

Safeguarding risk guidance: Day Centre

|  | Potential risks | Mitigating actions in place | Additional mitigating actions | Guidance |
| --- | --- | --- | --- | --- |
| 1 | Service user requires personal care | Service user brings own carer with them, or group employs professional care assistant from local agency |  | [Personal care policy and guidance](https://volunteers.mssociety.org.uk/personal-care) available on volunteer website |
| 2 | Service user only requires feeding and meets Personal Care Policy criteria | If volunteers are willing to assist under terms of the Personal Care Policy, those volunteers should have an up to date disclosure certificate in place |  | [Disclosure policies and guidance](https://volunteers.mssociety.org.uk/disclosure) available on volunteer website |
| 3 | Volunteer witnesses something or has something disclosed to them of concern regarding service user’s individual circumstances | All group volunteers aware of safeguarding policies and procedures | [Responding to adult safeguarding concerns](https://volunteers.mssociety.org.uk/resources/responding-to-adult-safeguarding-concerns) resource available on volunteer website | [Safeguarding policies and guidance](https://volunteers.mssociety.org.uk/safeguarding) available on volunteer website |
| 4 | Day Centre offers one to one therapy sessions by professionals for service users to access | Risk assessment in respect of regulated activity is followed  Employer to confirm that disclosure checks have been completed on the professional delivering the service  Self-employed professionals apply through the MS Society for a disclosure check | Service level agreement templates for procuring services of professionals in place  MS awareness session given to professional by group volunteers/ professional actively signposted to MS Society website | [Service level agreement](https://volunteers.mssociety.org.uk/service-level-agreements) templates available on volunteer website |

|  |  |
| --- | --- |
| Emergency procedures | |
| Lead volunteer/Day Centre Coordinator to follow MS Society procedures in relation to: | |
| * Fire evacuation * Power failure * Closure of building | * Service user taken ill or injured * Safeguarding * Lone working |

|  |  |  |
| --- | --- | --- |
| Training required | | MS Society support |
| Lead volunteer/Day Centre Coordinator aware of:   * Health and Safety requirements * Personal Care Policy * Safeguarding Policies and processes | | * [MS Society risk management system](https://volunteers.mssociety.org.uk/risk-management) * [MS Society policies](https://volunteers.mssociety.org.uk/policies-and-documents) * [Group Handbook A5: Health, safety and wellbeing](https://volunteers.mssociety.org.uk/resources/group-handbook-a5-health-safety-wellbeing) * [Group Handbook B6: Planning and delivering quality services and activities](https://volunteers.mssociety.org.uk/resources/group-handbook-b6-planning-delivering-quality-services) * [Local Networks Officer](https://volunteers.mssociety.org.uk/local-networks-team) * [Health and Safety Officer](https://volunteers.mssociety.org.uk/volunteering-with-us/staff-support) * [Welcome and induction checklists](https://volunteers.mssociety.org.uk/a-z-volunteer-roles) |
| Risk of abuse: | Medium | |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk guidance completed by: |  |  |  |
|  | (Name) | (Signature) | (Date) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review due: |  |  |  | (12 months from original) |
|  | (DD) | (MM) | (YY) |  |