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| **Activity:** | Section Meetings & Safeguarding (General) | **Location:** | All | **Last review date:** | March 2023 | **Produced by:** | Alex Windows (Section Leader) |
| **Next review date:** | December 2025 | **Quality Assured by:** |  |

* TSA Safety Practical Tips Guidance - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/planning-and-assessing-risk/safety-practical-tips/>
* Safe Scouting Cards - <https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/>
* Group’s Safety Procedures - <https://www.4thstaffordscouts.org.uk/compliance/safety-procedures>

**This risk assessment will always be used in conjunction with another risk assessment, specific to the location and activity of the meeting.**

**This risk assessment set out general safety and safeguarding operating parameters for all meetings with young people.**

| **What are the hazards?** | **What are the risks?** | **Who is most at risk?** | **What control measures will be put in place?** |
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| **Group Management** | ConfusionUnsafe operation | All | * Designate a leader in charge - responsible for overseeing the activity, all adults, and young people.
* They should fully understand their responsibilities, e.g., registers, headcounts, allocation of roles to specific adults and checking they are aware of their specific responsibilities.
* There should be no assumption that other adults are in charge of the safety overview.
* Minimum ratios of adults to young people must be maintained at all times, depending on the age group, location and activity being undertaken by young people.
* All activities should be risk assessed and recorded.
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| **Drop-off / Collection** | Safeguarding | Young people | * Leaders should take a register of young people on their arrival.
* A leader could check young people off the register when they are leaving.
* Leaders should pay close attention to who young people are leaving with, e.g., a parent/guardian or another trusted adult.
* Parents/persons with parental responsibility should inform leaders if they will be collected by another adult at the end of the activity.
* A waiting area could be used for collection. Leaders to inform young people when their parent has arrived for collection.
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| **Behaviour** | Fighting / Play FightingBehaviour Impact injuriesOver excitement at the start, and end of the evening | Young people | * Expectations of behaviour should be set out or reminded during the flag break/opening ceremony.
* Sections should have a code of conduct in place to set out expectations of behaviour.
* Young people should be made aware of the section’s code of conduct.
* Young people must not be allowed to play fight.
* Filler activities could be available on arrival led by young leaders or older young people (e.g., patrol leaders) to provide a focus for young people.
* The leader in charge to monitor timings within section meetings to ensure flow from one activity to the next and identify the need for filler activities if required.
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| **Equipment** | Tripping and fallingImpact injuries | All | * Ensure areas are clear of all unnecessary items or equipment.
* Damaged equipment or fittings that could cause injury should be removed or otherwise made safe.
* Equipment should be stored away from the main walking/access areas.
* Equipment should be placed in containers or other storage units or away from the side of access areas.
* Exercise care when manoeuvring in storage areas to prevent tripping.
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| **Security** | Intruder access to the building or young person leaving unattended | Young people | * Once all expected young people have arrived, the premises could be secured to limit unauthorised departure and access, e.g., closing the door/gate (ensuring that the fire evacuation arrangements are not impeded.).
* Leaders will carry mobile phones and the leader in charge will have access to InTouch details in case of any emergency.
* Clear boundaries are set with all present.
* Leaders to monitor young people and ensure no wandering off.
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| **Safeguarding** | Safeguarding Issue | Young people | * The [Scout Association’s Safeguarding Policy](https://www.scouts.org.uk/por/2-key-policies/#2.4) must be followed at all times.
* Leaders are to follow guidance/rules on the ‘Yellow’ and ‘green’ cards.
* Young Leaders to follow guidance/rules on the ‘orange’ card.

Practical measures to ensure safeguarding should be put in place, for example:* Ensure an adult is never left along with a young person.
* Where vehicles are used, at least two leaders should be present in the vehicle with young people/person.
* When delivering first aid, safeguarding arrangements must also be considered, for example, not providing first aid to a young person alone and, where possible, allowing them to treat themselves under adult supervision (e.g., wiping their own cuts or grazes and sticking their own plaster on).
* Leaders should communicate and plan this to ensure situations should like these do not arise.
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| **First Aid and Recording** | Injury | All | * All adults should be familiar with the location of the first aid kit at HQ and when off-site and this must always be easily accessible.
* A first aid trained leader/adult should be present at all meetings.
* Where multiple groups are meeting at the same time at different locations or similar locations a distance apart, first aid arrangements should be carefully considered to ensure it is easily accessed. E.g., multiple first aid kits with different groups.
* The first aid kit must contain a log to record all incidences requiring first aid, see the recording section. This must not be removed.
* All first aid must be recorded in the first aid kit record log or a separate log sheet for events, by the adult who administers or oversees.
* The person administering or overseeing the administration of medication must log each time it is taken by a young person.
* The leader in charge must provide these documents and all adults should be made aware of them and the individuals that may require medication.
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| **Data Protection** | Data breach | All | * Ensure that any personal or medical information regarding your members is not available for others to view.
* Follow all procedures outlined by the Groups’ GDPR and Privacy Statement - <https://www.4thstaffordscouts.org.uk/compliance/gdpr-privacy-statement>
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| **Emergency** | Injury | All | * Leaders will carry mobile phones and the leader in charge will have access to InTouch details in case of any emergency.
* Follow the procedures outlined by the ‘purple’ card and safety procedures.
* Leaders should have contact and medical information for all present.
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