

Employment Based Risk Assessment

To be completed by employers in relation to an employee or volunteer who works with children when:

- There is immediate risk to children
- Considering transference of risk from personal life into the workplace
- There are concerns around conduct which could present current or possible future risk to children
- Concerns or complaints have been made which require consideration about wider implications of risk

Name of employee / volunteer	
Setting details and role*	
Name of person completing the Risk Assessment	
Role	
Date of Risk Assessment meeting	

***Guidance Note** – please specify age range, number of children, any specific learning, communication, health, care needs that children have whom the employee/volunteer may be interacting with, and therefore specific vulnerabilities and risks this could present.

Risk Assessment
<p>What is the perceived / known risk, how did it become known, and when? Record the context/chronology of events which led to the decision to complete this risk assessment, this may be a one-off incident, or the cumulative build-up of several incidents.</p>
<p>How is / may the risk present itself within the workplace or through the role of the employee/volunteer? Consider the task undertaken, any vulnerabilities of the children, how parents may respond to view the risk if it were known, any organisational/reputational risk, how the situation may impact on the employee/volunteer's ability to recognise and respond to risk to others.</p>
<p>What evidence is available in relation to the risks? Is there any Police conviction/investigation, involvement of other agencies e.g. Children's Social Care, information available via other sources such as social media, telephone records, witness statements.</p>

What is the response from the employee / volunteer in relation to the risks?
 Consider their level of insight, any reflection, consideration of how they could have acted differently, capacity to understand your concerns as an employer, ability to see the views of others, suggestions to help improve the situation, support they may require.

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Evaluation and analysis of the risks and any mitigating factors
 Consider employee / volunteers knowledge of your Code of Conduct, any professional standards, safeguarding policies, awareness of impact on role, reputational risk for setting, safety plans that have/will be put in place

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Outcome and recommendations
 Can the risks reasonably be managed, what action has / will be taken to ensure safety of children, is the employee / volunteer working in an open and transparent manner which supports safety, has the employer considered the wellbeing and support needs of the employee / volunteer, is further training, mentoring, suspension, or disciplinary processes required?

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Employee / volunteer's comments on the findings of the risk assessment

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Signature of employee / volunteer	
Date	
Signature of person completing the Risk Assessment	
Date	
Date to review Risk Assessment	