Save the Children

Children's Consultations in Humanitarian Contexts

Annex 4: Risk Assessment Template and Risk Mitigation Checklist

Risk assessment					
Activity		**Locations**		**Period for which risk assessment applies**	

Hazard / threat (something that can cause harm)	**Who might be harmed?**	**Assessing the risks**		**Risk mitigation**	**Assess the risks AFTER mitigation**		**Assessor's signature**
		Likelihood *(high, medium, low)*	**Severity** *(high, medium, low)*		**Likelihood** *(high, medium, low)*	**Severity** *(high, medium, low)*	

Risk mitigation checklist				
Questions to ask		**Yes**	**No**	**If no, details of action required** *Please note, questions marked with a * are questions where "no" suggests no further action required*
The activity plan	Has the plan for the activity been documented?			
	Have arrangements been made to feed back the findings to children and communities (close the loop)?			
Gaining relevant permissions	Have the relevant permissions required to carry out the activity been gained (for example, from local authorities, community leaders)?			
	Have relevant adults (for example, teachers if the activity takes place in a school) been informed about the purpose and plan for the activity?			
	Has informed consent from a caregiver or other appropriate adult been sought for children to participate?			
	Has informed assent been obtained for each participating child or is there a plan to gain it at the start of the activity?			
Safety and Security	Have all sites planned for the activity, including access to these sites, been given security clearance?			
	Have all team members received a security briefing?			
	Have all modes of transport and accommodation sites been given safety and security clearance?			
Do no harm – children & communities	Have you taken steps to ensure that the activity supports inclusive participation?	*		
	*Is there any threat of violence or other retaliatory actions for children and/or adults resulting from their participation in the activity? *for example,*	*		

	*from other children, parents/caregivers, teachers, community members, religious groups, groups engaged in armed conflict?**			
	Is participation of all children in the activity voluntary?			
	Does a referral protocol exist to manage disclosures (i.e. safeguarding or protection issues) made by children or adults during the activity?			
	Are all staff involved in the activity familiar with the protocols around reporting safeguarding and protection issues?			
	Are there adequate data protection procedures in place to keep information of children and/or adults safe?			
	Will sharing the anonymised results of the activity put children, adults, their families and communities at further risk of harm?	*		
Preparing the team	Has each member of the team been given an adequate amount of training?			
	Is there an adequate balance amongst the assessment team in regard to gender, ability and ethnicity? *In particular, are there sufficient female facilitators to enable girls to participate?*			
	Are there an adequate number of facilitators with previous experience of working with children?			
	Have all staff involved in the activity been briefed on: • The objectives and methodology of the activity? • Key organisational policies including Code of Conduct, Child Safeguarding, Protection from Sexual Exploitation and Abuse, Child Participation standards, and the behaviours expected of all staff and volunteers? • The techniques and tools that will be used? • The schedule as well as the communication, security and emergency procedures? • The administrative and logistic arrangements, such as transport and accommodation?			

Location and timing of activity	Have locations for all activity sessions been identified and secured?			
	If the activity will take place in a venue, are there toilets/latrines, hand washing facilities and soap available?			
	Do activity locations offer a safe, accessible and enabling environment for children?			
	Have the specific needs of children with disabilities been considered?			
	Does the time of day arranged for the activity conflict with other existing demands and responsibilities of the children and/or adults taking part?	*		