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| **Event**: Father Christmas/Santa Claus visit |
| **Date:** |
| **Location:** |
| **Church:** |
| **Group Leader:** |
| **Contact Address:** |
| **Phone:** |
| **Email:** |

**Risk Assessment Form**

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Children meeting with Father Christmas/Santa Claus | Child being alone with Father Christmas/Santa Claus | Father Christmas/Santa Claus must always be accompanied by at least one other person; this is in addition to any adult that accompanies the child | Father Christmas/Santa should go ‘off duty’ if that level of support cannot be maintained | Person(s) organising the event & church safeguarding officer  |
| Children meeting with Father Christmas/Santa Claus in a grotto | Child being alone with Father Christmas/Santa Claus | Father Christmas/Santa should be in a place open to view of the public rather than placed in an enclosed ‘grotto’ | Grottos should not be in an enclosed space  | Person(s) organising the event & church safeguarding officer |
| Children meeting with Father Christmas/Santa Claus  | Physical contact between child and Father Christmas/Santa Claus | When talking to Father Christmas/Santa children should be encouraged to stand. Father Christmas/Santa or assistants should not invite children to sit on his knee. | A smaller seat should be placed alongside Father Christmas/Santa | Person(s) organising the event & church safeguarding officer |
| Children meeting with Father Christmas/Santa Claus  | Physical contact between child and Father Christmas/Santa Claus | Father Christmas/Santa or his assistants should not actively invite children to ‘kiss’ him | Parents should be discouraged from making their children kiss Father Christmas/Santa or his assistants. It is preferable for children to shake hands or to blow a kiss | Person(s) organising the event & church safeguarding officer |

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| **Activity** | **Possible risk** | **Prevention** | **Action to be taken to reduce risk** | **Responsibility** |
| Recruiting for or hiring a Father Christmas/Santa Claus | Unknown adult male allowed to interact with children | If Father Christmas/Santa Claus & assistants are not members of the congregation, ensure that up to date enhanced DBS’ & references are obtained & checked | Whenever possible invite members of the congregation who have undergone an enhanced DBS check, safeguarding training & already work with children to take the place of Father Christmas/Santa Claus and his assistants | Person(s) organising the event & church safeguarding officer |

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| **Completed by:** |
| **Signed:** |
| **Date:** |