

KARIN DOM RISK ASSESSMENT

This document is a risk assessment which highlights the *specific* risks and potential hazards to the particular programme that you have been accepted onto; in this case the **Karin Dom** programme, also working with **Dom Drugarche Orphanage**. Please read the following risk assessment in conjunction with the general risk assessment for Varna. The points below are relevant for ALL the projects you will be working on in Varna.

Your safety is very important to us. This document covers the basics you need to be aware of before you travel to Bulgaria with us. You should take this risk assessment with you to Bulgaria in order to refer to it during your trip. You should also read your induction pack thoroughly alongside this document. If you need help or advice, please contact Claire Brown, the CAST assistant project co-ordinator for Bulgaria on bulgaria@cast-uk.com.

Please read it carefully, act on the points which we suggest, and have a great trip! Thank you!

1.	<u>The Children (from Karin Dom)</u>	<u>Potential Risks</u>	<u>Ways to reduce the potential risks</u>
	1.1	Being pushed/having objects thrown at you/hair being pulled by the stronger/older children.	<ul style="list-style-type: none"> • The children will not set out to hurt you. However, some may have behavioural problems and may act out in frustration. Please remember the background of the children and possible reasons for their behaviour. You should not put yourself at any extra risk so it is important to rely on your own intuition when deciding the best course of action. • In some cases it may be appropriate to give no reaction to this behaviour – in some cases it may be that calmly walking away from this behaviour is more appropriate, so that you don't put yourself at extra risk. It is important to rely on your own intuition when deciding the best course of action – it may be that turning your back on the child would be more risky than staying with them • It is advisable for those with long hair to tie it back. • Don't wear jewellery that is easily pulled. • If you wear glasses where an old pair that you don't mind getting broken or if possible, contact lenses. • Wear old clothes that you don't mind getting damaged. • Under no circumstances must you ever punish a child for being aggressive with you – the staff at Karin Dom who work with the children know the children extremely well and know how much each child understands and therefore will punish the children accordingly. It is not your place to do so.
	1.2	Being scratched by the children.	<ul style="list-style-type: none"> • Any cuts or scratches from the children should be disinfected and plastered straight away as many of the children enjoy playing in the soil and sand outside so the risk of infection will be fairly high. • If scratched tell your team leader and they will be able to take you to clean and plaster the cut.

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	1.3	<p>The children wanting to be picked up/swung around.</p> <p>The children wanting to go outside of the room in which you are working.</p>	<ul style="list-style-type: none"> • Please always follow from the staffs lead regarding picking up the children. If unsure whether to pick up a child, ask a member of staff. • Never take a child out of the room in which you are working unless this has been authorised by the member of staff working in the room. • You are responsible for knowing your own limits. If you know that you have a weak back then please do not attempt to pick up the children continuously. • Please be sensitive to this and try to be consistent with the children and the way that you play with them, (although obviously you will be able to play in different ways with the different children). • Do not be afraid to say no to a child if you feel it would be unsafe to you or to the child to carry them/swing them in a way they want.
2	<u>Working at Karin Dom</u>	<u>Potential Risks/ factors that may effect your work with the children</u>	<u>Ways to Reduce Risks</u>
	2.1	Disrupting children's Programme	<ul style="list-style-type: none"> • Please be aware that the children at Karin Dom have specific programmes that are made when the children have their initial assessment. Therefore if you are unsure follow the staff member's lead. For example when working in the Montessori room, read the information given in Induction pack and if unsure ask a staff member or Maggie. • Use II training as this is something that has been introduced to KD and they are keen for us to use it with the children. • Use your initiative when working with the children. In particular the Social Integration Room, here the children are learning about mixing with others, sharing and communicating.
	2.2	Being Unsure How To Participate	<ul style="list-style-type: none"> • Approach children who are alone • Join in the group/individual activity • Communicate with the staff if feeling unsure, some of the staff speak English, but gestures can work really well! • Show enthusiasm and initiative • Ask questions if unsure • Use your II training to support your work
3.	<u>Working inside the rooms at Karin Dom</u>	<u>Potential risks/ factors that may effect your work with the children:</u>	<u>How to Avoid potential factors:</u>

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	3.1	Disrupting Schedule	<ul style="list-style-type: none"> • Only work in the rooms where you have been assigned by Maggie or another member of staff. This is to reduce disruption for the children, as some areas may not be appropriate for you to work in at that time, for example an individual psychology assessment of a child. • You will have opportunities to move round KD to experience a range of different ways the team work with the children. However if there is something specific you would like to do/see please ask.
	3.2	Language Barrier between volunteer and staff members	<ul style="list-style-type: none"> • All the staff at Karin Dom will support you and your work with the children. If you find that you are unsure of what is expected of you when working or that you need to communicate something to the staff, ask Maggie or another member of staff that speaks English. • Remember there are many forms of communicating other than the spoken language! Use gestures, facial expressions to communicate with staff as well as children • Please try to learn a few phrases and key words in Bulgarian. This will really help when working in the Social Integration Room. This will also help to build up your own confidences.
	3.3	Misunderstandings with the carers working at the different projects, potentially exacerbated by the language barrier.	<ul style="list-style-type: none"> • Listen to everything that the carers have to say to you as we would not want to interfere with any decisions that they make. They are all trained members of staff in many multi-disciplinary areas, you will be able to learn a lot from them. • When working outside of Karin Dom (see points above) make sure you have Maggie's number on you and take a mobile phone in case of emergencies.
4.	<u>Working outside at Karin Dom</u>	<u>Potential Risks from grounds outside Karin</u>	<u>Ways to Reduce Risks:</u>
	4.1	Sun burn/dehydration in the summer months – for you and the children.	<ul style="list-style-type: none"> • Bulgarian summers are usually extremely hot and therefore you must take responsibility for protecting yourself from the dangers of the sun. • Always wear sunscreen and make sure that you always have a bottle of water with you. • Obviously, the children's skin will be used to the Bulgarian sun but try to make sure that when outside you keep them in the shade as much as possible. • If at all possible you can get them to drink water (although this is unlikely to be an option). • Drink plenty of bottled water.
	4.2	Uneven garden/patio areas	<ul style="list-style-type: none"> • The main entrance has steps going up to the reception, volunteers should be careful of this

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		outside.	<p>hazard both for their own safety but also when helping the children up and down the steps when in and out of the centre.</p> <ul style="list-style-type: none"> • In the back garden the soft play area may be uneven with sections missing or that have been lifted up and are scattered around the area. • Volunteers should be aware of this both due to the risk of them slipping and also for the risk to the children who are uneasy on their feet. • Be vigilant against any ground/surfaces you deem to be unsafe and don't take children there. • Some of the children may use wheelchairs, volunteers should be particularly careful pushing wheelchairs over bumpy areas.
	4.3	Inappropriate use of specialised Equipment inside and outside Karin Dom.	<ul style="list-style-type: none"> • Only use equipment when under supervision of staff. This applies when inside Karin Dom also. • Only go outside with the children if instructed so by the staff member. • Be careful against using specialised equipment.
	4.4	Possible uneven surfaces around the grounds at Karin Dom	<ul style="list-style-type: none"> • Volunteers need to be careful themselves and when with children when walking around the outside areas as you may trip over. • Use your own judgement when inside and outside at Karin Dom. • Volunteers should take care when pushing wheel chairs around the areas in KD as the chairs may tip over/be bumpy enough for the child to fall out of the chair. • Volunteers should also be careful when walking the less able children around the KD as they could easily trip over the uneven surface.
	4.5	Possible uneven surfaces/slippery floors Inside Karin Dom	<ul style="list-style-type: none"> • Volunteers need to be careful when playing with the children in the centre, as there are stairs in the centre and possible slippery surfaces. • Volunteers need to be careful when playing with the children as there is furniture and equipment in the centre. • Some of the tables/chairs may have sharp edges so be careful. • The doors may not be secured either so watch the children carefully as it only takes a second for the children to shuffle themselves out of the door. • There may be rugs/carpets throughout the centre on hardwood floors be careful as you could trip/slip over.
5.	<u>The children at Dom Drugarche</u>	<u>Potential Risks working with the children at Dom Drugarche</u>	<u>Ways to reduce risks/potential factors affecting work with children:</u>
	5.1	Being seen to be unfair whilst working with the residents	<ul style="list-style-type: none"> ➤ Make sure all children are involved and each have materials for the activity. ➤ Don't get all the materials out on the table at once! Hand each material to individual children as they have a tendency to snatch! ➤ Please be aware that the children you will be

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			<p>working with have had varying degrees of lack of attention and so crave attention.</p>
	5.2	Children showing aggression towards each other	<ul style="list-style-type: none"> ➤ If this happens put what materials you have away and stop the activity. ➤ Ask staff to help if continue. ➤ Learn the words for no/stop/one minute. The words will be in your Induction Packs! ➤ Don't be afraid to stop and wait until calm ➤ Don't be afraid to stop and ask staff for support.
	5.3	Being scratched/pushed/hair pulled etc	<ul style="list-style-type: none"> ➤ It is advisable for those with long hair to tie it back whilst working with the children. ➤ Don't wear jewellery that is easily pulled. ➤ If you wear glasses wear an old pair or if possible wear contact lenses as glasses will almost certainly get broken. ➤ Any cuts or scratches from the children should be disinfected and plastered straight away as many of the children enjoy playing in the soil and sand outside so the risk of infection will be fairly high. ➤ If scratched tell your team leader and they will be able to take you to clean and plaster the cut.
	5.4	Children wanting to be picked up	<ul style="list-style-type: none"> ➤ Some children may want to be picked up. Make sure you use your own initiative and judgement. Make sure you are aware of age-appropriateness and if in doubt ask a member of staff. We recommend that you do not pick up the children. ➤ You are responsible for knowing your own limits. If you know that you have a weak back then please do not attempt to pick up the children. ➤ Please be sensitive and consistent with the children and the way that you play with them, (although obviously you will be able to play in different ways with the different children). ➤ Do not be afraid to say no to a child if you feel it would be unsafe to you or to the child to carry them/swing them in a way they want.
	5.5	Language barrier with the children	<ul style="list-style-type: none"> ➤ The children can speak Bulgarian and do so! Try to learn some key phrases, these are included in the Induction Packs. Take a copy with you if needed. ➤ Use other forms of communication- non-verbal and your IT training as a core concept. ➤ If struggling as the staff, as some do speak a little bit of English. ➤ Have an aim for the session- this is way to begin interaction.
	5.6	Feeling unsure of how to deal with possible behaviour/children showing aggressive behaviour to the volunteers	<ul style="list-style-type: none"> ➤ Always stay in sight of other volunteers – do not go into rooms where there are no other volunteers. ➤ Keep an eye out for your fellow volunteers; if you feel like a volunteer is placing themselves in a tricky situation or that they look as though they are struggling please inform your team leader.

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			<ul style="list-style-type: none"> ➤ The best reaction to aggressive behaviour is to give no reaction. Please remember the children that you are working with grow up in an environment where they have very little so this may affect their behaviour. ➤ However, rather than giving no reaction to violent behaviour, you must make sure that you calmly walk away from this behaviour so that you don't put yourself at extra risk. However, it is important to rely on your own intuition when deciding the best course of action – it may be that turning your back on the child would be more risky than staying with them. ➤ The children will not set out to hurt you. However, some have behavioural problems and may act out in frustration. Please remember the background of the children and possible reasons for their behaviour. You should not put yourself at any extra risk so it is important to rely on your own intuition when deciding the best course of action.
6.	<u>Inside at Dom Drugarche</u>	<u>Potential Risks</u>	<u>Ways to reduce Risks:</u>
	6.1	Behaviour in rooms/entering rooms	<ul style="list-style-type: none"> ➤ Do not enter the bedrooms under any circumstances. Kitchen don't enter ➤ Play room keep tidy, clean up after yourselves! ➤ Don't use children's toilets. Ask a member of staff. ➤ Avoid other rooms unless specifically invited in. i.e. the kitchen area. Be vigilant about possible risks these areas pose to yourself and the children your working with.
	6.2	Upsetting staff by leaving the rooms provided untidy	<ul style="list-style-type: none"> ➤ Please any rooms you are using as you found them. ➤ Tidy up any materials left from the activity ➤ Ask for a mop and bucket if needed to clean up any spillages. Make sure you are careful if something is spilt/broken and it gets cleaned up immediately to reduce hazard for the volunteers and the children.
	6.3	Potential language barrier with staff	<ul style="list-style-type: none"> ➤ Listen to everything that the carers have to say to you as we cannot interfere with any decisions that they make; ➤ Please remember that we are still establishing this relationship and therefore you must respect the carers' decisions and their work with the children. ➤ Ensure you always take a mobile and Maggie's number so you can always ring if there is a problem. ➤ Remember, non- verbal communication will come through and you will probably be able to understand a lot more of what the carers try to convey to you than you think!
	6.3	Putting children in danger without realising this	<ul style="list-style-type: none"> ➤ Under no circumstances take the children out of the centre without prior permission by the social worker. The presence of the social worker is absolutely required. ➤ Do not go outside of Dom Drugarche, to play

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			<p>outside for example, unless a social worker/staff is present at all times.</p> <ul style="list-style-type: none"> ➤ If unsure of any of the above ask a member of staff. Do not assume. ➤ Ensure all the children leave at the end of the day on the mini bus! ➤ Do not play on any equipment that you deem to be unsafe. Use your own judgement.
7.	<u>Outside at Dom Drugarche</u>	<u>Potential Risks</u>	<u>Ways to Reduce Risks:</u>
	7.1	Sun burn/dehydration in the summer months – for you and the children.	<ul style="list-style-type: none"> ➤ Bulgarian summers are usually extremely hot and therefore you must take responsibility for protecting yourself from the dangers of the sun. ➤ Always wear sunscreen and make sure that you always have a bottle of water with you. ➤ Obviously, the children's skin will be used to the Bulgarian sun but try to make sure that when outside you keep them in the shade as much as possible. ➤ If you think a child needs a drink please ask a member of staff.
	7.2	Uneven garden/patio areas outside.	<ul style="list-style-type: none"> ➤ Volunteers should take care when in and around Dom Drugarche as there may be areas that you could tip over/be bumpy ➤ Volunteers should also be careful when working with the children around the outside as they could trip over the uneven surfaces. ➤ Volunteers need to be vigilant against children hurting themselves or the volunteers hurting themselves as there are tables and chairs in the centre that could cause a potential hazard.
	7.3	Secluded areas in the Drugarche grounds that will increase your vulnerability should you go to them.	<ul style="list-style-type: none"> ➤ Please see the above points for to remind you of the ways in which you can keep yourself safe when working with the children. ➤ Please remember that you must be visible at all times. ➤ Ultimately, never go with the children to secluded areas eg round the back.
8.	<u>Misunderstanding with staff at Dom Drugarche</u>	<u>Potential Risks</u>	<u>Ways to Reduce risks:</u>
	8.1	Misunderstandings with the carers working at the apartments, potentially exacerbated by the language barrier.	<ul style="list-style-type: none"> ➤ Listen to everything that the staff have to say to you as we cannot interfere with any decisions that they make ➤ Please remember that we are still establishing this relationship and therefore you must respect the staff's decisions and their work with the children ➤ If you are unsure of anything please ask a member of staff or Maggie when back at KD
9	<u>Health of the children-keeping you safe</u>	<u>Potential risks/factors that may effect your work with the children:</u>	<u>Ways to Reduce potential risks:</u>

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	9.1	Coughs and Colds	<ul style="list-style-type: none"> ➤ Make sure you take all necessary advice from your local GP regarding injections and so forth. ➤ Make sure you have relevant protection against coughs and colds, for example: paracetamol, lemsip and so on. This is your responsibility so be vigilant. ➤ Make sure you take relevant health insurance and advice from your local GP.
	9.2	Head Lice	<ul style="list-style-type: none"> ➤ Be aware that some of the children may have head lice so take precautions against this if you wish.
	9.3	Cuts	<ul style="list-style-type: none"> ➤ It is your responsibility to cover cuts against risk of infection. ➤ It is your responsibility to gain relevant protection from infection before you go to Bulgaria taking all relevant advice from your local GP.
10	<u>Reflection for you</u>	<u>Potential Risks/factors affecting your work with the children</u>	<u>Ways to Reduce/support your work:</u>
	10.1	Feeling unsure and letting it effect your work and your experience	Need to feel can talk to team/Maggie Feeling uncomfortable Have an aim and an activity Learn some words/phrases
11	<u>Photographs</u>	<u>Potential Risks/factors affecting your work with the children</u>	<u>Ways to Reduce/ support your work:</u>
	11.1	Compromising our work In the Orphanage	<ul style="list-style-type: none"> ➤ Taking photographs can seriously effect out work in the orphanage. It is strictly prohibited to take photographs. Cameras should not be taken into the orphanage at any time.

Whilst we have made every effort to provide a comprehensive risk assessment as with anything there may be unforeseen risks. If you encounter any of these on your trip please inform your team leader in order for us to continue to update our risk assessments. Life Improvement For Everyone and our partners cannot accept any liability for any accidents/incidents occurring during your trip unless there is a clear indication of negligence on our part. Please work with us to make your trip as safe and enjoyable as possible. Thank you! Have a great trip!

Please ensure that:

- a) You have read and understood the risks described all sections above.
- b) You are willing to undertake the work involved despite the potential risks.
- c) You will take responsibility for your own safety and well-being during your trip based on an awareness of the above risks.

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