



Safeguarding Policy

*Providing a safe and caring environment for children,
young people and vulnerable adults at MEC*

Section 5

Good Practice Guidelines

REVIEW HISTORY

Date	Initials	Comments
13 May 2013	JJ, HF, KF	Initial draft for comment
10 June 2013	HF	Initial Issue
22 Jan 2014	HF	Dress code included
Jan 2015	HF, PJ	Review Appendix A Essential Information
Feb/Mar 2015	HF, PJ, JG	Review Appendix B Consent Form Included Procedures for dealing with complaints and Anti-Bullying Policy
April 2015	HF/JG	Review and Update
April 2015	CG	Proof read and formatting
April 2015	JJ, HF, LB, KF, SA	Amendments made following comments from JJ and discussed with elders. Documentation amended in line with CCPAS' requirement for the policy not to be published on the web site.
23 April 2015	LB, JJ, SA, KF	Approved by Elders

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As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

Good Practice Guidelines

It is the responsibility of all leaders and workers to ensure the safety of all involved in activities both on and off church premises. This is achieved by following the procedures and applying the processes set out in this document.

Child-Worker Ratios

Always have adequate supervision and Adult to Child ratios. This applies to all situations, church, homes and other off site venues. Below are suggested ratios.

	Adult		Children
0 to 2 years	1	:	3
2 to 3 years	1	:	4
3 to 8 years	1	:	8

For children over the age of 8 there is no official guidance. A suggested ratio is two adults (preferably one of each gender) for up to 20 children, with an additional leader for every 10 children. These are only recommended minimum ratios and each group should, following a risk assessment of the event or activity, ensure that there are sufficient children's workers to ensure safety of children and workers.

Each group should have at least two adults and it is recommended that there should be at least one male and one female unless the group is comprised of all boys or all girls.

If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.

Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker. The worker will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.

Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

Record Keeping

It is important that each child who attends a club or activity of MEC receives and returns an Essential Information and Medical Form ([APPENDIX 1](#)). Forms shall be filled in by a parent/carer on or before the child's first visit.

A register of children or young people attending a club or activity should be maintained, together with a register of helpers. Also, if there are other people in the building (e.g. maintenance person, visiting speaker etc.) make a note of this.

The Essential Information and Medical Forms must be kept confidential, but be readily accessible at every meeting to leaders of the club/activity.

For all activities occurring off-site, specific consent forms ([APPENDIX 2](#)) must be obtained for each child.

Interacting with children

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made.

Guidelines for individual workers

You should:

- treat all children and young people with respect and dignity;.
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work within sight of another adult;
- ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organized for young children;
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern;
- respond warmly to a child who needs comforting, but make sure there are other adults around;
- if any activity requires physical contact (e.g. touch rugby), ensure that the child and parents are aware of this and its nature beforehand;
- administer any necessary First Aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to your group leader. Sign and date the record;
- always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding coordinator.
- Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

You should not:

- be alone with a child where your activity cannot be seen. Ensure that another responsible adult is also in attendance or is able to observe;

- initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child;
- invade a child's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- shout at a child - change the tone of your voice if necessary
- be sexually suggestive about or to a child even in fun;
- touch a child inappropriately or obtrusively; all physical contact should be an appropriate response to the child's needs not the needs of the adult;
- scapegoat, ridicule or reject a child, group or adult;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any one child or group;
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to children or young people on their own or on your own;
- smoke tobacco in the presence of children;
- drink alcohol when responsible for young people;
- share sleeping accommodation with children;
- invite a child to your home alone;
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts.

Additional guidelines for group leaders

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to;
- undertake risk assessments with appropriate action taken and record kept;
- keep register and consent forms up to date;
- have an awareness, at all times, of what is taking place and who is present;
- create space for children to talk – either formally or informally;
- liaise with safeguarding coordinator over good practice for safeguarding;
- always inform the safeguarding coordinator of any specific safeguarding concerns that arise.

Inviting children to your home

There may be instances where an activity or event is to be run in the home of a children's worker. The following guidelines should be adhered to:

- Make sure the child's parents/carers are aware of where they are. If this is an organised MEC children's group event, the Leader should obtain a signed consent form for off-site activities from the parent/carer of each child attending ([APPENDIX 2](#)).
- Always invite a group. Never invite a child to your home alone.
- Any children's group activity planned at the home of a children's worker must be cleared with the Team Leader of the group.

Visiting children in their homes

- Never go into a child's home if a parent/carer is absent.

Dress Code

The following Dress Code is for all Leaders, Helpers and Young Helpers of MEC's Children and Youth Clubs, including Holiday Club

- Shoes should be flat or low heeled to prevent accidents during games/activities.
- No item of clothing should have words/logos/pictures that are in any way offensive, rude, blasphemous, racist or in any way likely to cause upset.
- Jeans/trousers must not be worn in a 'low' manner that allows underwear to be visible.
- No low cut tops.
- No item of clothing that allows underwear to be visible.
- No very short skirts, dresses or shorts.
- Clothing must not be excessively tight or clingy.
- Any Leader, Helper or Young Helper who arrives at any club and isn't abiding by the Dress Code, will politely be asked to leave and can return when appropriate clothing is being worn.

Disruptive Children

A positive behaviour strategy is to negotiate rules and consequences with the children/young people; this should be done alongside the workers as it will act as a two way agreement.

Clear rules, consequences and boundaries help children/ young people and staff to know where they stand. Staff must be consistent when dealing with rules and consequences.

Where possible, try not to discipline children/ young people in front of others. It can sometimes be more effective to use time out or quiet words when dealing with disruptive children/young people. Non-directive humour can sometimes help to diffuse situations in times of conflict.

On occasion, some children and young people become angry, upset and disruptive. This behaviour may endanger themselves or others. If a child is being disruptive:

- Ask them to stop;
- Inform the child that they will be asked to leave if the behaviour continues;
- Warn the child that if they continue to be disruptive, this will result in longer exclusion from the group;
- Act on the above courses of action.

If a child is harming themselves, others or property, then:

- command the child/young person to STOP;
- ensure other leaders/workers are aware of the situation and are at hand to support and witness the events;
- ask leaders/workers to escort other children away from the area where the disruption is occurring;
- if the command to stop is ignored, inform the individual(s) that further help will be sought (e.g. police);
- should the actions of the child be dangerous to themselves or to others, it may be necessary to **control** or **restrain** them to prevent them from harming themselves or another child or property, while you wait for the police.

control means either passive physical contact, such as standing between children or blocking a child's path, or active physical contact such as leading a child by the arm out of a room;

restraint means to hold back physically. If a child needs to be restrained only reasonable force can be used. Reasonable in the circumstances means using no more force than is needed;

(i) workers involved should keep a written record of everything that happened as soon after the event as possible, trying to recall as close to verbatim all that was said. Keep a record of what caused the disruptive behaviour and keep a list of people who witnessed the incident(s);

(ii) Inform the parents of any incident as soon as possible;

(iii) Inform the Child Protection Coordinator of the incident, include any written notes and names of other adult witnesses to the incident.

Transporting Children

As part of a planned group activity, it may be necessary for children to travel off-site. Where feasible, parents should be encouraged to drop off and pick up children from the off-site location where the activity is to be held.

Group leaders or workers should never make arrangements for a child to travel with the parent/carer of another child in the group. Such arrangements should be left for parents/carers to sort out amongst themselves if they so desire.

In the event that this is not practical for families of the children to drop off and pick up children at the off-site location, and the Team Leader wishes to provide transportation to and from the activity, the following guidelines should be followed:

- Written consent should be obtained from the parent/carer for the child to participate in the activity off site. A form for this purpose is provided at [APPENDIX 2](#);
- Where possible, avoid the use of personal vehicles as official transport for children. In the event that a personal vehicle is used, it should be appropriately insured;
- Ensure that there are at least two MEC appointed (DBS cleared) children's workers in each vehicle carrying children;
- Ensure that children follow all road safety guidelines and regulations, including the use of seat belts and child car seats/booster seats where appropriate;
- Children should not travel in the front seat of the vehicle;
- If children are being transported from the church parents/carers should be encouraged to pick up their children from the church premises;
- Where a child is being dropped off ensure that they are not left alone but are met and collected by an appropriate adult.
- A children's worker may, with agreement of a parent/carer, provide transport to or from a group activity. Under such arrangements, the children's worker assumes personal liability and responsibility for the child until the child reaches the venue where the activity is to be held.

Drivers

- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the church safeguarding coordinator.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may impair driving ability.

Private car

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.

- All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- All cars that carry children should be in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver.
- If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

Minibus or coach

- MEC stipulates that all drivers should have taken the minibus test offered by Worcestershire County Council and hold a current permit. The deacons keep a list of approved drivers. See the MEC minibus handbook for full details.
- Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive
- Workers and helpers should sit among the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle in a safe location until calm is restored..

Images & Photographs

Photographs and video recording provide a memorable way of capturing and promoting activities of the group. However, this can also be a source of risk to child safety and due care must be taken. The following guidelines must be followed when capturing and using such material:-

- Written permission should be obtained of all children and young people who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded;
- It should be made clear why that person's image is being used, what use you will make of it, and who might want to look at the pictures;
- Children and young people should not be identified by name or other personal details. These details include email, phone or postal addresses;
- When using photographs of children and young people, it is preferable to use group pictures;
- Carefully consider location and pose;
- Do not insist that a child participates;
- During events organised by the group, other parents should be discouraged from taking photographs of children other than their own without the parent's/carer's permission.
- Care should be taken when taking group photos that children are not photographed without consent;

- Personal information about the individual should not accompany the image. When a name is requested the first name of the individual may be all that needs to be provided;
- Care must be taken to ensure that images of children who are under a court order are not recorded or published without permission;
- Obtain a written and specific consent from parents or carers before using photographs on a website.

Media

Children of the same age-group vary widely in their level of maturity and ability to deal with the content and issues represented in audio-visual media. The following guidelines should be followed when planning multimedia presentations such as films, pictures, music:-

- Always ensure that the content is age-appropriate. Never use material beyond the children's age classification. In some instances there may be inappropriate content for the children in the group even if the rating indicates that it is age-appropriate.
- Where possible, let parents/carers know in advance about material to be presented. It will never be possible to cater for all tastes and levels of maturity and if given sufficient advance notice of the content, parents/carers can make the appropriate decision.
- If a group is planning an event at which a PG-rated material is to be shown, parents/carers must be informed in good time so that they have the option of not sending their children.

E-safety

- Ensure all electronic communications are appropriate;
- If using e-technology as a group activity, ensure that an adult worker knows, monitors and understands what is happening within the group;
- Do not make any relationship with a child (other than family members) through a social networking site.
- Leaders should encourage young people to be sensible when taking photos or videoing each other, especially if they are to be posted on the internet.
- Young people should be encouraged to let their friends know if their intention is to post photograph online, giving them the opportunity to object.
- Young people may need to be reminded that once photographs are on the internet they have no control over where they end up.

Health and Safety

Safe environment

- Ensure that access to the building is safe and well lit;

- Ensure that leaders are familiar with MEC's fire safety procedure;
- A fire drill should be carried out regularly;
- Ensure that all fire exits are unlocked and have clear access;
- Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location. A Risk Assessment form for this purpose is provided at [APPENDIX 3](#). It is the responsibility of the Team Leader to ensure that a Risk Assessment has been undertaken.

The venue :

- Appropriate space and equipment should be available for any intended activity.
- Groups must have access to a phone in order to call for help if necessary;
- Unaccompanied children and young people should be encouraged not to walk to or from the premises along dark or badly lit paths;

First Aid

- Each group should have at least one trained first aider available for each session.
- All staff and volunteer workers should be encouraged to have some First Aid knowledge;
- A list of first aiders should be compiled and kept available.
- A first aid kit is kept in the church kitchen.
- A portable first aid kit is also available in the kitchen. This should be taken on any outings or off-site activity and returned.
- No medicines, (including Paracetamol), creams or lotions should be given to any child without their parents'/carers' permission; this must be in writing if the parent is absent.
- Encourage the child to clean any wound themselves, or wear disposable gloves provided if you clean it for them.
- The parent/carer must be told about the injury when the child is picked up to be taken home.
- A head injury letter is kept with the first aid box. In the event that a child suffers a head injury, the form should be completed by the first aider and must be handed to the parent or carer. In the event that a child is not collected by the parent every effort must be made to insure that the parent is informed of the incident.
- All incidents must be recorded in the Accident Book kept with the First Aid kit.
- If a serious injury should occur, the emergency services must be contacted and the parents/carers must be informed immediately.

Food Safety

- If food is being served as part of the activity there should be at least one person present with a current Food Hygiene Certificate

- The Leader in charge of the activity where food is to be served, should be aware of and avoid serving foods that any children in the group may be allergic to. In the event that food is served which a child may be allergic to, they should make every effort to ensure that the child can avoid it.

Emergency Procedure

- Copies of the Information, Medical and Consent forms should be taken on all visits/activities and be available at all times in case of emergency;
- The details of the emergency contact person should be carried at all times;
- In the event of accident or illness the organiser/a leader must inform the designated emergency person who will endeavour to contact the parents/carers at the earliest opportunity;
- Details of incidents and accidents should be recorded in writing as soon as possible and eye witness accounts should be included. It is important to make sure that these are retained in a safe place in perpetuity. Accidents should be recorded in the accidents book;
- Any change of plan involving the planned activities/travel arrangements, etc., should be notified to the emergency contact person who will endeavour to contact the parents/carer;
- Parents/carers should be informed, in advance, that if a child/young person has to return home for disciplinary/illness/injury the parents may need to collect the young person. Occasionally one of the leaders may need to accompany a child and this highlights the desirability of a child/adult ratio over the minimum prescribed;
- Organisers of visits should have contingency plans relating to the care and/or return of ill/injured young persons and those who may have to return early for disciplinary reasons;
- The location of the nearest doctor and hospital (with an accident and emergency department) should be checked;
- The organiser must ensure that the young people are fully briefed about potential difficulties or emergencies. All young people need to know how and where to contact the organiser or other leader(s) at any time;
- Taking a mobile phone is considered good practice;
- **A first aid kit should be taken.**

Procedures for Dealing with Complaints

MEC accepts that we won't always get things right. We accept that people will sometimes have valid criticisms of our procedures, policies and practices related to our ministry to children and young people. We will take all such complaints seriously and will make every effort to resolve issues in an open and honest way. Where we are at fault, we will take responsibility, apologise and seek to change the way we do things, so that we create a better, safer environment for children at MEC. We will always aim to communicate to the person making the complaint what steps have been taken to avoid a recurrence of the problem.

Complaints relate to processes and policies – an expression of dissatisfaction with the way something was done. The complaints procedure should **never** be used to deal with allegations of abuse.

The procedure for handling complaints is as follows:

- The Team Leader will be the first point of contact for any person wishing to make a complaint about a group activity. If the complaint relates to actions of the Team Leader, the individual should be directed to speak with the Elder overseeing the group.
- Every attempt should be made to resolve complaints informally in the first instance.
- Be willing to view the situation from the other person's perspective, and where necessary to apologise if things were not done as they should have been.
- If there are mitigating circumstances for not doing things a certain way, make sure that the individual is aware of those.
- Adopt any steps that are necessary to improve the situation, and communicate to the person complaining what steps have been taken to remedy the situation.
- If the complaint is not resolved and the individual wishes to take the matter further, he or she should be directed to the Elder overseeing the group.
- Every attempt should be made to resolve the complaint informally with the Elder overseeing the group.
- If the issue is still not resolved and the individual wishes to make a formal complaint, this should be done in writing to the Elders, stating as much detail as possible (including the time, place, date and nature of the action or policy that is being complained about).
- The Elders will consider the written complaint no later than the next scheduled Elder's meeting.
- Any decisions and steps taken to resolve the issue will be communicated in writing to the individual making the complaint.

Bullying

Bullying can take many forms - physical, verbal, written, cyber, emotional, racist, sexual, and homophobic. Bullying can be defined as:

“Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.”

Department for Children, Schools and Families (2007), Safe to Learn

“The repetitive, intentional hurting of one person by another, where the relationship involves an imbalance of power. Bullying can be carried out physically, verbally emotionally or through cyberspace.”

Anti-Bullying Alliance

Anti-Bullying Policy

AT MEC we believe that any form of bullying is unacceptable. To prevent incidents of bullying, all children’s workers have a responsibility to:

- Listen to children and young people and take seriously what they tell you about bullying.
- Take steps to deal immediately with incidents of bullying.
- Ensure that children and young people are aware that bullying concerns will be dealt with sensitively and effectively.
- Be aware of the vulnerability of specific individuals and groups such as those with disabilities and from black and minority ethnic communities.
- Ensure that both victims of bullying and bullies themselves receive support.
- Keep a record of any incidents of bullying, how they were dealt with and whether there is anything MEC can do to learn from and prevent similar incidents.



ESSENTIAL INFORMATION AND MEDICAL FORM

For Use in MEC’s Children and Youth Non-Residential Clubs and Activities
On Site and Off Site

TO BE COMPLETED BY PARENT/CARER FOR ALL YOUNG PEOPLE UNDER THE AGE OF 18

PART A - YOUNG PERSON’S DETAILS

Surname First Name
Date of Birth..... (DD/MM/YYYY)..... Home Telephone No.
Address
.....Postcode

PART B – PRIMARY CONTACT/S (Person/s holding parental responsibility at the above address)

Name Relationship to child
Mobile No..... Email
Preferred method of contact: Landline / Mobile / Text / Email

Name Relationship to child
Mobile No..... Email
Preferred method of contact: Landline / Mobile / Text / Email

PART C – OTHER PARENTAL CONTACT (Please use this section if a parent lives at a separate address but has parental responsibility)

Name Relationship to child
Address.....
..... Postcode Tel. No
Mobile No. Email
Preferred method of contact: Landline / Mobile / Text / Email

Wishes to receive club information for parents YES / NO

PART D – OTHER EMERGENCY CONTACT

Name Relationship to child
Address.....Postcode
Tel. No Mobile No.

PART E - FAMILY DOCTOR

Name Tel No.....

Address..... Postcode.....

PART F - MEDICAL INFORMATION

Please indicate if your child suffers from any medical condition, however mild, or is taking medication on a regular basis. Conditions such as asthma, epilepsy, diabetes, heart condition, allergies or physical weakness should be included:

.....

Please give details of any current medical treatment, or medication being taken by your child on a regular and continuing basis:

.....

PART G - DIETARY REQUIREMENTS

Please give details of special dietary requirements, food allergies, etc. (e.g. vegetarian, non-dairy food, peanut allergy, etc):

.....

PART H – CONSENT (Please tick the appropriate box)

YES

NO

1. I give permission for my child to walk home unaccompanied (Y5+ only)

2. I give permission for photographs/film of my child to be taken during normal club activities for use in club.

3. I give permission for photographs/film including my child to be included in MEC’s annual reports, annual magazine and on MEC’s website

Please carefully read the paragraphs below and sign if you are in agreement:

In the unlikely event of illness or accident, I understand that every effort will be made to contact me as soon as possible. I give permission for any necessary medical treatment to be given to my child by the nominated first aider or by suitably qualified medical practitioners. Should my child require emergency hospital treatment, I authorise an adult leader to sign on my behalf any written form of consent required by the hospital if I cannot be contacted.

Parent/Carer’s signature **Date**

I certify that all the information given in this form is correct at the date of signing and understand that it is my responsibility to inform MEC of any changes. I understand that this information will be held for contact and for use in emergencies.

Parent/Carer’s signature **Date**

Parent/Carer’s name (please print)

APPENDIX 2



CONSENT FORM FOR RESIDENTIAL AND NON-RESIDENTIAL EVENTS

TO BE USED IN CONJUNCTION WITH MEC ESSENTIAL INFORMATION AND MEDICAL FORM

Event Details

Event Cost

Dates

Location

Names of Responsible Leaders

Mode of transport

Young Person/ Child Information

Young person/ Child's full name

Young person/ Child's Mobile Phone No

To be completed by the young person/ child

I promise to abide by all rules and plans set forth by the leaders of MEC during the course of this event.

Young person's signature Date

To be completed by Parent/ Carer

I am the legal guardian of the child named above and hereby give my permission for the named child to participate in the above named event with the leaders of MEC **YES/ NO**

I understand that my child will be under the care of the named leaders and will abide by the rules and guidelines laid down by the leaders of the above named event and if my child's behaviour during the event is unacceptable I may have to collect my child. **YES/ NO**

I understand that in the event of a medical emergency that the leaders of MEC will do everything in their power to contact me personally, but that in the event that they are unable to do so, I give my permission for the leaders to seek necessary medical attention for the child named above. **YES/ NO**

In the event that my child needs to take prescribed medication, I authorise the leader(s) to supervise my child taking the medication. (All medication must be in original packaging, clearly labelled with child's name together with the dosage and instructions for use and handed to the visit/activity organiser prior to departure for safekeeping). **YES/ NO**

In the event that my child (age over 12) requests pain relief, I give permission for a normal dose of 1 or 2, 500mg tablets of pain relief to be given. The leaders will inform me if this is given..... **YES/ NO**

Parent/ Carer's name & signature Date

Contact details for Parent/ Carer during the event

APPENDIX 3

ASSESSMENT OF RISK

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?
List significant hazards which may result in serious harm or affect people	List groups of people who are especially at risk from the significant hazards identified	List existing controls, or note where the information may be found,(e.g. information, instruction, training, system or procedures) Indicate proposed action
Management/emergency action	All	Designated organiser to monitor all aspects of safety (and other administration) in connection with off-site activities
Coach journey	All	Leaders to supervise young people. Instructions given by driver to be followed. Young people to remain seated at all times and wear seat belts Head count to be taken after toilet stops
Road traffic accident	All	Before commencing journey emergency exits to be shown to all. Those sitting next to emergency exits to be briefed on their use. Instructions to be given on how/where to assemble in emergency. Contact emergency services immediately, follow instructions of designated organiser and/or first-aider.
Getting lost/separated from party	All	Head counts to be taken at regular intervals. Young people to be placed in smaller groups with a defined leader. *Make young people aware that a leader will be at a given location at all times.
Stranger danger	All	Warn young people of type of risk they may face from other people visiting location e.g. theft, bullying, abduction. Advise common sense approach, always keeping within group, etc. * as above.
Personal accident/illness	All	Medical conditions recorded on consent forms. Contact first-aider. Seek expert medical attention if required.
Swimming/water based activities	All	See local regulations re adult/child ratio, life guards, etc. Young person's swimming ability recorded on consent form.
Accommodation	All	Check security and safety of building, insurance, smoke alarms, fire escapes, etc. Check night security and assess need for 'awake' leaders during night.

Camping	All	Check security of camp during day. Check security at night and assess need for 'awake' leaders during night (consider gender as young people may need to be accompanied to toilet buildings at night).
Food Hygiene	All	If self-catering ensure best standards of hygiene.
Activity Providers	All	Check activity providers have appropriate risk assessments, safety procedures and insurance for all activities at their site and ask for copies of assessments, procedures and insurance documents. Check qualifications of activity leaders – ask for copies of certificates of competence.
Use of equipment	All	Check that equipment which may be used/hired is safe and regularly maintained.

It should be noted that this is not an exhaustive list of issues but a sample of what may need to be considered. The nature, venue and activities involved will determine the potential risks and hazards. A reconnaissance visit, well in advance, is strongly recommended.