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Risk-assessment template following an incident or safeguarding concerns

# Introduction

This risk-assessment template can be adapted to suit your organisation. It can be used to respond to concerns raised and assess these to support plans to manage these concerns.

# Using this template

Examples of the information to include under each heading in the table are listed below.

## Situation or incident posing a risk

An activity or element where there is potential for harm to be caused. Examples of incidents posing potential risk:

* adults or participants not complying with procedures
* encouraging inappropriate behaviour by others
* neglecting the wellbeing of young people
* grooming behaviour
* emotional or verbally abusive behaviour
* concerns outside the school environment
* non-compliance with procedures
* concerns observed within a live virtual meeting, training or mentor session
* violent activity between participants or by an adult to young people

## Assessing the risk

In assessing risk, consider the impact of this upon all individuals, particularly children and vulnerable adults. To assess whether the risk is high, medium or low consider:

* Is this the first concerning incident for this individual?
* How many people have been affected?
* What is the impact?
* What is the account of the individual potentially causing harm?
* What is this person’s attitude to the incident?
* What other background factors (such as location or others involved as victims, participants, colluders, supporters) have a bearing on the situation?
* What do others (witnesses, the young person concerned) say about what took place?
* What is the likelihood of this reoccurring?

Risk = impact x severity of the breach of procedures. For example:

* High – severe impact caused by the behaviour plus serious breach of Teachers Standards
* Medium – moderate impact caused by the behaviour plus moderate breach of Teachers Standards
* Low – minor impact plus a minor breach of the codes of conduct of Teachers Standards

## Decisions and actions in response to the risk (including reason)

These require a two-pronged approach:

1. Actions to prevent further risk.
2. Actions in response to the incident.

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| **Assessor’s sign-off** | | | |
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| **Safeguarding incident/concern** | **Outline or the situation** | **Risk level**  **(H/M/L)** | **Risk management strategies pending final decisions** | **Decisions and actions in response to the incident (including reason)** | **Person responsible for managing concerns** |
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