



**Cheltenham  
Network  
Church**

**AND**

**EMMANUEL** **CROSS** **GOD WITH US**  
**CHURCH**  
CHELTENHAM

## **Safeguarding Policy**

<b>Version Control</b>		
V1	November 2022	
V2	December 2022	
V3	January 2023	

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## Introduction

Cheltenham Network Church and Emmanuel Church (hereafter referred to as the Church) place a high priority on the discipleship of all its members in the context of a safe and welcoming environment. Furthermore, we believe that all should be nurtured in the Christian faith, and aim to provide an environment where children, young people and vulnerable adults can see, experience, and learn about the love of God, and put in place the foundations upon which to build a Christian lifestyle.

We believe that every person is a vital part of church family life. As such, we want everyone to be valued, encouraged, and built up as those who are created in the image of God and for them to discover the love of God for themselves.

We recognise that it is in such an environment that individuals may best be able to confide about abuse that they may be suffering, and we should be prepared to act accordingly.

This safeguarding handbook seeks to provide policy and guidelines on behalf of the Church Leader, CNC Trustees and Emmanuel PCC which ensure that everyone is encouraged to grow in the Christian faith. As a church, we have adopted the Church of England Parish Safeguarding Handbook, and this safeguarding policy should be read in conjunction with the Church of England Parish Safeguarding Handbook (version 2 dated October 2018) <https://www.gloucester.anglican.org/wp-content/uploads/2019/01/Parish-Safeguarding-Handbook.pdf>

Our Church Safeguarding Officers are-

Alison Tickle for Children and Young People  
Sue Brown for Vulnerable Adults

The Operations Coordinator (Clare Corley) is responsible for processing DBS checks and maintaining the associated records.

# **CHELTENHAM NETWORK CHURCH and EMMANUEL CHURCH**

## **- SAFEGUARDING POLICY**

Name: CHELTENHAM NETWORK CHURCH and EMMANUEL CHURCH  
(hereafter "the Church")  
Denomination: ANGLICAN  
Charity No: 1079714 Cheltenham Network Church Trust  
Church No: 616228 Emmanuel Church  
Office Address: Church Office, Emmanuel Church, Fairfield Parade, Cheltenham, GL53 7PJ  
Tel No: 01242 514919  
Email: admin@cnc.church

Insurance  
CNC: Congregational & General Insurance Plc (includes £5,000,000 Public Liability)  
Emmanuel: Ecclesiastical (includes £10,000,000 Public Liability)

The Church Trustees and PCC recognise the importance of their ministry to all members of the Church, and their responsibility to protect and safeguard the welfare of everyone entrusted to the Church's care.

As part of its mission, the Church is committed to:

- valuing, listening to and respecting everyone as well as promoting their welfare and protection.
- safe recruitment, supervision, and training for all the children's/youth workers within the church
- adopting a procedure for dealing with concerns about possible abuse
- supporting those affected by abuse in the church.
- encouraging and supporting parents/carers.
- maintaining good links with the statutory authorities and other organisations

The Trustees and PCC:

- recognise the need to provide a safe and caring environment for children and young people.
- acknowledge that anyone can be the victim of physical, sexual, and emotional abuse, and neglect.
- accepts the diocesan policy statement and guidelines on working with children and young people.
- accepts the diocesan policy statement and guidelines on working with adults at risk.
- recognise the need to build constructive links with statutory and voluntary child and adult protection agencies.

### **APPLICATION OF SAFEGUARDING POLICY**

The Trustees and PCC have therefore adopted the procedures set out in the Church of England Parish Safeguarding Handbook and will:

- ensure that everyone involved in the care of children and young people or adults at risk, whether through paid employment or volunteer roles, are personally made aware of the Church's policy, and will sign a document to say they have been briefed on Child Protection and have read the guidelines before commencing their role and each February thereafter.
- ensure that anyone who may be working alone, whether through paid employment or volunteer roles, are personally made aware of the Church's Lone Worker policy and will sign a document to say they have been briefed on Lone Working and have read the guidelines before commencing their role and each February thereafter.
- ensure that the Church Leader/Safeguarding Officers will be responsible on the Church's behalf for implementing and monitoring the Church's policy.
- review this policy annually at a meeting of the trustees and PCC and ensure that a copy of this policy will be presented to the Archdeacon or Bishop Visitor at the Visitation

- make a copy of this policy available to all employees and volunteers of the church, and to parents/guardians.
- ensure that new Trustees or PCC members complete the online Diocesan Safeguarding Training within six months of becoming a Trustee unless they have already completed it within the last three years.

## Appointment & training

- ensure that roles, regardless of whether they are paid members of staff or volunteers, will be filled following the Diocesan Safer Recruitment policy, however for volunteers the process may be less involved.
- ensure that everyone involved in the care of children, young people and adults at risk will be interviewed by the Church Leader, or appropriate other, and asked to complete the disclosure form which will be checked by a diocesan counter signatory.
- ensure that an application form is completed and that 2 references are taken up.
- ensure that any required DBSs or other required checks and references including the three-year rolling re-check programme are complied with.
- ensure that they review its employment and volunteer recruitment practices so that every position sets out clearly what level of disclosure (where appropriate) applies, that no one is active in that role until the required disclosure has been received, and any subsequent risk assessment has been completed satisfactorily.
- ensure that everyone involved in working with children, young people and adults at risk fully understand the nature of the work they have agreed to do and are aware of lines of responsibility and accountability.
- ensure that anyone newly appointed complete the online Diocesan Safeguarding Training within six months of taking up their role unless they have already completed it within the last three years.
- ensure that further training opportunities are encouraged.
- ensure that regular opportunities are given for workers to meet to review and plan work, share experiences etc.

## Dealing with abuse

- ensure that any complaint made regarding a child or adult at risk, for whom we are responsible, who may have been harmed or is in significant danger will be reported immediately and that we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community.
- offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
- effectively supervise and support any member of our church community known to have offended against a child; and in our commitment to the protection of children, set boundaries for that person which they will be expected to keep.

Under no circumstances should a church worker/volunteer/member carry out their own investigation into the allegation or suspicion of abuse. If a person is aware of allegations against a church member and/or is suspicious of abuse, they should:

- inform the appropriate Safeguarding Officer.
- suspicions must not be discussed with anyone other than the Safeguarding Officer.
- if the Nominated Person is not available, the person is advised to contact the Diocesan Safeguarding Adviser (DSA) on 014524 835516 or out of hours on 07944680320 or Thirtyone:eight on 03030031111; [www.thirtyoneeight.org](http://www.thirtyoneeight.org).

The Safeguarding Officer will then:

- make a written record of the precise details of the allegation or suspicion and keep them in a secure place AND
- contact the Diocesan Safeguarding team as soon as possible to share information, to seek advice and support. Any safeguarding concerns **must** be reported to the DSA **within 24 hours**.

Note:

- it is, of course, the right of any individual as a citizen to make a direct referral to the child or adult protection agencies or seek advice from thirtyone:eight or the Diocese, although the Trustees hope that members of the Church will refer to the Safeguarding Officer initially. If, however, the individual with the concern feels that the Safeguarding Officer has not responded appropriately, or where they have a disagreement with the Safeguarding Officer as to the appropriateness of a referral, they are free to contact an outside agency direct.

**This policy will be reviewed annually.**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Leader Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Trustee/PCC Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Trustee/PCC Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Trustee/PCC Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Trustee/PCC Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Trustee/PCC Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Trustee/PCC Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: Trustee/PCC Date: \_\_\_\_\_

# GENERAL INFORMATION AND CONSENT FORM

Full name of child / young person:

---

Address (or contact details):

---

Post Code

---

Date of birth:

---

Name of GP/Surgery:

---

Tel no:

---

Address:

---

Post Code

---

NHS no:

---

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

---

Name of parent/carer:

---

Tel no (Daytime):

---

Tel no (Evening):

---

Tel no (Mobile):

---

Name of additional contact holding parental responsibility:

---

Tel no (Daytime):

---

Tel no (Evening):

---

Tel no (Mobile):

---

Name of person picking up child if different from above:

---

Tel no (Daytime):

---

Tel no (Evening):

---

Tel no (Mobile):



**Consent**

- I give permission for the above named child/young person to take part in the normal activities of this group.
- I give permission, where appropriate, for my child’s nappy to be changed, or for him/her to be taken to the toilet.
- I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group.
- I understand that while involved s/he will be under the control and care of the Group Leader and/or other adults approved by the Church leadership, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.
- In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.

**Use of Photographs**

To comply with the General Data Protection Regulation (GDPR) we need your permission before we use photographs of your child. Any photograph will be used exclusively for the promotion of CNC. Please note that our website can be seen throughout the world and not just in the United Kingdom, where UK law applies. You can withdraw or change your consent at any time. Conditions for use of any image are as follows:

- We will not include identifying information of any individual in an image on our website or in printed publications.
- Any photographs taken on behalf of Cheltenham Network Church are stored centrally on a secure computer or cloud based system and the photographer is asked not to keep their own copies. We will delete from our files any image at the written request of any individual in a photograph.

If photographs are taken for publicity purposes in which your child is included, are you prepared to allow the photographs to be used either on websites or adverts promoting the activities of Cheltenham Network Church?	<b>YES / NO</b>
--	-----------------

By signing this form you are confirming that you consent to the Trustees of Cheltenham Network Church holding and processing your personal data for safeguarding purposes.

Where you do not grant consent we will not be able to use your personal data except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our “Privacy Notice” which is available from our website or from the Church Office.

You can withdraw or change your consent at any time by contacting the Operations Co-ordinator at CNC’s Church Office, 54 Melville Road, Churchdown, Gloucester, Gloucestershire GL3 2RG or admin@cnc.church. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Signed (parent, or adult with parental responsibility):	Signed (child, if aged 12 or over):
Print name:	Print name:
Date:	Date:

THIS FORM WILL BE KEPT ON FILE FOR FIFTY YEARS AFTER YOUR CHILD LEAVES CNC.  
PLEASE INFORM US IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION.

# GENERAL INFORMATION AND CONSENT FORM VISITORS

Name of Group or Activity:

---

Full name of child / young person:

---

Address (or contact details):

---

Post Code

---

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

---

Name of parent/carer:

---

Tel no:

---

Name of person picking up child if different from above:

---

Tel no:

---

## Consent

- I give permission for the above named child/young person to take part in the normal activities of this group.
- I understand that while involved s/he will be under the control and care of the Group Leader and/or other adults approved by the Church leadership, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.
- In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.

## Use of Photographs

To comply with the General Data Protection Regulation (GDPR) we need your permission before we use photographs of your child. Any photograph will be used exclusively for the promotion of CNC. Please note that our website can be seen throughout the world and not just in the United Kingdom, where UK law applies. You can withdraw or change your consent at any time. Conditions for use of any image are as follows:

- We will not include identifying information of any individual in an image on our website or in printed publications.
- Any photographs taken on behalf of Cheltenham Network Church are stored centrally on a secure computer or cloud based system and the photographer is asked not to keep their own copies. We will delete from our files any image at the written request of any individual in a photograph.

If photographs are taken for publicity purposes in which your child is included, are you prepared to allow the photographs to be used either on websites or adverts promoting the activities of Cheltenham Network Church?	<b>YES / NO</b>
--	-----------------

**Declaration**

By signing this form you are confirming that you consent to the Trustees of Cheltenham Network Church holding and processing your personal data for safeguarding purposes.

Where you do not grant consent we will not be able to use your personal data except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Church Office.

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Signed (parent, or adult with parental responsibility):	Signed (child, if aged 12 or over):
Print name:	Print name:
Date:	Date:

THIS FORM WILL BE KEPT ON FILE FOR FIFTY YEARS AFTER THE DATE OF THE GROUP OR ACTIVITY.  
PLEASE INFORM US IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION.

Cheltenham Network Church is a Registered Charity, No 1079714.

# CONSENT FORM FOR ACTIVITIES & DAY VISITS

Proposed activity or visit:

---

Date(s):

---

Venue/destination:

---

Departure place and time:

---

Return place and time:

---

Transport arrangements (This might be in a church worker's/volunteer's own car):

---

Please bring along (e.g. coat, swimming kit, lunch, etc.):

---

Cost: (cheques payable to "Cheltenham Network Church"):

---

CNC contact person for activity:

---

---

**Please detach and return by:**

Full name of child / young person:

---

Address (or contact details):

---

Post Code

---

Tel no for emergencies (Day):

---

Tel no for emergencies (Eve):

---

Tel no for emergencies (Mobile):

---

Details of any regular medication, medical problem (eg. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect THIS activity:

---

## Consent

- I have read the above information and I give permission for the above named child/young person to take part in this activity.
- I give my consent to any medical treatment that may be necessary in the event of an emergency.
- WHERE APPLICABLE - I enclose payment of £

See declaration over...

.....

**Declaration**

By signing this form you are confirming that you consent to the Trustees of Cheltenham Network Church holding and processing your personal data for safeguarding purposes.

Where you do not grant consent we will not be able to use your personal data except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Church Office.

You can withdraw or change your consent at any time by contacting the Operations Co-ordinator at CNC's Church Office, 54 Melville Road, Churchdown, Gloucester, Gloucestershire GL3 2RG or admin@cnc.church. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Signed (parent, or adult with parental responsibility):	Signed (child, if aged 12 or over):
Print name:	Print name:
Date:	Date:

THIS FORM WILL BE KEPT ON FILE FOR FIFTY YEARS AFTER YOUR CHILD LEAVES CNC.  
PLEASE INFORM US IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION.

Cheltenham Network Church is a Registered Charity, No 1079714.

# CONSENT FORM FOR RESIDENTIAL TRIPS

**This form must be returned before the residential trip.**

I give my permission for my child to attend the CNC youth residential:

Venue/destination:

---

Date(s):

---

Full name of child / young person:

---

Address (or contact details):

---

Post Code

---

Date of birth:

Gender

---

Name of parent/carer:

---

Tel no (Daytime):

---

Tel no (Evening):

---

Tel no (Mobile):

---

Name of GP/Surgery:

---

Tel no:

---

Address:

---

Post Code

---

Chronic conditions, incl. present medication:

---

Allergies/drug sensitivities:

---

## Consent

- In signing this form I give consent for my child to be given emergency medical treatment if necessary, and for a nominated first aider to administer non-prescription medicines as required e.g. Paracetamol, and first aid treatment.
- I have read the above and I give permission for the above named child/young person to take part in this residential trip.

**Declaration**

By signing this form you are confirming that you consent to the Trustees of Cheltenham Network Church holding and processing your personal data for safeguarding purposes.

Where you do not grant consent we will not be able to use your personal data except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our “Privacy Notice” which is available from our website or from the Church Office.

You can withdraw or change your consent at any time by contacting the Operations Co-ordinator at CNC’s Church Office, 54 Melville Road, Churchdown, Gloucester, Gloucestershire GL3 8EP or admin@cnc.church. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Signed (parent, or adult with parental responsibility):	Signed (child, if aged 12 or over):
Print name:	Print name:
Date:	Date:

THIS FORM WILL BE KEPT ON FILE FOR FIFTY YEARS AFTER YOUR CHILD LEAVES CNC.  
PLEASE INFORM US IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION.

Cheltenham Network Church is a Registered Charity, No 1079714.





## **BECOMING A MEMBER OF CNC KIDS' TEAM – THE OFFICIAL STUFF**

### **DBS checks**

DBS checks must be carried out for each member of the CNC Kids' team. You can't be a regular member of the team without a DBS check! Email Clare Corley (clare@cnc.church) for more information.

### **Safeguarding Handbook**

You will be required to read the CNC Safeguarding Handbook and sign to say you have before commencing your role and annually thereafter.

### **Safeguarding Training**

You will be required to complete the online Dioceses' Safeguarding Training within six months of becoming a member unless you have already completed it in the past three years.

### **How to find relevant information**

- |  |  |
|--|--|
| CNC safeguarding policy & handbook               | - On the church website <a href="http://www.cnc.church">www.cnc.church</a><br>- There is also hard copy in the kids' box |
| Details of <a href="#">Safeguarding Officers</a> | - On the <a href="#">Useful Information</a> sheet (front of kids' folders)   |

### **What to do each Sunday:**

- |   |   |
|---|---|
| Fill out register, weekly sheet                                     | - These are in the kids' folders.                                     |
| Check about medical/food info<br>(Also in the General Info forms)   | - This should be on the register.                                     |
| Reporting unusual concerns, disclosures<br>(Front of kids' folders) | - Information on this is in <a href="#">Recording and Reporting</a> . |

### **Fire Procedures**

A copy of the fire evacuation procedures is in the front of each kids' folder. Please familiarise yourself with all the fire exits.

## Three steps to complete a DBS check.

All staff & volunteers who work with children (up to the age of 18) have to have a DBS check, and as part of the Gloucester Diocese requirements, these checks are now done online through thirtyone:eight (formally CCPAS (Churches' Child Protection Advisory Service)). The DBS check has to be updated every 5 years, unless you register for the Update Service with 14 days of the date on your certificate.

### Step 1 - Enter personal information for online check at Thirtyone:eight website.

You will need to log on to the Thirtyone:eight website by entering the link below (this will be emailed as well!)

<https://disclosure.capitarvs.co.uk/ccpas/applicantLogin.do?applicationType=crb>

Things you will need to hand when you do this:

- Organisation reference: 234A111002
  - Password: GLOUCESTER234
  - Name of the role: this will be emailed to you.
- **PLEASE MAKE SURE YOU ENTER YOUR NAME AS IT APPEARS ON YOUR DOCUMENTATION!**

### Step 2 - Meet with Evidence Checker to confirm your identity.

When you have entered all the required information, you will then need to meet with the CNC Evidence Checker, [Clare Corley\(Clare@cnc.church\)](mailto:Clare@cnc.church), to verify your identity using three documents, which you will need to provide. There is a list of documents, which can be used overleaf.

- **PLEASE MAKE SURE YOU HAVE THE APPROPRIATE DOCUMENTS DISPLAYING THE CORRECT DATES!**
- **IF APPLICABLE, PLEASE BRING DOCUMENT TO SHOW CHANGE OF NAME**  
(eg. marriage certificate, decree absolute)

### Step 3 - Two other forms to complete.

- Confidential Declaration form
- Personal Details form

These will be sent to the diocese once your identity details have been confirmed and entered online. Gloucester Diocese also keeps a record of disclosures.

### What happens next?

If you supplied an email address whilst entering your application, as soon as your application has been received at the DBS and is assigned a DBS Application Reference number you will receive an email detailing this information. This email will also include details and links to the DBS website to enable you to track the progress of your application.

Once the disclosure process is complete, the DBS will post your certificate directly to you at the address you provided on your form. Please be aware that this is an important document, and your Recruiter may need you to show your certificate to them before you start work in your role.

- **PLEASE EMAIL THE CNC EVIDENCE CHECKER YOUR DBS REF. NO. AND DATE.**
- **PLEASE REGISTER FOR THE UPDATE SERVICE WITHIN 14 DAYS OF THE DATE ON YOUR CERTIFICATE. (THIS IS FREE AND MEANS THAT YOU WON'T HAVE TO DO ANOTHER DBS CHECK WHEN THIS ONE EXPIRES).**

## Identity documents

- One document must be from Group 1, plus two others from Groups 1, 2a or 2b
- One of these documents must verify your current address
- Please also provide proof if your name has changed (eg. marriage certificate)

<b>Group 1</b>	Current valid Passport Current Photo Driving Licence Birth Certificate (issued at the time of birth)
<b>Group 2a</b>	Birth Certificate (issued after the time of birth by the General Register Office) Marriage/Civil Partnership Certificate Adoption Certificate
<b>Group 2b</b>	Mortgage Statement ** Bank/Building Society Statement * Credit Card Statement * Financial Statement (pension, endowment, ISA) ** P45/P60 Statement ** Council Tax Statement ** Utility Bill (not mobile telephone) * Benefit Statement (e.g. Child Allowance, Pension) *
<b>NOTES</b>	<p>* document must be less than 3 months old.</p> <p>** document must have been issued within the last 12 months.</p> <p>All documents provided must be originals - photocopies are not acceptable.</p> <p>This list is not exhaustive. If there are problems with providing these 3 documents, please talk to the Evidence Checker who can provide details of alternatives.</p>

### Enclosures:

Confidential Declaration form  
Personal Details form

## Disclosure form for Cheltenham Network Church

Name of group:	Group leader:
Name of child:	Date and time of disclosure:
Is the child at risk of immediate significant harm?	

Describe your concerns, what was observed or what was said. Be as accurate as possible.

It is important to provide as much information as possible, basing your information on facts and observations, as well as what was said. Try not to make assumptions, jump to conclusions, or make 'value' judgements.

Name of person making the disclosure:	Signature:
This form given to NP/Deputy NP/Incumbent on:	Their signature:

**Annual Risk Assessment form for Cheltenham Network Church  
- kids / youth groups on Sunday mornings**

<b>Name of group:</b>	<b>Area / room assessed:</b>
<b>Group Leader:</b>	<b>Assessment by (print name):</b>
<b>Signed:</b>	<b>Date:</b>

<b>What is the activity / environment?</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Risk level (pto)</b>	<b>Done</b>

## Risk assessment form for Cheltenham Network Church - kids / youth trips and outings

Name of group:	Event Co-ordinator:	Assessment by (print name):
Proposed activity or visit:	Venue:	Signed:
Date of event:	Proposed numbers attending: Adults: _____ Children: _____	Date:
Consent forms completed (circle):    Yes    No    N/A		

Hazard:	Potential injury:	People at risk:	Existing controls:	Risk level: (low/medium/high)	Action needed:

## Notes on Risk Rating – assessing likelihood and severity.

Hazard – anything that might cause harm, eg. an open drawer

Likelihood – how often the hazard could happen.

Severity – how serious the injury could be.

Risk rating – can be between L1 and H3. H3 is unacceptable!

Likelihood		Severity		Risk Rating	Example
Low	Seldom, infrequent	1	Minor cuts & bruises	L1 through to H3	Young child slips over chair leg, bumps head.  Risk rating is between L1 – M2.
Medium	Frequent	2	Serious injury, could require hospital treatment.		
High	Certain or near certain	3	Fatality, or several people seriously injured		

