

Safe practices complete toolkit

For clubs and organisations

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Working alone with a child or young person

For clubs and organisations

- ☐ There is a policy clearly outlining appropriate and safe behaviour for working alone with a child, young person or adult at risk.
- ☐ There is a guide outlining appropriate and safe behaviour for everyone. Including the person working alone and the child, young person or adult at risk.
- ☐ Everyone knows and understands the policy and what is appropriate and safe behaviour. This includes the child, young person or adult at risk.
- ☐ There are processes to ensure:
 - ☐ the person working alone with a child, young person or adult at risk is safety checked
 - ☐ the person working alone with a child, young person or adult at risk completes training in child safeguarding
 - ☐ parents or caregivers understand what working alone with their child, young person or adult at risk means, and they must give consent
 - ☐ when and where the person will be working alone with a child, young person or adult at risk is documented
 - ☐ that permission has been granted for the person to work alone with a child, young person or adult at risk
 - ☐ how concerns are managed and documented.
- ☐ Children and young people are encouraged and supported to talk to an adult they trust if they are uncomfortable or feel uneasy being alone with an adult.

For those working alone with a child, young person or adults at risk

- ☐ You have permission from your club or organisation to work alone with a child, young person or adult at risk.
- ☐ You have passed all specified safety checks including police vetting or a criminal record check.
- ☐ You have consent from parents or caregivers to work alone with their child, young person or the adult at risk.
- ☐ You have spoken to the child, young person or adult at risk, and their parents or caregivers, to communicate the expectations on you and them, including:
 - ☐ what's appropriate and safe behaviour
 - ☐ it's ok for the child, young person or adult at risk to speak up if they feel uncomfortable.
- ☐ You have communicated to everyone (organisation, club and parents or caregivers) times and dates you will be working alone with a child, young person or adult at risk. This is documented.
- ☐ You have a record of any medical conditions or impairments the child, young person or adult at risk may have.
- ☐ You have completed training in child safeguarding.

More information

Coaching and instructing for safe and positive experiences – sportintegrity.nz

Contact us

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Safeguarding lead

A safeguarding lead has an important role at an organisation. They are responsible for ensuring there is a robust system in place to prevent and respond to actual or suspected abuse or harm, particularly to children, young people and adults at risk.

When recruiting for a safeguarding lead, it is important safety checks are done before the person starts the role and that they receive appropriate training or education.

Responsibilities

The safeguarding lead is responsible for overseeing safeguarding functions for the organisation. This includes:

- a safeguarding risk analysis of the organisation's current practices, activities and environments
- developing and implementing safe practices for each risk area
- identifying and implementing safeguarding policies (including a child protection policy) and procedures
- establishing a process for receiving and responding to all reports of suspected or actual cases of harm and abuse, or any other safeguarding issues
- identifying what roles require safety checking and training, including for specified persons
- coordinating safety checking and safeguarding training for specified persons
- developing and communicating information to everyone about how to identify, respond to and report all suspected or known causes of harm or abuse to children, young people and adults at risk

- securely storing personal or sensitive information relating to:
 - specified persons
 - suspected or actual cases of harm and abuse
 - any other safeguarding issues
- building awareness of the:
 - importance of a safeguarding culture
 - organisation's safeguarding policies, procedures and guidance.

They are also responsible for receiving and responding to all reports of suspected or actual cases of harm and abuse, or any other safeguarding issues. This includes supporting the resolution process, managing any privacy requirements and escalation to police or Oranga Tamariki if required.

What skills they need

Responsibilities	Knowledge and skills
Conduct a risk analysis of the organisation's current practices, activities and environments	• Relevant New Zealand legislation • Safeguarding and child protection including identifying harm and abuse, and prevention and response strategies • Key risk areas within sport and recreation
Develop and implement safe practices for risk areas	• Key risk areas within sport and recreation • Good safeguarding practices
Identify and adopt safeguarding policies (including a child protection policy) and procedures	• Relevant New Zealand legislation • Safeguarding and child protection policy and procedure development
Receive and respond to all suspected or actual cases of harm and abuse, or any other safeguarding issues	• Taking disclosures of harm and abuse • Trauma-informed approaches • Child protection processes and services • Relevant New Zealand legislation



Identify who qualifies as a specified person	• Safeguarding requirements in the Integrity Code
Safety check specified persons	• Recruitment processes for working with children and adults at risk • Police vetting and Ministry of Justice criminal checks
Train specified persons	• Safeguarding and child protection learning needs analysis • Learning approaches
Develop and communicate to members information on how to identify, respond to and report all suspected or known causes of harm or abuse to children, young people and adults at risk	• Trauma-informed approaches • Safeguarding and child protection including identifying harm and abuse, and prevention and response strategies • Taking disclosures of harm and abuse • Child protection processes and services
Securely storing personal or sensitive information	• Systems and processes to securely store and manage information
Build awareness in all aspects of safeguarding and child protection	• Trauma-informed approaches • Safeguarding and child protection messaging • Communications

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Safety checking staff and volunteers

Anyone working or volunteering with children, young people or adults at risk needs to pass a safety check before starting their role. If that's not possible, they must be supervised by someone who is already safety checked until their safety checks are completed.

Decide what level of contact there will be with children

What level of safety check you do depends on the type of role and how much contact and responsibility a person has with children, young people or adults at risk. And if the role is for paid staff (including contractors) or for volunteers (casual or full-time).

Work out the level of contact the staff member or volunteer will have with children, young people and adults at risk. For example:

- working alone with children
- supervising overnight trips and stays
- regular travel
- access to their personal information.

Outline safeguarding responsibilities

Outline the safeguarding responsibilities for the role. Whether you are creating a position description or accepting registrations for volunteers, clearly outline the:

- specific safeguarding expectations for the role
- required safety checks and how often they will be repeated
- training requirements, including any ongoing education.

Use a structured hiring and checking process

- **Conduct interviews:** use the job interview to assess a candidate's attitudes towards child safety and their understanding of safeguarding practices.
- **Check references:** get and verify at least two references. Focus on the candidate's history of working with children.
- **Verify their identity:** use two separate documents including a photo identification. If the identity has a different name, ask for legal confirmation of the name change.
- **Do a background check:** this could be a Ministry of Justice criminal record check or NZ Police vet. Police vetting is more comprehensive.
- **Check qualifications:** confirm any necessary sport and recreation qualifications or professional memberships are valid and up to date.
- **Search public information:** search the internet and social media. Be cautious and respect the person's privacy.

Once the staff member or volunteer has started their role, provide initial induction and education about safe practices, and your safeguarding policies and procedures. Give them ongoing support and advice if they need it.

More information

Checking and training staff or volunteers - sportintegrity.nz

Checklist for safety checking staff and volunteers

Use this form to ensure all safety checks are completed for staff and volunteers who work with children, young people and adults at risk.

Please indicate type of role:

- ☐ Paid staff (full and part time)
- ☐ Contractor (full and part time)
- ☐ Volunteer (full time or casual)
- ☐ Other (please specify):

Safety check – to be done at least every three years

Identity verification

At start of role

Year three check

Verify identity again if name changes
Photo identification verified. Driver licence, passport

Second form of ID verified (if required)

If there is no photo ID, request a photo of the person authenticated by an identity referee

Background check

At start of role

Year three check

Use NZ Police Vetting Service or Ministry of Justice criminal record check

NZ Police vetting
Police vetting results received
Police vetting passed

Ministry of Justice criminal record check
Criminal record check results received
Criminal record check passed

References checked

At start of role

If applicable to the role

References checked

Work history and CV provided?

Professional memberships and qualifications



Understanding child safeguarding and protection

At start of role

In relation to children, young people and adults at risk, has the applicant confirmed they:

- have read and understood all relevant policies and procedures
- have or will complete all relevant and required training
- understand appropriate behaviours and safe practices.

Based on the information collected, do you believe the applicant can confidently and safely work with children, young people and adults at risk?

☐ Yes

☐ No

Assessor name:

Date:

Signed:

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Background checks

This guide explains:

- what background checks are
- who should be checked
- how to carry out a background check
- what to do if there are concerns about someone who has been checked.

Background checks assess the suitability of staff (including contractors) or volunteers who work with children, young people or adults at risk.

These checks are just one part of your broader safeguarding policy, including doing reference checks, conducting annual safeguarding training and having clear child protection guidelines. Staff and volunteers must have a background check at least every three years.

Who should be checked

Any staff or volunteers who have regular contact with children or young people, or supervise overnight stays, without a parent or guardian being present should be checked. For adults at risk, it's where there's not another adult present. This includes staff or volunteers who:

- work as coaches or instructors of children or young people and adults at risk
- work in situations where there is physical contact with children or young people and adults at risk
- work alone with children or young people and adults at risk
- accompanying or supervising children or young people and adults at risk on away trips
- regularly give children or young people and adults at risk rides.

Working with children and young people – sportintegrity.nz

Types of background checks

Two common ways of doing background checks are using the New Zealand Police Vetting Service and the Ministry of Justice criminal record check. Both provide information on criminal convictions. Police vetting is more comprehensive as it also includes any charges not resulting in a conviction, and a person's previous contact with police.

Police vetting

The police only accept requests from organisations, not individuals. You must register and get approved to use the NZ Police Vetting Service before making a background check request. Approval can take several weeks.

Police will provide information specific to the request. This includes matters that are relevant to someone working with children. Information that can be obtained includes:

- convictions
- charges that didn't result in a conviction
- any interaction a person has had with the police
- family harm incidents
- infringement or demerit points.

How to apply for a police check

Step 1

Register with the NZ Police Vetting Service.

Register for New Zealand Police Vetting – police.govt.nz

Step 2

Get signed consent from the applicant. Inform them of their rights, which will include the reason for getting a police check and how the information obtained will be used. Fill in the police vetting request and consent form.

Forms and Guides – police.govt.nz

Step 3

Submit the vetting request using the Police Vetting Service Portal. Processing times vary.

Criminal record checks

The Ministry of Justice criminal record check covers criminal and traffic convictions but does not include charges that haven't gone to court yet or infringements and charges where a person wasn't convicted. Registering is free but there is a cost for each application.

How to apply for a criminal record check

You must be registered with the Ministry of Justice online service to request a criminal record check for someone else.

Step 1

Register by emailing CCHonline@justice.govt.nz

You will be sent the information you need to register, which includes privacy, confidentiality, and security requirements.

Step 2

Log in to the online service and follow the prompts. Processing times take around 20 days.

Third-Party-User-Guide.pdf – justice.govt.nz

What background checks show

The results of a background check must be kept strictly confidential and stored securely. This is extremely sensitive personal information and must only be used for the purpose for which it was obtained.

The police vetting report will show:

- no concerns – the individual is cleared through this part of the checking process
- concerns identified – the organisation must assess the risks
- withheld information – discuss with the police.

While police vetting helps identify potential risks, it does not 'approve' or 'decline' applicants or give recommendations on a person's suitability.

The Ministry of Justice criminal record check shows any criminal convictions regardless of whether it is related to children, young people or adults at risk.



Managing the outcome of background checks

Privacy tip: Only authorised and checked personnel should have access to background checks.

Step 1: Receive and review the report

- Check if there are any concerns, active criminal charges, or past convictions.
- If there are none, then you are able to continue with the remainder of your recruitment process which may result in you approving the person to work with children, young people or adults at risk. However, do not regard a clear background check as a substitute for other forms of sensible due diligence, such as reference checks.
- If there are concerns arising out of the report, continue following the steps below.

Step 2: Evaluate the level of concern

Is it medium- or high-risk, or an automatic disqualification? Look at the:

- nature and severity of the offence – was it a minor or serious crime?
- relevance to the role – does the offence relate to working with children?
- timeframe – was it recent or many years ago?
- pattern of behaviour – is there a history of multiple offences?
- rehabilitation – has the individual completed rehabilitation, counselling, or training?

A past mistake does not always mean automatic exclusion, but child safety must be the priority.

Step 3: Discuss with the individual

- Notify the person their background check has raised concerns.
- Give them an opportunity to explain their history and ask for supporting evidence (eg, character references, rehabilitation records).
- Ensure privacy of their information and fair treatment including the right to be heard before any decisions are made.

Step 4: Make a decision

After reviewing all factors, decide whether to:

- approve the person (with or without conditions)
- decline their application due to child safety concerns
- implement extra safeguards (eg, supervision, restricted duties).

If disqualifying someone, ensure the decision is:

- consistent with child safety policies
- based on clear reasoning
- communicated to them professionally and confidentially.

If a person disagrees with a disqualification decision, they can:

- request a review and provide new information
- appeal through the organisation's (or external) dispute resolution process
- seek legal advice.

Step 5: Document and store records securely

Maintain records of:

- the background check and keep it stored securely
- the risk assessment notes
- the final decision
- any conditions or safeguards put in place.

Step 6: Monitoring

- Re-check individuals at least every three years (or as required by your policy).
- Monitor behaviour and act on any new concerns.



Identifying and responding to levels of risk

Disqualifying risk – Automatic disqualification

A person who is convicted or charged with any Schedule 2 offence under the Children's Act 2014 is automatically disqualified from working or volunteering with children, young people and adults at risk. This includes but isn't limited to:

- sexual offences against children or adults (indecent assault, sexual grooming, child exploitation)
- violent offences (assault, manslaughter, family violence involving children)
- child abuse or neglect convictions
- making, possessing, or distributing child exploitation material.

See Schedule 2, Children's Act 2014 – legislation.govt.nz

Action: Do not allow the person to work or volunteer with children, young people or adults at risk in any capacity.

High-risk – Likely disqualification, but requires assessment

A person is most likely disqualified from working or volunteering with children, young people and adults at risk if they have:

- a history of sexual and domestic violence or protection orders (especially if it involves children)
- serious drug or alcohol-related convictions (eg, dealing drugs, disqualification from driving on more than on occasion)
- a conviction or charge that could endanger children (eg, dangerous driving with children in the vehicle)
- ongoing investigations for crimes involving violence, dishonesty, or child abuse or neglect
- patterns of criminal behaviour that suggest a risk, even if individual offences seem minor.

Action: While disqualification is likely, assess each case. Consider:

- the nature and seriousness of the offence
- when it occurred (recent offences are more concerning)
- patterns of behaviour (repeat offences versus a single past mistake)
- whether the person has completed rehabilitation or counselling.

Medium-risk – May not disqualify but needs discussion

These offences and behaviour may not disqualify someone but require further investigation.

- Past dishonesty or fraud and corruption convictions (eg, match fixing, theft).
- Minor drug-related offences (eg, possessing illegal drugs for personal use).
- Traffic convictions, unless they involve reckless endangerment.
- Concerns about other inappropriate behaviour, even if it's not criminal.

Action: The individual may be allowed to work with children, young people or adults at risk depending on the context. Additional safeguards may be required, such as supervision or limited responsibilities.

Good practice for handling background checks

Have a clear policy

Ensure your organisation has a policy for background checks and everyone knows its purpose and how to find it.

Use a decision-making panel

Involve at least two trained staff members to ensure fair decision making and seek confidential external expertise if required.

Be consistent

Apply the same standards to everyone, no matter what level their role.

Ensure privacy

Handle all concerns with strict confidentiality and only use the information obtained for the stated purpose.

Communicate decisions clearly

Explain the reasons for your decision clearly and professionally.

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Educating staff and volunteers

This guide outlines the topics staff and volunteers can learn so they can safely and confidently work with children, young people and adults at risk.

Understanding child safeguarding and protection

Educate staff and volunteers so they understand what child safeguarding and child protection are, what it means, and how to prevent and respond to abuse and harm.

Clarify and explain the difference between proactive safeguarding measures and reactive child protection responses.

Building a child safeguarding culture

Staff and volunteers learn about the importance of building a safeguarding culture. This includes:

- emphasising the importance of staff and volunteers to demonstrate and encourage appropriate behaviour
- creating a safe, positive and inclusive environment where children can thrive
- building an environment where children feel comfortable voicing their concerns, even if it's minor.



Recognising and responding to harm and abuse

Staff and volunteers can confidently recognise and respond to harm and abuse.

This includes:

- the physical and behavioural signs of physical, emotional and sexual abuse, and neglect
- recognising grooming
- early intervention and response strategies
- how to take a disclosure
- where to report any suspected or known cases of abuse, or harmful and abusive behaviour.

Safe practices in sport and recreation

Educate staff and volunteers so they understand and can implement safe practices for:

- working alone with children, by setting guidelines to minimise risks for children, young people or adults at risk
- physical contact, by defining appropriate physical contact and getting consent when necessary
- online communication, by providing guidance on keeping professional and setting boundaries
- coaching and instructing, by building confidence in how to develop great experiences and environments for everyone
- taking, sharing and storing images, by creating awareness on the appropriate use of images to keep everyone safe
- travel and overnight stays, by outlining protocols to ensure safety during travel and overnight trips.
- changing rooms and toilets, by providing appropriate behaviours that keep everyone safe.

Policies and the law

Provide an overview of your policies and how you implement them to staff and volunteers.

Educate staff and volunteers about child protection laws, including their legal obligations to report real or suspected abuse.

Continuous education and improvement

Provide ongoing training and encourage regular refresher courses and updates on good safeguarding practices.

Implement systems for staff and volunteers to provide feedback on education and training to ensure it is fit for purpose.

More information

Child protection and safeguarding education – sportintegrity.nz

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Safe changing rooms

This guide explains how to keep children, young people and adults at risk safer when they are using bathrooms and changing rooms. It keeps staff, parents and volunteers safer too.

Ensure you follow your club or organisation's policy for appropriate and safe behaviour in changing rooms and facilities. Ask the person who is responsible for safeguarding or policies if you're not sure where to find the documents or information.

How to safely supervise children

Strike a balance between keeping children, young people and adults at risk safer, while also respecting their privacy.

- Stay close by to supervise them, while staying outside the changing area.
- Never be alone with a child or young person who isn't your own, or adult at risk you are responsible for. Do not isolate yourself with a child in a changing room. If it's unavoidable, always have another adult present.
- If you must enter a changing area, knock and announce your presence loudly, wait for permission, and ensure children have time to cover themselves. Avoid entering areas used by children of the opposite gender.
- Address any inappropriate behaviour, such as bullying or rough play, immediately.

Some situations may require supervision inside changing rooms. For example, for very young children, children who need assistance, or concerns about bullying. Ensure there are at least two adults present who are safety checked and are the same gender as the children.

Avoid using changing rooms at the same time as children. If there are no alternative spaces, wait until they have finished.



Provide separate changing times for mixed-gender activities and consider accessibility for children with disabilities. When possible, offer private changing options for those who may feel uncomfortable in shared spaces.

If members of the public are using toilets and changing rooms, make sure there are approved adults available to supervise children.

Talk about what is acceptable behaviour

Everyone, including visitors, understands acceptable behaviour when children, young people and adults at risk are using changing rooms, including:

- respectful conduct towards others
- understanding and calling out inappropriate behaviour from adults, and the children, young people or adults at risk.

Ban the use of phones, tablets, and cameras in changing areas to prevent inappropriate photography or filming.

Encourage everyone to report concerning behaviour

Create an environment where everyone feels comfortable voicing concerns. Let them know:

- who they should contact and that their concerns will be listened to and acted upon
- for children, young people and adults at risk – they should approach an adult they trust if something makes them feel unsafe or concerned.

More information

Safer changing rooms – sportintegrity.nz

Contact us

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Safer changing rooms

For clubs and organisations

- ☐ You understand the potential safety risks when children, young people and adults at risk are using changing rooms.
- ☐ There is a policy outlining the requirements for appropriate and safe behaviour around changing rooms.
- ☐ There are safe practice guidelines for everyone to follow when supervising or sharing changing rooms with children, young people or adults at risk.
- ☐ Everyone, including visitors, are informed about, and understand the policies and guidelines for changing rooms.
- ☐ Children, young people and adults at risk are encouraged to tell an adult they trust if something makes them feel uncomfortable in or around a changing room.
- ☐ There are processes for educating and training people who work with children about changing room safety
- ☐ You have safe practices guidelines that cover:
 - ☐ requirements for the supervision of children, young people and adults at risk
 - ☐ safe and appropriate behaviours of everyone within and around changing rooms
 - ☐ the reporting process for concerns around changing rooms; this includes who to contact.

For those supervising or sharing changing rooms

- ☐ You have read and understand the policies and guidelines for changing rooms.
- ☐ You follow the policies and guidelines when supervising or sharing changing rooms with children, young people and adults at risk.
- ☐ You speak up and follow the reporting process if there are concerns around changing rooms.

More information

Safer changing rooms – sportintegrity.nz

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Safe practices for overnight stays

This guide explains safe practices when attending an event or activity includes overnight stays with children, young people and adults at risk.

Whether you are organising or supervising overnight stays, this advice will help keep everyone safe.

For organisations and clubs

Have and implement policies and guidelines

Have clear policies and guidance that outlines your organisation's safeguarding measures to keep everyone safe when staying somewhere overnight. Include:

- safeguarding measures before and during the overnight stay
- processes and requirements for people organising and supervising overnight stays
- the roles and responsibilities everyone has during the overnight stay, for example, appointing an organiser and supervisor
- how to report a concern and who to report it to
- expectations of safe and appropriate behaviour for everyone to follow before and during overnight stays.

Everyone understands what they need to do

Make sure everyone:

- is aware of and follows the policies and guidance for overnight stays with children, young people and adults at risk, and they understand what they need to do
- is encouraged and are safe to speak up if there are any concerns, particularly children, young people and adults at risk.



For organisers

Start planning early and assess the risks

Start planning well in advance and follow your club or organisation's policies on overnight stays. Have a focus on safeguarding when thinking about the logistics, for example, age, number of people travelling, supervision, and type of accommodation. Select the appropriate accommodation for the age, needs and number of people staying.

Conduct a full risk assessment covering all aspects of the stay, including accommodation, transportation, activities and others who are attending the event. Identify and document the risks, and the safeguarding measures to mitigate the risks.

Plan for emergencies

Develop emergency procedures for situations such as illness, injuries, or instances where someone feels unsafe.

Put together a list of local emergency services and who to contact in an emergency.

Appoint supervisors

Make sure supervisors and helpers are all safety checked before travelling.

Ask for expressions of interest for overnight stay supervisors. Make sure they understand what experience they need for the role, for example, first aid, understanding children and managing negative behaviour.

Appoint a lead supervisor who is responsible for overall supervision and decision-making. Make sure they have the right skills to handle situations that may arise before, during and after the trip.

Share information and get consent

Give parents and caregivers detailed information about the overnight stay. Include information about the type of accommodation, address, safeguarding considerations and your contact information. Make sure supervisors have contact details for all parents and caregivers.

Discuss the accommodation with the children, young people or adults at risk.

- Give them the opportunity to ask questions and provide their thoughts.
- Let them know that if they feel unsafe at any time, to tell an adult they trust or the travel leader straightaway.

Get written consent from parents or caregivers for each child, young person or adult at risk.

Ask parents or caregivers about:

- medical or dietary requirements, and get consent to administer medication if required
- relevant cultural, religious or support needs.

Transport and travel

Follow the policies, procedures and guidelines for safe transport and travel.

Accommodation and allocating rooms

Before travelling, assign rooms based on age and gender. Make sure children, young people or adults at risk are not sleeping alone with adults who are not parents or caregivers.

Confirm rooms have secure locks and access to inappropriate content or items are removed.

When staying in communal accommodation, like a marae or dormitory, ensure only pre-approved adults share sleeping spaces with children, young people, adults at risk. And no external groups.

Children, young people, adults at risk should always have their own bed.

Arrange supervision and support

Ensure there are enough supervisors for the ratio of adults to children, young people or adults at risk. Think about their ages and any special requirements.

All supervisors:

- are safety checked
- understand and follow policies, procedures and guidelines for overnight stays
- are trained in child safeguarding practices and managing negative behaviours
- understand how everyone should behave at the accommodation
- are aware of the risk areas and how to mitigate them, including emergency procedures and safeguarding practices
- have information about the children, young people or adults at risk such as their physical, emotional and medical needs.

Have at least one supervisor who has a current first aid certificate. For large groups consider more than one.

Provide supervisors and helpers with contact information (including for local emergency services) and ensure procedures are in place for regular check-ins.



Post-travel review

- Evaluate the overnight stay with supervisors and identify areas for improvement.
- Gather feedback from children, young people or adults at risk, and parents and caregivers to help with future planning.

For supervisors

Before you travel

- Make sure you know what to do before the overnight stay.
- Ensure you know who the lead supervisor is. They are responsible for overall supervision and decision-making.
- Get to know and understand:
 - the policies and procedures you must follow for overnight stays
 - how to manage risks, including for emergencies
 - relevant information about the children, young people or adults at risk, for example, medical or dietary requirements
 - the full itinerary, and details of the accommodation.

Get everyone's contact details

Take contact details with you and keep in a secure place. Get contact details for:

- other supervisors or helpers
- parents and caregivers
- the children, young people or adults at risk
- local emergency services, and travel and accommodation providers (if required).

Get written consent from parents and caregivers. Include consent to administer medication, if required.

Managing behaviour

- Set clear expectations, so everyone knows what behaviour is expected.
- Encourage the children, young people and adults at risk to report any concerns to an adult they trust, or to the travel leader.
- Address any inappropriate behaviour, such as bullying or rough play, immediately.

Transport and travel

Follow the policies, procedures and guidelines for safe transport and travel.

Getting to the accommodation

Inspect the accommodation to confirm it meets the agreed booking and safety standards.

Assign rooms according to the pre-approved accommodation plan.

During the stay

Keep children, young people and adults at risk safer when attending an event involving overnight stays.

- Avoid alone time with children, young people and adults at risk during the trip that you aren't the primary caregiver for. Follow the guidelines for working alone with children if this happens.
- Don't invite children, young people and adults at risk into your or any other adult's accommodation, and respect their privacy in personal spaces like their rooms, bathrooms, and changing areas.
- Dress appropriately in the presence of children, young people or adults at risk during the stay.
- Don't use devices like phones or cameras in areas such as toilets, bathrooms or anywhere children, young people or adults at risk are dressing or sleeping. Follow the safe practices for taking, sharing and storing images.
- Ensure children, young people, or adults at risk are supervised during the overnight stay, and it meets the required adult to child ratios.

More information

Travelling with children and young people – sportintegrity.nz

Working alone with a child or young person – sportintegrity.nz

Taking and sharing images – sportintegrity.nz

Contact us

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Safe practices for overnight stays

For organisations and clubs

- ☐ There are policies in place that cover all aspects of overnight stays with child, young person or adult at risk.
- ☐ There are processes to ensure:
 - ☐ a full risk assessment is done
 - ☐ all supervisors are safety checked
 - ☐ all supervisors have received safeguarding training
 - ☐ parents and caregivers receive detailed information and give informed consent
 - ☐ concerns of any kind are reported and dealt with efficiently and effectively.
- ☐ There is clear guidance for safe and appropriate behaviors during overnight stays for supervisors and the children, young people or adults at risk.
- ☐ Everyone is aware of and follows the policies, procedures and guidance for overnight stays.
- ☐ Everyone is encouraged and safe to speak up if there are any concerns, particularly children, young people and adults at risk.

For organisers

You have:

- ☐ selected the appropriate accommodation and confirmed it meets all safety standards
- ☐ conducted a full risk assessment and there are safeguarding measures in place to mitigate the risks
- ☐ put in place emergency procedures for all situations
- ☐ recruited the appropriate number of supervisors and appointed a lead supervisor
- ☐ ensured supervisors are safety checked and have received safeguarding training
- ☐ given parents and caregivers detailed information about the overnight stay

- ☐ discussed the accommodation with the children, young people or adults at risk
- ☐ received written consent from parents or caregivers
- ☐ gathered all relevant information on the children, young people, adults at risk and supervisors that are attending
- ☐ assigned rooms following good safeguarding practices and the needs of the children, young people and adults at risk
- ☐ contact information for everyone who is travelling, parents and caregivers and local emergency services, and travel and accommodation providers (if required)
- ☐ run a debrief session and gained insights to inform future travel and overnight stays.

For supervisors

Before staying at the accommodation, you understand and are confident you know what to do. This includes:

- ☐ policies and procedures you must follow
- ☐ how to manage risks, including for emergencies
- ☐ good safeguarding and supervision practices
- ☐ expected behaviours and managing issues
- ☐ all relevant information about the stay and the children, young people and adults at risk attending

During the stay, you:

- ☐ have confirmed the accommodation meets the agreed requirements and safety standards
- ☐ have assigned rooms following good safeguarding practices and the needs of the children, young people and adults at risk
- ☐ followed all safeguarding and supervision practices, and requirements
- ☐ immediately address any inappropriate behaviour
- ☐ act on any concerns from the children, young people or adults at risk by reporting it through the right process.

More information

Planning and supervising safer overnight stays – sportintegrity.nz

Contact us

Email: info@sportintegrity.nz

Phone: 0800 378 437

Website: sportintegrity.nz

Taking, sharing and storing images

This guide describes safe practices when taking, sharing and storing photos and videos of children, young people and adults at risk.

Understand the risks

Most photos and videos are taken with the best intention. Sometimes though, people take or share photos or videos for negative reasons, including bullying or sexual exploitation.

It's important to get consent before taking or sharing images. Posting online can compromise privacy, potentially exposing children, young people and adults at risk to unwanted contact or attention.

Images can also be misused when publicly shared online or on social media. They can be taken out of context or altered, leading to potential harm or misrepresentation of the individuals involved.

For clubs and organisations

- Have and implement a policy for taking, sharing and storing images. It should outline requirements for appropriate and safe behaviour.
- Have guidelines specifying what is allowed when taking, sharing and storing images.
- Educate everyone, including visitors, about the potential risks around taking and sharing images. Make sure they know what's in the policy and guidelines.
- Get written consent from parents or caregivers before taking any images. Clearly explain how images are being used or shared.
- Prohibit phones, cameras and recording devices from changing rooms, bathrooms, and other private areas.
- Store images securely and limit access to authorised, safety checked people only. Have a process for deleting images when they are no longer needed.

For parents and caregivers

- Get to know the policy and guidelines at your club or organisation on taking, sharing and storing images of children, young people and adults at risk.
- Get written consent from other parents or caregivers before taking images of their children, young people and adults at risk.
- Understand the potential implications of sharing images on social media or other online platforms, and make sure you meet the policy and guidelines.

Make sure children and young people know the risks

- Discuss the risks of sharing images and personal information on the internet.
- Explain the importance of not taking or sharing images of peers in changing rooms, bathrooms and other private areas.
- Let them know they can opt out from having their image taken and or shared at any time.
- Let them know they can approach an adult they trust if they feel uncomfortable about any images taken or shared.

More information

Taking and sharing images – sportintegrity.nz

Contact us

Email: info@sportintegrity.nz

Phone: 0800 378 437

Website: sportintegrity.nz

Taking, sharing and storing images

For clubs and organisations

- ☐ You understand the potential safety risks when taking, sharing and storing images of children, young people and adults at risk.
- ☐ There is a policy outlining the requirements for taking, sharing and storing images of children, young people and adults at risk. The policy includes how images are used, where they can be shared, how they're stored and who has access.
- ☐ There are guidelines for appropriate and safe behaviour for everyone to follow when taking, sharing and storing images. Guidelines describe what can be included in images.
- ☐ Everyone, including visitors, is aware of and understands policies and guidelines for taking, sharing and storing images.
- ☐ Children and young people are encouraged to tell an adult they trust if something makes them feel uncomfortable, and it's their choice to have their photo taken or not.
- ☐ There are processes to ensure:
 - ☐ safety checks are completed, and permission has been granted for anyone working in a professional capacity (paid or voluntary) to take and access images of children, young people and adults at risk
 - ☐ parents and caregivers understand the risks and safety measures, including giving consent
 - ☐ where there is no consent, it is managed appropriately
 - ☐ any concerns from taking, sharing or storing images are managed.

For those taking, sharing and storing images

- ☐ You have read and understand the policies and guidelines to safely take, share and store images.
- ☐ You have permission from your club or organisation to take, share and or have access to images.
- ☐ You have written consent from parents and caregivers.
- ☐ You have a written record of any children, young people and adults at risk who haven't consented to having their images taken.
- ☐ You have spoken with any child, young person or adult at risk you are taking images of them and they are comfortable with you doing so.

More information

Taking and sharing images – sportintegrity.nz

Contact us

Email: info@sportintegrity.nz

Phone: 0800 378 437

Website: sportintegrity.nz

Safe transport and travel

This guide explains safe practices when planning travel and travelling with children, young people and adults at risk.

Whether you are organising or supervising travel, this advice will help keep everyone safe.

For clubs and organisations

Have and implement policies and guidelines

Have clear policies and guidance that outlines your organisation's safeguarding measures to keep everyone safe when travelling with children, young people and adults at risk. Include:

- processes and requirements for people organising and supervising travel
- everyone's roles and responsibilities while travelling, for example, appointing a travel organiser and supervisor
- expectations of safe and appropriate behaviour while travelling
- how and who to report concerns to.

Everyone understands what they need to do

Make sure everyone:

- is aware of and follows the policies and guidance for travelling with children, young people and adults at risk, and they understand what they need to do
- is encouraged and are safe to speak up and report any concerns, particularly children, young people and adults at risk.

For organisers

Start planning early and assess the risks

Start planning well in advance and follow your club or organisation's policies on travel. Have a focus on safeguarding when thinking about the logistics, for example, age, number of people travelling, supervision, type of vehicle, route you'll take.

Conduct a full risk assessment, covering all aspects of the travel. Include:

- safeguarding risks
- the planned route and alternatives if it needs to change
- planned and unplanned stops
- activities during the trip
- managing behaviour
- if people go missing and other emergency situations.

Identify and document the risks, and the safeguarding measures to mitigate the risks.

Plan for emergencies

Develop emergency procedures for situations such as illness, injuries, or instances where someone feels unsafe during travel.

Put together a list of local emergency services and who to contact in an emergency.

Appoint supervisors and a travel leader

Make sure supervisors, leaders and helpers are all safety checked before travelling.

Ask for expressions of interest for travel supervisors. Make sure they understand what experience they need for the role, for example, first aid, understanding children and managing negative behaviour. They must be safety checked and complete safeguarding education.

Appoint a travel leader who is responsible for overall supervision and decision-making. Make sure they have the right skills to handle situations that may arise before, during and after the trip. Tell them they must be safety checked and complete safeguarding education.

Share information and get consent

Give parents and caregivers detailed information about the trip. Include itineraries, safeguarding considerations and your contact information. Make sure supervisors have contact details for all parents and caregivers.

Discuss the trip with the children, young people or adults at risk.

- Give them the opportunity to ask questions and provide their thoughts.
- Let them know that if they feel unsafe at any time, to tell an adult they trust or the travel leader straightaway.
- Get written consent from parents or caregivers for each child, young person or adult at risk.

Ask parents or caregivers about:

- medical or dietary requirements, and get consent to administer medication if required
- relevant cultural, religious or support needs.

Transport arrangements

Make sure all vehicles are safe and drivers have full driver licences. If hiring vehicles, make sure they are from reputable hire companies, and drivers are qualified and safety checked.

Arrange for the travel leader or supervisor to be responsible for tickets, passports and other documents if they are required for travel.

Plan for regular breaks during long journeys and supervise children, young people or adults at risk during breaks.

Overnight stays (if required)

Follow the policies, procedures and guidelines for safe overnight stays.

Arrange supervision and support

Ensure there are enough supervisors for the ratio of adults to children, young people or adults at risk. Think about their ages and any special needs.

All supervisors (including the travel leader):

- are safety checked
- understand and follow transport and travel policies, procedures and guidelines
- are trained in child safeguarding practices and managing negative behaviours
- understand the how everyone should behave on the trip
- are aware of the risk areas and how to mitigate them, including emergency procedures and safeguarding practices
- have information about the children, young people or adults at risk such as their physical, emotional and medical needs.

Have at least one supervisor who has a current first aid certificate. For large groups consider more than one.



Post-travel review

Evaluate the trip and identify areas for improvement with the travel leader and supervisors.

Gather feedback from children, young people or adults at risk, and parents and caregivers to help with future planning.

For supervisors and travel leader

Before you travel

Make sure you know what to do before travelling.

- Ensure you know who the travel leader is. They are responsible for overall supervision and decision-making.
- Get to know and understand:
 - the policies and procedures you must follow before and during travel
 - how to manage risks, including for emergencies
 - information about the children, young people or adults at risk relevant to the trip, for example, medical or dietary requirements
 - the full itinerary, for example, the route, planned stops, and activities.

Get everyone's contact details

Take contact details with you and keep in a secure place. Get contact details for:

- other supervisors or helpers
- parents and caregivers
- the children, young people or adults at risk
- local emergency services, and travel and accommodation providers (if required).

Get written consent from parents and caregivers. Include consent to administer medication, if required.

Managing behaviour

- Set clear expectations, so everyone knows what behaviour is expected.
- Encourage the children, young people and adults at risk to report any concerns to an adult they trust, or to the travel leader.
- Address any inappropriate behaviour, such as bullying or rough play, immediately.

Transport arrangements

Make sure all vehicles are safe and drivers have full driver licences.

For anyone driving, the travel leader should ensure:

- they have a full and clean driver licence
- their vehicle is warranted, registered, and has enough fuel for the trip
- they only take the agreed route, or alternative if required
- they stay up to date with road closures or major roadworks.

If required, check the travel leader or one of the other supervisors has tickets, passports and other documents if they are required for travel.

Have regular breaks during long journeys.

Overnight stays (if required)

Follow the policies, procedures and guidelines for safe overnight stays.

During travel

Keep children, young people and adults at risk safer when you travel.

- Avoid alone time with children, young people and adults at risk during the trip that you aren't the primary caregiver for. Follow the guidelines for working alone with children if this happens.
- Don't take children, young people or adults at risk alone in a vehicle unless it's an emergency, and follow the guidelines for doing this safely.
- Dress appropriately in the presence of children, young people or adults at risk.
- Don't use devices like phones or cameras in areas such as toilets, bathrooms or anywhere children, young people or adults at risk are changing.
- Ensure children, young people, or adults at risk are supervised during travel, and it meets the required adult to child ratios.
- Take regular head counts during the trip, especially before you leave and after any travel breaks or activities.

More information

Planning and supervising safer overnight stays – sportintegrity.nz

Working alone with a child or young person – sportintegrity.nz

Taking and sharing images – sportintegrity.nz

Contact us

Email: info@sportintegrity.nz

Phone: 0800 378 437

Website: sportintegrity.nz

Safe transport and travel

For clubs and organisations

- ☐ There are policies in place that outline all aspects of safe transport and travel with children, young people or adults at risk.
- ☐ There are processes to ensure:
 - ☐ a full risk assessment is done
 - ☐ supervisors and travel leader are safety checked
 - ☐ supervisors and travel leader have received safeguarding training
 - ☐ parents and caregivers receive detailed information and give informed consent
 - ☐ concerns of any kind are reported and dealt with efficiently and effectively.
- ☐ There is clear guidance for everyone to follow to ensure safe and appropriate behaviour during travel.
- ☐ Everyone is aware of and follows the policies, procedures and guidance for transport and travel.
- ☐ Everyone is encouraged and safe to speak up if there are any concerns, particularly children, young people and adults at risk.

For organisers

You have:

- ☐ selected the type of transport, and confirmed it meets all safety standards
- ☐ conducted a full risk assessment and there are safeguarding measures in place to mitigate the risks
- ☐ put in place emergency procedures for all situations
- ☐ recruited the appropriate number of supervisors and appointed a travel leader
- ☐ ensured supervisors and the travel leader are safety checked and have received safeguarding training
- ☐ given parents and caregivers detailed information about the travel

- ☐ received written consent from parents or caregivers
- ☐ discussed the travel plans with the children, young people or adults at risk
- ☐ gathered all relevant information on the children, young people, adults at risk and adults who are attending
- ☐ contact information for everyone who is travelling, parents and caregivers and local emergency services, and travel and accommodation providers (if required)
- ☐ run a debrief session and gained insights to inform future travel.

For supervisors and travel leader

Before travelling, you understand and are confident you know what to do. This includes:

- ☐ the policies and procedures you must follow before and during travel
- ☐ how to manage risks, including for emergencies
- ☐ information about the children, young people or adults at risk relevant to the trip, for example, medical or dietary requirements
- ☐ the full itinerary, for example, the route, planned stops, and activities.

During the trip you confirm:

- ☐ all required documentation has been collected and is accounted for
- ☐ the transport meets the agreed requirements and safety standards
- ☐ the agreed routes can be travelled and are safe
- ☐ the people driving are qualified and safe
- ☐ follow all safeguarding and supervision practices, and requirements
- ☐ immediately address inappropriate behaviour
- ☐ act on any concerns from the children, young people or adults at risk by reporting it through the right process.

More information

Travelling with children and young people – sport integrity.nz

Contact us

Email: info@sportintegrity.nz

Phone: 0800 378 437

Website: sportintegrity.nz

Safe coaching and instructing

This guide explains how to create a safer experience for children, young people or adults at risk when coaching and instructing. It's safer for you too.

Create safe and positive relationships

Treat children, young people or adults at risk with respect and expect the same from them towards you, other adults and each other. Allow them to speak up and listen to them so they are confident they'll be listened to and taken seriously.

At the start of the season or before an activity, organise a team or group meeting so everyone can ask questions, share what is important to them and the expected behaviours for everyone can be outlined. This is a great time to share any information about safeguarding.

Let them know they are safe to raise a concern or if they feel unsafe. Listen and act when they do. Share the process that your club or organisation has for them to follow.

Ensure there is an appropriate level of supervision for the age and number of children, young people or adults at risk, the activity you are delivering and the environment you are in.

Address inappropriate behaviour, such as bullying or rough play, immediately.

Have clear boundaries

Ensure there are clear and appropriate boundaries between you and children, young people or adults at risk you are coaching or instructing. This includes making sure:

- online and in-person communication is transparent and public
- you avoid being alone with them, or follow safe practices if you need to
- their personal information is stored securely
- you follow safe guidelines when taking or sharing photographs or videos
- you respect their privacy when using changing rooms and toilets.



Use safe training methods

Gain an understanding of different developmental ages and stages, such as gender, emotional maturity, and physical and intellectual abilities.

Where there is physical contact:

- make sure any physical contact takes place out in the open with other adults present
- explain to the child or young person what you are going to do and why
- ask their permission and get consent first – tell them they can refuse if they don't feel comfortable.

Prioritise safety and wellbeing of over results and performance.

Get trained in safeguarding and child protection

Learn skills in safeguarding and child protection to keep children, young people and adults at risk safer. It will keep you safe too. Ask your club or organisation about training and support.

- Understand and follow safe practices when coaching or instructing.
- Know how identify harm and abuse and how to confidently respond and report it if you see or suspect it happening.
- Know how to recognise a disclosure of harm or abuse and how to safely respond to it.
- Use the appropriate process to report suspected or actual cases of harm and abuse.

More information

Coaching and instructing for safe and positive experiences – sportintegrity.nz

Child protection – sportintegrity.nz

Contact us

Email: info@sportintegrity.nz

Phone: 0800 378 437

Website: sportintegrity.nz

Safe online communication

This guide explains safe practices for communicating online with children, young people and adults at risk. There is advice for clubs and organisations, and staff, volunteers, parents and caregivers.

Safe practices for clubs and organisations

Inform everyone, including children, young people and adults at risk, about the potential risks of online communication. Educate staff, volunteers, parents, caregivers and children, young people and adults at risk on appropriate online behaviour and safeguarding practices.

Encourage everyone to report inappropriate behaviour or content. Make the process easy for people and let them know all concerns will be taken seriously and acted on.

Develop and implement policies, procedures and guidelines

Create social media and digital communications policies and guidelines outlining safe practices for contacting and communicating with children and young people. Include:

- publishing appropriate content on the organisation's website and social media accounts
- interacting with children on social media and other platforms, including posting or sharing content within the team or club's platforms
- processes for reporting any online concerns. This can be to your club, organisation or the police if there anyone is in immediate danger.

Get consent from parents or caregivers

Ensure that parents or caregivers give ou consent for any online communication between your organisation and their children and young people, or the adults at risk they care for.

Monitor online interactions

Regularly monitor and review online communication to ensure content and messaging are appropriate and follow policies and guidelines.



For staff, volunteers, parents and caregivers

Keep to group messages

Avoid sending individual messages to a child or young person. Always include their parent or caregiver, or communicate through group messages.

Make sure there are at least two adults present in a group chat that includes children, young people or adults at risk.

What's in the message counts

Limit the content of messages to relevant information only, for example, directly related to the sport or activity, such as schedule changes or event details.

Maintain boundaries on social media

Do not add, like, friend, or follow children, young people or adults at risk on social media platforms or messaging apps.

Avoid sharing personal details that could identify children, young people and adults at risk, such as their home or school address, or club affiliations.

Educate and encourage children, young people and adults at risk to keep their personal details and location settings on their devices private, and not to share others' personal details, including images.

Get consent first

Obtain consent from parents or caregivers before copying or sharing images of their children, young people and adults at risk.

More information

Safer online communication – sportintegrity.nz

Taking and sharing images – sportintegrity.nz

Contact us

Email: info@sportintegrity.nz

Phone: 0800 378 437

Website: sportintegrity.nz

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.

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

- Adapt this assessment guide to your club or organisation and add any risks as necessary.

Contact the Sport Integrity Commission

Email: info@sportintegrity.nz

Phone: 0800 378 437

Web: 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	<i>Example: High</i>	• 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	<i>Example:</i> • <i>Identify the roles within our sport or activity that interact with children and young people</i> • <i>Develop guidance to identify these, or any future roles</i> • <i>Ensure our policies and procedures reflect the guidance</i>	<i>Example:</i> • <i>Safeguarding lead</i> • <i>HR</i> • <i>senior leadership team</i>
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		
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		
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
		• Signs of harm and harmful and abusive behaviours guidance • Educating staff and volunteers guide and checklist • Safeguarding and child protection training		
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		
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		
<i>Add your own</i>				
<i>Add your own</i>				

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
		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		
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		
<i>Add your own</i>				
<i>Add your own</i>				

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
		abuse and child neglect, and harmful and abusive behaviour		
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		
Inadequate supervision while children and young people are using changing rooms or facilities		• Changing rooms policy • Safe changing rooms guidance		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
<i>Add your own</i>				
<i>Add your own</i>				

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
		• 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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
		• 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		
<i>Add your own</i>				
<i>Add your own</i>				

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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		
<i>Add your own</i>				
<i>Add your own</i>				

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
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 behaviour procedure • 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		

Risk	Likelihood: low, medium, high	Required policies, procedures and guidance	Required actions	Who is responsible for these actions?
		• 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		
<i>Add your own</i>				
<i>Add your own</i>				

This risk assessment was discussed and completed by:

(_____) on __/__/20__

Review date: __/__/20__

Signed off by:

Name: _____

Role: _____

Signed: _____