Risk Identification: Worksheet

Risk identification

Reflect on your school, organization, or program risk exposure.

Social-emotional trauma from microaggressions	What identities are at risk of harm from microaggressions in your programs? Where and when are they most likely to occur?	
Explicit discrimination, threat, or violence	Where and when are your participants exposed to the risk of explicit discrimination, threat or violence?	
Location Based	Are there areas, businesses, etc. that pose a risk of exclusion incidents that outweigh the benefit of traveling there?	
Fundraising	Are your fundraising tactics or narratives contributing to harmful narratives about your participants or program?	

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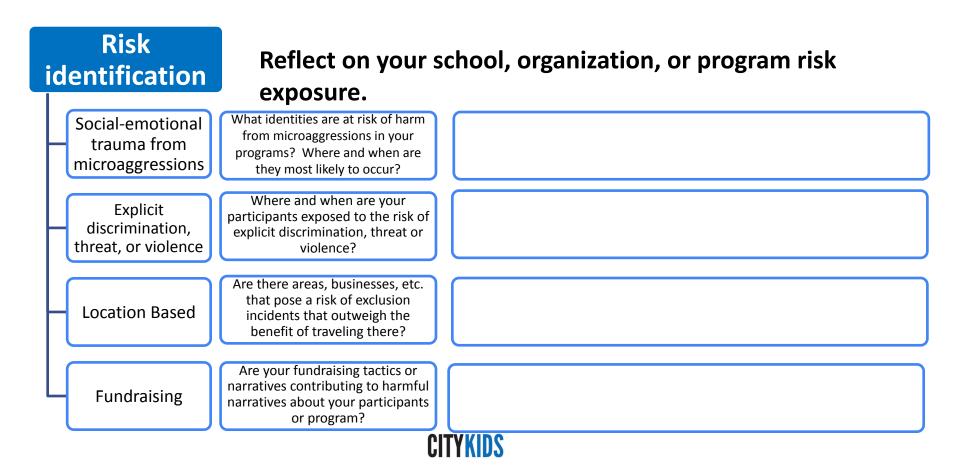# Risk Mitigation: Worksheet

Risk Mitigation	**Reflect on your school, organization, or program's risk mitigation strategies and explore room for growth**	
Organization strategic DEI work	How does your organization's strategic DEI work impact your participant's experiences?	
Outward-facing communication	Does your outward-facing communication perpetuate harmful narratives about your participants?	
Staff training	How do/can you train your staff in harm reduction & inclusive community building?	
Youth engagement	How are participants engaged in this work? How can you engage them more deeply?	
Contractor practices	What are your expectations of contractors' inclusion skill sets and experience? How can you increase those?	

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Incident Response: Worksheet

Incident Response

Reflect on how your preparedness for incident response. Is there room for growth in training, practice, and systems? Do you track these types of incidents, why or why not?

Response to micro-aggressions	What microaggressions are common? List them and brainstorm a preferred response or action.	
Response to explicit discrimination or violent threat	What resources are provided to field staff (training or otherwise) to recognize and respond to explicit discrimination or violent threats?	
White allyship	What allyship is expected of those with a privileged identity? How can they be trained to act?	
Debriefing	Does your current debriefing system create space for validation, accountability or healing? What can you add?	

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Organizational Follow-up at City Kids

Organizational follow up

Reflect on how your school, organization, or program learns. What systems are in place to support change?

Parent notification	Who else is a stakeholder? Is there a process for notification?	
Feedback to contractors & partner	Is your contractor feedback loop effective?	
Training updates	Who is responsible for updating training? How do you include the right stakeholders?	
Programmatic updates	Who is responsible for adjusting program content or operations? How do you include the right stakeholders?	
Hiring process updates	How are hiring processes updated to ensure staff are qualified to manage exclusion incidents?	