

# ICA Sportzworx Stepney



## Risk Management

Identified Risk	Actions to minimise risk
Physical contact	<ul style="list-style-type: none"><li>- any physical contact must be appropriate to the delivery of services being provided</li><li>- where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding</li><li>- unnecessary physical contact is not allowed</li></ul>
Supervision	<ul style="list-style-type: none"><li>- children and young people are to be supervised by parents/guardians at all times</li><li>- if child/young person not collected by parent/guardian at end of training, two adults are to stay with child/young person until they are collected</li><li>- one to one consultation with a child or young person, will be in line of sight of another adult</li></ul>
Taking images of children and young people	<ul style="list-style-type: none"><li>- consent of child or young person and parent/guardian required</li><li>- disclosure will be made to child, young person and parent/guardian as to how the image is to be used</li><li>- images must be presented in a way that de-identifies the child or young person</li></ul>
Physical environment	<ul style="list-style-type: none"><li>- maintain a risk register that is reviewed annually to ensure effectiveness</li><li>- ensure all equipment is in good working order</li><li>- conduct risk assessments for all activities</li><li>- review ICA's risk assessment as required</li></ul>
Privacy and confidentiality	<ul style="list-style-type: none"><li>- documents containing confidential information will be stored securely with restricted access</li><li>- digital files containing confidential information shall be protected electronically with restricted access</li><li>- workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian unless legally required to</li></ul>