**Logo, company name

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**Overarching** **Safeguarding Task Risk Assessment**

This risk assessment process provides event and activity organisers with a structured approach towards safeguarding children and adults at risk. It is designed to help anyone organising a Yorkshire Wildlife Trust event or activity to identify potential safeguarding risks to our staff, volunteers, partners or visitors, and to implement appropriate and proportional mitigations to help minimize or remove these risks. **It should be used in addition to our existing health and safety risk assessment procedures.**

When updating this risk assessment, as with our site and task risk assessments, consideration should be given to: the audience profile + hazards/risks identified + the likelihood of the risk occurring + the consequences of the risk. Together, these factors should determine the level of safeguarding measures that are necessary to make our activities safe.

You will find a wealth of useful guidance to help plan your event or activity in our Safeguarding Procedures:

[ADULT Safeguarding Procedures](../5.4.1%20Policy%20&%20Procedure/DRAFT%20Adult%20Safeguarding%20Procedures%20May%202021.docx)

[CHILD Safeguarding Procedures](../5.4.1%20Policy%20&%20Procedure/DRAFT%20Child%20Safeguarding%20Procedures%20May%202021.docx)

**Overarching Safeguarding Task Risk Assessment**

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| **Safeguarding Risk Area** | **Detail of Risk** (include details of who will be affected) | **Severity**  (slight, harmful, very harmful) | **Likelihood** (unlikely, likely, very likely) | **Solution/Mitigation** | **Assessment of Risk after Mitigation** (e.g. likely x harmful = moderate) |
| **Supervision ratios (pre-booked activity)** | Appropriate supervision is not put in place, causing an increased risk of:   * Staff/volunteers being left alone with children or adults at risk and made vulnerable to allegations * Children and adults with additional needs not being adequately catered for or protected from harm * Reputational damage as the result of incidents occurring or parents, carers and/or witnesses voicing their concerns. * Children or adults at risk going missing. * Anti-social behaviors. | Harmful | Likely | * Sessions should be supported by the right number of staff and volunteers for the task in hand (see our procedures). * Bookings should be made, or indications of final group sizes should be requested in advance. * Back markers should be used to keep groups together where appropriate. * Head counts should be made at the beginning and the end of the session. * Parent and carers should be allowed to and, in most cases, should have to attend and remain with their children/adults with care and support needs for the duration of the activity. | Unlikely x harmful = slight |
| **Supervision ratios (drop in activity)** | Appropriate supervision is not put in place, causing an increased risk of:   * Staff/volunteers being left alone with children or adults at risk and made vulnerable to allegations * Children and adults with additional needs not being adequately catered for or protected from harm * Reputational damage as the result of incidents occurring or parents, carers and/or witnesses voicing their concerns. * Children or adults at risk going missing. * Anti-social behaviors. | Harmful | Likely | * Sessions should be supported by the right number of staff and volunteers for the task in hand (see our procedures) with predictions based on both research and experience. * Caps on numbers should be pre-agreed and strictly adhered to on a ‘first-come, first-served basis’ with later arrivals turned away. * Back markers should be used to keep groups together where appropriate. * Parent and carers should be allowed to and, in most cases, should have to attend and remain with their children/adults with care and support needs for the duration of the activity. | Unlikely x harmful = slight |
| **Incident reporting** | Incidents are not reported, or reported incorrectly, causing:   * Children and adults at risk to be exposed to further risk * Incident black spots, unsuitable or lacking procedures or inappropriate persons to remain unidentified. * Personal risk to staff/volunteers in the event of a criminal investigation and lawsuit * Serious risk to the Trust’s finances, reputation and ability to operate in the event of a criminal investigation and lawsuit | Very harmful | Likely | * All supervisory staff/vols to have attended safeguarding training. * Safeguarding reporting poster (encouraging people to report suspicious behavior or witnessed incidents) to be clearly advertised at all visitor centers and facilities and in all offices. * Safeguarding reporting procedure poster and all related documents (inc. reporting forms) to be made accessible physically in each office as well as on the Y drive. * DSL’s to have received appropriate training to enable them to act on reports in a timely manner and report to the LADO if needed. | Unlikely x very harmful = moderate |
| **DSB checks** | Failure to ensure that the staff/volunteers delivering our engagement sessions are appropriately DBS checked may lead to:   * Children and adults at risk being exposed to inappropriate individuals * Personal risk to staff/volunteer managers in the event of a criminal investigation and lawsuit * Serious risk to the Trust’s finances, reputation and ability to operate in the event of a criminal investigation and lawsuit | Very harmful | Likely | * Use of our Safer Recruitment policy and procedures when recruiting staff and volunteers. * DBS checks carried out as appropriate. * Event organisers to liaise with HR to ensure that all sessions have appropriate levels of cover in place. | Unlikely x very harmful = moderate |
| **Data collection** | * Failure to adequately prepare to deliver a session safely (e.g. not using data to ensure supervision ratios, cater for additional needs, or ensure that the session and engagement resources are appropriately tailored to the audience) may expose children and adults at risk to harm. * Failure to obtain required parental/guardian or individual consent for participants as required, thus exposing the Trust and staff/volunteers to risk. * Insecure personal data collection (GDPR breaches) which may expose children and adults at risk to harm - e.g. in the event that inappropriate persons access private data and use it to their advantage. | Harmful | Likely | * Use of our secure central booking systems (Eventbrite) for all paid events in line with our booking procedures. * Consent forms obtained for all participants as required, in line with our procedures (esp. for open access engagement sessions). * Adherence to our Privacy Policy at all times. * When working with third parties, ensuring that responsibilities for collecting participant data are clearly established and that both a data sharing agreement is in place and all required consents are contained to support the sharing of any relevant participant information. | Unlikely x harmful = slight |
| **Consented photography and/or filming** | Children and adults at risk may be exposed to harm by:   * Inappropriate persons taking photos or footage of participants. * Pictures being uploaded to the internet (and especially social media platforms) or used in the press without the express consent of parents/carers. * Incorrect and insecure storage of photos, footage and consent forms, leading to access by inappropriate persons and misuse, including digital leaks. | Harmful | Likely | * Obtaining photography and/or filming consent from parents or carers before the session begins and storing these appropriately. This may be done as part of the booking process. * Following our consented images policy and all associated procedures. * Ensuing suitable contracts are in place with all external photographers and they have been subject to a DBS check as appropriate. | Unlikely x harmful = slight |
| **Working with Third Parties** | Failure to establish and communicate safeguarding responsibilities and clear reporting systems when working with third parties may lead to:   * Failure to report incidents (correctly). * Children and adults at risk being exposed to harm. * Incident black spots, unsuitable or lacking procedures or inappropriate persons remaining unidentified. * Personal risk to staff/volunteers in the event of a criminal investigation and lawsuit. * Serious risk to the Trust’s finances, reputation and ability to operate in the event of a criminal investigation and lawsuit.   Failure to confidentially and securely share group information with third parties in advance may lead to:   * The delivery of inappropriate activities * Failure to obtain and evidence consent * Failure to prepare to deliver a session safely (e.g. by ensuring adequate supervision ratios or catering for additional needs) | Very harmful | Likely | * Establish in writing in advance which organisation will be leading on safeguarding and who their DSL is. * Ensure all involved parties receive a copy of the lead organisation’s safeguarding policy and reporting procedures in advance and that these are distributed to all staff/volunteers involved with the session. * Ensure that the DSL for YWT is promptly made aware of any incidents that occur whilst working with a third party and are reported through a third-party system. * Ensure that responsibilities for collecting participant data are clearly established and that both a data sharing agreement is in place and all required consents are contained to support the sharing of any relevant participant information. | Unlikely x very harmful = moderate |
| **Toilets & changing Facilities** | Failure to provide appropriate facilities and/or to implement suitable procedures for using the facilities may led to:   * Children and adults at risk being exposed to serious harm through lone contact with inappropriate persons or infringement of their rights and dignity. * Personal risk to staff/volunteers in the event of a criminal investigation and lawsuit. * Serious risk to the Trust’s finances, reputation and ability to operate in the event of a criminal investigation and lawsuit. | Very harmful | Likely | * Use of our adult and child safeguarding procedures. * Staff to take on-site facilities into consideration at the start of all event, session and activity development processes, as per the Event Development Document. | Unlikely x very harmful = moderate |
| **Travel and transport** | Failure to provide suitable travel arrangements to site or to establish appropriate drop off and pick up procedures may lead to:   * Children and adults at risk being exposed to serious harm through lone contact with inappropriate persons whilst waiting for transport, being transported or during a comfort stop etc. * Personal risk to staff/volunteers in the event of a criminal investigation and lawsuit. * Serious risk to the Trust’s finances, reputation and ability to operate in the event of a criminal investigation and lawsuit. | Very harmful | Likely | * Use of our child and adult safeguarding procedures. * Ensuring that transport and parking spaces provided is appropriate for the group and that additional needs are understood in advance and catered for (e.g. wheelchair access). * Ensuring that robust procedures are put in place to cover service station toilet breaks etc. and that all participants will be adequately supervised by appropriate persons and accounted for. | Unlikely x very harmful = moderate |
| **Digital engagement** | Failure to deliver safe online sessions or digital interactions may lead to children and adults at risk experiencing harm as a result of:   * Cyber bullying * Inappropriate unsolicited and solicited messages * Exposure to inappropriate language or images, including those of a violent or sexual nature. * Sessions being recorded and the footage being shared without consent | Very harmful | Likely | * Use of our running online sessions’ child and adult safeguarding procedures. * Communicating these procedures with participants in advance of or at the start of a session in order to set up the ‘ground rules’ and expectations for the digital session. | Unlikely x very harmful = moderate |
| **Open access events** | Working with unaccompanied children or adults at risk can lead to an increased risk of:   * Unconsented attendance * Anti-social behavior * People going missing | Harmful | Likely | * Use of our child and adult safeguarding procedures, inc. creating ground rules for the session. * Ensuring that consent forms are completed in advance of unaccompanied individuals joining the session. * Taking regular head counts. | Unlikely x harmful = slight |

*Please add more rows as required.*

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| **GROUP ADULT: CHILD RATIOS (based on OFSTED guidelines)** | | |
| **Age** | **Number of adults\*** | **Number of children** |
| 0-2 | 1 | 2 |
| 3-5 | 1 | 4 |
| 6-9 | 1 | 5 |
| 10-18 | 1 | 10 |
| Over 18 | 1 | 10 |
| Using tools (over 10s only) | 1 | 5 |
| Using high-risk implements | 1 | 1 |
| \*all events should be led by at least two adult members of staff or volunteers | | |

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| **YOUR EXPECTED ATTENDEES** | | |
| **Age** | **Accompanied?** | **Unaccompanied?** |
| Children under 11 |  |  |
| Children aged 12 – 16 |  |  |
| Children aged 17 – 18 |  |  |
| Adults |  |  |
| Child volunteers/staff (U18) |  |  |
| Adult volunteers/staff |  |  |