**Risk Assessment Tool**

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| **Date:** |  |
| **Form Completed By:** |  |
| **Diocese/Cathedral:** |  |
| **Participants (Including Role):** |  |
| **Case Identifier:** |  |

# Scoring System (0-2)

* 0 indicates “No”.
* 1 indicates “Partially”.
* 2 indicates “Yes”.
* “N/A” Used for those that are not applicable.

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| **Practice Guidance:** [**Responding to, assessing, and managing concerns or allegations against church officers (2017)**](https://www.churchofengland.org/sites/default/files/2017-11/responding-to-assessing-and-managing-concerns-or-allegations-against-church-officers.pdf)**; Chapter 5** | **Score** | **Comments** |
| 1. The risk in this case was appropriately identified and quickly responded to. |  |  |
| 1. Collaborative discussions took place to help identify the role of the safeguarding team, as well as the role of HR or other agencies in respect of the concern. |  |  |
| 1. Statutory partners were consulted, and information sharing took place (where appropriate). |  |  |
| 1. Case notes show the basis for risk assessment, and type of risk assessment. *(If deviating from assessment recommended in PG, rationale for this is outlined)* |  |  |
| 1. Support and Link Persons have been offered for both victim/survivor and respondent. |  |  |
| 1. Respondent has received written information on the nature and form of the risk assessment and management processes. |  |  |
| **Standard Risk Assessment (SRA):**   1. The SRA has been completed in line with expectations outlined in Chapter 5. |  |  |
| 1. The SRA has been completed in line with expectations outlined in Chapter 5. |  |  |
| 1. Information was gathered from all relevant sources, including statutory partners to inform risk assessment. |  |  |
| 1. The assessment is focused on and describes risk in the church context. |  |  |
| 1. The risk is analysed rather than described. |  |  |
| 1. There is a clear statement of risk that is evidence based. |  |  |
| 1. The SRA has been shared appropriately, as outlined in chapter 5. |  |  |
| **Independent Risk Assessment (IRA):**   1. The IRA has been completed in line with expectations outlined Chapter 5. |  |  |
| 1. The Terms of Reference focus the IRA on what risk is present within a church context. |  |  |
| 1. The final assessment is focused on and describes risk in the church context. |  |  |
| 1. The IRA is of a sufficient standard that it would assist the Bishop and Core Group to make a recommendation. |  |  |
| 1. Is there evidence that the IRA or the IRA recommendations have been shared with the relevant parties as outlined in Chapter 5. |  |  |
| 1. The Terms of Reference focus the IRA on what risk is present within a church context. |  |  |
| 1. The final assessment is focused on and describes risk in the church context. |  |  |
| 1. The IRA is of a sufficient standard that it would assist the Bishop and Core Group to make a recommendation. |  |  |
| 1. Is there evidence that the IRA or the IRA recommendations have been shared with the relevant parties as outlined in Chapter 5. |  |  |
| 1. Victim/survivor has been kept informed of process and outcome (as agreed at start of engagement). |  |  |
| 1. Formal apology has been considered, and where appropriate, sent to victim/survivor. |  |  |
| 1. The risk assessment outcome was shared with statutory partners (where applicable) |  |  |
| 1. Supervisory input has been sought in timely manner (where applicable), and that evidence of consultation is recorded on the case record. |  |  |

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| **General Discussion and Learning Points** |
| *(Please outline where this feedback will be shared, and how it will be incorporated into the Diocesan/Cathedral learning and improvement framework)* |

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| **Areas of Good Practice** |
| *(Could the good practice identified in this case be shared with others as part of a national learning and improvement framework?)* |