

Digital Projects Risk Assessment

No	Risk	Mitigations	Impact	Likelihood	Risk Level	Is the risk deemed manageable?
1	Staff witness or are disclosed a serious safeguarding incident digitally	Digital safeguarding guidelines are shared and agreed by young people and staff. Clear channels for referrals and disclosures are in place. Safeguarding policy is renewed annually and approved by the Director.	5	3	15	yes
2	Young people breach safeguarding rules online	Digital safeguarding guidelines are shared and agreed by young people and staff. Clear channels for referrals and disclosures are in place. Parents/Carers are aware and have given permission for participation in online activity. Staff hold contact details for all young people's parents/carers.	5	3	15	yes
3	Young people disengage with activities	Staff to check in with all members by. Update digital content and maintain an online presence. Present	2	3	6	yes

		different opportunities for engagement.				
5	Young people report suffering from poor mental health	Staff to follow safeguarding procedures in safeguarding policy. Staff to hold contacts of young people's parents/carers.	4	4	16	yes
6	Staff unable to work due to illness, bereavement or child care	Staff to stay in contact with Director. Workload to be managed across team and all non essential delivery to be reduced in case of staff shortage. All staff members have access to all files and work phones.	3	4	12	yes
7	Virus or Hacking on Computers	All computers have been fitted with anti virus software. All files are backed up in the cloud. Use of recognised storage software systems. All passwords are different for every account.	3	3	9	yes
	Likelihood key:	Impact key:		Level		Percentage:
	1 - Rare	1 - Insignificant		Low risk	1-7	14%
	2- Unlikely	2 - Minor		Moderate risk	8-14	29%

	3 - Possible	3 - Moderate		High risk	15-18	43%
	4 - Likely	4 - Major		Significant risk	19-25	0%
	5 - Almost certain	5- Extreme				