



Dingley Junior Football Club

Risk Assessment and Action Plan



Updated: April 2019

Review date: April 2020

Key:

RISK EVALUATION MATRIX		SEVERITY						
Catastrophe	STOP	Catastrophe	5	5	10	15	20	25
Unacceptable	Urgent Action	Major	4	4	8	12	16	20
Undesirable	Action	Moderate	3	3	6	9	12	15
Acceptable	Monitor	Minor	2	2	4	6	8	10
Desirable	No Action	Insignificant	1	1	2	3	4	5
		LIKELIHOOD		1	2	3	4	5
				Very Unlikely	Unlikely	Occasional	Likely	Frequent

Potential Risks/Scenarios:	Severity:	Likelihood:	Rating:	How to Remove/Reduce Risk:	Date Assessed:
CHANGE ROOMS:					
Photos being taken on phones in change rooms.	3	3	9	- Put up posters in change rooms saying "No mobile phones or cameras allowed." - Education for TMs and coaches about child safety at start up nights.	10-4-19
Parents/staff/volunteers/spectators using change room facilities	2	2	4		10-4-19
Male parents/staff/volunteers/spectators entering female change rooms	3	2	6		10-4-19
Female parents/staff/volunteers/spectators entering male change rooms	3	2	6		10-4-19
Female umpires sharing change rooms with male umpires/players and vice versa	3	2	6		10-4-19
Umpires using change rooms when age differences are present	2	2	4		10-4-19
LANGUAGE USE:					
Use of discriminatory, sexist, racist or homophobic language around the club	3	2	6		10-4-19
Use of threatening, frightening or intimidating language around the club	3	2	6		10-4-19

Use of swearing language around the club	2	4	8	<ul style="list-style-type: none"> - Educate coaches and TMs at start up nights about swearing being inappropriate. - Code of Conduct forms signed by Coaches and TMs. - Inform parents and players via Child Safety segment in club newsletter. 	10-4-19
Use of threatening verbal abuse, physical abuse or threat towards umpires	3	3	9	<ul style="list-style-type: none"> - Put up A-frame boards at ground reminding officials and parents of acceptable behaviour at matches. - Code of Conduct and other child safe policies on website. - Follow up by Incident Officer if necessary. 	10-4-19
STAFF:					
Unsupervised minor in a storeroom with an adult	3	2	6		10-4-19
Child to child bullying/verbal abuse/ physical abuse	4	3	12	<ul style="list-style-type: none"> - Education for players and parents: wellness presentation, cyber-safety info night, SALT and Daniel Bolger sessions. - Your Right to Enjoy Footy poster in change-rooms. - CSO poster in change rooms. - Child safe policies in place and accessible on website. Clear procedure to follow if bullying is taking place. 	10-4-19
Club personnel and child unsupervised interaction	2	3	6		10-4-19
Trainer giving unsupervised treatment to a child and crossing the line with inappropriate touching	5	2	10	<ul style="list-style-type: none"> - WWC card required by all Trainers. - Always at least two adults in a change room with a child. Trainers and TMs informed of this at start of season. - Trainers to treat minor injuries on the ground, not in treatment room. - Mandatory reporting if suspect child abuse. 	10-4-19
SOCIAL MEDIA:					
Club personnel misusing club social media platforms	3	2	6		10-4-19

Inappropriate use of social media, emailing and/or texting by club volunteer or official	3	3	9	- Educate Coaches and TMs at start up night. - Code of Conduct signed by Coaches, TMs and committee. It clearly states no social media, emailing or texting with a single child, always a group message or, when possible, communicate with parents only.	10-4-19
Inappropriate use of social media, emailing and/or texting by a player	3	3	9	- Cyber-safety sessions for players (and parents).	10-4-19
GROUND:					
Inadequate lighting for night time training sessions.	2	2	4		10-4-19
Weather conditions not safe for the players at training or on game day.	4	1	4		10-4-19
Ground has cracks or holes.	3	2	6		10-4-19
Ground surface is too hard to play on.	2	3	6		10-4-19
Sharp objects such as glass or syringes on ground.	4	2	8	- TMs roster a parent on ground inspection so such objects can be removed before play starts.	10-4-19
Boundary fences have sharp edges or wire sticking out.	2	2	4		10-4-19
Cricket pitch is a hazard to players.	2	2	4		10-4-19
Hazards in walkways and seating areas near grounds.	3	2	6		10-4-19
No accessible drinking water.	2	2	4		10-4-19
Children under the age of 16 working in the canteen.	3	2	6		10-4-19
Ambulance cannot access the ground/s.	5	3	15	- Ground Manager unlocks all gates on Sunday morning. - Trainers check gate before their game. Key available in Trainers' Room if need be.	10-4-19
No emergency plans set in place or signposted around the club.	3	2	6		10-4-19
Equipment storage is hazardous and can fall.	3	2	6		10-4-19
FIRST AID:					
First aid equipment in not in an easily accessible location.	3	2	6		10-4-19
First aid equipment location not clearly signed.	3	2	6		10-4-19

No Trainers or first aid trained club personnel at the club during training or matches.	5	3	15	-TMs schedule a qualified Trainer for all matches. -Trainers need up-to-date First Aid + CPR + ERC. -Game Day Trainers also rostered on for all home games at Dingley - Senior Trainers at the club for older teams' training.	10-4-19
First aid equipment not regularly checked to assess whether supplies are required.	4	3	12	- Kits re-stocked in off season by first aid company - Trainers notify Head Trainer if supplies are low/required and Head Trainer orders more.	10-4-19
First aid supplies past its expiration dates.	3	2	6		10-4-19
No ice packs accessible.	3	2	6		10-4-19
Club personnel not aware of medical conditions of members and how to assist them.	4	3	12	- Parents asked to email their TM to notify of any medical conditions such as asthma or anaphylaxis/allergies as these are not always listed in SportsTG. - Medical list printed out for each team and kept in first aid kit.	10-4-19
CHILD SAFETY:					
Child Safety Officer poster not displayed around your club.	3	3	9	- New poster put up in new change rooms.	10-4-19
Child rights poster not displayed around your club.	3	3	9	- New poster put up in new change rooms.	10-4-19
No child safe policy at club.	3	2	6		10-4-19
No Code of Conduct which clearly outlines unacceptable behaviour with children.	3	2	6		10-4-19
Club personnel (coaches, trainers, club officials and volunteers) not educated on child safety concerns such as abuse and how to identify it.	4	3	12	- Child safety is on the agenda at every committee meeting. - Committee discuss new policies and legislation regularly. - TMs, Coaches and Trainers informed on child safety issues at start up nights. - Child safe policies on website so accessible to everyone.	10-4-19

Club personnel (coaches, trainers, club officials and volunteers) not aware of their responsibility of mandatory reporting of suspicions of abuse.	5	3	15	<ul style="list-style-type: none"> - TMs, Coaches and Trainers educated on mandatory reporting at start up nights. - Code of Conduct signed by Coaches, TMs, Trainers and Committee. - Child safe policies on website stress mandatory reporting and the need to call 000 in the case of possible abuse. CSO introduces himself/herself to all club personnel so they know who to ask if need be. 	10-4-19
Aboriginal or Torres Strait Islander children, children from culturally diverse backgrounds and children with disabilities are not welcomed or treated equally.	3	2	6		10-4-19
Club personnel do not educate children on the availability and role of the Child Safety Officer.	3	3	9	<ul style="list-style-type: none"> - CSO poster put up in change rooms. - Your Right to Enjoy Footy Poster put up in change rooms. - Child safety info in newsletter and on club's social media pages. 	10-4-19
Club personnel who have contact with children do not have a valid Working With Children (WWC) card.	3	3	9	<ul style="list-style-type: none"> - All parent volunteers must have a WWC card. - All volunteers and WWC card details entered into Everproof. - Everproof lists given to TMs and made very clear they can only utilise these parents. 	10-4-19
Children not encouraged to talk about any concerns or issues they may have.	4	3	12	<ul style="list-style-type: none"> - Your Right to Enjoy Footy poster in change rooms. - CSO poster in change rooms. - Child safety in every newsletter. - Child safety policies on website and accessible to all. - CSO visits all teams at training and introduces him/herself. 	10-4-19
Club personnel not aware of changes to legislation in regards to children.	3	3	9	<ul style="list-style-type: none"> - Child Safety on agenda at every committee meeting so updates can be passed on to everyone. 	10-4-19

Discrimination towards members with a disability such as, inadequate amenities and no wheelchair access.	3	3	9	- Working with Kingston City Council to improve the facilities and amenities at our club. The newly renovated change rooms are wheelchair friendly.	10-4-19
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