

## Safeguarding Risk Assessment for Camps, Overnight stays and International Trips

**Event:**

**Date:**

Potential risk areas	Risks identified/comments (Note any potential associated risks, activity or behaviour)	Risk rating	Who might be harmed?	How will the risk be managed?	Action by whom	Action by when	Complete
<p><b>Taking and Sharing Responsibility:</b></p> <ol style="list-style-type: none"> <li>Has the organising committee identified and agreed safeguarding requirements for the camp or trip?</li> <li>Have the organising committee checked the calendar to ensure the camp or trip does not coincide with school term time or examination periods?</li> <li>Who has lead responsibility for safeguarding on the trip or at the camp? How is this being communicated out riders/parents/volunteers/staff?</li> </ol> <p><b>Recruitment, employment and deployment of staff and volunteers:</b></p> <ol style="list-style-type: none"> <li>Have you undertaken criminal record checks for roles in regulated activity?</li> <li>Have you discussed your Event Safeguarding Plan with the following at your Camp or on your trip? <ul style="list-style-type: none"> <li>First Aid</li> <li>Photographers</li> </ul> </li> </ol> <p><b>Pre-event Safeguarding Risk Assessments:</b> Have you carried out a Pre-event Safeguarding Risk Assessment of;</p> <ol style="list-style-type: none"> <li>the venue(s) and opportunity for unsupervised one to one contact</li> <li>Communication and information sharing</li> <li>Transport whilst on the camp or trip. Driving Licence &amp; Insurance check</li> </ol>							

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<p><b>Consents:</b></p> <ol style="list-style-type: none"> <li>1. Have you received written consents prior to the camp or trip?</li> <li>2. Do the consents cover all aspects of the camp or trip, ridden and non-ridden?</li> <li>3. Have the parents provided emergency contact details, information on medical conditions and/or any additional needs?</li> <li>4. Have you included photography and the use of personal images on the same consent form?</li> </ol> <p><b>Codes of Conduct:</b></p> <ol style="list-style-type: none"> <li>1. Have riders/parents/volunteers/staff signed up to codes of conduct?</li> <li>2. Have you discussed your NO tolerance approach to bullying, racism, sexism, underage smoking, alcohol, drugs and sex?</li> <li>3. Have you been clear about appropriate relationships between adults and young people?</li> <li>4. Do those taking part understand how breaches of the code of conduct will be dealt with?</li> </ol> <p><b>Supervision:</b></p> <ol style="list-style-type: none"> <li>1. Do you know the ages of your riders?</li> <li>2. Have you considered the ratio of coaches/supervisors to U18's at the Camp or on the trip?</li> <li>3. Is there a range of abilities coming to the camp or on the trip and have you enough supervisors to cover this?</li> <li>4. Is there a mix of genders coming to the camp or on the trip and have you enough male and female supervisors to cover this?</li> <li>5. Is there a mix of ages including both U18's and Over 18's and have you enough supervisors to cover this?</li> <li>6. Have you discussed supervision when not riding?</li> <li>7. If you are planning to drive the U18's to venues etc. supervision levels need to be considered?</li> <li>8. Have you clarified when the responsibility for the U18 rider transfers from the parent to the trainer/coach and back again at any points during the camp or trip?</li> </ol>							

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<p><b>Supervisory Staff</b></p> <ol style="list-style-type: none"> <li>1. Have all supervising adults been vetted for suitability and completed criminal record checks?</li> <li>2. Have all supervising adults been trained in Safeguarding?</li> <li>3. Have the supervisory staff been provided with a full itinerary, including contact details and transport arrangements?</li> <li>4. Do the supervisory staff have a list of group members to hand at all times?</li> <li>5. Do all supervisors and staff have an understanding of the codes of conduct and how to deal with breaches?</li> <li>6. Where there are a number of individuals involved in supervising has it been agreed who has overall charge?</li> <li>7. Have you factored in time to brief supervisory staff on any possible concerns at the start and at the end of each day?</li> <li>8. Have you discussed how to deal with homesickness?</li> </ol> <p><b>Communicating with parents/carers and junior riders</b></p> <ol style="list-style-type: none"> <li>1. Have you shared contact details of the coach and team manager with parents/carers?</li> <li>2. Have you arranged a meeting with the parents/carers and junior riders beforehand to explain the arrangements?</li> <li>3. Have you agreed with parents/carers and junior riders on the rules around use of mobile phones, photography and social media?</li> <li>4. Have the sleeping arrangements been considered and the room allocation been organised and ready to share?</li> <li>5. Have you provided the parents/carers and junior riders with policies and procedures to help them stay safe while they are away?</li> <li>6. Have you got a plan for method of transport and has this been discussed and agreed with the parents/carers in advance?</li> <li>7. Do you have clear procedures if an emergency occurs on a trip and do you have clear guidelines on how to liaise with parents/carers in the event of an emergency?</li> <li>8. Have you discussed with parents how you will deal with homesickness?</li> </ol>							

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<p><b>Missing Children</b></p> <p>1. Do you have a flowchart outlining procedures to follow in the event of a child or young person going missing at your event?</p> <p><b>Responding to Concerns</b></p> <p>1. Have you discussed how safeguarding concerns can be raised at your event and where do you publicise this?</p> <p>2. Does everyone working at the event (staff and volunteers) know who to report concerns to?</p> <p>3. Do you have the contact details for your local Police Force, Local Children’s Social Care, Member Body Safeguarding Lead Officer, NSPCC 24 Hour Helpline available?</p> <p>4. Do you have an incident reporting form to record any concerns?</p>							

### Risk rating matrix

<input type="checkbox"/>	Minor impact	Moderate impact	Serious impact	Severe impact
Very likely	Medium risk	Medium risk	High risk	High risk
Fairly likely	Medium risk	Medium risk	High risk	High risk
Fairly unlikely	Low risk	Low risk	Medium risk	Medium risk
Very unlikely	Low risk	Low risk	Low risk	Medium risk

### Total risk rating

Risk level	Total No.
High risk	
Medium risk	
Low risk	

#### Declaration:

The information above has been considered and we are/are not satisfied that it is safe to allow the event to commence/continue.

**Signed:**

Event Safeguarding Lead

**Print name:**

**Date:**

**Signed:**

**Print name:**

**Date:**