

# Little Red Kettle

## Child Safeguarding Risk Assessment 2026

**Organisation:** Little Red Kettle

**Document Title:** Child Safeguarding Risk Assessment

**Effective Period:** January 2026 – December 2026

**Prepared By:** Eimear Cheasty

**Review Date:** December 2026 or sooner if activities materially change

**Related Documents:** Child Safeguarding Statement, Code of Behaviour, Recruitment Policy, Complaints Procedure, Incident Reporting Procedure, Online Safety Guidance

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## 1. Purpose

This Child Safeguarding Risk Assessment has been prepared in accordance with the Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children.

The purpose of this assessment is to identify potential risks of harm to children who engage with Little Red Kettle's services, programmes, events, productions, workshops, outreach initiatives, digital activities, and associated operations, and to outline the procedures and controls in place to manage and reduce those risks.

Little Red Kettle is committed to creating environments where children and young people are respected, protected, listened to, and supported.

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## 2. Organisational Activities Involving Children

Little Red Kettle may engage children and young people through:

- Theatre and creative arts workshops
- Performances and rehearsals
- School and community outreach programmes
- Youth participation initiatives
- Summer camps and holiday programmes
- Online workshops and digital engagement activities
- Public events and festivals

- Collaborative programmes with schools, youth services, and community organisations
  - Photography, filming, and promotional activities involving children
  - One-to-one support or mentoring activities where applicable
  - Transport arrangements linked to events or activities
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### 3. Risk Assessment Methodology

This assessment identifies:

1. Potential risks of harm to children
2. The likelihood of the risk occurring
3. Existing safeguarding controls
4. Additional measures required where appropriate

Risks are reviewed annually and whenever there are changes to programmes, staffing, facilities, delivery methods, or legislation.

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### 4. Definition of Harm

For the purpose of this assessment, harm includes:

- Physical abuse
  - Emotional abuse
  - Sexual abuse
  - Neglect
  - Bullying, including cyberbullying
  - Grooming or exploitation
  - Exposure to unsafe or inappropriate environments
  - Inappropriate use of images or digital communications
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### 5. Risk Assessment Table

| Activity / Area       | Potential Risk           | Existing Controls             | Risk Level | Additional Actions     |
|-----------------------|--------------------------|-------------------------------|------------|------------------------|
| Recruitment of staff, | Unsuitable adult gaining | Garda vetting where required; | Medium     | Continue annual review |

| Activity / Area                                    | Potential Risk   | Existing Controls  | Risk Level | Additional Actions                                |
|--|--|--|------------|---|
| facilitators, artists, volunteers, and contractors | access to children   | reference checks; role descriptions; safeguarding awareness during onboarding; signed code of conduct        |            | of recruitment procedures                         |
| Workshops and rehearsals                           | Inappropriate behaviour by adult or peer                         | Supervision ratios; code of behaviour; safeguarding training; open-door culture; reporting procedures        | Medium     | Maintain attendance records and supervision plans |
| One-to-one interactions                            | Allegations or inappropriate conduct                             | Avoid isolated settings; visibility where possible; parental awareness; safeguarding procedures              | Medium     | Document exceptional one-to-one arrangements      |
| Online workshops and digital engagement            | Cyberbullying, inappropriate communication, unauthorised contact | Approved platforms; parental consent; group settings; monitored communication; digital safeguarding guidance | Medium     | Annual review of online safety guidance           |
| Use of photography and video                       | Unauthorised use of child images                                 | Consent procedures; secure storage; restricted access; designated  | Medium     | Refresh consent forms annually                    |

| Activity / Area                           | Potential Risk  | Existing Controls   | Risk Level | Additional Actions                                  |
|---|---|---|------------|---|
| Changing areas and backstage environments | Inappropriate supervision or privacy breaches                   | approval process<br>Separate changing areas where feasible; adult supervision policies; restricted access | Medium     | Reinforce signage and access control                |
| Performances and public events            | Children becoming lost, distressed, or exposed to unsafe adults | Registration procedures; designated supervisors; emergency contacts; clear collection arrangements        | Medium     | Review crowd management procedures for large events |
| Transport arrangements                    | Child left unsupervised or unsafe transport arrangements        | Clear transport policies; parental consent; no lone transportation without approval                       | Low        | Review transport guidance with staff annually       |
| Peer-to-peer interactions                 | Bullying, exclusion, or inappropriate behaviour                 | Anti-bullying procedures; supervision; behaviour expectations; reporting mechanisms                       | Medium     | Reinforce inclusion and anti-bullying messaging     |
| External venues and partner organisations | Inconsistent safeguarding standards                             | Partner safeguarding checks; risk assessments; communication of expectations                              | Medium     | Maintain written agreements where applicable        |

| Activity / Area                                  | Potential Risk                                       | Existing Controls  | Risk Level | Additional Actions                           |
|--|--|--|------------|--|
| Physical activities during workshops             | Injury or unsafe practice                            | Qualified facilitators; health and safety procedures; first aid access                         | Low        | Continue incident logging and review         |
| Children with additional support needs           | Needs not appropriately supported                    | Inclusive planning; communication with parents/guardians; reasonable accommodations            | Medium     | Continue staff awareness training            |
| Disclosure of abuse or welfare concerns          | Concern not recognised or acted upon appropriately   | Designated Liaison Person (DLP); reporting procedures; staff guidance; Children First training | High       | Ensure all personnel know reporting pathways |
| Storage of personal information                  | Breach of confidentiality or misuse of data          | GDPR procedures; restricted access; secure storage systems                                     | Medium     | Annual data protection review                |
| Social media and communications                  | Inappropriate contact or exposure to harmful content | Organisational social media policy; restricted direct messaging; approved communications       | Medium     | Ongoing monitoring of communication channels |
| Overnight or extended programmes (if applicable) | Increased safeguarding vulnerability                 | Enhanced supervision; sleeping arrangements guidance;  | Medium     | Conduct programme-specific risk assessments  |

| Activity / Area                         | Potential Risk             | Existing Controls  | Risk Level | Additional Actions                       |
|---|----------------------------|--|------------|--|
| Allegations against staff or volunteers | Mishandling of allegations | parental consent; emergency procedures<br>Clear allegations procedure; reporting to statutory authorities where appropriate; confidentiality protocols | High       | Annual refresher training for management |

## 6. Existing Safeguarding Procedures and Controls

Little Red Kettle has implemented the following safeguarding measures:

### Governance and Leadership

- A Child Safeguarding Statement is in place and publicly available
- A Designated Liaison Person (DLP) and Deputy DLP are appointed
- Safeguarding responsibilities are included in organisational governance structures
- Safeguarding is reviewed regularly by management

### Recruitment and Selection

- Garda vetting is carried out where required
- References are sought and checked
- Recruitment procedures promote safe practice
- Staff and volunteers agree to organisational codes of conduct

### Training and Awareness

- Safeguarding awareness training is provided
- Personnel are informed of reporting obligations
- Staff receive guidance on appropriate behaviour with children
- Online safety guidance is included where relevant

## Reporting and Responding

- Procedures exist for responding to disclosures and concerns
- Concerns are reported to the DLP without delay
- Records are maintained securely and confidentially
- Tusla reporting procedures are followed where appropriate

## Safe Management of Activities

- Appropriate supervision is maintained
- Attendance and consent procedures are used
- Incident and accident reporting systems are in place
- Health and safety procedures support child welfare

## Digital and Communications Safety

- Approved communication channels are used
  - Online sessions are managed safely
  - Image and media consent processes are followed
  - Personal information is handled in line with GDPR
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## 7. Residual Risk

While safeguarding controls significantly reduce risk, no environment involving children can be entirely risk free. Little Red Kettle recognises the importance of ongoing vigilance, regular review, training, supervision, and a culture of openness and accountability.

Residual risks are considered manageable when safeguarding procedures are consistently implemented and monitored.

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## 8. Monitoring and Review

This Risk Assessment will be:

- Reviewed annually
- Updated following any safeguarding incident or concern
- Updated if organisational activities materially change
- Reviewed following legislative or policy changes
- Shared with relevant personnel

Feedback from staff, volunteers, children, parents/guardians, and partner organisations may inform future updates.

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## 9. Key Contacts

### Designated Liaison Person (DLP)

Name: EIMEAR CHEASTY  
Role: Director of Programming  
Email: eimear@littleredkettle.ie  
Phone: 051 349800

### Deputy Designated Liaison Person

Name: NIKOLA BUTLER  
Role: Admin Assistant  
Email: hello@littleredkettle.ie  
Phone: 051 349800

### Relevant External Contacts

#### **Tusla Child and Family Agency**

Website: [www.tusla.ie](http://www.tusla.ie)

#### **An Garda Síochána**

Emergency: 999 / 112

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## 10. Approval

This Child Safeguarding Risk Assessment has been reviewed and approved by Little Red Kettle board and management.

| Name          | Role               | Signature | Date       |
|---------------|--------------------|-----------|------------|
| Sinead Cronin | Chair of LRK Board |           | 28/01/2026 |

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## Appendix A – Recommended Supporting Policies

The following supporting policies and procedures will be maintained alongside this Risk Assessment:

- Child Safeguarding Statement
  - Code of Behaviour for Staff and Volunteers
  - Recruitment and Vetting Procedures
  - Complaints Procedure
  - Incident and Accident Reporting Procedure
  - Anti-Bullying Policy
  - Photography and Media Consent Procedure
  - Online Safety and Digital Communications Guidance
  - Data Protection and Confidentiality Procedures
  - Health and Safety Procedures
  - Inclusion and Accessibility Guidance
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## Appendix B – Annual Safeguarding Review Checklist

| Item  | Status | Notes |
|---|--------|-------|
| Child Safeguarding Statement reviewed         |        |       |
| DLP and Deputy DLP confirmed                  |        |       |
| Staff safeguarding training completed         |        |       |
| Garda vetting records up to date              |        |       |
| Consent forms reviewed                        |        |       |
| Online safety procedures reviewed             |        |       |
| Incident records reviewed                     |        |       |
| Partner safeguarding checks completed         |        |       |
| Risk assessment updated                       |        |       |
| Policies communicated to staff and volunteers |        |       |