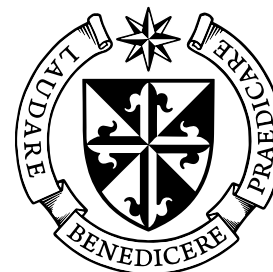


# FORM 5 Risk Assessment



<b>Name of Group</b>	
<b>Date of Risk Assessment</b>	
<b>Date of meeting to review Risk Assessment</b>	
<b>Name and role of person(s) completing the Risk Assessment</b>	

<b>Risk</b>	<b>Consequence</b>	<b>Control needed</b>	<b>In place Yes/No/NA</b>	<b>If answers 'No' what action is required, by whom and when</b>
<b>Checking and ensuring Group Leaders' criteria to safeguard children are completed</b>	Child safeguarding concerns	Safe recruitment procedures followed. Volunteer application Forms completed. References sought. Garda Vetting completed. Code of behaviour for adults supervising children/young people. Clear role descriptions outlined. All leaders aware of safeguarding procedures. Two leaders for the group have attended safeguarding training.		
<b>Ensuring appropriate preparation for activity</b>	Child safeguarding concerns	Joint Parent/Guardian Child Consent Forms. Code of Conduct for Adults/Child/Young Person. Ensure that Group Leaders are at venue before children/young people. Rota for activity shared and agreed with leaders. Supervision ratios to be followed at all times.		
<b>Checking and ensuring if venue is suitable for activity</b>	Health and safety	Suitable room that is conducive to teaching and learning for children/young people. Sign in/sign out Register completed. Child Safeguarding Posters to be displayed with contact number for DLP. Group leaders to prepare facility safely for activity. Leaders to monitor/record any potential hazards and identify and notify those responsible. Leaders instructed in Fire Drill procedures. Children/young people notified of Assembly Points.		
<b>Inadequate toilet facilities</b>	Child safeguarding concerns	Location of toilet facilities assessed. Toilets must be fit for purpose. Leaders clearly instructed toilet procedures for children/young people during the session. Disabled toilets are available, or toilets are accessible. Toilets are not located external to building.		

<b>Accident/ Incident onsite</b>	Child safeguarding concerns/ Health and safety	Parental contact details readily available. Fully stocked first aid kit. Accident/Incident forms available. Parents/guardians notified of minor incident/accident when collecting child (good practice to give copy of Accident/Incident form to parent/guardians).		
<b>Child wandering from the group</b>	Child safeguarding concerns	Sign in and out Register completed. Procedure agreed with parent/guardian for dropping and collecting children/young people. Children/young people understand and agree to code of behaviour. Assess number of entrances and exists in building.		
<b>Medical issue with a child</b>	Health and safety	Emergency contact information for parents/guardians on consent forms. Review medical information in consent forms. Fully stocked first aid kit available in building. Accident and incident form available and are completed following an accident/incident. Parents/guardians notified of incident/accident when collecting child/young person, (good practice to give copy of accident/Incident form to parents). Serious accidents/emergencies: contact numbers for emergency services/parents or guardians readily available.		
<b>Child misbehaves</b>	Disrupts activity. Upsets other children/young people	Children/young people are aware and agree to code of behaviour. Discuss with parents/guardians if necessary.		
<b>Parents/guardians do not turn up to collect child.</b>	Child/young person is upset Safeguarding concern	Two adult leaders stay with the child/young person. Procedure for dropping and collecting agreed with parents/guardians. Telephone numbers for parents/guardians recorded in consent forms.		
<b>Activity is not inclusive for those with additional needs</b>	Room not suitable for those with poor mobility. Minimal supervision ratios. Health and safety.	Ensure rooms used are accessible to all. Assess the individual needs of a child/young person i.e., if intimate care may be required and who is authorized and agreed. Disabled toilets are available, or toilets are accessible. Increase supervision ratios when needed. Parental consultation with group leader re: child/young person's needs prior to activity.		

<b>Bullying</b>	Safeguarding concerns	Code of Conduct in place for Children/ Young People. Code of Conduct for Adults/Leaders. Dominican Anti-Bullying Policy in place. All incidents of bullying to be brought to the attention of group leader immediately. Accident/Incident Forms available. Discuss incidents with parents/guardians where necessary.		
<b>Unauthorised adult being part of the activity</b>	Safeguarding concerns	All adults working with the young people to be Garda vetted, trained (where appropriate). New staff/volunteers to go through parish recruitment procedures. Supervision rota in place. Number of entrances and exits is limited. Sign in/sign out book complete. Drop off and collection point agreed with parents/guardians.		
<b>Unauthorised photography/ recording of videos</b>	Safeguarding concerns	Parents/guardians to explicitly give consent for photos/videos on consent form. Leaders aware of Dominican Social Media policy & procedures. Storage of photos/videos in line with Dominican GDPR Policy and procedures, and Dominican Social Media policy.		

**Data Protection**

This Risk Assessment Form will be used in connection with a Dominican youth ministry. The form will be stored confidentially and will only be shared outside the group/Dominican Order where there is a legal obligation on the group to do so. The information will be retained for as long as necessary in compliance with Safeguarding laws and policies. Personal data on the form will be processed under Articles 6 (1)(d), 6 (1) (f) and 9 (2) (c) and 9 (2) (d) of the General Data Protection Regulation, 2016. This Form should only be used if the event/activity has the prior approval of the Prior and/or Provincial.

**Signed**

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**Date**

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