

Risk Assessment Document for Navan Tennis Club

Risk Assessment (RS)

This risk assessment considers the potential for harm to come to children whilst they are in Navan Tennis Club'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 (ROI) 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 (ROI) 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 —

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

NGB National Governing Body
 DLP Designated Liason Person
 CCO Club Children's Officer
 RCO Regional Children's Officer

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	M	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Recruitment policy 	Club	<i>Proof of qualification to be provided annually. Policy around non-qualified assistants to be provided.</i>
Supervision issues	H	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 	Club	<i>Ongoing review</i>
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy ▪ Consent Form 	Club	<i>Ongoing review</i>
Behavioural Issues	L	<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	L	<ul style="list-style-type: none"> Coach education policy Supervision policy Recruitment Policy 	Club	<i>Ongoing review</i>
No guidance for travelling and away trips	H	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Club	<i>Ongoing review</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	L	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	Club	<i>Ongoing review</i>

COMPLAINTS & DISCIPLINE

Lack of awareness of a Complaints & Disciplinary policy	M	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club	<i>Immediate action needed Greater communication required</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	M	<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	L	<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	H	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour Safeguarding policy 	NGB MP DLP	<i>Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training</i>
No Mandated Person appointed	M	<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	M	<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	H	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	MP DLP	<i>Include in Safeguarding Training (L1)</i> <i>Publicise names of CCOs, DLPs, MP(s)</i> <i>Publicise internal and external reporting procedures</i>
Not clear who YP should talk to or report to	H	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP	<i>Communicate in Club</i> <i>Include in Safeguarding Training (L1)</i>
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	H	<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	M	<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	M	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	Club	<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site	L	<ul style="list-style-type: none"> Missing or found child policy 	Club	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	M	<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	H	<ul style="list-style-type: none"> Recruitment policy 	NGB Club CCO Appropriate personnel	<i>Ongoing review</i>

Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role	L	<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	L	<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	L	<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	L	<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	M	<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	M	<ul style="list-style-type: none"> Communications policy Code of conduct. 	Club	<i>Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised	H	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club	<i>Ongoing review</i>

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

This Risk Assessment document has been discussed and completed by *(insert Club/Region/NGB as provider)* on __/__/

Signed: _____

Name: _____

Role: *(insert role on Committee)* _____

Date: _____

Signed: _____

Name: _____

Club Children's Officer _____

Date: _____

Navan Tennis Club Child Safeguarding Statement

Section 1 – Navan Tennis Club information

Branch details:

- (a) **Name:** Navan Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:** Swan Lane
- (d) **Size** 5 Courts 200-300 members
- (e) **Activities:** **Navan Tennis Club** provides tennis activities and opportunities for children and young people through participation in parks, clubs, regional, provincial events and with our representative teams. The NGB is committed to safeguarding children and young people. All our affiliated stakeholders work under the guidance and policies of our Safeguarding Code. All our volunteers and staff working with children throughout the organisation, seek to create a safe environment for children and young people to participate in Tennis.

Section 2 - Principles to safeguard children from harm

Navan Tennis Club is committed to safeguarding children and by working under the guidance of our *NGB* Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

importance of childhood - The importance of childhood should be understood and valued by everyone involved in tennis.

needs of the child - All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.

integrity in relationships - Adults interacting with children in tennis are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.

fair Play - All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.

quality atmosphere & ethos - Children's sport should be conducted in a safe, positive and encouraging atmosphere.

competition - Competition is an essential element of tennis and should be encouraged in an age and level appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.

quality - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

Section 3 - Risk Assessment

This **Navan Tennis Club** written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified	Procedure in place to manage risk identified
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Club and Coaching Practices

- Lack of coaching qualification.
- Supervision issues.
- Unauthorised photography & recording activities.
- Behavioural Issues.

- Lack of gender balance amongst coaches
- No guidance for travelling & away trips
- Lack of adherence with misc procedures in Safeguarding policy

- Coach education policy/Recruitment policy.
- Supervision policy/Coach education policy
- Photography & Use of Images policy

- Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy.
- Coach education policy / Supervision policy.
- Travel/Away trip policy / Child Safeguarding Training.
- Safeguarding Policy / Complaints & disciplinary policy

Complaints & Discipline

- Lack of awareness of a Complaints & Disciplinary policy.
- Difficulty in raising an issue by child & or parent
- Complaints not being dealt with seriously

- Complaints & Disciplinary procedure/policy / Communications procedure.
- Complaints & Disciplinary procedure/policy / Communications procedure.
- Complaints & Disciplinary procedure/policy.

<p>Reporting Procedures</p> <ul style="list-style-type: none"> _ Lack of knowledge of organisational & statutory reporting procedures _ No DLP appointed. _ Concerns of abuse or harm not reported. _ Not clear who YP should talk to or report to. 	<ul style="list-style-type: none"> _ Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour. _ Reporting procedures/policy. _ Reporting procedures/policy / Child Safeguarding Training – Level 1 _ Post the names of CCO, DLP and Mandated person.
<p>Use of Facilities</p> <ul style="list-style-type: none"> _ Unauthorised access to designated children’s play & practice areas & to changing rooms, showers, toilets etc..... _ Unauthorised exit from children’s areas. _ Photography, filming or recording in prohibited areas. _ Missing or found child on site. _ Children sharing facilities with adults e.g. dressing room, showers etc 	<ul style="list-style-type: none"> _ Supervision policy / Coach Education. _ Supervision policy / Coach Education. _ Photography policy and use of devices in private zones. _ Missing or found child policy. _ Safeguarding policy.
<p>Recruitment</p> <ul style="list-style-type: none"> _ Recruitment of inappropriate people. _ Lack of clarity on roles. _ Unqualified or untrained people in role. 	<ul style="list-style-type: none"> _ Recruitment policy. _ Recruitment policy. _ Recruitment policy.

<p>Communications</p> <ul style="list-style-type: none"> – Lack of awareness of ‘risk of harm’ with members and visitors. – No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors. – Unauthorised photography & recording of activities. – Inappropriate use of social media & communications by under 18’s – Inappropriate use of social media & communications with under 18’s. 	<ul style="list-style-type: none"> – Child Safeguarding Statement / Training Policy. – Child Safeguarding Statement (display) / Code of Behaviour (distribute). – Photography & Use of Images policy – Communications policy / Code of conduct – Communications policy / Code of conduct
<p>General Risk of Harm</p> <ul style="list-style-type: none"> – Harm not being recognised. – Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. – General behavioural issues. – Issues of Bullying. – Vetting of staff/volunteers. – Issues of Online Safety 	<ul style="list-style-type: none"> – Safeguarding policy / Child Safeguarding Training. – Safeguarding policy / Child Safeguarding Training. – Code of Conduct. – Anti-Bullying policy. – Recruitment policy / Vetting policy. – Social Media / Online Safety policy.

The Risk Assessment was undertaken on *(insert date)*.

Section 4 – Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice and Gateway Northern Ireland). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Navan Tennis Club has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.
- Procedures for managing trips away and hosting children.

Please note that all procedures listed are available on request.

The Relevant Person for Navan Tennis Club is the Club DLP or Chairperson

Section 5 – Implementation

We recognise that implementation is an ongoing process. Our Club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

Please note the following:

- That all staff has been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency and members of the public on request.
- This statement will be displayed in a prominent place by **Navan Tennis Club**

This Child Safeguarding Statement will be reviewed on *(insert date <24 months)*

Signed:

Date:

(On behalf of the **Navan Tennis Club**)

Name:

Phone no:

*For queries on this Child Safeguarding Statement, please contact - **Navan Tennis Club Children's Officer***

Guidance on Developing a Child Safeguarding Statement (CSS)

Section 1 – NGB / club information.

In this section you will need to provide details on your NGB / club. These details include the following:

- (f) Name (NGB / club).
- (g) Sport (sport or sports provided by the NGB / club).
- (h) Location (national/local level).
- (i) Size (number of staff/members/clubs).
- (j) Activities (types of activities undertaken by the NGB/club).

By gathering the above information on your NGB / club it will ensure that key details are captured which will help to complete the CSS i.e. one overarching Child Safeguarding Statement or a number of Child Safeguarding Statement's for different affiliates.

Section 2 - Principles to safeguard children from harm.

In this section the NGB / club should state their commitment to safeguarding children and the principles they operate by. The following is a list of overarching principles that should be taken into account by your NGB / club:

Importance of childhood.

Needs of the child.

Integrity in relationships.

Fair Play.

Quality atmosphere & ethos.

ompetition.

(vii) Equality.

Each of the above principles is a key part of safeguarding children and should be closely adhered to by your NGB / club.

Section 3 - Risk Assessment

This section indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The areas of risk listed below are by no means exhaustive but they give an indication of what should be taken into account by your NGB / club:

1. Club and Coaching Practices.
2. Complaints & Discipline.
3. Reporting Procedures.
4. Use of Facilities.
5. Recruitment.
6. Communications.
7. General Risk of Harm.

Each risk that has been identified should have a procedure in place to manage that risk. This must be specific to your club.

Section 4 – Procedures

This section is where the club states the procedures they have in place to support their intention to safeguard children while they are participating in activities with the club.

The name and location of the Club should be provided along with details on each procedure that is in place.

Please note that all procedures that are listed must be made available on request.

The name and contact details of the relevant person for the club (insert name and contact details), should also be stated in this section.

Section 5 – Implementation

This section outlines the implementation phase of the Child Safety Statement (CSS). It should contain details on the how the NGB / club intends to implement the CSS this will include a set of procedures to keep children safe from harm while availing of the NGB / club's activities.

It should be stated in this section that;

- The CSS has been furnished to staff
- Made available to parents/guardians, the Agency and members of the public on request &
- Displayed in a prominent place where services are provided.'

This section should also state the review timeframe for the CSS and should be signed and dated by the relevant person.

In the event of any queries on the CSS, contact details for the relevant person should also be provided.

Further information on developing a Child Safeguarding Statement can be found via the following link:

<https://www.tusla.ie/children-first/organisations/what-is-a-child-safeguarding-statement/how-do-i-develop-a-child-safeguarding-statement>

- CSS = Child Safeguarding Statement.
- NGB = National Governing Body