

# British Canoeing - Club Safeguarding Risk Assessment Template

This template is designed to be used by clubs to identify Safeguarding Risks within the club, and implement appropriate controls across the club, in order to help provide a safe, welcoming and enjoyable environment for all members. Examples of the information to consider within a club's safeguarding risk assessment are listed below

## What are the Risks

It is important to start by considering any risks to at risk individuals that could be present by the club. For instance:

- Inappropriate and/or abusive behavior taking place by children and young people (including online)
- Inappropriate and/or abusive behavior by an adult(s) towards young people and/or adults at risk (including online)
- Abuse of position of trust or the possibility of grooming behavior by adults within the club
- Lost or missing children or adults at risk
- Inadvertent sharing of individuals contacts or data
- Late collection of young people from a session
- Inappropriate relationships within the club
- The sharing of indecent images by club members
- Non age appropriate club activity

## Who might be harmed and How?

- Consider here the risks to members, children, adults at risk and volunteers e.g. abuse, emotional harm, injury

## What are you already doing to control the Risks?

This will include actions such as:

- Following British Canoeing's advice and guidance including [Training](#), [Safer Recruitment](#), Codes of Conduct, and [Digital Communication](#)
- Ensuring a clear handover at the start and end of session between Parents/Guardians and Coaches or Leaders
- Having clear & well communicated safeguarding information and reporting procedures, including Club Codes of Conduct, referral pathways and awareness of roles
- Using secure storage and communication systems within the club.
- Ensuring safeguarding information including common themes, new risks, need to know information is regularly shared with the appropriate people
- New Members to be inducted into the club, which must include information about safeguarding procedures and identification of CWO/s
- Communication of relevant changes to policies and procedures such as a club changing room policy when an introductory session for children is being run.
- Creating a positive culture where discussing and/or reporting concerns to the appropriate people within the club is accepted and encouraged.
- Having individual support plans/risk assessments for vulnerable paddlers in place.

## What further action do you need to take to control the risks? (This should include responsive actions if a risk has occurred)

- Call the emergency services in the event of a immediate safeguarding issue, serious injury or a crime being committed
- Report safeguarding concerns to the Club Welfare Officer (CWO) immediately
- Triage safeguarding concerns with British Canoeing
- Refer to emergency plan/individual risk assessment for challenging behavior
- Refer to missing person plan if required
- Separate individuals if there is conflict
- Refer to relevant policies and guidance where required (Safeguarding, Disciplinary, Codes of Conduct, etc.)

## Who Needs to Carry Out the Action & When is the Action needed by?

- These column's identify who holds responsibility for the action & creates a timeline that can then be used to deliver the actions against, preventing them from being missed or forgotten.

## Done

This column shows when an action has been completed, e.g. all leaders have completed safeguarding training by September 23



Office use only (to be completed by a risk assessment sampler if selected for sampling)

<b>Sampled by</b>		<b>Position:</b>		<b>Date:</b>	
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