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| Safeguarding risk assessment guide |

This risk assessment guide identifies and records:

* the risks that can allow harm to happen to children, young people, or adults at risk from the activities, environments and people at your organisation, including:
* staff and volunteers, including coaches and instructors
* travel and overnight stays
* changing rooms and facilities
* taking, sharing and storing images
* online communication
* reporting and responding to concerns
* the level of risk these currently have in your organisation, sport or activity, and environment
* the actions required to reduce, manage or remove the risks
* the people responsible for the actions to reduce, manage or remove the risks.

**Terms used**

* **Risk** –this is the risk that create opportunities for harm to happen to children, young people, or adults at risk while they are participating in your sport or activity or the environment at your club or organisation.
* **Likelihood: low, medium or high**. This is the likelihood of the risk happening. Factors include:
* the nature of the risk
* elements you can’t change, such as environmental factors
* the current policies, procedures and guidance you have in place to mitigate the risks

Please note: if the chance of this risk occurring is high, immediately review the activity, and either mitigate the risks or cancel it.

* **Required policies, procedures and guidance** –indicates the policy, guide or procedure to reduce, manage, or remove the risk.
* **Required actions** – lists each required action to reduce, manage, or remove the risk.
* **Who is responsible** –indicates who is responsible for each action to reduce, manage, or remove the risk.

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| **Please note:*** This guide is not for general health and safety risks (these should be covered under a separate health and safety assessment by your club or organisation).
* The list of policies, procedures and guidance in this risk assessment guide describe good practice. The Sport Integrity Commission has policy templates and guides you can use. If your organisation already has resources that meet or exceed the requirements and standards of these policies and guides, please continue to use your own.

[**Policies and guidance – sportintegrity.nz/resources**](https://sportintegrity.nz/resources)* Adapt this assessment guide to your club or organisation and add any risks as necessary.

**Contact the Sport Integrity Commission** Email: info@sportintegrity.nzPhone: 0800 378 437Web: [sportintegrity.nz](https://sportintegrity.nz) |

| Risk | Likelihood: low, medium, high | Required policies, procedures and guidance | Required actions  | Who is responsible for these actions? |
| --- | --- | --- | --- | --- |
| Staff and volunteers, including coaches and instructors |
| Roles where staff and volunteers interact with children and young people aren’t identified | *Example:**High* | * Safeguarding and child protection policies
* Recruitment policy and procedures
* Procedure to identify roles that interact with children
* Safety checking staff and volunteers guide
* Background checks guide
 | *Example:** *Identify the roles within our sport or activity that interact with children and young people*
* *Develop guidance to identify these, or any future roles*
* *Ensure our policies and procedures reflect the guidance*
 | *Example:** *Safeguarding lead*
* *HR*
* *senior leadership team*
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| Recruiting staff and volunteers who pose a risk to children and young people |  | * Safeguarding and child protection policies
* Recruitment policy and procedures
* Safety checking staff and volunteers guide
* Background checks guide
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| Staff and volunteers are unsure of safe and appropriate behaviour around children and young people |  | * Safe practice guidance – for each area of risk
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
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| Staff and volunteers are under 18 years old  |  | * Safeguarding and child protection policies
* Recruitment policy and procedure
* Safety checking staff and volunteers guide
* Background checks guide
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| Staff and volunteers don’t know how to identify, respond or report harm and abuse |  | * Safeguarding and child protection policies
* Process for responding to a disclosure
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Signs of harm and harmful and abusive behaviours guidance
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
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| Staff and volunteers are unsure where to get support to safeguard children, young people and adults at risk |  | * Safeguarding and child protection policies
* Safeguarding and child protection training
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| Inappropriate coaching or instructing methods leads to harm and abuse |  | * Safeguarding and child protection policies
* Safe coaching or instructing guide
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
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| Grooming that can lead to sexual harm of children, young people or adults at risk |  | * Safeguarding and child protection policies
* Signs of harm and harmful and abusive behaviours guidance
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Safeguarding and child protection training
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| *Add your own* |  |  |  |  |
| *Add your own* |  |  |  |  |
| Travel and overnight stays |
| There is inadequate planning, including risk analysis and mitigation, for travel or overnight stay |  | * Travel and overnight stays policy
* Safe transport, travel and overnight stays guidance
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
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| Parents or caregivers are required to give informed consent |  | * Safeguarding and child protection policies
* Travel and overnight stays policy
* Safe transport, travel and overnight stays guidance
 |  |  |
| Supervisors, helpers or drivers are unsafe or unsuitable for the trip |  | * Safeguarding and child protection policies
* Recruitment policy and procedure
* Safety checking staff and volunteers guide
* Background checks guide
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| The accommodation or transport is unsafe or unsuitable |  | * Travel and overnight stays policy
* Safe transport, travel and overnight stays guidance
 |  |  |
| There is no safe practice guidance for travel and overnight stays. |  | * Safe transport, travel and overnight stays guidance
* Educating staff and volunteers guide and checklist
* Safeguarding/Child protection training
 |  |  |
| There is inadequate supervision during the trip |  | * Travel and overnight stays policy
* Safe transport, travel and overnight stays guidance
 |  |  |
| There is increased risk of exposure to bullying or harmful behaviour from other children or young people |  | * Safeguarding and child protection policies
* Safe transport, travel and overnight stays guidance
* Safeguarding and child protection training
 |  |  |
| There is inappropriate or harmful behaviour from adults or other children and young people during or after the trip |  | * Safeguarding and child protection policies
* Travel and overnight stays policy
* Safe transport, travel and overnight stays guidance
* Signs of harm and harmful and abusive behaviour guidance
* Educating staff and volunteers guide and checklist
* Safeguarding/Child protection training
 |  |  |
| Harm and abuse is suspected or known during or after the trip |  | * Safeguarding and child protection policies
* Travel and overnight stays policy
* Safe transport, travel and overnight stays guidance
* Process for responding to a disclosure
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
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| A child or young person goes missing during the trip |  | * Travel and overnight stays policy
* Safe transport, travel and overnight stays guidance
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
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| *Add your own* |  |  |  |  |
| *Add your own* |  |  |  |  |
| Changing rooms and facilities |
| There is no safe practice guidance for safe practices around using changing rooms and facilities |  | * Safeguarding and child protection policies
* Changing rooms policy
* Safe changing rooms guidance
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
 |  |  |
| There are inadequate processes for dealing with issues around using changing rooms or facilities |  | * Safeguarding and child protection policies
* Changing rooms policy
* Safe changing rooms guidance
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
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| Children and young people are sharing changing rooms or facilities with adults |  | * Changing rooms policy
* Safe changing rooms guidance
 |  |  |
| There is inappropriate or harmful behaviour from adults or other children and young people when using changing rooms or facilities |  | * Safeguarding and child protection policies
* Changing rooms policy
* Safe changing rooms guidance
* Signs of harm and harmful and abusive behaviours guidance
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
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| Inadequate supervision while children and young people are using changing rooms or facilities  |  | * Changing rooms policy
* Safe changing rooms guidance
 |  |  |
| Someone feels unsafe, or harm and abuse is suspected or known in relation to changing rooms or facilities |  | * Safeguarding and child protection policies
* Changing rooms policy
* Safe changing rooms guidance
* Process for responding to a disclosure
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
 |  |  |
| There are no changing or bathroom facilities |  | * Safeguarding and child protection policies
* Changing rooms policy
* Safe changing rooms guidance
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| *Add your own* |  |  |  |  |
| *Add your own* |  |  |  |  |
| Taking, sharing and storing images |
| There is no safe practice guidance for taking, sharing and storing images |  | * Safeguarding and child protection policies
* Taking, sharing and storing images policy
* Safe practices for taking, sharing and storing images guide and checklist
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
 |  |  |
| There are inadequate processes for safely sharing and storing images |  | * Safeguarding and child protection policies
* Taking, sharing and storing images policy
* Safe practices for taking, sharing and storing images guide and checklist
 |  |  |
| There are inadequate processes for dealing with issues around taking, sharing and storing images |  | * Safeguarding and child protection policies
* Taking, sharing and storing images policy
* Safe practices for taking, sharing and storing images guide and checklist
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
 |  |  |
| There is no process or requirement to get consent to take, share or store images |  | * Safeguarding and child protection policies
* Taking, sharing and storing images policy
* Safe practices for taking, sharing and storing images guide and checklist
 |  |  |
| There is inappropriate or harmful behaviour from adults or other children and young people around taking, sharing and storing images |  | * Safeguarding and child protection policies
* Taking, sharing and storing images policy
* Safe practices for taking, sharing and storing images guide and checklist
* Signs of harm and harmful and abusive behaviours guidance
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
 |  |  |
| Harm and abuse is suspected or known in relation to taking, sharing and storing images |  | * Safeguarding and child protection policies
* Taking, sharing and storing images policy
* Safe practices for taking, sharing and storing images guide and checklist
* Process for responding to a disclosure
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviours
 |  |  |
| *Add your own* |  |  |  |  |
| *Add your own* |  |  |  |  |
| Online communication |
| There is no safe practice guidance for social media and online communication |  | * Social media and online communication policy
* Safer online communication guide and checklist
 |  |  |
| There are inadequate processes for dealing with issues around social media and online communication |  | * Safeguarding and child protection policies
* Social media and online communication policy
* Safer online communication guide and checklist
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
 |  |  |
| There is inappropriate use of social media or online communication by a child or young person (under 18) |  | * Social media and online communication policy
* Safer online communication guide and checklist
* Signs of harm and harmful and abusive behaviour guidance
* Educating staff and volunteers guide and checklist
* Safeguarding/Child protection training
 |  |  |
| There is inappropriate use of social media or online communication by an adult (18 or over) |  | * Social media and online communication policy
* Safer online communication guide and checklist
* Signs of harm and harmful and abusive behaviour guidance
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
 |  |  |
| Harm and abuse is suspected or known in relation to social media or online communication |  | * Safeguarding and child protection policies
* Identifying and responding to harm and abuse guidance
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Process for responding to suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
 |  |  |
| *Add your own* |  |  |  |  |
| *Add your own* |  |  |  |  |
| Reporting and responding to concerns |
| There is no reporting process, particularly for children and young people, for raising concerns about suspected or actual harm or abuse. |  | * Safeguarding and child protection policies
* Reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviourprocedure
* Identifying and responding to harm and abuse guidance
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
 |  |  |
| There is no process for responding for raising concerns about suspected or actual harm or abuse |  | * Safeguarding and child protection policies
* Process for reporting suspected or real cases of child abuse, child sexual abuse and child neglect, and harmful and abusive behaviour
* Educating staff and volunteers guide and checklist
* Safeguarding and child protection training
 |  |  |
| No one is responsible for receiving or responding to all levels of concern, including suspected or actual harm or abuse |  | * Safeguarding lead guide
 |  |  |
| There is little awareness of what is harmful and prohibited behaviour |  | * Prohibited behaviour policy
* Safeguarding and child protection policies
* Code of Conduct for adults, and children and young people
 |  |  |
| *Add your own* |  |  |  |  |
| *Add your own* |  |  |  |  |

This risk assessment was discussed and completed by:

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) on \_\_/ \_\_/20\_\_

Review date: \_\_/\_\_/20\_\_

Signed off by:

Name:

Role:

Signed: