

Child Safeguarding Risk Assessment Form

Potential risk of harm to children	Likelihood of harm	Process/Procedure In Place To Minimise Risk	Responsible Person in the Club	Further Action Required	Notes
CLUB & COACHING PRACTICES					
Poor committee set up and structure	Medium	Clearly defined roles and responsibilities	Club Chairperson	Ongoing review	
Lack of coaching qualification	High	Ensure all coaches adhere to the education & training policy. Proof of qualifications confirmed and tracked	Club Committee & Head Coach	Ongoing review	
Supervision issues	Medium	Coach education, training policy and Safeguarding training, CCO visible at training	Club Committee, CCO & Head Coach	Ongoing review	
Unauthorised photography & recording	Medium	Club photography policy/Signed Code of Conduct	Club Committee & Secretary	Complaints & Disciplinary process	
Behavioural issues	High	Code of Conduct signed by all members, coaches and volunteers	Club Committee & Secretary	Complaints & Disciplinary process	
Child Attendance	Low	Attendance log kept for every session	Club Coaches & Swimming Instructors	Ongoing Review	
Lack of gender balance amongst club personnel	Low	Actively looking to maintain an acceptable balance	Club Committee & Head Coach	Ongoing Review	
No guidance for travelling for away trips	Medium	Travel/Away Trips Policy documented on the club website and communicated prior to away events	Club Secretary	Ongoing Review	
Lack of adherence to Safeguarding Policy	High	Safeguarding Policy & Complaints & Disciplinary Procedures	Club Committee & Club Children's Officer	Ongoing Review	
COMPLAINTS & DISCIPLINE					
Lack of awareness of Complaints and Disciplinary Policy	High	Documented and published Complaints & Disciplinary Policy/Committee, Coach, Member & Volunteer training on policy/CCO visible within the club	Club Committee, Designated Liason Person & Club Children's Officer	Ongoing Review	
Complaints not being dealt with seriously	High	Documented and published Complaints & Disciplinary Policy/Committee, Coach, Member & Volunteer training on policy/CCO visible within the club	Club Children's Officer & Chairman	Ongoing Review	
Difficulty in raising an issue by a child or a parent	High	Documented and published Complaints & Disciplinary Policy/Committee, Coach, Member & Volunteer training on policy/CCO visible within the club	Club Children's Officer & Chairman	Ongoing Review	
REPORTING PROCEDURES					
Lack of knowledge of organisational and statutory reporting procedures	Medium	Reporting Procedures documented and communicated/Codes of Conduct	Club Committee & Club Children's Officer	Ongoing Review	
No mandated Club Children's Officer appointed	Medium	Club Children's Officer appointed, Safeguarding trained and published on club website	Club Committee	Ongoing Review	
No mandated Designated Liason Person appointed	Low	Two Designated Liason Persons appointed, Safeguarding trained and published on the club website	Club Committee	Ongoing Review	
Concerns that abuse or harm is not reported	High	Safeguarding 1 training for all committee members, coaches and volunteers	Club Committee	Ongoing Review	
FACILITIES					
Child left behind after training	High	Make all parents aware of class start and finish times/Code of Conduct (Parents) signed by all parents/Leader or vetted volunteer remains until child is collected. Policy communicated to all parents. Risk awareness highlighted with parents and children as PLSC uses public facilities/Changing Room Policy communicated to parents and published on our website	Club Committee & Club Children's Officer	Leader or vetted volunteer will stay behind until the child's parent or guardian arrive/The parent will be reminded of the Code of Conduct they signed.	
Children sharing facilities with adults eg. dressing rooms showers etc.	High		Club Committee & Club Children's Officer	Ongoing Review	

Adult entering the changing room alone	Medium	Risk awareness highlighted with parents and children as PLSC uses public facilities/Changing Room Policy communicated to parents and published on our website	Club Committee & Club Children's Officer	Ongoing Review
Photography, filming or recording in prohibited area	Medium	Photography policy and use of devices in private areas/Codes of Conduct/Disciplinary Procedure	Club Committee & Club Children's Officer	Code of conduct/Disciplinary procedures if warranted.

RECRUITMENT

Recruitment of inappropriate people	High	Recruitment Policy	Club Chairman & Head Coach	Ongoing review
Lack of clarity on roles	Medium	Roles clearly defined and published	Club Chairman & Head Coach	Review of roles and responsibilities
Unqualified or untrained people in the role	High	Recruitment policy	Club Chairman & Head Coach	Ongoing Review

COMMUNICATIONS & SOCIAL MEDIA

Unauthorised photography & recording	Medium	Club photography policy/Signed Code of Conduct	Club Committee & Club Children's Officer	Complaints & Disciplinary process
Inappropriate use of social media	Medium	Socail media policy/Signes Code of Conduct	Club Committee & Club Children's Officer	Complaints & Disciplinary process
No communication of Child Safeguarding Statement or Codes of Conduct to members and visitors	Low	Child Safeguarding Statement published/Signed Club Membership Application Forms/Signed Codes of Conduct	Club Committee & Secretary	Complaints & Disciplinary process

GENERAL RISK OF HARM

Harm not being recognised	High	Safeguarding policy & Safeguarding 1 training	Club Committee & all personnel	Ongoing review
General behavioural issues	Medium	Code of Conduct	Club Committee & Club Children's Officer	Ongoing review

CHILD CENTERED FOCUS

No childrens voice in the club	Medium	Club Ethos published - child centric/Junior committee formed	Club Chairman, Head Coach & Club Children's Officer	Ongoing review
No childrens voice in the club regarding club activities, policy or ethos	Medium	Ask-It-Basket' - Anonomous way of getting feedback/Childrens committee/childrens web section on home page	Club Chairman, Head Coach & Club Children's Officer	Ongoing review
Children not knowing how to communicate concerns	High	Club Children's Officer (CCO) introduced to all the children regularly throughout the terms explaining their role/CCO picture published/regularly promoting awareness of PLSC's Safeguarding Statement	Club Committee & Club Children's Officer	Ongoing review

This Risk Assessment document has ben discussed and completed by Poseidon Lifesaving Club on xx/xx/xxxx

Signed:	Signed:
Name Printed:	Name Printed:
Club Chairperson:	Club Children's Officer:
Date:	Date: