

Name of Organisation/Event: Hill Street Presbyterian Church	Date Undertaken:	By Whom:
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Hazard	Area	Who might be harmed?	Existing Controls – What is already in place to minimise the risk?	Action – What are you going to do in order to minimise the risk?	Rank - Red Amber Green
Inappropriate behaviour of adult leaders	Staff, volunteers, students working with children and young people	Children and young people	Recruitment procedures in place; AccessNI checks completed; safeguarding policy and code of conduct implemented; safeguarding training completed; Designated Person (DP) appointed; minimum of two adults for each group of children required.	Ensure all staff and volunteers receive refresher safeguarding training; supervise new volunteers; regularly review safeguarding policies; maintain clear reporting procedures; monitor online interactions between adults and children.	Amber
Failure to recognise or report child protection/welfare concerns	Safeguarding practice and reporting procedures	Children and young people	Safeguarding policy available; reporting procedures communicated; DP identified; mandatory safeguarding training provided.	Conduct annual refresher training; reporting information posters displayed around the church; discuss safeguarding at team meetings; undertake safeguarding audits to ensure compliance.	Amber
Failure to implement safeguarding guidance and procedures	Organisational governance and safeguarding management	Children and young people	Policies aligned with statutory guidance; management oversight; safeguarding records maintained; regular policy reviews.	Schedule annual policy reviews; monitor implementation through spot checks and supervision; ensure lessons learned from incidents are incorporated into practice.	Amber

Inappropriate behaviour between children/young people (including bullying, harassment, physical aggression or harmful sexual behaviour)	Activities, sessions, trips and events	Children and young people	Behaviour code established; leader supervision ratios maintained; anti-bullying procedures in place; safeguarding reporting process available.	Reinforce behaviour expectations at each activity; increase supervision in higher-risk areas; provide age-appropriate education on respectful behaviour; intervene and record concerns promptly.	Amber
Lost or missing child	Activities, outings, trips and events	Children and young people	Attendance registers maintained; signing in/out procedures; staff supervision ratios observed; emergency contact details available.	Complete headcounts at regular intervals; implement missing child procedure; allocate responsibility for attendance monitoring; brief leaders on emergency response arrangements; regular fire drill.	Amber
Grooming concerns (face-to-face or online)	Activities, communication platforms and social media	Children and young people	Safeguarding training covers grooming indicators; communication guidelines established; concerns reporting process in place.	Monitor communication channels; ensure only approved communication methods are used; educate children and parents about grooming risks; review concerns regularly with DP.	Amber
Strangers on the premises during or after activities	Premises security	Children, young people, staff and volunteers	Visitor sign-in procedures; controlled access points; staff awareness of unidentified individuals; children supervised at collection times.	Challenge unidentified visitors appropriately; review site security arrangements; ensure collection procedures are followed; maintain clear visitor identification processes.	Green

Online abuse or safeguarding concerns arising from online activities	Online learning, social media, messaging apps and virtual activities	Children and young people	Online safety policy in place; acceptable use agreements; staff trained in online safeguarding; parental consent obtained where required.	Provide regular online safety awareness sessions; use approved platforms only; monitor online activities; report and investigate concerns promptly; review privacy settings and access controls.	Amber
Unsupervised collection of children at the end of activities	Arrival and departure arrangements	Children and young people	Collection procedures established; authorised collectors recorded; leaders remain until all children are collected.	Review collection records regularly; ensure leaders know escalation procedures if a child is not collected; communicate arrangements clearly to parents/carers.	Green
Inadequate supervision ratios	All activities and events	Children and young people	Staffing levels planned according to activity and age group; risk assessments completed; volunteer support available.	Review ratios before every activity; recruit additional volunteers where needed; suspend activities if safe supervision cannot be maintained.	Amber

Signature:	Date:
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