

## Risk Assessment Document for *(Glenageary LTC)*

This risk assessment considers the potential for harm to come to children whilst they are in *(GLTC)*'s care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment).

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —

- (a) Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of coaching qualification	Low	<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Recruitment policy</li> </ul>	Club/Park/Province/NGB	<i>No action required. All coaches must submit vetting and licensing to the club committee annually; this is recorded on the club's compliance tracker.</i>
Supervision issues	Low - Med	<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education policy</li> </ul>	Club	<i>Ensure all coaches are fully up to date on the supervision requirements and are ensuring that these are adhered to. CCTV in place to cover most areas on court. Coaches reminded regularly and are contractually obliged to maintain child protection standards. The disability toilet is also to be used as</i>

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				<i>the U18s toilet for during junior coaching hours</i>
<b>Unauthorised photography &amp; recording activities</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Photography and Use of Images policy</li> </ul>	Club	<i>Signage is in place, but members and coaches need to be reminded on a regular basis. Particular requirement to remind coaches regularly that children's names and pictures cannot go up on social media (without parental consent). This will be covered in quarterly engagements with coaches.</i>
<b>Behavioural Issues</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Safeguarding Level 1 (min)</li> <li>Complaints &amp; Disciplinary policy</li> </ul>	Club	<i>Issue 2021 code of conduct for parents and children for signed return.</i>
<b>No guidance for travelling and away trips</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Child Safeguarding Training</li> </ul>	Club	<i>Ensure parental consent and contact details are obtained when their child is being driven to matches (simple process required).</i>
<b>Lack of adherence with misc procedures in Safeguarding policy (i.e. transport)</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Complaints &amp; disciplinary policy</li> </ul>	Club	
<b>COMPLAINTS &amp; DISCIPLINE</b>				
<b>Lack of awareness of a Complaints &amp; Disciplinary policy</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>	Club/Park/Province/NGB	<i>CPOs to ensure all child protection policies are available online and updated regularly. Club administrator to ensure that policies on complaints, discipline and behaviour (code of conduct) are emailed once a year.</i>

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Complaints not being dealt with seriously	Low	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> </ul>	Club	<i>No action</i>
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures	Low	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Coach education policy</li> <li>Code of Conduct /Behaviour</li> </ul>	Club/Park/Province/NGB	<i>Committee to be reminded of the procedure in the event of an issue arising.</i>
No Children's Officer appointed	Low	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	Club	<i>No action for now</i>
No Designated Liaison Person Appointed	Low -med	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	Club	<i>No action for now</i>
Concerns of abuse or harm not reported	Low	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Child Safeguarding Training – Level 1</li> </ul>	NGB Mandated Person Designated Liaison Person	<i>Make members aware of policies and procedures that are available on the website.</i>
Not clear who Young Persons should talk to or report to	Low to med	<ul style="list-style-type: none"> <li>Post the names of CCOs, DLPs and MP</li> </ul>	CCO DLP	<i>CPOs to attend summer camps to introduce themselves to children.</i>
<b>FACILITIES</b>				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	Med	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	Club/Park/Province/NGB	<i>Ensure CCTV is operating well in the main areas of the club, including corridors accessing changing rooms. Remind juniors that the disability toilet is also the U18 toilet and changing area.</i>
Unauthorised exit from children's areas	N/a	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	Club	<i>No action.</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Photography, filming or recording in prohibited areas	Med-High	<ul style="list-style-type: none"> <li>Photography policy and use of devices in private zones</li> </ul>	Club	<i>Regularly remind all members including juniors that no camera/ phone camera and pictures allowed to be taken in changing rooms or bathrooms</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	Med	<ul style="list-style-type: none"> <li>Safeguarding policy</li> </ul>	Club/Park/Province/NGB	<i>Clarify that &lt;18s may only use the &lt;18/ Disability bathroom/ changing area.</i>
Risk of injury during construction works	Low	<ul style="list-style-type: none"> <li>Safety signage/ communications to members</li> </ul>	Club	<i>Fully cordoned off construction work area must be maintained at all times. Ongoing review of Health and Safety aspects of the construction to be completed by committee.</i>
<b>RECRUITMENT</b>				
Recruitment of inappropriate people	Low	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>All new staff/ coaches must be interviewed, vetted and references provided - without exception.</i>
Lack of clarity on roles	Low	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>No action</i>
Unqualified or untrained people in role	Low	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>No action</i>
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors	Low	<ul style="list-style-type: none"> <li>Child Safeguarding Statement</li> <li>Training policy</li> </ul>	Club	<i>No u18's are allowed on adult team's Whats.App groups.</i>
No communication of Child Safeguarding Statement or Code of	Low	<ul style="list-style-type: none"> <li>Child Safeguarding Statement – display</li> <li>Code of Behaviour</li> </ul>	Club	<i>Issue 2021 Code of Conduct to members.</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Behaviour to members or visitors		- distribute		
Inappropriate use of social media and communications by under 18's	Med	<ul style="list-style-type: none"> <li>▪ Communications policy</li> <li>▪ Code of conduct</li> </ul>	Club	<i>Issue 2021 Code of Conduct to Junior members.</i>
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	Low	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>	Club	<i>Maintain a level of awareness of policies and procedures amongst members</i>
Harm caused by <ul style="list-style-type: none"> <li>- child to child</li> <li>- coach to child</li> <li>- volunteer to child</li> <li>- member to child</li> <li>- visitor to child</li> </ul>	Low – med	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>	Club	<i>Maintain a level of awareness of policies and procedures amongst members</i>

Explanation of terms used:

**Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Park/Province/NGB.

**Likelihood of harm happening** – the likelihood of the risk occurring in the club/park/province/NGB measured by you as Low/Medium or High.

**Required Policy, Guidance and Procedure document** – indication of the policy required to alleviate the risk.

**Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.

**Further action...** - indicates further action that might be necessary to alleviate any risk ongoing.



Regarding the Policy, Guidance and Procedure documents required in Column 3 above. Please refer to our Achieving Child Protection Compliance Safeguarding Page on our website at –

<https://www.tennisireland.ie/child-protection/achieving-child-protection-compliance/>

On the website you'll find all the policy documents required to becoming compliant with the Children's First Act

This Risk Assessment document has been discussed and completed by *(Insert Club/Park/Province/NGB as provider)* on *\_17\_ / \_6\_ / 2021*

Signed:

Name: Jan Petterson

Role: *(Club President )*

Date: XX June 2021

Signed:

Name: Barbara Simpson / Scott Kirkwood

Role: Club Children's Officer (Female/ Male)

Date: 17 June 2021