

WORKSTREAM 5 – Minimum operating standards

Action 7: define safeguarding procedures regarding risk assessment and mitigation

A risk analysis means identifying the risks of interpersonal violence in your club, and then also working out actions to reduce or even eliminate these risks as much as possible. A risk analysis thus provides a starting point to develop your safeguarding policy as a club with a number of clear goals and actions.

To make a risk analysis, it is recommended that you, as a club, consider the following questions:

- 1) What could go wrong?
- 2) What can we do to try to avoid it?
- 3) If we can't avoid it, how can we mitigate the negative consequences as much as possible?

You can conduct a risk analysis for your club's general operations and weekly training sessions. In addition, it is also advisable to do a risk analysis prior to specific activities (e.g. organising an event, participating in a multi-day stage or competition).

Risk analysis: How to do this?

The main steps to arrive at a risk analysis are as follows:

Step 1: The club board officially commissions a risk analysis. It does so because it wants to work on a prevention policy for interpersonal violence.

Step 2: The club board sets up a working group in which the main departments and stakeholders of the sports club are represented, such as board, (youth) members, coaches, volunteers, parents, sponsors, etc. (a total of at least 3, maximum 6 working members). This team is officially tasked with carrying out the analysis and reporting to the board. The working group can possibly be supplemented by an external expert (from, for example, a sports federation or the local authority). Agree on how and when to report.

Step 3: Together, the working group works out an overview of all potential risks and makes an assessment of the seriousness of the risk and the likelihood of it occurring in the club. By conducting a few interviews with members, coaches, parents, etc., the working group can check whether their assessment accurately reflects how this is felt by others. In this document you will find an example of what such a risk analysis could look like.

Step 4: For each risk, the working group discusses which actions can help to prevent the risk as much as possible and, if it occurs, mitigate the negative impact as much as possible.

Step 5: The working group presents the risk analysis to the club board. The club board will then work with the various actions to further shape the safeguarding policy at the club and communicate about it to all members.

An example to identify risks

- 1) Define the risk.
- 2) How likely it is to happen: Give a score between 1 and 5.
- 3) How severe will the impact be: Give a score between 1 and 5.
- 4) Calculate the risk score: likelihood x severity.
- 5) What can you do to prevent/mitigate the risk?
- 6) Who is responsible for this risk and associated actions?

Tip: You will find lots of examples of potential risk situations for interpersonal violence in sports clubs in workstream 5 (actions 1 to 5).

Risk	Score - likelihood	Score – impact	Risk score	Actions to prevent the risk	Actions to mitigate the impact of the risk	Responsible person
Bullying between members	4	5	20	<ul style="list-style-type: none"> – Team building activities. – Working with group dividing exercises to avoid the formation of small groups in 1 group. – Code of conduct for members. – Education of coaches on recognising and responding to bullying behaviour. – Always provide supervision by at least 1 supervisor, also during breaks. – Communication about the SO. 	<ul style="list-style-type: none"> – All trainers work with the No Blame method to tackle bullying. – Weekly check-in meeting by SO with the person being bullied. 	Youth coordinator
Taking pictures in changing facilities	5	5	25	<ul style="list-style-type: none"> – Make agreements on use of mobile phones in changing rooms. 	<ul style="list-style-type: none"> – Direct coordination with police and child focus in case of nude images. – Appoint permanent point of contact for victim and parents – Etc. 	Board member and SO
Major reputational	2	5	10	<ul style="list-style-type: none"> – Elaborated safeguarding policy. 	<ul style="list-style-type: none"> – Crisis communication plan focusing on 	Club board

<p>damage and loss of sponsors due to serious incident of interpersonal violence</p>				<ul style="list-style-type: none"> - Communication of policy to all members. 	<p>transparent and clear communication of steps taken and to be taken by the club management.</p>	
---	--	--	--	---	---	--

