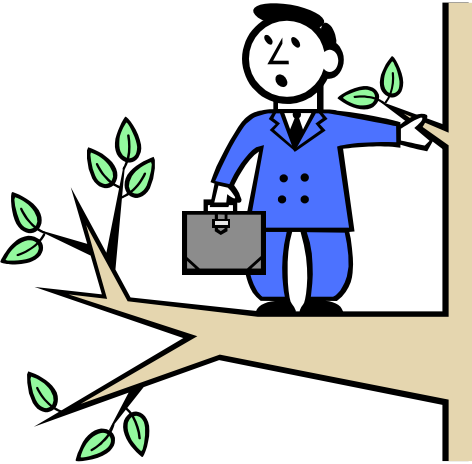




Venue Risk Assessment





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1. Introduction

GreenHouse Mentoring is a project of Stopsley Baptist Church, a company limited by guarantee, Registered in England and Wales, Company Number - 7605036, Registered Charity Number - 1150563, Registered Office - Stopsley Baptist Church, St Thomas' Road, Luton, LU2 7XP

GreenHouse Mentoring (GHM) has been operating since 2002.

This document describes the procedure for assessments of the risks at venues considered for mentoring.

2. Applicability

This policy applies to all GHM Staff and Volunteers.

3. Definitions

Within this document, the following definitions are understood:

Volunteers	any person currently volunteering with GHM with a signed Volunteer Agreement;
Service User	any young person who has or is receiving service from GHM;
Staff	any member of the GHM Team with a formal written and signed contract;
Buddy	any person who agrees to assist a volunteer by ensuring that mentoring sessions are completed on time and safely
External Persons	any other person or organisation that has had or is having contact with GHM and does not fall into the above three categories.

4. Policy Authority

This document is approved by the GreenHouse Mentoring Manager.

Written By	Version/ Date	Comments
Sue Pirks	03/03/2014	Initial Issue

5. Principles of Policy

The following principles will apply within GHM:

- ◆ In all cases, GreenHouse Mentoring staff and volunteers will work within the GHM Vision, Mission & Values statement.
- ◆ All venues will be assessed to maintain the safety of Volunteers and Service Users.

6. Procedure

See \\GHMserver\Shared \GHM Forms for all GHM Forms.

Lone working/ Mentoring should only be carried out at agreed and risk assessed venues.

Before using a venue for the first time, a Volunteer should approach their GHM Staff Member to agree whether that place can be used.

The Staff Member will advise if the venue is on the current list of agreed venues.

If the venue is a new one then the GHM Staff Member will approach the Manager with the request to assess whether the venue is acceptable in principle.

The Manager will consider:

- ◆ Does the venue have its own risk assessment – if so this will be requested;
- ◆ Has a member of staff visited the venue and made a recommendation;
- ◆ Whether there are any extra physical risks to those identified in the document “Venue Risk Assessment.xls”;
- ◆ Whether there are any extra emotional risks to those identified in the document “Venue Risk Assessment.xls”;
- ◆ Whether there are any extra sexual risks to those identified in the document “Venue Risk Assessment.xls”;
- ◆ The severity and likelihood of the risks involved;
- ◆ The distance to be travelled;
- ◆ Whether there is a precedent e.g. one off approval previously given;
- ◆ Whether specific additional parental consent required.

The Manager will decide whether that venue can be added to the list of approved ones in the document “Venue Risk Assessment.xls” and arrange for it to be updated as necessary.



The GHM Staff Member will assess on an individual basis whether the relationship is capable of being held at an agreed venue.

7. Monitoring, Evaluation & Reporting

All venues will be assessed by the GHM Manager with the Relationships Team Leader and agreed venues will added to the document "Venue Risk Assessments.xls".

8. Policy Review

Next policy review due before: March 2017
Policy last reviewed on: 03/03/2014

Approved by:

Sue Pirks

(GreenHouse Mentoring Manager)

Date