

# Assessing Risk and Managing Offenders



Creating safer places. Together.



## Exercise 1 – Different types of risk

Think about the setting you represent, whether a church, charity, place of worship or other organisation.

What are the different types of safeguarding risks that might exist or be present from other people i.e., members of the congregation, community, or workforce?

Write your own notes here:

## Risk Assessment Template

<b>Place of Worship / Organisation</b>		
<b>Subject of Risk Assessment (if child, include age)</b>		<b>Location</b>
<b>Date of Risk Assessment</b>		<b>Date for Review</b>
<b>Responsible Leader</b>		<b>Review Frequency</b>
<b>Professionals/others involved (if applicable)</b>		
<b>Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)</b>		

<b>What are the concerns?</b>	<b>Given this, what are the possible risks? Who is at risk?</b>	<b>Can the risk be managed? What measures can be adopted to safeguard in this situation?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date Completed</b>

## Exercise 3 – Assessment of risk

### Case scenarios



Read the scenario allocated to your group and try to reach agreement about the following:

- What is the current risk?
- What action is needed?

Place your thoughts in the Risk Assessment on the previous page.

#### **Scenario 1: Michael**

You have recruited Michael as a volunteer trainee worker, you have found him to be reliable and excellent with the young people in the area. Six months after his recruitment he comes to you and says that he's struggling with pornography and finds he's looking at it on a regular basis.

What action should you now take?

Should you remove him from his role?

#### **Scenario 2: Philippa**

Philippa, aged 56 is a paid care worker. She has just started to work as a volunteer at the local outreach project visiting those who are vulnerable and struggle to leave their home.

You hear a rumour, that she doesn't always provide a receipt when doing the shopping and often out stays her welcome.

What action should you now take?

Should you remove her from the befriending role?

### **Scenario 3: Alex**

Alex, aged 14, attends youth club on a Thursday evening.

Always up to mischief, you hear from staff that he has been telling crude jokes and making sexual remarks.

One of the parents has complained about comments made to her child.

- Who should be notified?
- What action is needed?

### **Scenario 4: John**

You hold a summer barbeque and after the event one of the ladies contacts you and says that she wants to tell you about one of the men at the event.

She alleges that John came up to her whilst they were getting food at the buffet and she says, deliberately touched her breasts, she is upset and unsure what action to take.

John heads up the befriending team and is a long standing church member

- What advice should you now give to the lady?
- Should you remove him from his role?

## Scenarios – Further developments



### Michael - Part 2

It has now come to light that Michael has been attempting to bypass the accountability software that you put in place and has been accessing pornography on the office devices (including the phonenumber) and on his own phone.

You mention that your offices are shared with a high school though largely in an adjacent building, this is shared by other professionals such as a School Nurse etc.

He has told you that he hasn't accessed any inappropriate material involving children.

- What information would you add to the risk assessment?
- What action should you now take?

### Philippa – Part 2

You decide to contact all those that are recipients of the befriending service and you hear some minor grumbles that Philippa doesn't always give them their change when she does the shopping.

One person said she had borrowed £5 and hadn't returned it. Most of those visited are elderly and aren't concerned about the small amount of money.

- What would you add to the risk assessment?
- What action would you take?

## **Alex – Part 2**

You speak to the parent who made the original complaint and she said she was upset to find Alex has been sending her son explicit indecent images of himself and some other boys.

The mother is understandably upset but unsure what to do as her son is only 11yrs

- What information would you add to the risk assessment ?
- What action is needed ?

## **John – Part 2**

This matter was reported to the police and John admitted touching the breast of the lady concerned and was given a police caution for sexual assault.

John says to you that he is very sorry and he's unsure what happened. He would like to meet with the lady concerned and apologise. He is keen to return to church and put this difficult period behind him.

- Does the risk assessment need updating?
- Is any action required?

## **Exercise 5 – Safer, healthier cultures**

Think about your place of worship/setting/organisation.

What would a healthy, safer culture look?

List some of the key features?

**Write your own notes here:**



## Exercise 6 – Personal action plan

Reflecting on what you have learnt today, begin to think about your take-aways and your own action plan.

Use the space in below to write your next steps.

Write your own notes here:



**If there's one thing I've learnt.....**



**Write your own notes here:**

# Appendix 1 – Behaviour Risk Assessment – Guidance notes:

1. This document will primarily be overseen (and possibly even completed) by the safeguarding coordinator within the organisation. It may be filled-in, in conjunction with a worker or volunteer or leader who knows the situation or individual (adult/child) well.
2. It is important to remember that a tool like this will be useful for dealing with:
  - a. risks that are known and substantiated or
  - b. those that are unsubstantiated but still warranting some form of safeguarding arrangements or
  - c. on receipt of a blemished disclosure during the recruitment process (read InFocus on Dealing with Blemished Disclosures for how to do this well)

Therefore, communication is key when seeking to put an assessment in place. Encourage your workers to raise/share concerns appropriately so you can make an informed decision about the nature and detail of the risk assessment.

3. Information about risks an individual may pose maybe received from anyone of these following services: Social Services or Police or Probation or Health services. Seek to contact them to clarify information and where possible seek to gather their view on your risk assessment. Other organisations such as schools, churches or voluntary organisations may be able to indicate the presence of a safeguarding concern in relation to a child or adult though not the details of the relevant concerns.
4. Possible measures (as stated in Column 3) could range from a stringent contract/covenant of care to informal supervision/monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through coming into contact with the individual, consider realistic ways of managing and also supporting the individual concerned.
5. Read our InFocus on Handling and Storage of disclosure information for advice on storage and retention of these records (Standard 3.23)
6. Read Standard 9 within our online safeguarding manual for further information on working with those who may pose a risk and clauses to consider in a contract.
7. If your risk assessment indicates that your church is unable to manage the risk the individual poses (either due to the scale of your work with vulnerable groups or lack of resources to offer accountability arrangements and/or pastoral support), you are able to advise the individual that your church may not be the appropriate place for them to attend. You can support them to seek to explore an alternate church and encourage them to share the concerns with the relevant safeguarding lead and/or minister.
8. It is important to remember that when working with individuals and vulnerable groups, risk cannot be completely eliminated but can definitely be mitigated and managed safely.

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## Appendix 3 – A sample contract for faith/ community involvement.

1. I will never allow myself to be in a situation where I am alone with children/young people or adults at risk of harm.
2. I will attend meetings/house groups as directed by the small group or leadership.
3. I will sit where directed in the church/place of worship and will not place myself in the vicinity of children and young people or adults at risk.
4. I will not enter certain parts of the building designated for small groups, nor any area where children's activities are in progress.
5. I will decline invitations of hospitality where there are children in the home
6. I accept that 'x' and 'y' will sit with me during church/community activities, accompanying me when I need to use other facilities. They will know of my offending background.
7. I accept that 'z' will provide me with pastoral care.
8. I accept that there are certain people who will need to be told of my circumstances in order for them to protect the children/young people or adults at risk of harm for whom they care.
9. I accept that contact will need to be made with my probation officer/police officer, who will meet with church leaders or members of the small group as and when necessary.

## Links commonly used throughout the webinar:

Please note: These links are accurate at the time of course preparation. Thirtyone:eight don't recommend organisations, but you may find these links useful when looking for support and guidance.

[The Charity Commission - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[OSCR | Home](#)

[Home | The Charity Commission for Northern Ireland \(charitycommissionni.org.uk\)](http://charitycommissionni.org.uk)

[Joint regulators guidance about reporting](#)

[OSCR Cross-border guidance](#)

[Independent Inquiry into Child Sexual Abuse](#)

[Scottish Child Abuse Inquiry](#)

[Truth Project | IICSA Independent Inquiry into Child Sexual Abuse](#)

[Pornography addiction support: Screen Accountability™ | Covenant Eyes](#)

[Pornography addiction support: Naked Truth Project](#)

[Nacro – Organisation supporting rehabilitation](#)

[Brook Sexual Behaviours Traffic Light Tool](#)

Assessing Risk and Managing Offenders – Advanced Course – Webinar  
(updated July 2021)

[Charities: how to manage risks when working internationally - GOV.UK \(www.gov.uk\)](#)

[Thirtyone:Eight International Self-Audit Tool](#)

[Thirtyone:Eight International Child Protection](#)

[NSPCC safeguarding lead role description template](#)

[Charity Risk Management Guidance](#)

[Stop It Now! UK and Ireland | Preventing child sexual abuse](#)

[Advice for barred list referrals to DBS \(England and Wales\)](#)

[Wales Safeguarding Procedures](#)

[Children England: Safeguarding Guide for Trustees](#)

[ACAS \(Advisory, Conciliatory and Arbitration Service\):](#)

[Bond Safeguarding - Bond Safeguarding tool](#)

[National Council for Voluntary Organisations | NCVO](#)

**Charity Regulator Advice for vetting and checks for potential trustees:**

[Scotland](#)

Assessing Risk and Managing Offenders – Advanced Course – Webinar  
(updated July 2021)

[Northern Ireland](#)

[England and Wales](#)

**Charity Regulator guidance on reporting safeguarding incidents / notifiable events:**

[Scotland](#)

[Northern Ireland](#)

[England and Wales](#) and [England and Wales: Examples of what to report](#)