**Annex A**

**Child Protection Risk Assessment for Workshop**

Conduct a CP Risk Assessment on your organisation’s program/project. The notes below provide a guide to using the template.

* **Program/Project Activity**

List the specific activities for the program/project, for example: Staff will be conducting a 2-day economic empowerment workshop for women as part of theproject OR Consultants will be engaged to conduct feedback evaluation with young women involved in the project OR volunteers will be visiting families in their homes as part of the project.

* **Child Protection Risks Identified**

What are the possible risks to a child’s safety or wellbeing as a result of delivering this program/project?

Some activities may contribute to or raise the level of risk. See handout: “Factors that may increase the level of risk to children in the delivery of programs/projects”

* **Level of Risk**

Use this matrix to determine the risk level of the CP risks you have identified:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | Insignificant (1) | Minor (2) | Moderate (3) | Major (4) | Extreme (5) |
| Rare (1) | Low | Low | Low | Low | Low |
| Unlikely (2) | Low | Low | Low | Medium | Medium |
| Possible (3) | Low | Low | Medium | Medium | Medium |
| Likely (4) | Low | Medium | Medium | High | High |
| Almost certain (5) | Low | Medium | Medium | High | Extreme |

1. *Likelihood Rating* = Rate the likelihood of each risk occurring, using the following rating scale.

* Rare
* Unlikely
* Possible
* Likely
* Almost Certain

(b) *Consequence Rating =* Rate the consequence of each risk, using the following rating scale.

* Insignificant
* Minor
* Moderate
* Major
* Extreme

The severity of harm/abuse to a child (impact) if risk occurred (for example the likelihood of engaging a person seeking to deliberately abuse a child may be unlikely however the impact on a child would be extreme)

(c)Determine the overall rating of each identified risk – whether it is **extreme**, **high**, **medium**, or **low**. To do this, identify the cell in the following table which corresponds to the consequence rating and the likelihood rating. For example, if the consequence rating is major (4) and the likelihood rating is possible (3), then the overall risk rating is medium.

The overall risk evaluation helps prioritise risks - high/extreme overall risk rating requires urgent implementation of the mitigation actions

* **Mitigation Strategy/Action(s) – what can be put in place as part of the program to reduce or remove the risk**

Include the actions to be implemented as part of the program/project to reduce the level of risk.  Can include here what is already in place that is contributing to reducing the risk – including existing CP procedures and measures. However simply saying the “Child Protection Policy is in place” as the only mitigation action is not an adequate measure for all identified child protection risks.

* **Person(s) responsible & Timeline/frequency for monitoring risk**

Include the staff responsible for implementing and monitoring the mitigation actions and time frame for implementation and monitoring.

**RISK ASSESSMENT TOOL**

Organisation:

Partners:

Program/Project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program/Project Activity** | **Child Protection Risk(s) Identified** | **Level (Extreme/High/Medium/Low)** | **Mitigation Strategy/Action(s)** | **Person(s) responsible & Timeline/frequency for monitoring risk** |
|  |  |  |  |  |