ECF and NPQ risk assessment template (drawn from [NSPCC guidance](#))

Risk-assessment template following an incident or safeguarding concerns

Introduction

This risk-assessment template can be adapted to suit your organisation. It can be used to respond to concerns raised and assess these to support plans to manage these concerns.

Using this template

Examples of the information to include under each heading in the table are listed below.

Situation or incident posing a risk

An activity or element where there is potential for harm to be caused. Examples of incidents posing potential risk:

- adults or participants not complying with procedures
- encouraging inappropriate behaviour by others
- neglecting the wellbeing of young people
- grooming behaviour
- emotional or verbally abusive behaviour

- concerns outside the school environment
- non-compliance with procedures
- concerns observed within a live virtual meeting, training or mentor session
- violent activity between participants or by an adult to young people

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Assessing the risk

In assessing risk, consider the impact of this upon all individuals, particularly children and vulnerable adults. To assess whether the risk is high, medium or low consider:

- Is this the first concerning incident for this individual?
- How many people have been affected?
- What is the impact?
- What is the account of the individual potentially causing harm?
- What is this person's attitude to the incident?
- What other background factors (such as location or others involved as victims, participants, colluders, supporters) have a bearing on the situation?
- What do others (witnesses, the young person concerned) say about what took place?
- What is the likelihood of this reoccurring?

Risk = impact x severity of the breach of procedures. For example:
- High – severe impact caused by the behaviour plus serious breach of Teachers Standards
- Medium – moderate impact caused by the behaviour plus moderate breach of Teachers Standards
- Low – minor impact plus a minor breach of the codes of conduct of Teachers Standards

Decisions and actions in response to the risk (including reason)

These require a two-pronged approach:
1. Actions to prevent further risk.
2. Actions in response to the incident.

Risk-assessment template

Assessor's sign-off			
Signature	Û	Date	
Print name			

Safeguarding incident/concern	Outline or the situation	Risk level (H/M/L)	Risk management strategies pending final decisions	Decisions and actions in response to the incident (including reason)	Person responsible for managing concerns

Risk-assessment template

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