

Herefordshire Wildlife Trust
Risk Assessment

Name: Julia Morton

Job Title: Nature Action Manager

Date Created: 14/04/2023 Date Reviewed: 17/04/26 Frances Weeks

Activity/Function Assessed: Activities with under 18s

Scope: includes working with young volunteers (age range 14 -18), Watch, Wildplay, Nature Tots, Young Nature Rangers, community outreach, schools and colleges (age range 0-18)

Who is at risk: under 18s

HAZARD (potential for harm)	Control measure (to reduce the risk level)
Safeguarding Risks (e.g Abuse, grooming, abduction)	<ul style="list-style-type: none"> - HWT staff and volunteers should be vigilant of interactions when working with under 18s and follow HWT safeguarding procedure. - HWT staff who supervise under 18s will be DBS checked. - HWT staff who supervise under 18s will have required level of safeguarding training as outlined in the Trust's Safeguarding policy. - Under 18's will be made aware of who and how they can share any concerns or worries with. - Relevant information and evidence will be recorded in an appropriate and cooperative manner. - In all safeguarding issues, confidentiality will be maintained at all times by disclosing information only to those who need to know.
Other site users	<ul style="list-style-type: none"> - Under 18s to be made aware that they are sharing the site with other visitors so they need to be polite and courteous as well as aware and safe.
Young person in need of support for emotional needs	<ul style="list-style-type: none"> - Volunteer managers/sessions lead can offer support at any time to young people while on site. - Young Volunteers (14-18 year olds) will be given the Volunteer Coordinators or Work Experience liaison contact details which they can use at any point.

Children age 0 - 5	<ul style="list-style-type: none"> - Closer supervision required and parents or guardian must always be present. - Activities may need adaptation to remain inclusive for all children. - Health and safety considerations such as using suitable, age appropriate resources, equipment and safety clothing; clear and consistent boundaries; and use of small moveable parts
Physical Welfare	<ul style="list-style-type: none"> - Parents/Carers of under 14's will receive detailed instruction of what clothing/food/drinks will be required for an activity. - We will remind young volunteers to bring packed lunch and snacks to keep fed throughout tasks. - They will be reminded to bring water bottles. - Suitable breaks will be given. - Suitable PPE will be provided. - Under 18s will not be given tasks that are beyond their physical capacity or that have a high risk for harm.
Young People and Staff	<ul style="list-style-type: none"> - Under 18s will never be alone with a member of staff or another volunteer. This includes travel to and from tasks/activity by car.
Lack of Supervision	<ul style="list-style-type: none"> - Under 14s will never be left unsupervised. - The following staff: child ratio will be adhered to 0-2 years – 1:3, 2-3 years – 1:4, 4-8 years – 1:6, 9-12 years – 1:8, 13-18 years – 1:10 - Staff will make sure young volunteers have transport arranged before leaving the site themselves. - Young people instructed to remain with the group at all times. - Young people to be instructed to meet at a recognised meeting point and shown point by staff in case of emergency. - All young volunteers to be given emergency contact number of staff.
Young person behaving inappropriately	<ul style="list-style-type: none"> - Young volunteers must stick to our volunteer's code of behaviour - Staff to discuss with young person whether their behaviour fits that of the code of conduct. - If bad or inappropriate behaviour continues, parents or guardians can be contacted to remove a young person from session.
Staff Behaving Inappropriately	<ul style="list-style-type: none"> - Staff to follow guidelines of dealing with young people as set down in the safeguarding policy and procedure. - Manager to discuss with staff in question whether their behaviour fits our code of practise and whether it is appropriate for them to continue working with young people. - If behaviour is that perpetrating a crime, safeguarding procedures will be followed and emergency services will be called if the young person is at immediate risk of harm. - Bullying will not be tolerated in any form
Young person with Health and special needs	<ul style="list-style-type: none"> - Consent forms will show health and special needs and all staff will be made aware of these issues prior to the tasks or activities. (Issues of importance will be discussed with parents and participants.)

Filming & Photography	<ul style="list-style-type: none">- Staff must obtain a signed Image Consent Form from a parent or carer before taking photos or video- In addition, staff should ensure that the child is also happy to have their photo taken/ video recorded and understand how the media may be used (e.g. on social media, website, posters for the promotion of HWT activities)- HWT phones/ cameras should always be used, not personal devices- Children under 18 are not permitted to use devices at an HWT activity except when this is a part of the activity e.g. nature photography. Acceptable use of devices should be discussed at the start of each session.