIOCESE:

NAME OF PARISH:

NAME OF CHURCH:

PRIEST'S NAME (PP, ADM, MODERATOR):

NAME OF LOCAL SAFEGUARDING REPRESENTATIVE(S):

DATE THE REVIEW WAS COMPLETED:

Name of Activity: \_\_\_\_\_

**(a separate risk assessment must be completed for each activity)**

Group Leaders: \_\_\_\_\_

Date of Meeting to Review Risk Assessment: \_\_\_\_\_

**(Each Risk Assessment must be reviewed at least annually and updated if there is any significant change in circumstances).**



Risk Identified	Procedures in Place to Manage Risk Identified	Yes/No	If the answer is "no", what action is required, by whom and when
<p>Procedures for children/young people to take part in church activities are not adhered to.</p>	<p>Child and Parental/Guardian Joint Consent Forms (SG-04) is completed and signed by both the parent/guardian and child.</p> <p>These forms are held safe and secure in the Parish Office.</p> <p>The Child Safeguarding Policy Statement is displayed in Church Properties, the Celebret Notice and Codes of Behaviour for Children and Adults are displayed in the Church Sacristy.</p> <p>Adequate supervision ratios are maintained i.e. 2 adults for the first 8 children in attendance at all times when children are present.</p> <p>There is a Sacristy Sign-In Register in the sacristy.</p> <p>There is a General Sign-In Register for other church activities e.g. Choir.</p> <p>Clergy, including visiting clergy, volunteers, group leaders and children sign the registers when participating in Church activities.</p> <p>Altar servers arrive at the sacristy with sufficient time to vest before Mass.</p> <p>There are appropriate changing areas/spaces for servers.</p> <p>Arrangements are in place to collect children promptly after Mass.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Children and their parents do not understand the Church's policy, procedures and structures to safeguard children and protect them from harm</p>	<p>Induction training sessions are provided to new recruits and their parents by the parish priest and LSR.</p> <p>They are aware of our safeguarding policy and procedures and that they are available from the diocesan website and on request from the parish/diocesan office.</p> <p>Parents and children receive our safeguarding information leaflet.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Risk Identified	Procedures in Place to Manage Risk Identified	Yes/No	If the answer is "no", what action is required, by whom and when
Risk of harm through bullying of a child by Church personnel or peers or another child	<p>Children/parents/volunteers are made aware of the diocese anti-bullying policy and code of behaviour.</p> <p>The Code of Behaviour for Adults is available on request from your parish office.</p> <p>Procedures are in place should bullying occur.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Inappropriate Use of technology (digital media (photography, video and social media, text and email.)	<p>The section on Media Consent (SG-04) for authorised photographs or videos, CCTV or webcams is signed by both parent and child.</p> <p>Parents/guardian and children are made aware of the Church's policy on using images or videos.</p> <p>Policy compliant procedures are in place with regard to the use of texting and emailing when contacting Children</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Risk of external groups who use Church property are unsafe to do so	Groups complete form SG-07 – indicating they have appropriate safeguarding procedures and insurance in place.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Participation of children with specific needs.	<p>Children with specific needs are included in church activities where possible.</p> <p>The church can be adapted so that it is a safe environment for children with specific needs</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Risk Identified	Procedures in Place to Manage Risk Identified	Yes/No	If the answer is "no", what action is required, by whom and when
Pope John Paul II Awards	<p>Parent/guardian and child complete and sign the joint Application and Consent form.</p> <p>There is adequate supervision and a safe environment for participants to carry out their chosen activities on parish property.</p> <p>Participants are aware that copies of the diocesan Safeguarding Policy and Procedures are available from the parish/diocesan office or can be downloaded from the diocesan website.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
Children coming from schools to participate in religious ceremonies	There is a plan in place if children have to return to school after a church ceremony. There are 2 adults accompanying them at all times	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Safe Physical hazards not fully in place	<p>Fire precautions are in place.</p> <p>First aid facilities are in place.</p> <p>Toilets and washing facilities are easily accessible and clean.</p> <p>All electrical cables are tidied away to avoid tripping.</p> <p>Candles on the sanctuary are lit by the older servers/adults</p> <p>Heavier objects e.g. The Cross are carried by the older servers or adults.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

	<p>There is access to a phone.</p> <p>Contact details of emergency services are at hand if needed.</p> <p>Contact details of safeguarding personnel are available in the sacristy.</p> <p>Accident/Incident Forms (SG-05) are readily available in the sacristy and procedures in place if an incident/accident occurs.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
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## Additional Physical Hazard

Details of hazard: \_\_\_\_\_  
\_\_\_\_\_

Procedure to manage risk: \_\_\_\_\_  
\_\_\_\_\_

Details of hazard: \_\_\_\_\_  
\_\_\_\_\_

Procedure to manage risk: \_\_\_\_\_  
\_\_\_\_\_

Details of hazard: \_\_\_\_\_  
\_\_\_\_\_

Procedure to manage risk: \_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Priest)** **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Safeguarding Rep)** **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Safeguarding Rep)** **Date:** \_\_\_\_\_