

BENEFICE OF WITNEY ACTIVITY RISK ASSESSMENT

Activity: Schools Ministry: Collective worship; Group work i.e. CU

Date of first risk assessment: April 2022

Location: Witney Parish

Time/frequency: weekly, Term time only

Name of leader with responsibility: Kirsty Morgan

Date reviewed: 16/10/2025

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	All	DBS current and in place for all staff working in schools. Use Benefice ID badge in schools to enable identification. Follow individual schools safeguarding guidelines.	Work with school and church policies and risk assessment to ensure 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 only with explicit agreement of school, parent and pupil	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	Ongoing	

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

Travel to and from	All	<p>Road safety</p> <p>Current licence held</p> <p>Car is maintained and has valid insurance and MOT in place</p>		Lead	Ongoing	Yes
Group working	All	<p>Adhere to schools' policies</p> <p>Group Work</p> <p>Either carried out with member of staff present/in adjoining room or more than one person in the room.</p> <p>Record kept of activities carried out and register taken each session.</p> <p>All safeguarding concerns to be reported immediately, following school reporting procedures.</p>	<p>All team members to ensure they are up to date with safeguarding training and any other courses in relation to working with children and young people.</p>	Lead/all	Ongoing	