

Diocese of Cloyne Altar Server Risk Assessment Form

Name of group		Altar Servers				
Date of risk assessment						
Name and role of person(s) completing the risk assessment						
Risk	Who is at risk?	Likelihood of harm	Consequence	Control needed	In place Yes/no/NA	Person(s) responsible
Unsuitable group leaders	Children and other group leaders	Low	Child safeguarding concerns	<ul style="list-style-type: none"> • Safe recruitment procedures • References sought • Vetting • Code of behaviour for adults supervising children • All leaders aware of safeguarding procedures • Two leaders for the group have attended safeguarding training 		
Unsuitable venue for Robing and preparing to serve.	Children and Adults	Low	Health and safety	<ul style="list-style-type: none"> • Suitable room that meets the privacy of the Servers whilst Robing and preparing to serve. 		
Inadequate toilet facilities	Children	Low	Child safeguarding concerns	<ul style="list-style-type: none"> • Location of toilet facilities assessed. • Toilets must be fit for purpose. • Leaders clearly instructed around toilet procedures for children during the session. • Disabled toilets are available, or toilets are accessible. • Toilets are not located external to building. 		
Not enough leaders for the activity	Children	Low	Child safeguarding concerns	<ul style="list-style-type: none"> • Follow supervision ratios outlined in Safeguarding Handbook • Ensure that adult leaders agree to arrive at Mass before children 		

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				<ul style="list-style-type: none"> • Rota for activity shared and agreed with leaders 		
Child wandering from the group	Children	Possibility	Child safeguarding concerns	<ul style="list-style-type: none"> • Sacristy register to be signed • Procedure agreed with parent/guardian for dropping and collecting children • Children understand and agree to code of behaviour • Assess number of entrances and exits in building 		
Medical issue with a child	Children	Possibility	Health and safety	<ul style="list-style-type: none"> • Emergency contact information for parents/guardians on consent forms. • Review medical information in consent forms • Fully stocked first aid kit available in building • Accident and incident form available and are completed following an accident / incident. • Parents notified of incident / accident when collecting child (good practice to give copy of accident/Incident form to parents). • Serious accidents / emergencies: contact numbers for emergency services / parents or guardians readily available. 		
Child misbehaves	Other children	High	Disrupts activity Upsets other children	<ul style="list-style-type: none"> • Children are aware and agree to code of behaviour. • Discuss with parents/guardians if necessary. 		
Parents doesn't turn up to collect child	Children	Possibility	Child is upset Safeguarding concern	<ul style="list-style-type: none"> • Two adult leaders stay with the child. • Procedure for dropping and collecting agreed with parents. • Telephone numbers for parents recorded in consent forms. 		

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Activity is not inclusive for those with additional needs	Young person and adults	Medium	Room not suitable for those with poor mobility. Minimal supervision ratios. Health and safety.	<ul style="list-style-type: none"> • Ensure room used is accessible to all. • Disabled toilets are available, or toilets are accessible. • Increase supervision ratios when needed. • Parental consultation with group leader re: child's needs prior to activity. 		
Bullying	Young person and adults	Medium	Safeguarding concerns	<ul style="list-style-type: none"> • Code of Conduct in place for Children/Young People • Code of Conduct for Adults/Leaders • Diocesan Bullying Policy in Place • All incidents of bullying to be brought to attention of group leader immediately. • Accident/Incident Forms available. • Discuss incidents with parents/guardians where necessary 		
Unauthorised adult being part of the activity	Young person and adults	Low	Safeguarding concerns	<ul style="list-style-type: none"> • All adults working with the young people to be Garda vetted, trained (where appropriate) • New staff/volunteers to go through parish recruitment procedures. • Supervision Rota in place • Number of entrances and exits is limited. • Sign in / sign out book complete. • Drop off and collection point agreed with parents. 		
Unauthorised photography / recording of videos	Young person and adults	Medium	Safeguarding concerns	<ul style="list-style-type: none"> • Parents to explicitly give consent for photos/videos / live streaming, on consent form. • Leaders aware of Diocesan Social Media policy & procedures. 		

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				<ul style="list-style-type: none"> Storage of photos/videos in line with Diocesan GDPR policy and procedures, and Diocesan Social Media policy. 		
Inadequate Fire Safety procedures	Young person and adults	Medium	Health and Safety	<ul style="list-style-type: none"> Leaders and children aware of fire exits and assembly points. Fire drill / procedures explained to children. Assembly point(s) clearly marked. 		
Leaders not informed about DLP contact details	Young person and adults	Low	Safeguarding concerns	<ul style="list-style-type: none"> Leaders attend Safeguarding training where appropriate. Co-Ordinator informs all leaders about Diocesan DLP structure. Safeguarding posters displayed on site. 		

* Data Protection - This form will be used in connection youth ministry. The form will be stored confidentially and will only be shared outside the parish/group where there is a legal obligation on the parish/group to do so. The information will be retained for as long as necessary in compliance with Safeguarding laws and policies. Personal data on the form will be processed under Articles 6 (1)(d), 6 (1) (f) and 9 (2) (c) and 9 (2) (d) of the General Data Protection Regulation, 2016. This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.