

CHILD PROTECTION RISK MANAGEMENT PLAN

ORGANISATIONAL ROLES AND RESPONSIBILITIES.

Child Safety Representative

- Reviews the Club's child protection policy and procedures (website, risk management plan etc) annually
- Ensures that the Club's child protection policy and complaint processes are available to all members
- Ensures that his/her contact details are readily available to all members
- Is responsible for the Club's WWC records and ensures that they are current
- Facilitates the complaints process

Kids' Race Director

- Performs a child protection risk assessment of the event site prior to every club event
- Ensures that the Transition Director has a current WWC check

TRAINING AND QUALIFICATIONS MATRIX FOR CHILDRENS EVENTS

	Club Executive Committee	Child Safety Rep	Club Coach	Kids' Race Director	Kids' Transition Director
Current WWC accreditation	Desirable	Essential	Essential	Essential	Essential
Office of Children's Guardian online "Child Safe Sport" certificate	Essential	Essential	Essential	Desirable	Desirable

To access the online education: [eLearning | Office of the Children's Guardian \(nsw.gov.au\)](#)

CHILD SAFE RISK ASSESSMENT

NSW Triathlon has developed this template to assist club volunteers and committees conduct an internal 'Child Safe Risk Assessment' on your club activities.

Risk in a situation can be assessed as a matrix which identifies the 'Probability' (i.e. how likely is the situation to occur' vs the 'consequences' (i.e. what is the impact on the club and child if the situation occurs').

The Following definitions can be used as a guideline to determine the level 'Likelihood'.

1. Remote	Would only occur in highly exceptional circumstances. An extremely remote chance of occurrence.
2. Unlikely	Not likely to occur. A small, but remote chance of occurrence due to the circumstances or situations that could arise.
3. Possible	Likely to occur at least once, but not expected to occur much more than this.
4. Likely	Likely to occur more than once, but not an everyday occurrence. Preconditions will arise at times.
5. Almost Certain	Will occur. Circumstances are likely to arise often throughout the period that will provide opportunity for the event to occur.

The following definitions can be used as a guideline to determine the level of consequences:

1. Insignificant	No injuries or fatalities, little community disruption and no environmental or other damage.
2. Minor	Small number of injuries, no fatalities, only first-aid required and some environmental or other damage (but not lasting).
3. Moderate	Hospital treatment required, no fatalities, some community inconvenience, some environmental damage (small, long-term affect) and other damage.
4. Major	Extensive injuries, significant hospitalisation, some services unavailable, extensive environmental damage (long term affect), other extensive damage and some community displacement.
5. Severe	Fatalities, injuries and extended hospitalisation periods, widespread community displacement, extensive and widespread damage and significant short or long-term environmental damage.

The Risk Matrix allows clubs to decide how high a risk is, and the implications if the situation occurs.

Likelihood	Risk level				
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High
Consequence	Insignificant	Minor	Moderate	Major	Catastrophic

CHILD SAFE RISK ASSESSMENT TEMPLATES ONLINE

Club Kids Races	Risk Assessment and Controls			
RISK FACTORS	Likeli - hood	Conse - quence	Risk Level – No Controls	Control Measures
<u>Transport To and From Event</u> Sharing a vehicle with a child	Possible	Minor to Major	Medium to High	Avoid all one on one private contact – multiple children in a vehicle is preferable
<u>Event Site</u> Poorly lit or isolated areas shared with the general public	Possible	Minor to Major	Medium to High	Pre-race child-safe inspection of the whole site by Race Director Install temporary lighting/fencing if necessary
<u>Event Site</u> Unsupervised children	Possible	Minor to Major	Medium to High	Do not allow unsupervised very young children to participate Reconcile numbers at end of activity
<u>Event Site</u> Shared changerooms with general public	Possible	Minor to Major	Medium to High	Inspect changerooms prior to activity and regular inspection during activity
<u>Bike Leg</u> Child may become isolated or out of site	Possible	Minor to Major	Medium to High	Adults to patrol the bike course, particularly if sections are out of site from the event site

<u>Run Leg</u> Child may become isolated or out of site	Possible	Minor to Major	Medium to High	Adults to patrol the run course, particularly if sections are out of site from the event site
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CHILD SAFE RISK ASSESSMENT TEMPLATES KIDS CLUB RACES

Online Activities	Risk Assessment and Controls			
RISK FACTORS	Likeli - hood	Conse - quence	Risk Level – No Controls	Control Measures
Bullying, use of images or videos without consent on social platforms controlled by the Club	Possible	Minor to Major	Medium to High	Administrator training Child-safe rules for users Policy on appropriate online behaviour Complaints procedure known to users

CHILD SAFE RISK ASSESSMENT TEMPLATES KIDS COACHING ACTIVITIES

Kids Coaching Activities	Risk Assessment and Controls			
RISK FACTORS	Likeli - hood	Conse - quence	Risk Level – No Controls	Control Measures
<u>Transport To and From Event</u> Sharing a vehicle with a child	Possible	Minor to Major	Medium to High	Avoid all one on one private contact – multiple children in a vehicle is preferable
