



KERIC, NGO

Nábřežná 1351, Čadca 02201

Phone: +421 908 913 995

keric@keric.sk

KERIC CHILD AND VULNERABLE PERSONS SAFEGUARDING POLICY

POLICY STATEMENT

The KERIC child and vulnerable persons safeguarding policy is based on national guidelines, international standards and the United Nations Convention on the Rights of the Child.

KERIC'S COMMITMENT TO SAFEGUARDING

KERIC is committed to safeguarding children, young people and vulnerable adults, and promoting their wellbeing and safety. Safeguarding is the responsibility of all KERIC staff, volunteers, interns, and KERIC partner organisations.

A child is any person/s aged from birth to 18 years, as defined in the United Nations Convention on the Rights of the Child.

„A vulnerable adult is a person aged 18 years or older who is unable to protect him or herself from abuse or exploitation, or who needs extra care, due to a learning or physical disability, a physical illness, mental health difficulties, or because of status or power deferential. Such persons include but are not limited to refugees, internally displaced persons (IDPs), persons with disabilities, trafficked persons, frail, isolated and other non-independent or institutionalized adults. “

KERIC is committed to safeguarding all children irrespective of ability, ethnicity, faith, age, gender, sexuality, or cultural background. We recognise that many children are at greater risk of abuse or face greater difficulties in getting help because of their disability, gender or other factors. We must be sensitive to this and in some cases may need to adapt our safeguarding procedures to ensure inclusion and access.

All organisations have a duty of care to children and vulnerable people that they work with, are in contact with, or who are affected by their work and operations. This policy has been written to ensure that KERIC takes every possible measure to prevent abuse. KERIC aims to minimise the risk of

any of our staff, volunteers, interns or partners engaging in behaviour that allows abuse to occur or acting in a way that could be misinterpreted by children, their families or others as abuse, or as leading to abuse.

THE PURPOSE OF THE POLICY

- ensure KERIC identifies and manages risks to children and vulnerable persons in our activities and projects
- ensure best practice in the recruitment of staff and volunteers reference checks, good human resource practices in interviewing, on arrival/ pre-departure training and ongoing supervision and management;
- ensure that staff members and volunteers are aware of how to recognise signs of child abuse or neglect;
- develop procedures for staff and volunteers who may have concerns about the safety and welfare of children associated with the organisation in Slovakia and internationally;
- identify Designated Officer to act as a liaison with outside agencies and resource persons to any staff member or volunteer who has child safeguarding concerns. The Designated Officer is responsible for receiving allegations or suspicions of child abuse and taking appropriate action.

This policy applies to all people who have a current agreement or contract with KERIC, at all times, whilst at work and outside of work. This includes KERIC staff, volunteers, interns, and partners. In relation to partner organisations, the KERIC Child and Vulnerable Persons Safeguarding Policy should be read in conjunction with the policy of the partner organisation.

All KERIC partner organisations and other third parties must have either have their own child safeguarding policy or should abide by the KERIC Child and Vulnerable Persons Safeguarding Policy for the duration of our partnership. KERIC will assist our partners to develop and implement their own safeguarding policy.

PREVENTING HARM TO CHILDREN

KERIC is committed to building a culture of safety in our organisation and preventing harm to children and vulnerable persons. Because of this child and vulnerable person safeguarding measures are integrated into our organisational systems and processes.

KERIC SAFEGUARDING RISK ASSESSMENT

KERIC commits to assessing potential safeguarding risks in our activities, projects and where we work so that we can plan how to prevent and reduce the risk of harm to children and vulnerable persons. KERIC will continue to carry out mapping for each country where we work. This mapping will include the legal context, common child rights violations, and the national child protection system. This happens by organizing mobility visits in new locations, talking to our local partners and their partner organizations.

KERIC must also carry out documented safeguarding risk assessments for all KERIC programmes, projects, and activities involving children. Safeguarding risk assessments will be part of KERIC's due diligence with future and existing partner organisations, and in planning and evaluation of projects and programmes, if deemed necessary.

KERIC will adapt and use risk assessment tools in Appendix.

Risk assessment will also include:

- Establishing the context, scope and setting of KERIC's work e.g. Is child abuse prevalent where we work or where our partners work? Are laws and authorities weak in responding to child abuse where we work or where our partners work? Identifying KERIC's potential impact on or contact with children e.g. Do we work with children? Do we bring staff, volunteers and partners into contact with children? Do our partners work with children? What impact do we have on communities and children?
- Identifying and analysing the potential risks of that impact or contact.
- Evaluating the likelihood of risks and the seriousness of the impact on children.
- Implementing strategies to minimise and prevent risk.

KERIC EMPLOYEE AND VOLUNTEER RECRUITMENT AND SELECTION

You should consider the impact of your decisions on children and vulnerable persons and consult children on any issues that affect them.

It is important that you act in a way that always considers child safety, such as ensuring privacy and personal space and an appropriate level of physical contact.

KERIC safe recruitment and selection procedures include:

- 1.** Always apply thorough standard selection procedures, no matter who the applicant is.
- sending volunteers abroad includes- coming to KERIC information meeting, sending motivational letter, pre-departure training etc. For coming volunteers, the same in their organization plus skype with KERIC staff
- 2.** KERIC must provide a clear job description to employees and volunteers and consider what level and type of contact with children the post requires, if the post holder will have unsupervised access to children, or hold a position of trust?
- 3.** All advertised vacancies must inform about the relevant experience needed if the post involves working directly with children.
- 4.** Employees or volunteers must sign a declaration stating that there is no reason why they would be unsuitable to work with children, young people or vulnerable adults.

- 5.** At minimum, interviews must be well-planned and include a discussion on child safeguarding, the candidate's understanding of this and the KERIC's commitment. Interviews should include specific questions about relevant experience and knowledge of child safeguarding, as well as attitudes to the protection of children. Can they give examples of where they have acted to protect a child, what they learnt from this, what impact it has had their current practice?
- 6.** Each employee/ volunteer must provide proof of identification before starting work.
- 7.** Safeguarding policy and procedures must be included in orientation and on-arrival training so that all staff, volunteers etc. understand child safeguarding standards and their role in implementation.
- 8.** All volunteers and staff must receive a copy of this Child Safeguarding and Vulnerable Adult Policy

9. KERIC staff must update their police clearance and vetting through their relevant Designated Officer every two years

MAKING INFORMATION AVAILABLE

The KERIC Safeguarding Policy must be available and visible in KERIC Office, on the website and upon request. It is included as part of the orientation and on-arrival training of all new employees and volunteers. Our Commitment to Safeguarding statement and the KERIC reporting procedure flowchart must be available in KERIC office with contact details of the Designated Officer.

In addition, child safeguarding emergency contact details must be made visible within KERIC Office.

If working directly with children, KERIC should develop child-friendly materials to clearly communicate KERIC's safeguarding procedures, especially the reporting procedure and how staff and volunteers are expected to behave i.e. code of conduct. Information should be age appropriate and communicated to children in simple language and through the use of visual aids and pictures, so all levels of understanding are met.

SOCIAL MEDIA AND PUBLICATIONS

It is essential to minimise the risk of inappropriate use of information, stories and images (photographs, video or social media) of children and other vulnerable people. We share with our staff, volunteers and partners a list of good tips how to use media in relationship to children and vulnerable people.

TIPS FOR MEDIA USAGE

- Don't publish a child's name with their photo.
- Images of children must not show them in a state of undress or in inappropriate poses.

- Details attached to images and included in stories must not allow that child to be traced to his or her home or community.
- Make sure you have been given permission by children and their parents/carers to take their image and use their information

PARTICIPATION

KERIC recognises the importance of the participation of children, young people and vulnerable adults. We are committed to keep and increase children's participation in all areas of our work, in so far as we can do so *safely and effectively*, given that not all our staff or partner staff are trained to worked directly with children.

KERIC should ensure that child participation:

- Is useful
- Helps to skill up and empower young people as citizens;
- Is safe for children in the widest sense of the word – run sensitively with the option of support for children and young people should the discussions raise issues of abuse and trauma.
- Is run in child-friendly ways that help focus children on the task and get the best out of them.

RECOGNITION OF CHILD ABUSE

Child abuse is any form of physical and/or emotional ill-treatment, sexual abuse, neglect or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. Child abuse occurs in all socio-economic groups, genders and cultures. The abuser may be someone known to the child or a stranger and can be an adult or another child. See Appendix for definitions of abuse.

Child abuse can often be difficult to identify and may present in many forms. There are three stages in the identification of child abuse:

1. Considering the possibility

The ability to recognise child abuse can depend on a person's willingness to accept the possibility of its existence. The possibility of abuse should be considered if:

- a child has suffered an injury that cannot be reasonably explained;
- a child appears distressed without reason;
- a child displays persistent or new behavioural problems;
- a child displays unusual or fearful responses to certain people such as parents or siblings.

All signs and symptoms should be considered in the context of the child's situation and family circumstance.

2. Looking out for signs of abuse

Signs of abuse can be physical, behavioural or developmental. They include:

- disclosure of abuse by a child or young person;
- inappropriate age or abnormal sexual play or knowledge;
- specific injuries or patterns of injuries;
- absconding from home or care situation;
- self-harm or attempted suicide

A cluster or pattern of signs is more likely to be indicative of neglect or abuse. It is important to reassure the child and ensure they feel they have been listening to and believed without being questioned in depth.

3. Recording of information

If neglect or abuse is suspected, it is important to obtain as much information as possible. However, the child should not be questioned in detail about the abuse without consulting with the police. Observations in relation to the concern should be accurately recorded and include specific details.

It is not the role of the Designated Officer to investigate concerns or allegations. This is the role of the national agency, who have a statutory responsibility to undertake such assessments and investigations.

Other points to remember for recognising child abuse:

- A child or vulnerable person's challenging behaviour is never an excuse for abuse, including physical punishment.
- The severity of a sign does not necessarily equate with the severity of the abuse.
- Experiencing reoccurring low-level abuse may cause serious and long-term harm.
- Exposure to domestic violence is detrimental to children's physical, emotional and psychological well-being.
- It can be difficult to distinguish between signs of child abuse and other difficulties suffered by children and families. However, the child's welfare should always be the first concern and if you suspect abuse you have a duty to report.

The services to inform in Slovakia are:

Centrum Slniečko in Nitra

Občianske združenie Náruč in Žilina

Linka detskej istoty - 0800 116 111

Detská linka dôvery - 0800 11 78 78

Pomoc ohrozeným deťom - 02 62 24 78 77

Pomoc ohrozeným ženám - 02 62 24 99 14

ALLEGATIONS AND SUSPICIONS OF ABUSE

All members of the public have an obligation to report any concerns in relation to child abuse or welfare. Ignoring signs of abuse / neglect or failing to act may result in ongoing or further harm to the child and criminal prosecution.

1. Reporting procedures for all KERIC volunteers, staff members and partners

A. If you have a concern, suspicion or allegation about external abuse i.e. abuse in the community or the home, outside of KERIC or KERIC partner projects

If any person associated with KERIC has a concern that a child may have been, is being, or is at risk of being abused or neglected, they should contact the appropriate Designated Officer in KERIC

If working with a KERIC partner organisation, concerns should be raised with the Partner Designated Officer.

If the Designated Officer is not available, you should contact the Designated Officer in KERIC office. If the Designated Officer is also unavailable and you have an immediate concern, contact the National Children and Family Services for advice and guidance.

If you think a child is in immediate danger and you cannot contact the National Children and Family Service, you should contact the Police. It is important to ensure that confidentiality is always maintained. This means that only those that need to know should be told of the suspicion / allegation / disclosure of abuse and the number that need to be kept informed should be kept to a minimum.

B. If you have a concern, suspicion or allegation about internal abuse i.e. related to behaviour of a KERIC staff member, volunteer or a KERIC partner staff member, partner volunteer. Report to the respective safeguarding contact person or the KERIC Designated Officer

If working with a KERIC partner organisation and your concerns relate to a KERIC partner staff member, partner volunteer etc. concerns should be raised with the Partner Designated Officer and KERIC Designated Officer, who will address the concern collaboratively.

KERIC DESIGNATED OFFICERS CONTACT DETAILS

Name: Miriam Petříková

Address: Nábrežie 1351, Čadca 02201, Slovakia

Tel: +421908913995

Email: mirka@keric.sk

The Designated Officers have the following responsibilities:

- Be a resource person to any staff member or volunteer who has child safeguarding concerns;
- Ensure that the standard reporting procedure is followed so that concerns are appropriately responded to;
- Have up-to-date knowledge about child protection and safeguarding;

- Undertake any training necessary on new developments;
- Co-operate with outside agencies as necessary;
- Ensure a written record of any child safeguarding or protection issues is maintained and stored securely;
- Appoint a Deputy Designated Officer to cover for periods of approved leave.

THE ROLE OF THE DESIGNATED OFFICER

1. Receive information about a concern or allegation.
2. Ensure the procedure about how to respond to concerns, suspicions, allegations and disclosures of abuse involving staff and volunteers is followed and that a referral has been made to the statutory authority if appropriate.
3. Create a child protection case file for every case received and ensure a referral is made, if needed. Entries should be made as soon as possible after the event. They must be timed, dated and signed by the author.
4. Take possession of any written records made by any person in connection with the case and place them on the Child Protection Case File.
5. After receiving a report, conduct an initial assessment, considering the following points:
 - Source of the complaint
 - Nature and context of allegations e.g. is it a case of traditional cultural practice?
 - Time span and when incident/s are alleged to have taken place
 - How many victims?
 - How many perpetrators? • Who else might be involved or have relevant information?
 - What risks need to be considered when taking further action? e.g. Could a child be put at further risk by informing the alleged perpetrator of the allegation?
 - Does it involve a partner organisation, partner or NGO?
6. Explain the procedures for addressing the concern to the person who has raised the concern and discuss issue of confidentiality and data protection with them.
7. Contact emergency or appropriate services where a child appears to be at immediate and serious risk of harm. An immediate referral should be made to the National Children and Family Services. If it is not possible to contact the National Children and Family Services, the Police should be contacted to ensure that a child is not left in a dangerous situation.
8. Inform relevant KERIC staff member/s that a concern has been raised/allegation has been made and recommend action(s) that may need to be taken in order to ensure the safety of children.

9. Make discrete enquiries to identify the present and previous appointments of the person involved in order to establish whether there are any previous concerns about his/her practice, or any current grounds for concern in relation to the safety and well-being of children.

10. Conduct an initial interview with the person against who the allegation was made as soon as possible. The purpose of the interview is to inform the respondent of the existence of the allegation and of the process being followed. The respondent shall be given information about his or her entitlement to seek legal advice and about the child protection process. The respondent should be informed that he/she is not obliged to respond or to give evidence, but that any statement provided will be taken into account in the investigation. The Designated Officer should then inform the respondent of the nature and detail of the allegation/concern.

The respondent needs to be given enough detail about the disclosure/allegation/concern to be able to offer a response. A written record of the interview must be prepared, agreed with the respondent, signed and dated.

It is essential that any such interview should be conducted in cooperation with any statutory investigation. The timing of this interview should not impede any external enquiries.

11. Complete the relevant reporting forms. See templates in appendix section.

12. If a Designated Officer has a concern about a child but is not sure what to do, he or she should seek advice from the Child and Family Services or the Police. The Designated Officer must keep a written record of the outcome of the consultation with the Child and Family Services / Police on the Child Protection Case File.

13. Follow the advice of Child and Family Services / Police where a child protection concern has been referred to them. Allow the Child and Family Services / Police to conduct their enquiries unimpeded. Do not visit the family or contact family members without prior discussion with investigators.

14. Maintain a dialogue with the Investigating Officer or Social Worker to monitor the progress of the case and act on any advice given. Details of contacts made should be recorded chronologically on the Child Protection Case File.

15. Request for a written account of the outcome of investigation from the Child and Family Services / Police.

16. In cases where the Designated Officer decides not to report concerns to the National Children and Family Services or the Police, the individual staff, volunteer or member of the public who raised the concern should be given a clear written statement of the reasons why it is not being reported. They should be advised that if they remain concerned about the situation, they are free to contact the National Children and Family Services or the Police themselves.

17. Conduct an internal investigation if an external investigation does not take place for some reason. Any internal investigation will take place if child protection concerns remain or disciplinary action needs to be considered. Such an investigation will gather and assess available information from all sources and witnesses. In cases where there is a delay, and particularly where a volunteer or staff is suspended from duties, it is important to keep everyone informed of the progress of the investigation and to maintain records of such communications.

Ignoring the signs or failing to act may result in ongoing or further harm to the child and criminal prosecution.

Procedure if an allegation is made against a KERIC volunteer, staff member, partner organization member.

This procedure applies to anyone on signed Contract or Agreement with KERIC. The allegation should be assessed promptly and carefully by the KERIC Designated Officer as soon as possible after it is received. It is important that confidentiality is maintained. This means that only those that need to know should be told of the suspicion / allegation / disclosure of abuse and the number that need to be kept informed should be kept to a minimum. Any action taken should be guided by standard procedures set out in this policy.

1. The priority is to ensure that no child is exposed to unnecessary risk. KERIC will take any protective measures necessary as soon as possible. Such measures should be proportionate to the level of risk.
2. The head of KERIC should be informed about the allegation as soon as possible. If an allegation from outside Slovakia is made against a KERIC staff member, volunteer while working with a KERIC partner organisation, the Partner Designated Officer must inform the KERIC Designated Officer at the earliest opportunity, who will then inform the head of KERIC.
3. The KERIC Designated Officer should inform the KERIC staff member, volunteer etc. that an allegation has been made against them and the nature of the allegation. Note: It is essential that such contact should be conducted in cooperation with any statutory investigation and should not impede any external enquiries.

4. The KERIC staff member, volunteer etc. should be given the opportunity to respond. This response should be noted and passed to the National Children and Family Services if a report is made.
5. It will be necessary to decide if a formal report should be made to the National Children and family Services.
6. The named individual must be suspended pending the outcome of the investigation by Children and Family Services and the police.
7. The head of KERIC should be informed of the outcome of an investigation and / or assessment and / or findings from the KERIC and Partner Designated Officers

ACCESS TO ADVICE AND SUPPORT

The Designated Officer must be available to offer safeguarding support and advice to any person who has an agreement or contract with KERIC, or any beneficiary of a KERIC project or activity. The KERIC Designated Officers will be supported appropriately by KERIC in terms of guidance and counselling if dealing directly with an issue of child abuse.

The National Children and Family Services and police or non-governmental organizations listed above can provide advice, guidance and support to any person in relation to child and vulnerable person safeguarding or abuse.

IMPLEMENTING AND MONITORING THE POLICY

It is the responsibility of the head of KERIC to ensure KERIC Designated Officer is appointed.

It is the responsibility of the KERIC Designated Officer to ensure a Deputy Designated Officer is appointed for periods of approved leave and the head of KERIC is informed in advance of leave.

All people who have an agreement or contract with KERIC are responsible for ensuring the KERIC Safeguarding Policy is implemented

The KERIC Designated Officer as well as the rest of staff and volunteers and partner organizations are responsible for promoting the KERIC Safeguarding Policy.

Safeguarding should be on the agenda in all the KERIC meetings in order to ensure regular strategic planning for the implementation of the child and vulnerable person safeguarding measures.

POLICY REVIEW

A regular monitoring of safeguarding policies and procedures is necessary to ensure implementation and efficiency. This enables KERIC to make any amendments and ensures KERIC is continuously striving to make the organisation as child-safe as possible.

The review and monitoring system include the following components:

- Learning from any cases if they arise.
- Personnel records kept up-to-date.
- Job descriptions for new positions contain reference to safeguarding policies.
- Checking that training has been provided and attended.
- Monitor changes in the area of child and vulnerable person safeguarding at local and national level such as comparing policies with similar organisations, changes in legislation, new guidelines.
- KERIC will review the Child and Vulnerable Persons Safeguarding Policy and any associated documents and practices at regular intervals.
- Staff and volunteers are essential in the policy review process and will be encouraged to be actively involved.
- The KERIC Designated Officer must conduct a self-audit every year and submit it to the Head of KERIC

Policy revised date August 2021

Signatures

Head of KERIC office

Designated Safeguarding officer

Policy review date August 2023

APENDIX 1

WHAT IS ABUSE

Everyone has the right to live in safety, free from abuse and neglect.

Abuse and neglect can occur anywhere: in your own home or a public place, while you are in hospital or attending a day centre, or in a college or care home.

You may be living alone or with others. The person causing the harm may be a stranger but, more often than not, you'll know and feel safe with them. They're usually in a position of trust and power, such as a health or care professional, relative or neighbour.

Different forms of abuse and neglect

There are many forms of abuse and neglect.

Sexual abuse

This includes:

- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- being forced to watch pornography or sexual acts
- being forced or pressured to take part in sexual acts
- rape

Physical abuse

This includes:

- being hit, slapped, pushed or restrained
- being denied food or water
- not being helped to go to the bathroom when you need to
- misuse of your medicines

Psychological abuse

This includes:

- emotional abuse
- threats to hurt or abandon you
- stopping you from seeing people
- humiliating, blaming, controlling, intimidating or harassing you
- verbal abuse
- cyberbullying and isolation
- an unreasonable and unjustified withdrawal of services or support networks

Domestic abuse

This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.

Discriminatory abuse

This includes some forms of harassment, slurs or unfair treatment relating to your:

- race
- gender and gender identity
- age
- disability
- sexual orientation
- religion

Financial abuse

This could be someone stealing money or other valuables from you. Or it might be that someone appointed to look after your money on your behalf is using it inappropriately or coercing you to spend it in a way, you're not happy with.

Internet scams and doorstep crime are also common forms of financial abuse.

Neglect

Neglect includes not being provided with enough food or with the right kind of food, or not being taken proper care of.

Leaving you without help to wash or change dirty or wet clothes, not getting you to a doctor when you need one or not making sure you have the right medicines all count as neglect.

APPENDIX 2

**REPORTING FORM FOR SUSPECTED ABUSE/NEGLECT
CHILD PROTECTION REPORT FORM**

Date of report:		
DETAILS OF THE ALLAGED VICTIM:		
First name:	Surname:	Sex:
Address:	DOB:	Phone contact:
Any disability or special needs?	School name:	Email:
DETAILS OF CONCERN:		
Date of incident:	Location:	Witnesses:

Details of the incident:		
Does the victim know the report is being made?		
TYPE OF CONCERN		
Child welfare concern	Emotional abuse	Neglect
Physical abuse	Sexual abuse	Other
ARE PARENTS/GUARDIANS AWARE OF THE REPORT DETAILS?		
PARENTS DETAILS:		
Mother's name and surname:	Mother's address:	Mother's contact details:
Father's name and surname:	Father's address:	Father's contact details:
DETAILS OF PERSON ALLEGEDLY CAUSING HARM		
Name:	Surname:	Sex:
Age/DOB:	Address:	Job title:
Relation to victim:		
Additional information:		
ACTIONS TAKEN:		
Has the matter been referred to relevant authorities?		
If no, why?		
If yes, date:	Contact person:	Contact details:
Has the matter been referred to head of KERIC/Partner organization?		
If no, why?		
If yes, date	Contact person:	Contact detail:
NEXT STEPS		
What actions were agreed upon and by whom when the concern was referred to the relevant authorities/KERIC/partner organisation?		
Are there any immediate child protection concerns? If so, please record what they are and state what actions have been taken and by whom.		
DESIGNATED OFFICER DETAILS		
Name:	Surname:	Position in KERIC:
Phone number:	Email:	Address:
Date:		
Signature:		

A copy of the completed form must be filed in a secure location and a copy must be sent to the designated officer and civil/statutory authorities.

If the incident is not reported by the victim but witness, the witness details must be also added to the report.

APENDIX 3

STATEMENT OF UNDERSTANDING AND COMMITMENT for KERIC staff, volunteers and partners

1. I understand I have a responsibility not to ignore concerns I have about the welfare of children I come into contact with.
2. I understand broadly what is abuse and neglect of children and understand the standard of behaviour expected of me and others associated with KERIC regarding protection of children, youth and other vulnerable people.
3. I understand where I have any concern about the welfare of any child or a vulnerable adult during my assignment, my role is not to investigate, probe or condemn, but to report my concerns as quickly as possible to the Designated Officer within my Project or Partner Organisation.
4. I will adhere to the KERIC Child and Vulnerable Persons Safeguarding Policy. I am prepared to participate in any required training provided in this area.
5. I have never been investigated by any police force or statutory health authority or a previous employer in relation to complaints made concerning my treatment of children. I declare to KERIC that I have not been the subject of any investigation, prosecution or conviction relating to neglect, exploitation or physical, emotional or sexual abuse of children.

Name:

Signature:

Date:

APENDIX 4

RISK ASSESMENT EXAMPLE and template

Venue

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Varnished floor	Could be slippery when wet. Somebody could fall over and injure themselves. This could lead to bruises / broken bones / sprains / head injuries / back injuries.	Staff, volunteers, centre users.	Put out a sign warning people when the floor has just been cleaned or something has been spilled. Where possible, clean the floor at the end of the day when there are fewer people around.
Chairs and tables	These can cause clutter and people could trip over or bump into them. They could also fall onto people if they are stacked incorrectly.	Staff, volunteers, centre users.	Clear tables and chairs away before running physical activities such as sports. Ensure all centre user group leaders know how to stack tables and chairs correctly. Put up signs explaining how to stack them correctly.
Electrical appliances	Faulty appliances can cause electrocution, which can cause serious injury and death.	Staff, volunteers,	Ensure all appliances are checked regularly (at least once a year) by a competent person. Instruct staff and volunteers to check for exposed wires and burn marks on cables or plugs before using appliances.
Outdoor steps and ramps	These are hard, and people could be injured if they trip and fall on them.	Staff, volunteers,	Have outdoor lighting which is always on when the centre is used after dark. Ensure all staff, volunteers know that they must keep steps and ramps always clear of obstacles.

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Hazardous chemicals in cleaning products	Cleaning products contain chemicals that can be harmful if they come into contact with skin or are inhaled.	Staff, volunteers.	All staff and volunteers will be provided with rubber gloves for cleaning. They will also be asked to ensure that the area is well ventilated.
Fire	People could become trapped during a fire, which can be fatal.	Staff, volunteers	Smoke alarms are installed in every room. Batteries must be replaced as soon as they run out. Smoke alarms must be tested every six months by the caretaker, by pressing the test button on the alarm. All fire exits must always be clearly labelled and kept clear and unlocked when the centre is in use. There will be an annual fire drill.

Equipment

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Kettle sides becoming very hot when boiled	Someone could touch the sides and burn their hands	Staff, Volunteers	The kettle will only be used by staff and volunteers. The kettle has a rubber handle, which does not heat up.
Hot water being spilled	Scalding	Volunteers, staff	The kettle must not be carried around when it is full of hot water – the water should be poured into cups, teapots or coffee pots before being taken elsewhere. Volunteers,

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
			staff should take extra care when carrying hot drinks.
Children pulling hot kettle on themselves	Scalding	Children	Children will not be allowed to use the kettle at any time. The kettle will only be used where children are not allowed to go.
Damage to electric power cable	Anybody who touches the damaged cable could be electrocuted.	Volunteers, staff,	The staff, volunteer will check the full length of the cable, plus plugs and sockets, once a week. This should be done when the kettle is unplugged.

Activity:

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Bikes	Bikes need regular maintenance to keep them safe to ride. If the bikes are not in a good state of repair, a child could be injured by falling off, cutting themselves on sharp parts, brakes failing, etc.	Children and volunteers riding the bikes.	Bikes will be serviced regular. If a bicycle is unsafe, it will not be used until it has been fixed. A list of safety checks is distributed to all volunteers. All children will be required to wear cycle helmets.
Litter in playground – during activity	Playground could be littered with broken glass, dog mess, litter etc that could cause injury or illness.	Children, volunteers.	Playground to be checked carefully by volunteers before the activity begins and cleared of any debris.

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Cleaning up litter	Hazardous litter could cause injury or illness to volunteers when they are cleaning it up.	Volunteers	Volunteers will receive training in how to safely clear up and dispose of litter, including dog mess and broken glass, and provided with gloves, plastic bags and hand washing facilities.
Slippery ground	Wet ground makes cycling more slippery. Children and volunteers could fall off their bikes and injure themselves.	Children, volunteers.	Activity will stop in heavy rain, snow, sleet or hail. In light rain, children will be asked to cycle more slowly and leave more space between each bike.
Sun	Hot sun can cause sunburn, sunstroke and dehydration.	Children, volunteers.	Children and volunteers will have regular breaks to have a drink in hot weather. Everyone will be encouraged to use sun cream and wear long sleeves.
Collisions	Children could collide with one another when cycling, causing them to fall off and injure themselves.	Children, volunteers.	All children will cycle in the same direction, unless part of a volunteer run game or activity. Children will be supervised, and volunteers will ensure that they do not ride too fast. All children will be required to wear cycle helmets.

RISK ASSESSMENT TEMPLATE

Risk assessment for:

Conducted by:

Date:

<i>Hazard</i>	<i>What could happen?</i>	<i>Who could be hurt?</i>	<i>Action taken to minimise risk</i>