

Risk Assessment for working with children in the choir of St Peter & St Paul, Kettering

Risk	Mitigation	Action
Child is lost or involved in an incident outside of the building before or after a rehearsal/event	Children must be accompanied by a parent/guardian until 15 minutes prior to the start of a rehearsal/event, unless consent has been given to the contrary. Church Staff and Chaperones must be present by this time. Church Staff/Chaperone must wait until the last child has been collected after the rehearsal/event.	Inform the emergency contact and contact emergency services as necessary. Record all contact with the child before/during/after incident and report to Rector/Safeguarding
Child is lost or involved in an incident whilst moving between church buildings	Children are accompanied by Church Staff and/or Chaperone when moving between the church buildings, unless consent has been given by parents to the contrary.	Inform the emergency contact and contact emergency services as necessary. Record all contact with the child before/during/after incident and report to Rector/Safeguarding
Child is involved in an incident whilst within the church buildings	Children to be accompanied by Church Staff/Chaperone at all times. No adult must be alone with a child at any time. Toilet facilities to be checked by Church Staff/Chaperone prior to use by children, and no adult should use the facilities at the same time as a child.	Inform the emergency contact and contact emergency services as necessary. Record all contact with the child before/during/after incident and report to Rector/Safeguarding.
A Child is injured	Check for and clear the area of any hazards prior to the arrival of the children.	Church Staff/Chaperone to assess the injury. Treatment to be given based on assessment. The incident and any treatment offered to be recorded and shared with Rector/Safeguarding. If the injury is severe, Church Staff/Chaperone to contact emergency services and emergency contact.

A Chaperone is incapacitated or unable to make it	Have the date firmly in the diary and send reminder emails.	Have a second chaperone on standby if at all possible. Make Rector/Safeguarding aware.
A Child is unwell or otherwise wishes to leave the rehearsal/event		Church Staff/Chaperone to contact the Emergency Contact. Child must remain until collected.
Fire or similar event requiring evacuation	Make sure that all Church Staff/Chaperones are aware of evacuation procedure	Church Staff/Chaperones to escort children to the area behind the church tower.