Western Province Safeguarding 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.

Should significant changes in circumstances occur during the year, this form must be updated as soon as possible to reflect them.

NAME OF DIOCESE:
NAME OF PARISH:
NAME OF CHURCH:
PRIEST'S NAME (PP, ADM, MODERATOR):
NAME OF LOCAL SAFEGUARDING REPRESENTATIVE(S): _____ _____
DATE FORM WAS REVIEWED / 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/updated at least annually or 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
Church personnel are unsafe to work with children – recruitment guidelines not followed.	Safe recruitment procedures are followed i.e. necessary recruitment forms are completed – • SG-01 Safeguarding Recruitment Form Clergy and volunteers who have necessary and regular contact with children/young people are Garda Vetted. Forms are filed safe and securely in the parish office.	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	
Church personnel fail to understand their responsibilities to safeguard children	Clergy and volunteers attend Child Safeguarding Training. Local Safeguarding Representatives attend annual information sessions. Volunteers received copies of the Code of Behaviour for Adults.	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	
Protocol for visiting clergy/ religious/lay ministers not followed	Visiting clergy contact the local parish priest before undertaking ministry in their parish. Clerics sign the register in the sacristy to declare his presence on a particular time and date. Any Cleric not incardinated into the diocese, is asked to provide his celebret/letter of good standing for inspection and this is noted in the register beside the visitor's signature. Any Cleric present for more than one event, must contact the diocesan office to ensure the proper protocol is followed before the visiting cleric is permitted to minister. The procedure for visiting religious/lay ministers is followed.	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	

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

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	Children/parents/volunteers are made aware of the diocese anti-bullying policy and code of behaviour. The Code of Behaviour for Adults is available on request from your parish office. Procedures are in place should bullying occur.	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	
Inappropriate Use of technology (digital media (photography, video and social media, text and email.)	The section on Media Consent (SG-04) for authorised photographs or videos, CCTV or webcams is signed by both parent and child. Parents/guardian and children are made aware of the Church's policy on using images or videos. Policy compliant procedures are in place with regard to the use of texting and emailing when contacting Children	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	
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 ☐ No ☐	
Participation of children with specific needs.	Children with specific needs are included in church activities where possible. The church can be adapted so that it is a safe environment for children with specific needs.	Yes ☐ No ☐ Yes ☐ No ☐	
Pope John Paul II Awards	Parent/Guardian and child complete and sign the Joint Application and Consent form SG-04 There is adequate supervision and a safe environment for participants to carry out their chosen activities on parish property. 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	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	

Risk Identified	Procedures in Place to Manage Risk Identified	Yes/No	If the answer is "no", what action is required, by whom and when
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 ☐ No ☐	
Safe Physical hazards not fully in place	Fire precautions are in place. First aid facilities are in place. Toilets and washing facilities are easily accessible and clean. All electrical cables are tidied away to avoid tripping. Candles on the sanctuary are lit by the older servers/adults Heavier objects e.g. The Cross, are carried by the older servers or adults. There is access to a phone. Contact details of emergency services are at hand if needed. Church Eircode is on display in the sacristy. Contact details of safeguarding personnel are available in the sacristy. Accident/Incident Forms (SG-05) are readily available in the sacristy and procedures in place if an incident/accident occurs.	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	

Additional Physical Hazards

Details of hazard: _____

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Procedure to manage risk: _____

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Details of hazard: _____

_____

Procedure to manage risk: _____

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Details of hazard: _____

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Procedure to manage risk: _____

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Signed: _____ **(Priest)** **Date:** _____

Signed: _____ **(Safeguarding Rep)** **Date:** _____

Signed: _____ **(Safeguarding Rep)** **Date:** _____

Safeguarding Risk Assessment reviewed on (date): _____ Please list any updates/changes made:

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Signed: _____ (Priest) **Signed: _____ (LSR)**

Safeguarding Risk Assessment reviewed on (date): _____ Please list any updates/changes made:

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Signed: _____ (Priest) **Signed: _____ (LSR)**

Safeguarding Risk Assessment reviewed on (date): _____ Please list any updates/changes made:

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Signed: _____ (Priest) **Signed: _____ (LSR)**