

Southwark Cathedral Education Centre

Risk Assessment – Safeguarding of children in school groups visiting the Education Centre and Cathedral

	Potential risks to children and young people	Risk Rating (see matrix: probability + impact = risk)			Safeguarding measures operating to minimise risk	Residual risk and comment / further action required
		P	I	R		
Activities based in the Education Centre only	Being lost / unsupervised	Negligible	Insignificant	Low	<ul style="list-style-type: none"> - Education Centre door is kept shut. - Schools made aware of their responsibility for the children at all times - Education Officer / volunteer supervision of activities 	
	Unknown (potentially criminal) individuals accessing Education Centre	Negligible	Moderate	Medium	<ul style="list-style-type: none"> - Education Centre door is kept shut and is only accessible from outside with a key / key fob - Adults accompanying school visits given a visitor sticker on arrival 	There was an incident where an individual gained access to the Education Centre during a school visit and some teachers' belongings were stolen.
	Accidental harm	Unlikely	Minor	Medium	<ul style="list-style-type: none"> - Health and safety risk assessment undertaken by Education Officer and Head Verger on an annual basis - Schools made aware of their responsibility for the children at all times - First Aid Kit kept in Education Centre - Vergers – First Aid trained 	Slips and falls, usually due to running, children bumping into each other, etc. Minor injuries – bumps and minor cuts.
	Inappropriate contact with Education Centre staff / volunteers	Negligible	Significant	Medium	<ul style="list-style-type: none"> - All Education Centre staff and volunteers have received safeguarding training, in line with C of E guidance - Education Officer and volunteers DBS checked - References obtained for all Education Centre staff and volunteers - Children remain the responsibility of school staff at all times during the visit - All toilet visits are supervised by school staff. Education Centre staff and volunteers do not enter the toilets when being used by children. 	

Activities based in the Education Centre and Cathedral	Potential risks to children and young people	Risk Rating (see matrix: probability + impact = risk)			Safeguarding measures operating to minimise risk	Residual risk and comment / further action required
		P	I	R		
	Being lost / unsupervised	Negligible	Insignificant	Low	<ul style="list-style-type: none"> - Schools made aware of their responsibility for the children at all times - Education Officer / volunteer supervision of activities 	
	Unknown (potentially criminal) individuals accessing Education Centre whilst the group is in the Cathedral	Negligible	Moderate	Medium	<ul style="list-style-type: none"> - Education Centre door is kept shut and is only accessible from outside with a key / key fob - Adults accompanying school visits given a visitor sticker on arrival 	There was an incident where an individual gained access to the Education Centre during a school visit and some teachers' belongings were stolen.
	Exposure to dangerous or inappropriate behaviour (e.g. strong language)	Rare	Minor	Low	<ul style="list-style-type: none"> - Vergers and Stewards available to assist if necessary - Education Centre staff and volunteers – vigilant and aware of individuals in the Cathedral - Education Centre staff and volunteers to move children on to a different location if possible 	
	Accidental harm	Unlikely	Minor	Medium	<ul style="list-style-type: none"> - Health and safety risk assessment undertaken by Education Officer and Head Verger on an annual basis - Schools made aware of their responsibility for the children at all times - First Aid Kit kept in Education Centre - Vergers – First Aid trained 	Slips and falls, usually due to running, children bumping into each other, etc. Minor injuries – bumps and minor cuts.

Inappropriate contact with Education Centre staff / volunteers	Negligible	Significant	Medium	<ul style="list-style-type: none"> - All Education Centre staff and volunteers have received safeguarding training, in line with C of E guidance - Education Officer and volunteers DBS checked - References obtained for all Education Centre staff and volunteers - Children remain the responsibility of school staff at all times during the visit 	
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Risk calculation matrix

IMPACT	Catastrophic	MEDIUM	HIGH	VERY HIGH		
	Significant					
	Moderate	MEDIUM		HIGH		
	Minor	LOW		MEDIUM		
	Insignificant			LOW		
		Negligible	Rare	Unlikely	Possible	Probable
	LIKELIHOOD					

Definitions:

VERY HIGH – Primary or critical risk requiring immediate action

HIGH – Significant risks requiring rapid attention

MEDIUM – Less significant but could still be disruptive and result in upset or have the potential for escalation should they occur

LOW – Unlikely to occur and of relatively low significance but still require monitoring as may have the potential to increase in likelihood and / or impact

Description of 'likelihood':

Negligible – 1 chance in 20,000

Rare – 1 chance in 2,000

Unlikely – 1 chance in 200

Possible – 1 chance in 20

Probably – 1 chance in 2

Description of Risk Rating Impact:

Insignificant – low number (single figures) affected; insignificant impact on physical, moral or psychological welfare of the child

Minor – child/ren or young person(s) affected, treatable by positive intervention by Education Centre staff or volunteers, Vergers (if First Aid is required) or school staff; minimal reputational risk

Moderate – child/ren or young person(s) affected, requiring assistance from services outside the Cathedral (e.g. hospital or police) with disruption to the operation of the Education Centre and potential reputational damage (e.g. exposure to inappropriate language / racism / etc)

Significant – child/ren or young person(s) affected, resulting in significant psychological, physical or moral harm; serious impact on the Education Centre and significant reputational damage (e.g. child / young person sexually exploited or stabbed)

Catastrophic – child/ren or young person(s) affected, suffering serious or fatal physical, psychological or moral harm and catastrophic impact on the Education Centre including reputational damage (e.g. child / young person abducted)