



KERIC CHILD AND VULNERABLE PERSONS SAFEGUARDING POLICY

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1. 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.

2. KERIC's Commitment to Safeguarding

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

A child is any person 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 themselves 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 a status or power differential. Such persons include, but are not limited to, refugees, internally displaced persons (IDPs), persons with disabilities, trafficked persons, and frail, isolated or otherwise non-independent or institutionalised 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 difficulty 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 the children and vulnerable people 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.

3. The Purpose of the Policy

The purpose of this policy is to:

- Ensure KERIC identifies and manages risks to children and vulnerable persons in our activities and projects
- Implement best practice in the recruitment of staff and volunteers through thorough reference checks, robust interview procedures, comprehensive on-arrival/pre-departure training, and ongoing supervision
- Equip staff members and volunteers to recognise the 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
- Appoint a Designated Officer to act as a liaison with outside agencies and a resource person for any staff member or volunteer with child safeguarding concerns. The Designated Officer is responsible for receiving allegations or suspicions of abuse and taking appropriate action

This policy applies to all individuals who hold a current agreement or contract with KERIC, at all times, both whilst at work and outside 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 partner organisation's own policy.

All KERIC partner organisations and third parties must either implement their own child safeguarding policy or abide by the KERIC Child and Vulnerable Persons Safeguarding Policy for the duration of the partnership. KERIC will assist partners in developing and implementing their own safeguarding policies where required.

4. Preventing Harm to Children

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

4.1 Safeguarding Risk Assessment

KERIC commits to assessing potential safeguarding risks in our activities, projects and the places 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 through mobility visits to new locations and conversations with our local partners and their partner organisations.

KERIC carries 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 the planning and evaluation of projects and programmes, where deemed necessary.

KERIC will adapt and use the risk assessment tools in the Appendices. Risk assessment will also include:

- Establishing the context, scope and setting of KERIC's work: assessing external environmental factors, such as whether child abuse is prevalent, or whether legal systems and authorities are weak, in the areas where KERIC or its partners operate
- Identifying KERIC's potential impact on, or contact with, children: evaluating the nature of contact (e.g. do we or our partners work directly with children? Do we bring staff, volunteers and partners into contact with them?) and measuring our wider impact on local 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

5. 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 by ensuring privacy and personal space and an appropriate level of physical contact.

5.1 Safe Recruitment and Selection Procedures

KERIC's safe recruitment and selection procedures include:

1. Always applying thorough standard selection procedures, regardless of the applicant's background or history. For volunteers sent abroad by KERIC, the recruitment process must include attendance at a KERIC information meeting, submission of a formal motivational letter, and completion of mandatory pre-departure training. For volunteers hosted by KERIC, the process must match the selection standards of their home sending organisation, supplemented by a mandatory interview or video call 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, and whether the post-holder will have unsupervised access to children or hold a position of trust.
3. All advertised vacancies must state the relevant experience needed where 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 a minimum, interviews must be well-planned and include a discussion of child safeguarding, the candidate's understanding of the topic, and KERIC's commitment to it. Interviews should include specific questions about relevant experience, knowledge of child safeguarding, and attitudes towards the protection of children. The interviewer should ask candidates to give examples of where they have acted to protect a child, what they learned from the experience, and what impact it has had on 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 and others understand child safeguarding standards and their role in implementing them.
8. All volunteers and staff must receive a copy of this Child and Vulnerable Persons Safeguarding Policy.

6. Making Information Available

The KERIC Safeguarding Policy must be available and visible in the 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.

Where working directly with children, KERIC should develop child-friendly materials to clearly communicate its safeguarding procedures, especially the reporting procedure and how staff and volunteers are expected to behave, i.e. the 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 that all levels of understanding are met.

7. Social Media and Publications

It is essential to minimise the risk of inappropriate use of information, stories and images (including photographs, video and social media content) of children and other vulnerable people. To achieve this, we share a list of best-practice guidelines with our staff, volunteers and partners on how to use media ethically in relation to children and vulnerable individuals.

7.1 Tips for Media Usage

- Don't publish a child's name alongside their photo.
- Images of children must never show them in a state of undress or in inappropriate poses.
- Details attached to images and included in stories must not allow a child to be traced to their home or community.
- Ensure explicit permission has been granted by both the children and their parents or carers before capturing their image or using their personal information.

8. Participation

KERIC recognises the importance of the participation of children, young people and vulnerable adults. We are committed to maintaining and enhancing children's participation in all areas of our work, provided it can be done safely and effectively, acknowledging that not all KERIC or partner staff are currently trained to work directly with children.

KERIC must ensure that child participation:

- Is meaningful and constructive for both the organisation and the participants
- Helps to upskill and empower young people to act as active citizens
- Is safe for children in the widest sense – conducted sensitively, with available support systems should discussions raise issues of abuse or trauma
- Is delivered in child-friendly ways that keep children focused on the task and maximise their potential

9. 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 across 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 1 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.

9.1 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 must be considered within the context of the child's individual situation and family circumstances.

9.2 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 a 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 listened to and believed, without being questioned in depth.

9.3 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 first consulting the police. Observations relating 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, which has a statutory responsibility to undertake such assessments and investigations.

Other points to remember when 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 recurring low-level abuse may cause serious and long-term harm.
- Exposure to domestic violence is detrimental to children's physical, emotional and psychological wellbeing.
- 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 it.

9.4 Services to Contact in Slovakia

- Centrum Slniečko, Nitra – 0905 511 512
- Poradenské centrum Náruč Čadca – 0907 840 552
- Linka detskej istoty – 116 111
- Detská linka dôvery – 0800 11 78 78
- Pomoc ohrozeným ženám – 0800 212 212

10. Allegations and Suspicions of Abuse

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

Reporting procedures for all KERIC volunteers, staff members and partners are set out below.

10.1 Concerns About External Abuse

This covers concerns about abuse in the community or the home, outside 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 at KERIC.

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

If the Partner Designated Officer is not available, you should contact the Designated Officer at KERIC. If the KERIC Designated Officer is also unavailable and you have an immediate concern, contact chosen helpline referenced in the section 9.4 for advice and guidance.

If you think a child is in immediate danger and you cannot contact any of the helplines referenced in the section 9.4, you should contact the Department of Social and Legal Protection of Children or the police. It is important that confidentiality is maintained at all times: only those who need to know should be told of the suspicion, allegation or disclosure of abuse, and the number of people kept informed must be kept to a minimum.

10.2 Concerns About Internal Abuse

This covers concerns relating to the behaviour of a KERIC staff member, a volunteer, a KERIC partner staff member, or a partner volunteer.

Such concerns should be reported 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, a partner volunteer or other associated personnel, concerns should be raised with the Partner Designated Officer and the KERIC Designated Officer, who will address the concern collaboratively.

11. KERIC Designated Officers

11.1 Contact Details

Name: Miriam Petříková
Address: Nábrežie 1351, Čadca 02201, Slovakia
Telephone: +421 908 913 995
Email: mirka@keric.sk

11.2 Responsibilities of the Designated Officer

- Be a resource person for 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

- Maintain up-to-date knowledge of child protection and safeguarding
- Undertake any training necessary on new developments
- Cooperate 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 periods of approved leave

11.3 The Role of the Designated Officer

1. Receive information about a concern or allegation.
2. Ensure the procedure for responding 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, and 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 source of the complaint; the nature and context of the allegations (e.g. is it a case of a traditional cultural practice?); the time span and time frame within which the incident or incidents are alleged to have taken place; the number of victims involved; the number of alleged perpetrators involved; other individuals who might be involved or hold relevant information; potential risks that 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?); and the involvement of external bodies, such as a partner organisation or another NGO.
6. Explain the procedures for addressing the concern to the person who raised it, and discuss the issues 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. If it is not possible to contact them, the police should be contacted to ensure the child is not left in a dangerous situation.
8. Inform the relevant KERIC staff members that a concern has been raised or an allegation made, and recommend any actions needed to ensure the safety of children. Make discreet enquiries to identify the present and previous appointments of the person involved, to establish whether there are any previous concerns about their practice, or any current grounds for concern in relation to the safety and wellbeing of children.
9. Conduct an initial interview with the person against whom 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 Designated Officer should inform the respondent of the nature and detail of the allegation or concern. The respondent should be given information about their entitlement to seek legal advice and about the child protection process, and should be informed that they are not obliged to respond or give evidence, but that any statement provided will be taken into account in the investigation.
10. Give the respondent enough detail about the disclosure, allegation or concern to be able to offer a response. A written record of the interview must be prepared, agreed with the respondent, signed and dated. Any such interview should be conducted in cooperation with any statutory investigation, and its timing should not impede any external enquiries.
11. Complete the relevant reporting forms (see the templates in the Appendices).
12. Where a Designated Officer has a concern about a child but is unsure what to do, they should seek advice from the Department of Social and Legal Protection of Children or the police. The Designated Officer must keep a written record of the outcome of that consultation on the child protection case file.
13. Follow the advice of the Department of Social and Legal Protection of Children or the police where a child protection concern has been referred to them. Allow them to conduct their enquiries unimpeded, and do not visit the family or contact family members without prior discussion with the external 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 a written account of the outcome of the investigation from the Department of Social and Legal Protection of Children or the police.
16. Where the Designated Officer decides not to report concerns to the Department of Social and Legal Protection of Children or the police, the individual staff member, volunteer or member of the public who raised the concern should be given a clear written statement of the reasons why. They should be advised that, if they remain concerned about the situation, they are free to contact the Department of Social and Legal Protection of Children or the police themselves.
17. Conduct an internal investigation if an external investigation does not take place. An internal investigation will be initiated if child protection concerns remain, or if disciplinary action needs to be considered. This investigation will gather and assess available information from all sources and witnesses. Where there is a delay, and particularly where a volunteer or staff member is suspended from duties, it is important to keep all relevant parties informed of the progress of the investigation and to maintain strict records of such communications.

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

11.4 Procedure Where an Allegation Is Made Against a KERIC Volunteer, Staff Member or Partner Organisation Representative

This procedure applies to anyone under a signed contract or agreement with KERIC. The allegation should be assessed promptly and carefully by the KERIC Designated Officer after it is received. It is important that confidentiality is maintained: only those who need to know should be told of the suspicion, allegation or disclosure of abuse, and the number of people kept informed must be kept to a minimum. Any action taken should be guided by the 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 Director 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 or volunteer while they are 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 Director of KERIC.
3. The KERIC Designated Officer should inform the KERIC staff member or volunteer that an allegation has been made against them, and explain the nature of the accusation. Note: it is essential that such contact is conducted in full cooperation with any statutory investigation and does 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 Department of Social and Legal Protection of Children if a report is made.
5. It will be necessary to decide whether a formal report should be made to the Department of Social and Legal Protection of Children.
6. The named individual must be suspended pending the outcome of the investigation by the Department of Social and Legal Protection of Children and the police.
7. The Director of KERIC should be informed of the outcome, assessment and findings of the investigation by the KERIC and Partner Designated Officers.

12. 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. KERIC will support its Designated Officers appropriately, in terms of guidance and counselling, where they are dealing directly with an issue of child abuse.

The Department of Social and Legal Protection of Children, the police, and the non-governmental organisations listed above can provide advice, guidance and support to any person in relation to child and vulnerable person safeguarding or abuse.

13. Implementing and Monitoring the Policy

It is the responsibility of the Director of KERIC to ensure a 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 that the Director of KERIC is informed of this leave in advance. All individuals who hold an agreement or contract with KERIC are responsible for ensuring the KERIC Safeguarding Policy is effectively implemented.

The KERIC Designated Officer, alongside all personnel, volunteers and partner organisations, is responsible for promoting the KERIC Safeguarding Policy. Safeguarding must be included on the agenda at all KERIC meetings, to ensure regular strategic planning for the implementation of child and vulnerable person safeguarding measures.

13.1 Policy Review

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 includes the following components:

- Learning from any cases as and when they arise
- Ensuring all personnel records are kept strictly up to date
- Verifying that job descriptions for all new positions contain explicit references to safeguarding policies
- Checking that mandatory training has been successfully provided and attended
- Monitoring changes in the field of child and vulnerable person safeguarding at local and national levels (such as comparing policies with peer organisations, tracking changes in legislation, and updating new guidelines)
- Reviewing the KERIC Child and Vulnerable Persons Safeguarding Policy, along with all associated documents and practices, at regular defined intervals
- Engaging staff and volunteers actively in the policy review process and encouraging their ongoing involvement

Policy revised: July 2026

14. Appendices

15.1 Appendix 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 a hospital or attending a day centre, or in a college or a 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 will know and feel safe with them. They are usually in a position of trust and power, such as a health or care professional, a relative or a neighbour.

Different forms of abuse and neglect

There are many forms of abuse and neglect.

Sexual abuse

- 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

- Being hit, slapped, pushed or restrained
- Being denied food or water
- Not being helped to go to the bathroom when needed
- Misuse of medicines

Psychological abuse

- 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

- Race
- Gender and gender identity
- Age
- Disability
- Sexual orientation

- Religion

This includes some forms of harassment, slurs or unfair treatment relating to the categories above.

Financial abuse

This could involve someone stealing money or other valuables. It might also involve someone appointed to look after your money on your behalf 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 properly cared for.

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

15.2 Appendix 2 – Child Protection Reporting Form

Date of report:		
Details of the alleged victim		
First name:	Surname:	Sex:
Address:	Date of birth:	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/date of birth:	Address:	Job title:
Relation to victim:		
Additional information:		
Actions taken		
Has the matter been referred to the relevant authorities?		
If no, why?		
If yes, date:	Contact person:	Contact details:
Has the matter been referred to the head of KERIC/the partner organisation?		
If no, why?		
If yes, date:	Contact person:	Contact details:
Next steps		
What actions were agreed, 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 the relevant civil/statutory authorities.

If the incident is reported by a witness rather than the victim, the witness's details must also be added to the report.

15.3 Appendix 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 constitutes abuse and neglect of children, and understand the standard of behaviour expected of me and others associated with KERIC regarding the protection of children, young people and other vulnerable people.
3. I understand that, where I have any concern about the welfare of a 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, statutory health authority or previous employer in relation to complaints concerning my treatment of children. I declare to KERIC that I have not been the subject of any investigation, prosecution or conviction relating to the neglect, exploitation, or physical, emotional or sexual abuse, of children.

Name:
Signature:
Date:

15.4 Appendix 4 – Risk Assessment Example

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 or 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 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 and volunteers know that steps and ramps must always be kept clear of obstacles.
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. 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 full of hot water – the water should be poured into cups, teapots or coffee pots before being taken elsewhere. Volunteers and staff should take extra care when carrying hot drinks.

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk
Children pulling the hot kettle onto 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	Staff/volunteers 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 (outdoor/cycling)

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 good 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 regularly. 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 the playground during the activity	The playground could be littered with broken glass, dog mess, litter, etc., that could cause injury or illness.	Children, volunteers	The playground is to be checked carefully by volunteers before the activity begins and cleared of any debris.
Cleaning up litter	Hazardous litter could cause injury or illness to volunteers when 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 will be 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	The 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 while 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.

15.5 Appendix 5 – Risk Assessment Template

Risk assessment for:

Conducted by:

Date:

Hazard	What could happen?	Who could be hurt?	Action taken to minimise risk