Risk assessment and mitigation strategies



Systems, policies and procedures



STANDARD 8

SAFE PHYSICAL AND ONLINE ENVIRONMENTS

Criteria 8.1

The Safeguarding Risk Management Strategy addresses both physical and online risks, without compromising the individual’s right to privacy or wellbeing.

Instructions for completing the assessment on the following pages:

1. Identify the activity and the risks. What could happen? How?
2. Identify the consequences of each risk. How could it happen?
3. Mitigate the risk. How can you minimise or control the risk? What strategies can you put in place?
4. Obtain a sign off for the completed risk assessment (from Safeguarding co-ordinator, or head of ministry).
5. Consult and share this information (document) with everyone involved in the activity.
6. Evaluate after the activity. Update the plan for next time as needed.

**Sample activity risk assessment**

**Activity overview**

|  |  |
| --- | --- |
| **Name of Activity** **(eg Family Picnic)** |  |
| **Date of Activity** |  |
| **Recurring frequency** | 🞎 One off🞎 Weekly🞎 Monthly🞎 Annually🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Activity Format** | 🞎 Online🞎 In person |
| **Activity participants** | 🞎 Children🞎 Adults |
| **Prepared by****(name and signature and date)** |   |
| **Approved by****(name and signature and date)** |  |
| **Emergency contact details (for during the activity)** |  |

**Risk details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Title** | **Identify risk(s)** | **Consequence of Risk** | **Mitigation Strategies** |
| *Examples* |  |  |  |
| Accessibility | Venue is not accessible by all participants. | Not everyone can be involved and included. | Check venue before activity.Include additional ramps as needed.Include railings as needed.Consider alternate venue if needed. |
| Security | Venue has unsecured entry and exit points. | Unauthorised persons have access.If children are involved in activity, one could go missing.  | Keep outside entry points secure or supervised. |
| Personnel Issues | An employee, volunteer, or clergy assaults or engages in inappropriate behaviour. | Harm to target/participant. | Ensure all persons working with Children and Adults at Risk attend safeguarding induction training and read and sign your Code of Conduct, to understand appropriate and acceptable behaviour.Ensure all know the process to report safeguarding issues. |
| Social Media | Photos of participants appear in social media without approval. | Unauthorised persons have access to photography or video of children or adults. | Ensure all complete a photography or video permission form prior to the activity.Remind all participants of your guidelines regarding social media. |
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*1Footnote text style.*