| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| **Verbal and/or written allegations of inappropriate relationships**  **Gifts being sent/given from the service user to individuals** | Individual and/or groups of adults including service user and/or paid staff members, and/or volunteer staff via allegations of an abuse of position and power. | Review of the Centres Safeguarding policy for vulnerable adults.  Safeguarding good practice guidance for vulnerable adults.  Ensuring paid staff and/or Volunteers are safely recruited, aware of policy and good practice and have completed the relevant Safeguarding training.  Staff/volunteers to avoid lone working where possible.  Any concerns in relation to interactions with the service user including verbal and nonverbal communication and/or change in their social presentation, to be logged on appropriate recording tool. Records maintained in service users individual file.  Centre Manger is informed, nature of gift recorded | Evidence practises that reflect House of Bishops Policy/procedures via Safer Church Policy 2018  Discussions/reviews on the day to day running of the Centre including how daily/weekly activities are facilitated and by whom e.g. staff ratios.  DBS Basic Disclosure check considered for those who are not eligible for an enhanced DBS check.  Dates of completed training and review dates to be kept for all staff/volunteer  Consider wider training needs for the Day Centre and staff/volunteers  Discussions/reviews within individual/and or group supervision forums for all staff /volunteers.  Weekly discussion of staff allocation/ratio’s and reviews to enable appropriate changes to be made as/when needed.  Weekly reviews & clearer pathway on how discussions with agency funding the placement will be initiated.  Records to be shared and reviewed with funding agency, dates, and parties present to be recorded.  Consideration of having a clearer pathway in initiating earlier reviews of Care Plans Care plan review.  Consider a register for gifts received or consider a policy on the receiving of gifts for an individual or the centre.  Nature of gifts assessed, with records reflecting this.  Wider discussion with staff/volunteers on a weekly basis to enable on going risk management in this area. Identify consistent strategies on how these types of scenarios will be facilitated/implemented by all. | *Centre Manager*  *All staff/volunteers*  *Centre Manager*  *Centre Manager*  *Centre Manager*  *Centre Manager, staff/volunteers*  *Centre Manager/individuals*  *Centre Manager, staff/volunteers*  *Centre Manager*  *Centre Manager*  *Centre Manager*  *Centre Manager*  *Centre Manager*  *Centre Manager, staff/volunteers* |  |  |
| **Personal Safety** |  | Full consideration given to lone visiting via ‘Guidelines on Lone Working and Personal Safety’.  Centre Manager or nominated person has risk assessed and authorised any lone working and staff ratio’s,  .  A register of all visits kept in line with Data Protection Act 2018. | If deterioration in physical or mental health or other concern, then further risk assessment to be completed.  Records reflect rationale/evidence decision making in this area  Staff/volunteers are made aware of their roles/responsibilities in reporting any deterioration in service users physical or mental health or any other concerns.  Nominated person to contact PSO/family/social care regarding deterioration or other concern.  Centre Manger or alternative nominated person to offer all staff/volunteers regular supervision as a forum to ensure party’s are not overwhelmed with their daily/weekly roles/responsibilities.  Register to be easily accessed in case of emergency evacuation etc  Records to be maintained | *Centre Manager, staff/volunteers*  *Centre Manager, staff/volunteers*  *Centre Manager, staff/volunteers*  *Centre Manager*  *Centre Manager*  *Centre Manager,paid staff* |  |  |
|  |  |  |  |  |  |  |