

Safeguarding Risk Assessment

The risk assessment process provides activity organisers with a structured approach towards safeguarding children and young people at regulated activity. When undertaking the risk assessment, consideration should be given to: the audience profile + hazards/risks identified + the likelihood of the risk occurring + the consequences of the risk and this should determine the level of safeguarding measures that are necessary to make the activity safe.

A written risk management plan raises awareness of potential safeguarding issues, provides event managers with a clear line of accountability for safeguarding children and enables them to demonstrate due diligence in relation to the protection of children and vulnerable adults from harm.

All events should have a Safeguarding Co-coordinator (Nominated Welfare Officer) who has a strategic responsibility for establishing risk management systems and audit processes in relation to children and young people. All events involving persons under the age of 18 years should include a written children and young people's risk assessment in the **ACTIVITY TOOLKIT**. This tool is to assist staff to minimize potential safeguarding risks to children and young people and should be used in conjunction with existing health and safety risk assessment procedures. It includes an example of risk management systems for different types of events; however these examples are not exhaustive and should be used only as a guide.

A blank template is included to assist the Activity Lead Officer to complete their own children's risk assessment for individual events. The following process categorizes events into three types, based on the anticipated audience profile:

- **Type 1** - An adult-orientated event that is not designed to attract children. The audience profile would predominantly be adults with a limited number of accompanied children, if any, attending.
- **Type 2** - An event that is marketed to attract a mixed audience, including families, unaccompanied children and adult participants.
- **Type 3** - An event designed to attract children and families and is likely to attract unaccompanied children. They may involve the provision of children's entertainment (festival), tuition/coaching/mentoring, or activities involving one to one unsupervised contact with staff/providers, or activities involving other supervisory duties.

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Safeguarding Risk Assessment

Activity Name	ACI Coaching Event		
Activity Date			
Venue			
Main Contact	Simon Quartermaine (Welfare Officer). L2 Coach.		
Type of Event 1,2,3	Daytime Coaching. 3.		
Date RA Completed			
Risk Rating	GREEN	AMBER	RED

Definition of Risk

High: Highly likely to happen and significant impact on child.

Medium: Either highly likely to happen or significant impact on child.

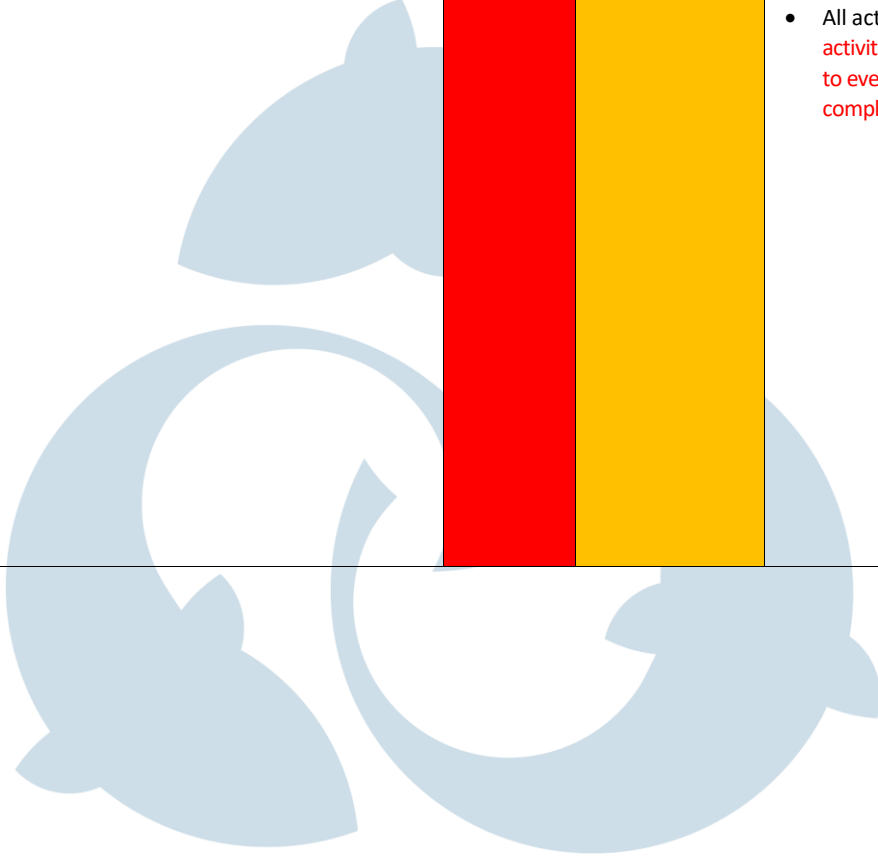
Low: Less likely to happen and less of an impact on child

Expected Attendees		
Children Under 11 years	Children aged 12 – 16 years	Children aged 17 – 18yrs
Adults (attendees or Students)	Number of U18 Volunteers	
LEVEL 1 Coaches	LEVEL 2 Coaches	Number of Adult Volunteers

Activity	People	Physical	Describe the harm or risk	Level of harm	Likelihood of hazard occurring	Solution/Mitigation	Assessment of risk after intervention
Consent	(Y)	(N)	<ul style="list-style-type: none"> Lack of information about individual attendees, the number of attendees, and the profile of attendees' means that we are unable mitigate risk and provide reasonable adjustments to meet individual needs. The organization could face legal action if risks are not identified and mitigated. Attendees could be at risk of harm if risks are not mitigated, or reasonable adjustments are not made. 			<ul style="list-style-type: none"> Consent forms obtained for all attendees. Requested for all attendees and retained. GDPR Compliant. The template CONSENT FORM is to be used. Consistent Template used by ACI. GDPR Compliant. A register is to be provided to the activity organizer at least 24 hours prior to the activity detailing relevant information on attendees. Raised prior to all events by the activity Organizer. Contains relevant and sensitive information. GDPR compliant. The organization to review all consent forms in advance of the activity and make any reasonable adjustments to mitigate risk, harm or upset. Regular evaluation by ACI / the appointed officer. Updated as necessary. GDPR compliant. 	

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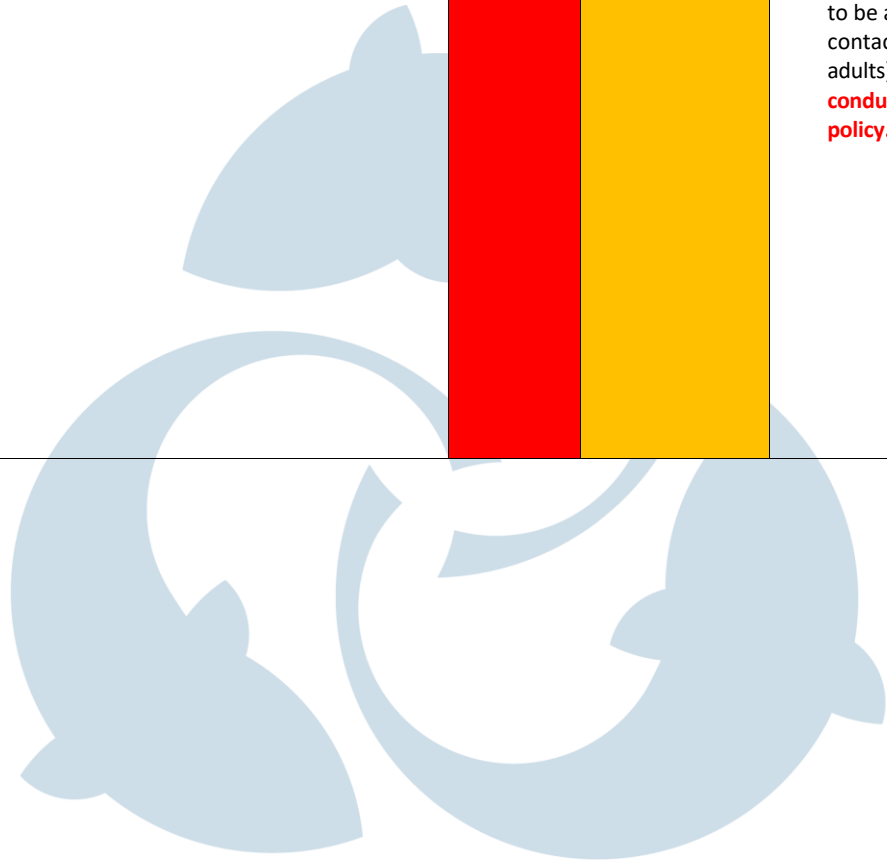
						<ul style="list-style-type: none">All activities are 'signed off' by the DSO. All activities are subject of a thorough review prior to events and signed off by the L2 Lead. GDPR compliant.	
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Staffing Ratios	(Y)	<p>There is a risk of:</p> <ul style="list-style-type: none"> • Children going missing. • Children not enjoying/benefiting from the activity. • Children with 'additional needs' not being catered for • Parents/carers being concerned and uncomfortable. • A lack of protection for those responsible for providing, funding, or commissioning the activity in the event of concerns or incidents arising 			<ul style="list-style-type: none"> • Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g., in the event of one participant requiring the attention of an adult during the activity following an accident). Prior to any event a full review of coach numbers to student attendees is conducted. Student numbers are restricted to the numbers of coaches participating and their coaching Levels. ACI staff events with more than 2 adults. • Angling Trust advised staffing ratios are adhered to (see below table). ACI do not permit a Ratio of more than 1 to 3 children (U18)/ student at any event. ACI in nearly all events provide a maximum Ratio of 1 to 2. 	
DBS Checks	(Y)	<ul style="list-style-type: none"> • Individuals working with children and or Vulnerable Adults that are not appropriately DBS checked • Children and or vulnerable adults being exposed to non DBS checked individuals • Reputational risk and at worse inappropriate individuals working with children. 			<ul style="list-style-type: none"> • All activities planned to use the APPROPRIATE PERSON MATRIX and HEATH AND SAFETY CHECKLIST. A full matrix is raised prior to any event. This is on the day of the events is provided individually to every coach. Specifically for the student / students allocated to individual coaches. RA's that are raised include all H 7 S measures. To include those exposed, hazards, control measures prior to and during the sessions. L2 coach & owner. All copies of RA's are retained. The matrix adopted is that that adheres to AT guidelines. • All individuals who engage with activities involving children and or vulnerable adults to be DBS checked or provide signed Self Declaration Form. All ACI coaches in contact with young persons, vulnerable persons will be subject of a full DBS check. • DSO to monitor all staff and volunteers' DBS dates to ensure they remain valid. Index of DBS certified Coaches retained and reviewed ar regular intervals. Dates monitored by ACI & AT. • Any new member of staff or volunteer to be DBS checked (if appropriate) ** as part of the recruitment/ Induction process (internal). All ACI coaches / any volunteers will be subject of agreement to & then a DBS Check. 	

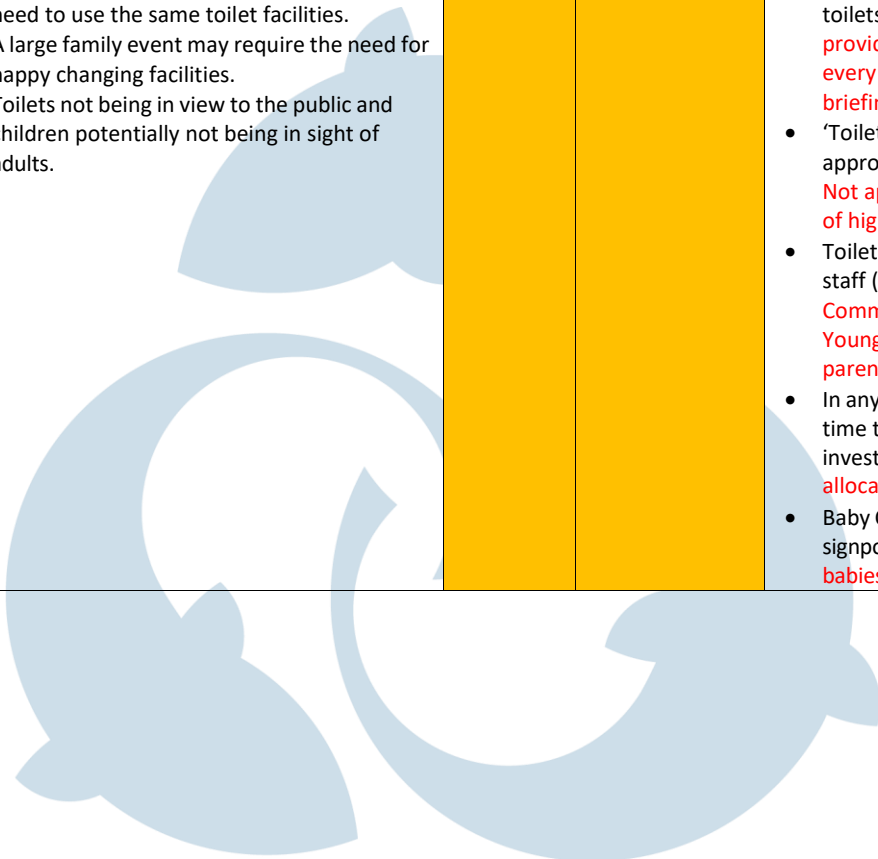
						<ul style="list-style-type: none">• Only staff or volunteers who are DBS checked to be appointed to key roles (if they involve contact with children and or vulnerable adults). All key roles / coaching positions are conducted by staff with DBS Certification. ACI policy.	
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Staff Safeguarding Education	(Y)		<ul style="list-style-type: none"> Staff not being able to deal with safeguarding incidents. Staff unable to identify potential safeguarding episode which in turn could lead to serious safeguarding matter or risk to life could occur. 			<ul style="list-style-type: none"> All individuals, if appropriate, to complete the AT's Safeguarding course – Refer to APPROPRIATE PERSONS MATRIX. The dedicated Welfare officer and appointed deputies will complete AT's safeguarding Course as soon as is practicable. The DSO to monitor expiry dates for the Safeguarding course for all staff and ensure recertification is completed in a timely manner. All dates of expiry are monitored by ACI and recorded appropriately. Regular staff meetings held to update on current Safeguarding legislation and best practice. Welfare officers have been appointed for the 2024-2025 season & deputies as appropriate. Regular meetings will be convened as required or necessary. Whistleblowing Policy to be included in all pre-activity correspondence. This policy will be encouraged and disseminated on regular intervals. Adopted by ACI. Disclosures via the Whistleblowing policy to be managed using the WHISTLEBLOWING PROCESS and appropriate interventions actioned. AT processes will be followed by ACI and any occurrences actioned. 	
Young Leaders involvement	(N)	(N)	<ul style="list-style-type: none"> Young leaders / people not aware of relevant safeguarding procedures Young leaders/ people not following Safeguarding procedures. Potentially leaving themselves and others at risk 			<ul style="list-style-type: none"> Safeguarding procedures to be sent to all young volunteers in advance of the activity taking place. There are no current young leaders in ACI. If this changes ACI will adhere to all safeguarding provisions & measures. All YP to be contacted prior to the event to discuss the safeguarding procedures. As above. All adults to be briefing on procedure to follow is safeguarding procedures are breached. As above. 	

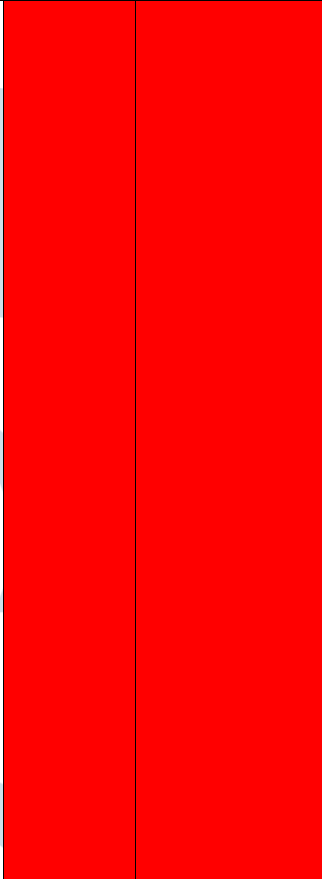
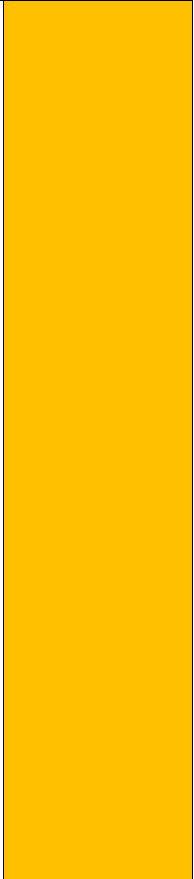
Toilets provision + procedure	(Y)	(Y)	<ul style="list-style-type: none"> • The possibility that children and adults may need to use the same toilet facilities. • A large family event may require the need for nappy changing facilities. • Toilets not being in view to the public and children potentially not being in sight of adults. 			<ul style="list-style-type: none"> • Information desks to be set up where the toilets are in view. Information is provided prior to the commencement of every event by the L2 lead. Student briefing. • ‘Toilet Marshalls’ to be put in place if appropriate (i.e. size of the event). Not appropriate. ACI events are not of high number attendees. • Toilet procedure to be communicated to all staff (children to go to the toilet in pairs). Communicated at the Event Briefing. Young children are accompanied by parents / guardians. • In any given situation, one adult to note the time that the children go to the toilet and investigate any delays. Noted by the allocated coaches or adult attendees. • Baby Change facilities to be provided and signposted. No facility provided. No babies in attendance at ACI events. 	
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Relevant Insurance is in place		(Y)	<ul style="list-style-type: none"> Inadequate or no insurance leaves everyone involved in any event at risk for liability and any legalities this incurs 			<ul style="list-style-type: none"> Evidence of Insurance certificate Insurance provisions provided by ACI. ACI policy to conform with Insurance requirements and those of AT. 	
Travel Arrangements	(Y)	(Y)	<ul style="list-style-type: none"> Adequate transport provided? (Enough seats, seatbelts, disabled access etc) Insured & MOT? Has the person driving got an appropriate license? If stopping for toilet break (motorway services for example) how will you assure that all the children will remain safe and remain under the supervision of an appropriate adult. 			<ul style="list-style-type: none"> Adult/child ratios must be always adhered to. ACI policy. Always keep parent and young adult contact details at hand. Retained by lead L2 coach at all events. Ensure that the parents and young adults have your contact number should they become disorientated and get lost. ACI Lead on the day provides full contact numbers prior to and at the event. Included in lead up material provided to parents / guardians. Ensure parents and responsible adults are provided with details of all stop offs, arrival times and timetable of events and locations. As above. Ensure registers are taken routinely and specifically when changing location of moving on and off the transport. ACI have fixed events / location / waters. Any changes or alterations are communicated to attendees / parents / guardians in advance. 	

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<p>Facility H&S</p>	<p>(Y)</p>	<p>(Y)</p>	<ul style="list-style-type: none"> • Injuries can be sustained by tutors, staff, attendees or spectators, arising out of the poor condition of venues and facilities used to hold events. • Participants and staff could be injured, during angling session. • Staff and visitors can be injured by slipping or falling 		<ul style="list-style-type: none"> • Pre event inspection of facility conducted. Conducted in advance of the approaching season by qualified coaches. • Daily visual inspections of: - <ul style="list-style-type: none"> ○ Platforms and swims. ○ Routes to the platform/swim and access/egress points. • Inspected on the event day prior to arrival of attendees / students. • Anglers are made aware, via application process, to bring appropriate clothing. • Venue is well lit, including access. • Venue kept tidy. • Foliage and pathways kept trimmed. • Pathways are gritted in freezing conditions. • Pre-event and on the day event H&S checklist completed. • ACI comply in full. Event information and guidelines provided in advance / pre-event and reinforced to all attendees and coaches in pre-event briefing. Injuries incurred at events cannot be fully mitigated or removed but full ACI policy provides for H & S incidents / eventualities. Mitigated to the highest levels possible. Information / briefings / inspections. 	
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<p>Drop-off and pick-up arrangements</p>	<p>(Y)</p>		<ul style="list-style-type: none"> Members and visitors could be seriously injured by collision with vehicles. Parents/carers dropping children off too late for registers to be taken and children unaccounted for. A child unaccompanied on site after the activity has concluded. 			<ul style="list-style-type: none"> Car parking places and routes are clearly marked out. Travel & Parking arrangements provided in pre-attendance information. Car park speed limits are set and signed on the entrance route. Entrance routes always signposted at every event. ACI defined. Pre-event information clearly details the drop off and pick up times and refers to the registration procedure. Carers provided with contact details if arrangements are to be made before the activity. As above. All staff briefed on lone child procedure. Provided to all Coach attendees for the event in Coaches briefing. Retained by lead L2 event coach. Emergency Contact details of all children collated during pre-registration or on day 1. Provided to all Coach attendees for the event in Coaches briefing. Retained by lead L2 event coach. Car-park marshals appointed. Parking instructions provided at each event and monitored by coaches on the event day. No defined Marshalls as numbers are not significant. Consent forms to include section for all U16 on 'identified person(s) to pick up'. ACI Policy compliant. 	
<p>Photography/film consent</p>	<p>(Y)</p>		<ul style="list-style-type: none"> People taking photos of players and children without the appropriate permission Pictures being uploading onto sites without the appropriate permission Photographers with no DBS check having access to children 			<ul style="list-style-type: none"> All events must complete the appropriate consent form and activity checklist. ACI Policy. All photographers must have the appropriate DBS check in place. ACI Policy and all coaches DBS checked. All photographers to be provided with the do's and don'ts checklist prior to the event and reminded on their responsibilities on the day. ACI policy denotes full GDPR adherence. Consent. Website users / owners are fully compliant. 	

Social media considerations	(Y)		<ul style="list-style-type: none"> • People attending may upload photographs of players onto social media sites without the relevant permission; this can lead to issues such as LA Looked after Children being identified. • Derogatory comments which can lead to conflict between clubs and individuals 			<ul style="list-style-type: none"> • Although organizers and the Angling Trust cannot police everything it is important that we stress the importance of gaining permission off others before uploading pictures onto social media. Recorded in ACI policy. Regularly conveyed to coaches / attendees at ACI meetings & event days during pre-event briefings. Consent warnings given. • Ensure social media is mediated and edited by responsible person. ACI comply with AT Policy and GDPR guidelines. Media officers are fully compliant in their responsibilities. This risk cannot be fully mitigated or removed. ACI do not and cannot prevent actions of those who attend when outside of the event. 	
First aid and medical Information	(Y)	(Y)	<ul style="list-style-type: none"> • A child's/young person medical needs not been met, unable to deal with an medical and first aid incident. • Extreme cases potential risk to life 			<ul style="list-style-type: none"> • Consent forms ask for medical details and medication. ACI policy and documented. Details provided to coaches on events days ahead of the event and included in pre-event briefings. • Certified first aiders have been appointed and briefed. First Aiders are identified on site. Lead & L2 coaches / L1 coaches hold First Aid certificates / training. Reviewed annually and courses cover a 3-year period. • Attendees are aware of the location of First Aid Kits and First Aiders. ACI policy. Pre – event briefing. • Defibrillator on site and clearly identified. ACI policy. Pre – event briefing. • Emergency vehicle access points to venue have been always identified and are accessible. What three words, post code, google pin. Included in event planning / access at the event day assured. 	

Referral of concerns and managing allegations	(Y)		<ul style="list-style-type: none"> Lack of knowledge and training can lead to serious risk or harm 			<ul style="list-style-type: none"> Complete Angling Trust and all other relevant training available. All Level 2 L1 coaches have received AT training. Referral procedures are included in the pre-event Coaches briefings. Whistleblowing Policy to be included in the pre-event literature. Included and reiterated in ACI AGM / Meetings. 	
Emergency evacuation procedures	(I)	(I)	<ul style="list-style-type: none"> Persons left in building. Potential risk to life. Lightening or flood risk Tidal ebb and flow 	N/A	N/A	<ul style="list-style-type: none"> All staff to be made aware of and complete fire drill evacuation of building on a regular basis. All new staff and volunteers to be made aware of evacuation procedures to follow. Signage to be clear and up to date. All attendees to receive a pre-event evacuation procedure refresh. 	N/A
Other	(Y)	(Y)	<ul style="list-style-type: none"> Children lost or unsupervised. Exposure to dangerous or inappropriate behavior (e.g., strong, or offensive language, violence, substance misuse) Children purchasing or consuming alcohol. Children exposed to unsuitable entertainment (e.g., adult material – comedians; entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds) 			<ul style="list-style-type: none"> A 'lost child' control point to be set up and communicated to all attendees. Control point is designated at the start of every event. All attendees aware. L2 event leader remains in contact with all coaches via mobile phone. Staff to be introduced to all attendees and made visible throughout the event. All attendees encouraged to speak with a designated staff member in the event of any problems or concerns (i.e., lost child). ACI policy. Pre-Event meeting / briefings. Student & coaches briefing allows for introductions. 	

* all under-16s must provide parental/legal carers consent. Over 16s may self-consent for certain levels of activity at the discretion of the organisation. However, all under-18s must provide parental consent in relation to overnight, foreign or organisation arranged travel)

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STAFFING RATIOS		
Age	Number of adults	Number of children
0-2	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-18	1	10
Coaching	1	4 Max