

# European Capital of Democracy

## Risk Assessment (Annex to Safeguarding Policy)

RISK AREAS				
Recruiting	(General) Partners	Associates (long-term partners with contract)	Services	Contact with Children
How do you recruit team members and jurors?	What is your partner's impact?	Who are your associates and what level and type of contact or interaction do they have with vulnerable groups and children (e.g. consultants, contractors, service providers)?	What services do you provide that target vulnerable groups, children and families?	What images and information on children does your organisation use?
Do you request proper references and perform checks on staff?	Where are partners located?	How are they engaged by your organisation?	How have those services been designed?	How is this information stored and presented, to whom?
Is there a high turnover of staff?	Do they have their own policy or do they work according to yours?		Who delivers those services?	Do you allow staff to refer to the organisation in their personal social media?

Definition of Risk levels	
High	Highly likely to happen
Medium	Either highly likely to happen
Low	Less likely to happen

Areas of risk	Risk factors	Risk significance <i>High-medium-low</i>	Mitigating strategy	Actions to implement
Context, scope and setting	Events and activities in areas where child abuse is prevalent	Low	<b>Systems and processes</b>	Regularly check and update selection procedures and checks for partnering cities and organisations.
	Organisation has not concluded situation assessment to understand context	Medium	<b>Organisational culture</b>	Always consult experts and/or partners on site in case of uncertainties and risks
Recruitment	Staff turnover or shortage, affecting the continuity and quality of program delivery	Medium	<b>Systems and processes</b> Implement comprehensive staff retention and career programs to reduce turnover	Offer attractive compensation & benefits. Establish clear career paths and opportunities for advancement within the organisation to motivate and retain employees
	Insufficient training or professional development opportunities for staff, impacting their ability to engage with stakeholders in a suitable manner	Medium	<b>Systems and processes</b> Implement training and development programs to ensure a skilled workforce	Offer and support / co-finance professional development opportunities to enhance staff skills and knowledge
	Different groups collaborate in ECoD networks and on ECoD platforms, including vulnerable persons and children	Medium	<b>Organisational culture, systems and processes</b> Enforce recruiting standards, monitoring and incident reporting	Update and enforce recruitment guidelines and protocols to include reference and public profile checks. Implement reporting system
	Policy and procedures not written down or implemented, staff do not understand responsibilities	Medium	<b>Organisational culture, capacity building</b>	Include relevant materials in onboarding, discuss at workshops and offer capacity building and training where necessary, incl. Citizen Jurors.
Partners	Missing Partnership agreements	Low	<b>Policies and procedures</b> Check current agreements	Complete partnership agreements with all partners and ensure they include safeguarding measures
	The partner organisation lacks the necessary resources to enforce safeguarding measures.	Medium	<b>Capacity Building</b> Address issue, offer support	Offer best-practice exchange with other partners, find support for individual activities/events or cancel partnership
Contact with Children	Third parties organise activities with children during the Democracy Year, lacking suitable Protection Policies.	Low	<b>Policies and procedures</b> Check and enforce policies with all involved organisations	Conduct a thorough review of existing policies and procedures related to child protection and participation activities. Ensure they are clear, accessible, and consistently enforced.
ICT	No ICT policy, office computers infrequently checked	Low	<b>Policies and procedures</b>	Update and enforce ICT policy.
	No permission sought for images or stories	Medium	<b>Policies and procedures</b>	Implement mechanisms to secure permission for the use of stories and images.