

CPSU templates – a series of forms for sports organisations to adapt for their own use.
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Risk-assessment template following an incident or safeguarding concerns

Introduction

This risk-assessment template can be adapted to suit your organisation. It can be used to respond to concerns raised and assess these to support plans to manage these concerns.

Using this template

Examples of the information to include under each heading in the table are listed below.

Situation or incident posing a risk

An activity or element where there is potential for harm to be caused. Examples of incidents posing potential risk:

- adults or participants not complying with procedures
- bullying behaviour between children
- encouraging inappropriate behaviour by others
- neglecting the wellbeing of young people
- grooming behaviour
- emotional or verbally abusive behaviour
- prioritising performance over welfare
- concerns outside the sports environment
- non-compliance with procedures
- concerns observed within a live virtual meeting, training or coaching session
- violent activity between participants or by an adult to young people

Assessing the risk

In assessing risk, consider the impact of this upon all individuals, particularly the children and young people involved. To assess whether the risk is high, medium or low consider:

Risk-assessment

- Is this the first concerning incident for this individual?
- How many people have been affected?
- What is the impact on the young person?
- What is the account of the individual potentially causing harm?
- What is this person's attitude to the incident?
- What is the impact on the child or young person?
- What other background factors (such as location or others involved as victims, participants, colluders, supporters) have a bearing on the situation?
- What do others (witnesses, the young person concerned) say about what took place?
- What is the likelihood of this reoccurring?

Risk = impact x severity of the breach of procedures. For example:

- High – severe impact caused by the behaviour plus serious breach of the codes of conduct
- Medium – moderate impact caused by the behaviour plus moderate breach of the codes of conduct
- Low – minor impact plus a minor breach of the codes of conduct

Decisions and actions in response to the risk (including reason)

These require a two-pronged approach:

1. Actions to prevent further risk – these could include, for example, suspension of the individual (adult) concerned pending an inquiry, adding supervision or increasing the ratio of adults to children, a period of mentoring or monitoring
2. Actions in response to the incident – informed by the risk assessment, decisions or recommendations should be made by the case management group, disciplinary panel or equivalent organisational process. These could include some of the prevention measures above to reduce the risk level, but in some cases further temporary or permanent action may be required to achieve long-term levels of low risk (for example, through disciplinary action)

Risk-assessment

Assessor's sign-off			
Signature	x	Date	
Print name			

Safeguarding incident/concern	Outline or the situation	Risk level (H/M/L)	Risk management strategies pending final decisions	Decisions and actions in response to the incident (including reason)	Person responsible for managing concerns