

Organisation Risk Assessment Form

This risk assessment guide provides some examples of potential risk or harm that may occur in play, active recreation or sport when working or volunteering with children or young people. Some examples of risk have been suggested as well as some examples of how the potential risk or harm might be mitigated. The examples don't cover every potential risk or harm and the risk assessment should be reviewed regularly and before new events, activities, tournaments, holiday programmes or trips away, to ensure the best possible plan has been put in place.

We have provided some examples below, but you can easily adapt this assessment to fit with the way your organisation works with children and young people.

Terms used:

- **Potential risk of harm to children** - identified risks of harm to children and young people participating in play, active recreation and sport.
- **Likelihood of harm happening** - the likelihood of the risk occurring: low, medium or high.
- **Required policy, guidance and procedure document** - which policy, procedure or training is required to address the risk.
- **Responsibility** - who is responsible for reducing the risk?

Potential risk of harm to children	Likelihood of harm happening: Low/Medium/High (L,M,H)	Required policy, guidance or procedure document	Who is responsible for handling this issue?	Further action required
Staff/Volunteers/Contractors				
Recruitment of inappropriate people working directly with children		<ul style="list-style-type: none"> • Child Safeguarding Policy • Safer Recruitment Policy and procedures • Screening Form • Sign Code of Conduct • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. proof of qualifications to be confirmed
Lack of training on safeguarding for employees, volunteers		<ul style="list-style-type: none"> • Safer Recruitment and screening process • Sign Code of Conduct • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. proof of qualifications to be confirmed E.g. safeguarding course for coaches to be completed. Coaches sign the code of conduct
Other adults with access to children, contractors, medical staff, physios.		<ul style="list-style-type: none"> • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed • Sign Code of Conduct 		

Potential risk of harm to children	Likelihood of harm happening: Low/Medium/High (L,M,H)	Required policy, guidance or procedure document	Who is responsible for handling this issue?	Further action required
Complaints and discipline				
Concern about behaviour of some adults towards children		<ul style="list-style-type: none"> • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed • Child Safeguarding Policy • Responding to disclosed or suspected child abuse and neglect • Child Safeguarding Representative Policy 		<p>E.g. report concern to safeguarding officer</p> <p>Immediate action needed</p>
Reporting procedures				
Absence of a reporting procedure		<ul style="list-style-type: none"> • Child Safeguarding Representative Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		<p>E.g. map out and establish partnerships with referral agencies</p> <p>Make reporting procedures widely available and publicise list of local agencies and organisations</p>
No Child Safeguarding Representatives appointed		<ul style="list-style-type: none"> • Child Safeguarding Policy • Child Safeguarding Representative Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		<p>E.g. appoint and widely publicise name of Child Safeguarding Representatives</p> <p>Train him/her in the safeguarding role</p>
Not clear who children should talk to or report to if they have concerns		<ul style="list-style-type: none"> • Put up the name(s) of the Child Safeguarding Representatives to inform children of the person's name and his/her role 		<p>E.g. widely publicise name of contact person</p> <p>Train Child Safeguarding Representatives for the role</p>

Potential risk of harm to children	Likelihood of harm happening: Low/Medium/High (L,M,H)	Required policy, guidance or procedure document	Who is responsible for handling this issue?	Further action required
Facilities and accomodation				
Unauthorised access to children's activity areas - to changing rooms, showers, etc.		<ul style="list-style-type: none"> • Safeguarding Policy • Code of Conduct • Safe Use of Changing Facilities Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. clarify responsibilities before session starts
Children sharing same facilities and accommodation with adults		<ul style="list-style-type: none"> • Child Safeguarding Policy • Code of Conduct • Safe Use of Changing Facilities Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. plan ahead to create the safest possible environment
Transport and travel				
Transporting children between venues/training is not safe		<ul style="list-style-type: none"> • Safeguarding Policy • Code of Conduct • Transportation of Children and Young People Policy 		E.g. plan ahead to create the safest possible environment Staff training
Safeguarding checks have not been carried out on any drivers		<ul style="list-style-type: none"> • Safer recruitment for all those who work directly with children • Code of Conduct 		E.g. plan ahead to create the safest possible environment
No guidance for travelling and trips away		<ul style="list-style-type: none"> • Child Safeguarding Policy • Code of Conduct • Safe Use of Changing Facilities Policy • Billeting and Overnight Accommodation Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. Extensive early planning required. Ensure there is a checklist for trips away and ensure there are enough trained and vetted adults to supervise
A child or young person has gone missing		<ul style="list-style-type: none"> • Child Safeguarding Policy • Child Safeguarding Representative Policy • Missing Child Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		E.g. Ensure everyone is aware of the Missing Child Policy prior to event, tournaments and trips away

Potential risk of harm to children	Likelihood of harm happening: Low/Medium/High (L,M,H)	Required policy, guidance or procedure document	Who is responsible for handling this issue?	Further action required
Communications and social media				
Inappropriate use of social media and communication by children and young people		<ul style="list-style-type: none"> • Children's Code of Conduct 		Ongoing review
Inappropriate use of social media and communication by adults with under-18s		<ul style="list-style-type: none"> • Child Safeguarding Policy • Child Safeguarding Representative Policy • Media Policy • Sport NZ Child Protection in Play, Active Recreation and Sport e-Learning module completed 		Ongoing review
General behavioural issues (child to child, or adult to child)				
General behavioural issues		<ul style="list-style-type: none"> • Code of Conduct for adults and children 		E.g review and discuss the code(s) of conduct with adults and children Sign Code of Conduct

This risk assessment was discussed and completed by:

on: _____

Signed:

Name:

Role:

Date:



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