



**Parish of - St. Alban's Church Copenhagen  
Activity risk assessment - including holidays and trips**

**Activity:** Coffee Hubs, Bible Study, Prayer & Fellowship, Messy Church

**Location:** Online (e.g. Zoom/ Skype/ WhatsApp etc.)

**Name of leader with responsibility:** All

**Date of first risk assessment:**

**Time/frequency:** Every Online Meeting

**Date to be reviewed:**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
1) Uninvited guests to the meeting e.g. Zoom bombing, fake friend requesting and phishing scams.	Everyone present	Safeguarding and bishop's interim team keeping up to date with software and security issues Password protected meetings.	No			
2) Confidential information shared to others	Agree about information shared in the meeting is confidential unless it is of a safeguarding nature in which case it is reported to the safeguarding officer	Safeguarding policy in place	Share the safeguarding policy with each grp. Verbally summarise what it means	Group leaders	Ongoing	
3) People unaware of safeguarding procedure to ask for help	Participants remain quiet in the face of inappropriate behaviour or misconduct	Safeguarding policy in place	Share the safeguarding policy with each grp. Verbally summarise what it means	Group leaders	Ongoing	
4) Handling arguments and disagreements	Participants feel upset <i>Churches reputation or named individual – psychological distress, emotional distress</i>	Code of conduct for group made clear	Code of conduct agreed	Group Leaders	Ongoing	
5) People feeling they are not able to effectively contribute to the group	Participants feel upset	Code of conduct for group made clear	Code of conduct agreed	Group Leaders	Ongoing	



**Parish of - St. Alban's Church Copenhagen  
Activity risk assessment - including holidays and trips**

**Activity: Coffee Hubs, Bible Study, Prayer & Fellowship, Messy Church**

**Date of first risk assessment:**

**Location: Online (e.g. Zoom/ Skype/ WhatsApp etc.)**

**Time/frequency: Every Online Meeting**

**Name of leader with responsibility: All**

**Date to be reviewed:**

6) False accusations made about something that happened in the group	Participants feel upset	Record of meetings kept by the group leader including brief note of content. This would help people to remember any incidents that might happen in a meeting.	Record of meetings being kept by grp leader	Group Leaders	Ongoing	
7) Inappropriate posts and conversations	All participants and children feel offended, uncomfortable and violated.	Code of conduct and guidelines for group made clear. Record of the meeting/post. Safeguarding policy in place. All communication via the parents/guardians.	Code of conduct agreed. Record of meetings being kept by grp leader. Sessions to be supervised by parents/guardians.	Group Leaders	Ongoing	
8)Photos, screenshots, video/audio recordings of a vulnerable person/children or not having approval for taking/posting photos	Individuals involved may be put at physical harm i.e. people who have fled from a dangerous situation and need anonymity. This could lead to physical injury and emotional distress	Social media policy updated and available for administrators with policies for dealing with this. Training of the leaders in place. Referral to the PR Team.	Crisis communication plan	Leader Safeguarding Officer PR Team	Ongoing	
9)Leak of personal information or GDPR violation	Individuals involved may be put at physical harm i.e. people who have fled from a dangerous situation and need anonymity. This could lead to physical injury and emotional distress. It could also lead to economic difficulties depending on information leaked	Adherence to the safeguarding policy and the guidelines for online meetings.	Get a copy of Dual APS security assessment and keep on file, include this in the Crisis communication plan	Leader	Ongoing	



**Parish of - St. Alban's Church Copenhagen  
Activity risk assessment - including holidays and trips**

**Activity: Coffee Hubs, Bible Study, Prayer & Fellowship, Messy Church**

**Date of first risk assessment:**

**Location: Online (e.g. Zoom/ Skype/ WhatsApp etc.)**

**Time/frequency: Every Online Meeting**

**Name of leader with responsibility: All**

**Date to be reviewed:**

10) Abusive behaviour	All participants by being intimidated, upset, silenced, covering up of truth, unable to defend themselves, disturbing atmosphere of the meeting	Code of conduct and guidelines for group made clear. Record of the meeting/post. Safeguarding policy in place.	Code of conduct agreed. Record of meeting being kept by grp leader. Reporting to safeguarding officer. Removal of the individual engaging in the abusive behaviour.	Leader Safeguarding Officer Chaplain	Ongoing	
11) Focus on personal agenda and not church related activity. E.g. counselling/pastoral sessions	All Participant. Feel uncomfortable, being forced to engage, negative representation of the church.	Code of conduct and guidelines for group made clear.	Reporting to Chaplain and Safeguarding Officer. Removal of the individual/group.	Leader Participants Chaplain Safeguarding Officer	Ongoing	
12) Grooming	All Participants by manipulative charm or seemingly innocuous contributions.	Within safeguarding policy and guidelines.	Any suspicion however small must immediately report to chaplain and safeguarding officer.	Group Leaders Chaplain Safeguarding Officer.	Ongoing	