



APPENDIX F

SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS RISK ASSESSMENT

The Club Committee are committed to conducting a Safeguarding of Children, Young People and Vulnerable Adults Risk Assessment on an annual basis in consultation with the Club's Designated Safeguarding Officer, who will be a co-opted member of the Committee.

The Committee will monitor the required actions recorded on the risk assessment at each regular Committee meeting.

The Risk Assessment will be a live document and amended from time to time as required to do so by changes in relevant legislation, England Squash Policies and Procedures or as recommended by the Designated Safeguarding Officer.

Risk Level Definition:

High (H) - certain or near certain that harm would be caused if risk were not removed.

Medium (M) – the likelihood of harm is probable without mediation.

Low (L) – there is a low risk of harm or this will be relatively simple to prevent.

Date Completed	Completed By	Position	Reviewed & Adopted by Committee
23rd March 2024	Mike Sofianos Phil Blake Paul Devey	Treasurer Designated Safeguarding Officer Secretary	23 rd April 2024

Approved by Committee : TBC

Chairperson: Charlie Farrow

Secretary: Paul Devey



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Risk Area	Potential Risk	Risk Level H.M.L	Precautions taken or to be taken to reduce risk.	Person(s) responsible for managing concerns	Implementation Target Date
Safeguarding Policy & Guidelines	Safeguarding Policy & Guidelines Policy & Guidelines (and associated appendices) are not monitored and updated in relation to changes in legislation or England Squash Safeguarding Policy & Procedures, and best practice.	L	The Club's Safeguarding Policy and Guidelines will be regular monitored at the bi-monthly Committee meetings. A more formal review will be carried out on an annual basis which will incorporate all aspects of the Policy and Guidelines.	The Club Committee in consultation with the Designated Safeguarding Officer. The review to be carried out by two nominated committee members in consultation with the Designated Safeguarding Officer, with report back to the full Committee for approval of any amendments.	Monitored at bi-monthly committee meetings. Annual in September each year.



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<p>Communication of Policy & Guidelines</p>	<p>Communication to Coaches, Members & Visitors. Lack of communication of the existence of Safeguarding Policy & Guidelines to Members, Coaches, parents, carers, and other visitors</p>	<p>L</p>	<p>Once the Club Committee has approved the Safeguarding Policy & Guidelines the documents will be communicated as follows:</p> <p>(a) The Safeguarding Policy & Guidelines (with appendices) will be displayed as a PDF version on the Club’s website.</p> <p>(b)The Club Committee, coaches and employees will be sent a copy of the documents via email and will be required to sign a control form that they have received them.</p> <p>(c)All members of the Club and parents/carers will be sent an email to inform them of the existence of the Policy and Guidelines, and how to access the documents.</p>	<p>Club Secretary in consultation with the Club website administrator.</p> <p>Mike Sofianos</p> <p>Club Secretary</p>	<p>31st May 2024</p> <p>10th May 2024</p> <p>10th May 2024</p>



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Communication of Policy & Guidelines Continued.....	Communication to Coaches, Members & Visitors. Lack of communication of the existence of Safeguarding Policy & Guidelines to Members, Coaches, parents, carers, and other visitors	L	(d)The following documents will be displayed on the Club Noticeboard:- (i) Club Safeguarding Policy Statement. (ii) Club Safeguarding Guidelines. (ii)Club Safeguarding Code of Conduct.	Mike Sofianos Mike Sofianos Mike Sofianos	30th April 2024 30th April 2024 30th April 2024



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Reporting Safeguarding Concerns	Lack of awareness of how to report safeguarding concerns.	L	<p>The general communication of the existence of the Safeguarding Policy and Guidelines is covered in the “Communication of Policy and Guidelines” set out above.</p> <p>The following documents in specific relation to how to report a safeguarding concern will also be displayed on the Club Noticeboard:</p> <p>(i) Club whistleblowing Policy</p> <p>(ii) How to report a safeguarding concern both internally and externally.</p>	<p>Mike Sofianos</p> <p>Mike Sofianos</p>	<p>30th April 2024</p> <p>30th April 2024</p>



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<p>Use of Facilities</p>	<p>Court Areas: Coaching on Courts 2 & 3 when no access to viewing gallery when club lounge shut.</p>	<p>L</p>	<p>Notify all coaches, Parents, Carers, Guardians, and responsible Adults that coaching of children, young people and Vulnerable Adults can only be provided on courts 1 and 4 that do have viewing access when club lounge is closed.</p>	<p>Club Secretary (via email) as and when required.</p>	<p>As and when required.</p>
<p>Use of Facilities</p>	<p>Changing Rooms: Children and young people under the age of 16 access changing rooms without supervision.</p>	<p>L</p>	<p>Parents, Carers, Guardians and Coaches to be advised that children and young people under the age of 16 must be accompanied by an appropriate adult at all times when using changing rooms.</p> <p>Notice(s) to be placed on the entrance to changing rooms to communicate requirements.</p>	<p>Club Secretary (via email) as and when required.</p> <p>Club Secretary</p>	<p>As and when required.</p> <p>26th April 2024</p>



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Access to Club Lounge	Access to Club Lounge Children and young people under the age of 18 access Club Lounge without supervision.	L	Notice to be placed on entrance door to club lounge that Children and young people under the age of 18 access must be accompanied by a responsible adult at all times.	Club Secretary	In place.
Access to Club Building	Access to Club Building Children and young people under the age of 16 access Club Building without supervision	L	Notify all coaches, Parents, Carers, Guardians, and responsible Adults that children, young people and Vulnerable Adults can only gain access to the Club building with a responsible adult. Access Fob cards to be issued to responsible adult(s) only.	Club Secretary (Via email) as part of club induction. Club Secretary as part of club induction.	26th April 2024 As and when required



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Safe Recruitment Practices	DBS Checks Coaches working directly with children and young people have not renewed that DBS certification.	L	All coaches will be required to provide their DBS certification prior to being appointed as a coach.	Recruitment panel (in consultation with the Designated Safeguarding Officer)	To be provided prior to appointment.
		L	An annual check will be carried out to ensure a DBS certification is still in place.	Designated Safeguarding Officer (in consultation with Club Committee).	Annual in April each year
Safe Recruitment Practices	Coaching Licences Coaches working directly with children and young people have not maintained their coaching badge(s) with the appropriate body, eg England Squash.	L	The Club currently have no provision for the coaching of children and young people. In the future, prior to appointment as a coach, all coaches will be required to hold a valid England Squash coaching badge (minimum Level 1)	Recruitment panel (in consultation with Designated Safeguarding Officer).	Prior to appointment as a coach



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Safe Recruitment Practices	Coaching Licences Coaches do not maintain their coaching licences.	L	An annual check will be carried out to ensure coaching badges have been maintained.	Designated Safeguarding Officer (in consultation with Club Committee).	Annual in April each year.
Safe Recruitment Practice	Identity Checks Undesirable individuals gain access to coach children and young people at the Club.	L	<p>Prior to any appointments of coaches the club will obtain ID verification as follows:</p> <p>Proof of Identity Passport/Driving Licence</p> <p>Proof of Address 2 x documents showing current address eg Council Tax/Utility Bill.</p> <p>References 2 x references (Employer/Character</p>	Recruitment panel (in consultation with the Club Committee)	Prior to appointment as a coach



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Training	Lack of awareness and understanding of the importance of safeguarding children, young people and vulnerable adults.	L	<p>Committee Members and Employees to receive safeguarding awareness training to include their responsibility with regard to overseeing the Club's Safeguarding Policy and Guidelines.</p> <p>Ensuring that coaches, as a part of their affiliation to England Squash have received appropriate refresher training.</p>	<p>Designated Safeguarding Officer</p> <p>Designated Safeguarding Officer (in consultation with Club Committee)</p>	TBD



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<p>Maintaining and control of records.</p>	<p>Not maintaining control over the Policy and Guidelines documents may lead to these becoming muddled and out of date.</p>	<p>L</p>	<p>The Club will maintain a set of “Safeguarding Document Control Forms” that will record any updates relating to additions, deletions and amendments made to the Policy, Guidelines, and associated Appendices.</p> <p>The up to date “Master Copy” of the Policy, Guidelines and appendices will be held as follows:</p> <p>(i)hard copy for access by members, coaches and visitors to be held in the Club Room.</p> <p>(ii)PDF version to be held by the Club Secretary, Treasurer and Designated Safeguarding Officer.</p>	<p>Club Committee will oversee and approve any additions, deletions and amendments made to the Policy and Guidelines.</p> <p>Upkeep of the “Master Copy” will be carried out by the Club’s Designated Safeguarding Officer.</p>	<p>On going</p> <p>On Going</p>



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Maintaining and control of records.	Not keeping records in a secure location may lead to these being lost and unavailable in the event of an historic incident being investigated.	L	All primary documents relating to the implementation of the Safeguarding Policy and Guidelines will be held in a secure lockable Cabinet within the club storeroom which is both accessible and alarmed.		

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