

Last Updated:
15/11/2024

Poseidon Life Saving Club

Child Safeguarding Risk Assessment Form

| Potential risk of harm to children | Likelihood of harm happening | 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 Ensure all coaches adhere to the education & training policy. Proof of qualifications confirmed and tracked | Club Chairperson | | |
| Lack of coaching qualification | High | Coach education, training policy and Safeguarding training, CCO or DLP visible at training | Club Committee & Head Coach | | |
| Supervision issues Unauthorised photography & recording | Medium | Club photography policy/signed Code of Conduct | Club Committee, CCO & Head Coach Club Committee & Secretary | CCO and DLP photos to be added to website | |
| Behavioural Issues | High | Code of Conduct signed by all members, coaches and volunteers | Club Committee & Secretary | Reminder to all members at start of new membership year. Up to date membership list to be communicated to head coach at start of each term for both venues | |
| Child Attendance Lack of gender balance amongst club personnel | Low | Attendance log kept for every session | Club Coaches & Swimming Instructors | | |
| No guidance for travelling for away trips | Low | Actively looking to maintain an acceptable balance Travel/Away Trips Policy documented on the club website and communicated prior to away events | Club Committee & Head Coach | | |
| Lack of adherence to Safeguarding Policy | Medium | | Club Secretary | Reminder of policy at time of travel | |
| Lack of adherence to Safeguarding Policy | High | Safeguarding Policy & Complaints & Disciplinary Procedures | Club Committee & Club Children's Officer | | |
| COMPLAINTS & DISCIPLINE | | | | | |
| Lack of awareness of Complaints and Disciplinary Policy | High | Documented and published Complaints & Disciplinary Policy/CCO visible within the club | Club Committee, Designated Liason Person & Club Children's Officer | Ongoing review; reminders to all re policies | |
| Complaints not being dealt with seriously | High | Documented and published Complaints & Disciplinary Policy/CCO visible within the club | Club Children's Officer & chairperson | Ongoing Review; Same as above | |
| Difficulty in raising an issue by a child or a parent | High | Documented and published Complaints & Disciplinary Policy/CCO visible within the club | Club Children's Officer & chairperson | Ongoing Review; Same as above | |
| 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; Designated email address for cco | Club Committee | | |
| No mandated Designated Liason Person appointed | Low | Designated Liason Person/s appointed, Safeguarding trained and published on the club website | Club Committee | | |
| Concerns that abuse or harm is not reported | High | Safeguarding 1 training for all relevant committee members, coaches and volunteers | Club Committee | Ongoing Review | |
| FACILITIES | | | | | |

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| 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. | Club Committee & Club Children's Officer | |
| Children sharing facilities with adults eg. dressing rooms showers etc. | High | 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; Only a risk for UCD as Coral is a private booking |
| 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 | High | Photography policy and use of devices in private areas/Codes of Conduct/Disciplinary Procedure | Club Committee & Club Children's Officer | Reminders to all regarding policies |
| RECRUITMENT | | | | |
| Recruitment of inappropriate people | High | Recruitment approach includes recruitment within the club where possible from parents/guardians.Training, vetting and safeguarding required | Club chairperson & Head Coach | Ongoing review; |
| Lack of clarity on roles | Medium | Roles clearly defined and published | Club chairperson & Head Coach | Ongoing reviews - club officers and volunteer role descriptions on website |
| Unqualified or untrained people in the role | High | Recruitment approach includes recruitment within the club where possible from parents/guardians.Training, vetting and safeguarding required | Club chairperson & Head Coach | Ongoing review; |
| COMMUNICATIONS & SOCIAL MEDIA | | | | |
| Unauthorised photography & recording | High | Club photography policy/Signed Code of Conduct | Club Committee & Club Children's Officer | Ongoing review; reminders to all re policies |
| Inappropriate use of social media | High | Social media policy/Signed Code of Conduct; Access to club social media channels restricted | Club Committee & Club Children's Officer & Club PRO | Ongoing review; reminders to all re policies |
| No communication of Child Safeguarding Statement or Codes of Conduct to members and visitors | Medium | Child Safeguarding Statement published/Signed Club Membership Application Forms/Signed Codes of Conduct | Club Committee & Secretary | |
| GENERAL RISK OF HARM | | | | |
| Harm not being recognised | High | Safeguarding policy & safeguarding 1 training | Club Committee & all volunteers | Ongoing review; |
| General behavioural issues | Medium | Code of Conduct | Club Committee & Club Children's Officer & Club PRO | Ongoing review |
| CHILD CENTERED FOCUS | | | | |
| No children's voice in the club | Medium | Club Captains appointed each year | Club chairperson, Head Coach & Club Children's Officer | Ongoing review; |
| No children's voice in the club regarding club activities, policy or ethos | Medium | Club Captains afforded time to link with membership and report back to committee | Club chairperson, Head Coach & Club Children's Officer; Club Captains | 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: DLP and CCO names and photos communicated to all |
| This Risk Assessment document has been discussed and completed by Poseidon Lifesaving Club on xx/xx/xxxx | | | | |
| Signed: | | | | |

