

Child Safeguarding Risk Assessment – Arts Centre

1. Purpose

To identify, assess, and mitigate risks to children and young people (under 18) participating in activities, events, workshops, or visiting the Arts Centre.

2. Scope

Applies to:

- Staff (employed and contracted)
- Volunteers and facilitators
- Visiting artists
- Workshop leaders
- Front-of-house and technical teams
- Any activity involving children on site or off-site under the Arts Centre's supervision

3. Risk Assessment Summary

A. Environment & Premises

Hazard / Risk	Who is at Risk	Potential Harm	Likelihood	Impact	Controls / Mitigations
Unsupervised areas in building	Children	Getting lost, injury, exposure to unsafe adults	Medium	Medium	Clear signage; access-controlled doors; staff patrols; designated child-safe spaces.
Unsafe equipment (stage, tools, art materials)	Children in workshops	Cuts, burns, poisoning, injuries	Medium	High	Equipment checks; age-appropriate materials; trained staff supervision; COSHH compliance.
Fire, evacuation issues	All	Injury or panic during evacuation	Low	High	Fire drills; clear exits; staff trained in emergency procedures.



garter lane
arts centre CIC

Hazard / Risk	Who is at Risk	Potential Harm	Likelihood	Impact	Controls / Mitigations
Slips, trips, falls	All	Physical injury	Medium	Medium	Housekeeping; non-slip flooring; immediate spill management.

B. Staffing & Supervision

Hazard / Risk	Who is at Risk	Harm	Likelihood	Impact	Controls / Mitigation
Insufficient supervision ratios	Children	Injury, neglect, behavioural incidents	Medium	High	Adhere to recommended ratios (e.g., 1:8 for 8–12 yrs); risk-based adjustments; named lead supervisor.
Unvetted staff/volunteers	Children	Abuse or exploitation	Low	High	Background checks (e.g., DBS if UK); references; identity verification; safeguarding induction.
Inadequate staff training	Children	Poor handling of disclosures or incidents	Medium	High	Mandatory safeguarding training; regular refreshers; clear reporting pathways.

C. Activities & Workshops

Hazard / Risk	Who is at Risk	Harm	Likelihood	Impact	Controls
Arts activities using hazardous materials (solvents, tools, heat)	Children	Injury/illness	Medium	Medium/High	Risk-specific briefings; PPE; age restrictions; supervision.
Body movement/dance workshops	Children	Physical injury	Medium	Medium	Warm-ups; trained instructors; safe flooring.
Digital/photography sessions	Children	Exposure of personal data or images	Medium	High	Consent forms; secure storage; no personal devices; data protection compliance.

D. Behaviour & Interaction Risks

Hazard / Risk	Who is at Risk	Harm	Likelihood	Impact	Controls
Inappropriate contact or behaviour from adults	Children	Abuse, grooming	Low	High	Code of conduct; open-door policy; supervision; two-adult rule.
Peer bullying	Children	Emotional/physical harm	Medium	Medium/High	Staff monitoring; anti-bullying procedure; reporting routes; behaviour expectations.
Online communication with children by staff outside sessions	Children	Boundary violations, safeguarding risk	Low	High	No private communication; only official channels; monitoring.

E. Arrival, Departure & Movement of Children

Hazard / Risk	Who is at Risk	Harm	Likelihood	Impact	Controls
Unclear pick-up/drop-off arrangements	Children	Going missing, unsafe adult collection	Medium	High	Registration procedures; sign-in/out system; pre-authorised adult list.
Children wandering away during breaks	Children	Exposure to hazards or unsafe individuals	Medium	Medium	Designated break areas; visible lanyards; restricted access beyond public zones.

F. External Contractors & Visiting Artists

Hazard / Risk	Harm	Controls
Unscreened external artists delivering workshops	Behavioural issues, safeguarding breaches	Safeguarding briefings, vetting requirements, supervised sessions.
Photographers/film crews on site	Unauthorised images of children	Consent-only photography; photographer identification; staff oversight.

G. Emergency & Incident Management

Hazard / Risk	Harm	Controls
Delayed response to injury or illness	Worsening medical condition	First-aiders on duty; stocked first-aid kits; incident report procedure.
Lack of clarity in responding to safeguarding concerns	Failure to protect child	Designated Safeguarding Lead (DSL); reporting flowchart; incident logs.

4. Mitigation and Controls Overview

Policies Required

- Safeguarding & Child Protection Policy
- Code of Conduct for Staff and Volunteers
- Data Protection / Photography Policy
- Health & Safety Policy
- Anti-Bullying Policy
- Safer Recruitment Policy

Training

- Annual safeguarding training for all staff
- Advanced DSL training
- Induction for contractors/visiting artists

Supervision Ratios

- Depends on age and activity—typically:
 - Under 8s: 1:6
 - Ages 8–12: 1:8

- Ages 13–17: 1:10
(Adjust for high-risk activities.)

Incident Reporting

- All concerns logged and escalated to DSL immediately.
 - Written incident forms stored securely.
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5. Review

- Risk assessment reviewed **annually** or after any significant incident or programme change.
- Updates approved by senior management and Safeguarding Lead.