



## Vital Skills in Befriending Risk Management

### Element Assignment

Those wishing to gain the credit rating for the “risk management” element of the Vital Skills in Befriending Certificate will be required to successfully complete the following assignment.

Time commitment assigned to this assignment is 35 hours

Credit rated at SCQF level 8, 3 credits

Participants will be required to evidence their learning in this section by presenting a Risk Management plan.

It should demonstrate a knowledge, understanding and practical application of the learning outcomes outlined in the “risk management” element of Vital Skills in Befriending Certificate.

The risk management plan should include sections on:

- What risk management is and why it is needed in befriending. This should include a breakdown of:
  - ... What risk management is and why it’s needed in befriending.
  - ... What the current legislation is and how it relates to befriending
  - ... How risk management differs from /incorporates risk assessment.
  - ... 5 of the potential risks which pertain particularly to befriending.
  
- A breakdown of how each of the processes in the organisation can be made most effective in terms of risk management including:
  - ... A breakdown of how recruitment & selection, training, matching & support and supervision with volunteer befrienders can be made most effective in terms of risk management. (at least 3 examples should be given for each of these processes)
  - ... A breakdown of how referral and assessment, matching and reviews with client befriendees can be made most effective in terms of risk management. (at least 3 examples should be given for each of these processes)
  
- An outline of the risk assessment process used to risk assess clients, this should:
  - ... Include a list of the questions that projects ask about client’s
    - medical history
    - Behaviour , including challenging behaviour, triggers, what helps resolve challenging situations and behaviours that clients themselves find upsetting or challenging
    - and where the project is a home visiting project, questions about the client’s home, visitors to it and neighbourhood.
  - ... Include a rationale for the way that questions are phrased and asked.
  - ... Present a list of the people that befriending projects consult regarding questions of safety and risk.
  - ... Demonstrate that risk assessment is a process that involves clients as fully as possible.
  - ... Demonstrate that risk assessment is an ongoing process that by its nature involves befrienders as fully as possible.
  
- An activities agreement which presents:
  - ... A list of the activities that your project or a match within your project, commonly undertakes
  - ... a risk assessment analysis of 3 of these activities which
    - demonstrates an understanding of the 5 step risk assessment model, recommended by the health & safety executive,
    - includes at least 1 working example of how the 5 step risk assessment model, recommended by the health & safety executive, is applied in a befriending context
  - ... a description of how this agreement is used within your project