

One to one Risk Assessment – TSSF

Area:



Template activity risk assessment for:

1. Pastoral visiting
2. Spiritual direction
3. Meeting with Enquirers, Postulants, Novices and Early Formation

Location: (Homes / Church buildings / Retreat centre)

Leader responsible: (Area Minister / Local Convenor / Retreat Secretary / Formation Guardian)

Date written: _____ Date to be reviewed: _____

Hazard	Who might be harmed and how?	Current Controls	Further Action Needed	Responsible Person	Timescale	Completed
Someone may abuse someone	Anyone, particularly an adult with existing vulnerabilities.	Safe recruitment and safeguarding training. Clear communication about raising concerns. Information provided to all members.	Ensure ongoing awareness of safeguarding across the Order.	Safeguarding Lead / Leaders	Ongoing	

Blurring of roles / boundaries in pastoral care	Person providing or receiving care.	Clear role descriptions. Clear understanding of boundaries. Pastoral care as regular Area Team agenda item (with confidentiality). Convenors take lead role or recruit a Pastoral Care Coordinator.	Continue clarifying boundaries of pastoral care and support.	Convenors / Area Team	Ongoing	
Safeguarding concerns under- or over-shared	Individual.	Safe recruitment and training. Clear communication about how and with whom to raise safeguarding concerns.	Provide refreshers to reinforce proportionality in sharing safeguarding information.	Safeguarding Lead / Leaders	Ongoing	
Disclosure or allegation of abuse	Anyone.	Safe recruitment and safeguarding training. Training to recognise, respond, record, refer.	Consider when and where to meet. First meeting in shared space/with another adult. Plan to end meeting if either party uncomfortable.	Safeguarding Lead / Area Minister	Ongoing	

Visits – safety and accountability	Anyone.	Area Safeguarding Advocate / Minister informed of planned visits and outcomes.	Ensure logging and monitoring of visits.	Visitor / Area Team	Ongoing	
Harm to self	Anyone.	If issues arise (unwell, under influence, aggressive), terminate visit and inform Safeguarding Advocate/Minister. Be clear about boundaries (availability, contact, escalation). Communicate visit details to another person.	Reinforce clarity around personal/professional boundaries and time commitments.	Visitor / Safeguarding Advocate / Area Minister	Ongoing	