

Togher Community Tennis Club – Safeguarding Policy – Child Protection
Risk Assessment Appendix 3

Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	Low	<ul style="list-style-type: none"> Coach education policy Recruitment policy 	Club	<i>Proof of qualification to be confirmed</i>
Supervision issues	Low	<ul style="list-style-type: none"> Supervision policy Coach education policy 	Club	<i>Ongoing review</i>
Unauthorised photography & recording activities	Low	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club	<i>Ongoing review</i>
Behavioural Issues	Low	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy 	Club	<i>Ongoing review</i>
Lack of gender balance amongst coaches	Low	<ul style="list-style-type: none"> Coach education policy Supervision policy 	Club	<i>Ongoing review</i>
No guidance for travelling and away trips	Low	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Club Tennis Ireland Policy	<i>Ongoing review</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	Low	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	Club Tennis Ireland Policy	<i>Ongoing review</i>
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club	<i>Immediate action needed Greater communication required</i>

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Difficulty in raising an issue by child & or parent Reason: Covered above	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club	<i>Review the communication/ responsibilities of the procedure/policy as required</i>
Complaints not being dealt with seriously	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Club	<i>Ongoing review</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	Low	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	NGB MP DLP	<i>Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training</i>
No Mandated Person appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB	<i>Publicise identity of Mandated Person Train Mandated Person in their role</i>
No DLP Appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB Club	<i>Train all DLPs Publicise identity of DLPs</i>
Concerns of abuse or harm not reported	Low	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	MP DLP	<i>Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures</i>
Not clear who YP should talk to or report to	Low	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP	<i>Communicate in Club Include in Safeguarding Training (L1)</i>

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FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	Low	<ul style="list-style-type: none"> Supervision policy Coach education 	NGB Club	<i>Clarify responsibilities before session starts</i>
Unauthorised exit from children's areas	Low	<ul style="list-style-type: none"> Supervision policy Coach education 	Club	<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas	Low	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	Club NGB	<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site	Low	<ul style="list-style-type: none"> Missing or found child policy 	Club NGB	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	Low	<ul style="list-style-type: none"> Safeguarding policy 	Club	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
RECRUITMENT				
Recruitment of inappropriate people	Low	<ul style="list-style-type: none"> Recruitment policy 	NGB Club CCO Appropriate personnel	<i>Ongoing review</i>
Lack of clarity on roles	Low	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Check job description Put supervision in place</i>

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Unqualified or untrained people in role	Low	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Check qualification Ongoing review</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	Low	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	National Club DLP CCO	<i>Communicate Child Safeguarding Statement</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	Low	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	Club Executive County Committee DLP Children's Officer	<i>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>
Unauthorised photography & recording of activities	Low	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club	<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18's	Low	<ul style="list-style-type: none"> Communications policy Code of conduct 	Club	<i>Ongoing review</i>
Inappropriate use of social media and communications with under 18's	Low	<ul style="list-style-type: none"> Communications policy Code of conduct. 	Club	<i>Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised	Low	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club	<i>Ongoing review</i>

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Harm caused by - child to child - coach to child - volunteer to child - member to child - visitor to child	Low	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Club	<i>Ongoing review</i>
General behavioural issues	Low	<ul style="list-style-type: none"> ▪ Code of Conduct 	Club	<i>Take disciplinary action where necessary Sign code of conduct</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

Likelihood of harm happening – the likelihood of the risk occurring in the Club 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.

This Risk Assessment document has been discussed and completed by *Togher Community Tennis Club* on __/__/

Signed: _____

Name: _____

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Role: (*insert role on Committee*) _____

Date: _____

Signed: _____

Name: _____

Club Children's Officer _____

Date: _____