



Appendix 1

Template for a risk assessment

1. Name of activity/event:

2. Nature, length and frequency of contact: (Insert text describing the type of activity, length of time involved and the frequency e.g. lunch club, 1.5 hours once a fortnight.

3. Safeguarding Risk Rating:

High: Safeguarding Risk identified, and needs to be addressed

Moderate: Safeguarding Risk identified, and addressed

Low: No Safeguarding Risk identified

4. Contact

Individual providing activity or event	Nature of Contact	Duration	Risk

5. Health and Safety Issues

Hazard	Risk	Action	Alternative working practice

6. Any children or vulnerable adults particularly vulnerable:

Hazard	Risk	Action

7. Identified children or vulnerable adults with particular needs (medical, disability, behavioural)

Hazard	Risk	Action

8. Any additional requirements for DBS check?

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9. Safe use of ICT

Hazard	Risk	Action

10. Risk assessment carried out by:
(insert name)

Date completed:

Signed off by Safeguarding Officer:
(insert name)

Signature of Safeguarding Officer:



Appendix 2

Guidelines for Responding to a Safeguarding Issue

When a Safeguarding issue is raised it is important to record what is said or seen and what action was taken. This record or any other written record should be kept in a locked cabinet. Access should be limited to only:

- the person who has completed the form
- the designated Safeguarding Officer
- The Manager or the Chair of the Management Committee

The child/vulnerable adult can be shown this record but discretion should be used. Their permission should be sought before showing it to the parent/guardian/carer.

It may be shown to the police and/or social services, and could possibly be used in court although this is rare.



Appendix 3

Incident Form - Record of Concerns

Name of Child/Vulnerable Adult:	
Address:	
Telephone Nos:	
Parent/Carers details: Name(s):	Telephone No(s):
What is said to have happened or what was seen?	
When and where did it occur?	
Who else, if anyone, was involved and how?	
What was said by those involved?	
Were there any obvious signs e.g., bruising, bleeding changed behaviour?	
Was the child/vulnerable adult able to say what happened, if so, how did they describe it?	
Who has been told about it and when?	
Do the parents/carers know?	

Signed

Date