

APPENDIX 10 CRICKET SCOTLAND ANNUAL RISK ASSESSMENT

POSSIBLE HAZARDS AND RISKS	Evaluate the Risk	CRICKET SCOTLAND PRACTICE TO REDUCE RISK	FURTHER INFORMATION
No ownership and accountability for: <ol style="list-style-type: none"> 1. The protection of children and young people taking part in the sport. 2. Ensuring staff/volunteers are not exposed to unnecessary risks or harm through working with children and young people. 	Low	<ul style="list-style-type: none"> ◆ Cricket Scotland child protection policy, adopted by the management of the organisation and applicable to all members. ◆ Procedures, guidance and codes of conduct available to support staff/volunteers ◆ Support for staff/volunteers involved in dealing with concerns about children or the behaviour of an adult towards a child through the Cricket Scotland Child Protection Officer ◆ Training provided when required on policy and procedures relevant to roles and responsibilities in the organisation. 	<ul style="list-style-type: none"> ◆ Cricket Scotland Policy and Guidelines. ◆ <i>10 STEPS TO SAFEGUARD CHILDREN IN SPORT (CHILDREN 1ST)</i>.
The appointment of staff/volunteer on the Children's List under the Protection of Vulnerable Groups (Scotland) Act 2007. Staff/volunteers behaving in a way that is potentially or actually harmful towards a child or children.	Low	<ul style="list-style-type: none"> ◆ Recruitment and Selection Policy for the safe recruitment and selection of those who work/volunteer with children and young people in place. ◆ Membership of the PVG Scheme required for relevant positions. ◆ Clear roles and responsibilities for all positions outlined ◆ Code of Conduct that outlines standards around children and communicated regularly with staff/volunteers 	<ul style="list-style-type: none"> ◆ Recruitment and selection procedure ◆ Cricket Scotland Code of Conduct ◆ Safeguarding & Protecting Children (SPC) and In Safe Hands (ISH) club child protection officer training

<p>Failing to take appropriate action where there is concern about the welfare of a child out with sport</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Guidance and training for staff and volunteers working with children on how to recognise concerns. ◆ Procedures for responding to and reporting concerns about abuse in place and communicated widely. ◆ Training on procedures through induction ◆ Support available for staff/volunteers from national CPO and Children 1st 	<ul style="list-style-type: none"> ◆ Safeguarding and Protecting Children and In Safe Hands courses ◆ Cricket Scotland Reporting Processes and Whistle Blowing Policy
<p>Failing to take appropriate action where there is concern about the conduct of a staff member/volunteer that is potentially or actually harmful towards a child or children.</p>	<p>Low</p>	<ul style="list-style-type: none"> ◆ Procedures for responding to concerns about misconduct or abuse by a member of staff/volunteer. ◆ Complaints, Disciplinary and Grievance procedures in place. ◆ Training on guidance and procedures. 	<ul style="list-style-type: none"> ◆ Responding to concerns procedures outlined in Child Protection Policy
<p>Failure to make a referral when the criteria outlined in the Protection of Vulnerable Groups (Scotland) Act 2007 is met within required timescale.</p>	<p>Low</p>	<ul style="list-style-type: none"> ◆ Support or access to support for staff/volunteers through the CS Child Protection Officer ◆ Clear Responding to Concerns procedures outlined in Child Protection Policy and communicated with staff/volunteers 	<ul style="list-style-type: none"> ◆ www.disclosure-scotland.org.uk for referral forms ◆ Cricket Scotland Responding to Concerns procedures
<p>POSSIBLE HAZARDS AND RISKS</p>		<p>CRICKET SCOTLAND PRACTICE TO REDUCE RISK</p>	<p>FURTHER INFORMATION</p>
<p>Coach-athlete relationships:</p> <ol style="list-style-type: none"> 1. A coach in position of trust and power. 2. Athlete open to exploitation by coach. 	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Cricket Scotland Code of Conduct detailing appropriate standards of practice ◆ Training for all coaches who are working with children and young people where appropriate 	<ul style="list-style-type: none"> ◆ Cricket Scotland Code of Conduct ◆ Responding to concerns procedures

<p>3. Coach open to criticism; for example, of favouritism.</p>		<ul style="list-style-type: none"> ◆ All coaches to have PVG Scheme membership ◆ Cricket Scotland Guidelines on 1:1 Coaching 	<ul style="list-style-type: none"> ◆ Coach Education Courses
<p>Trips away and overnight stays:</p> <ol style="list-style-type: none"> 1. Lack of appropriate supervision. 2. Inappropriate accommodation and sleeping arrangements. 3. Personal safety in new environments 	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Procedures in place for planning and running trip – transport policy ◆ Training on procedures and what is required during the trip. ◆ Children and parents/carers involved in planning and aware of arrangements. ◆ Code of Conduct ◆ Experienced group leaders with teams travelling away 	<ul style="list-style-type: none"> ◆ Safe in Cricket – Good practice guidelines
<p>Harm resulting through lack of appropriate supervision of activities.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Requirements for all Cricket Scotland events /activities thoroughly assessed. ◆ Supervision ratios implemented. 	<ul style="list-style-type: none"> ◆ Safe in Cricket – Good practice guidelines
<p>Transportation of children:</p> <ol style="list-style-type: none"> 1. Road traffic accidents. 2. Children being abused when isolated. 3. Staff/volunteers open to accusations when alone with a child. 	<p>Low</p>	<ul style="list-style-type: none"> ◆ Guidance for transportation of children in Transport Policy. ◆ Training on guidance where needed/appropriate ◆ Cricket Scotland Code of Conduct 	<ul style="list-style-type: none"> ◆ Safe in Cricket – Good practice guidelines ◆ Cricket Scotland Code of Conduct
<p>Serious breach of code of conduct Serious harm or injury to child.</p>	<p>Low</p>	<ul style="list-style-type: none"> ◆ Cricket Scotland guidance on technical coaching practice through Coach Education courses ◆ Coaching qualifications/licensing and training courses in place ◆ Training and awareness of Code of Conduct with all staff and volunteers 	<ul style="list-style-type: none"> ◆ Cricket Scotland Coaches Code of Conduct ◆ Cricket Scotland Code of Conduct ◆ Coach Education Courses

<p>One-to-one arrangements:</p> <p>1. Child being exploited when alone.</p> <p>2. Adult open to accusations.</p>	<p>Low</p>	<ul style="list-style-type: none"> ◆ Cricket Scotland guidance on 1:1 coaching arrangements contained in Child Protection Policy ◆ Cricket Scotland Code of Conduct ◆ Staff inductions 	<ul style="list-style-type: none"> ◆ Cricket Scotland Code of Conduct
<p>Being unable to respond appropriately to a medical emergency or inappropriate use of first aid.</p>	<p>Low</p>	<ul style="list-style-type: none"> ◆ Trained first aider and first aid kit at Cricket Scotland activities. ◆ <i>Parents/Carers</i> forms completed for activities to record medical conditions/allergies and emergency contact details and made available to staff/volunteers running activities. ◆ Recording of any significant incidents through Incident Report Forms ◆ Reporting of significant incidents to parents ◆ Coach Education - health and safety requirements as part of course requirements 	<ul style="list-style-type: none"> ◆ Safe in Cricket - Good practice guidelines ◆ Coach Education training ◆ Incident Report Forms
<p>A child's behaviour places the child, other children or property at risk.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ◆ Staff inductions that provide guidance and procedures for managing challenging behaviour ◆ Training provided where appropriate ◆ Recording any significant incidents through Incident Report forms ◆ Reporting any significant incidents to parents/carers. ◆ Coach Education training 	<ul style="list-style-type: none"> ◆ Safe in Cricket - Good practice guidelines ◆ Code of Conduct
<p>POSSIBLE HAZARDS AND RISKS</p>		<p>CRICKET SCOTLAND PRACTICE TO REDUCE RISK</p>	<p>FURTHER INFORMATION</p>

<p>Hazards associated with information technology including photos, films, video, mobile phones, websites and internet.</p> <ol style="list-style-type: none"> 1. Child who is considered by social work services to be at risk of harm is identified and vulnerability increased. 2. Inappropriate footage or footage being manipulated. 3. Opportunity for child to be targeted by those who may wish to harm them as a result of contact information being available. 4. Children bullied, groomed, threatened or harassed by text, email or social sites. 	<p>Medium</p>	<ul style="list-style-type: none"> ♦ Guidance and procedures on the use of information technology contained with Child Protection Policy ♦ Training on the guidance and procedures for all staff 	<ul style="list-style-type: none"> ♦ Safe in Cricket – Good practise guidelines
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