

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

Activity: Schools Ministry: Collective worship; 1-1; Group work

Date of first risk assessment: April 2022

Location: Witney Parish

Time/frequency: weekly, Term time only

Name of leader with responsibility: Laverne Williams

Date reviewed: 31.7.2023

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage risks? | Action by whom? | Action by when? | Done |
|-----------------------|------------------------------|---|---|-----------------------------------|-------------------|------|
| Safeguarding - Staff | All | DBS current and in place for all staff working in schools Ensure an ID badge is issued before carrying out work in schools to enable identification | Work with school and church policy and risk assessment to ensure I am in line with current requirements | Church Lead and Safeguarding team | Ongoing | |
| Communication | All | No communication with Primary school children outside of the activity/visit Secondary School - All communication is carried out via email and work mobile only with explicit agreement of school, parent and pupil Discussed and agreed with secondary school that this can take place. Text messages only and these are kept. Parent also aware and agreed | Ensure all messages are kept and if unsure or concerned about any communication whether with parent or pupil, to inform safeguarding team immediately | Lead /all | All communication | |

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|-----------------------|-----|---|--|----------------------|--------------------|-----|
| Travel to and from | All | <p>Road safety</p> <p>Current license held</p> <p>Car is maintained and has valid insurance and MOT in place</p> | | Lead | Past Every year | Yes |
| Group working and 1:1 | All | <p>Adhere to schools' policy</p> <p><u>1:1</u> Carried out in a room with member of staff in room adjoining.</p> <p>Door kept ajar</p> <p>Record kept of activities and discussions held and register taken each session</p> <p>Safeguarding difficulties always recorded and shared immediately with school</p> <p><u>Group work</u> Either carried out with member of staff in adjoining room or more than one person in room</p> <p>All conversations recorded</p> <p>Safeguarding concerns reported immediately</p> | <p>All team members to ensure they keep up with current safeguarding training and also any other courses in relation to working with children and young people</p> | All, Lead and school | | |