

Risk Assessment & Child Safeguarding Statement (CSS)

Risk Assessment Document for Tennis Ireland

Risk Assessment (RS)

This risk assessment considers the potential for harm to come to children whilst they are in (insert Club/Region/NGB)'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”).

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	Coaching Protocol in place
Supervision issues	Low	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 	Club	Supervision Policy in place Coaching Protocol in place
Unauthorised photography & recording activities	Low	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	Club	Photography and Usage of Image Policy in place
Behavioural Issues	Low	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	Club	Code of Conduct for Parents/Coaches Safeguarding 1 in place Complaints and Investigations Procedure in place

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 ...
Lack of gender balance amongst coaches	Low	<ul style="list-style-type: none"> Coach education policy Supervision policy 	Club	Coaching Protocol /Supervision policy in place
No guidance for travelling and away trips	Low	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Club	Travel and Hosting Policy in place Safeguarding in place
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	<i>Supervision policy in place</i> Complaints & Disciplinary policy to review
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>Disciplinary procedure highlighted in constitution and procedures</i>
Difficulty in raising an issue by child & or parent Reason: Covered above		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 		<i>Review the communication/ responsibilities of the procedure/policy as required</i>
Complaints not being dealt with seriously		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 		<i>Ongoing review</i>
REPORTING PROCEDURES				

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 ...
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</i> <i>Include in Safeguarding Training (L1)</i> <i>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</i> <i>DLP appointed</i>
No DLP Appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB Club	<i>Publicise identity of DLPs</i> <i>DLP Appointed</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)</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	Low	<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> <i>Put on website and on club board</i>
FACILITIES				

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 ...
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 	<p>NGB Club</p>	<i>Supervision Policy in place</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. Coach Education</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	Photography and Usage of Image Policy in place
Missing or found child on site	Low	<ul style="list-style-type: none"> Missing or found child policy 	Club	<i>Missing Child Policy in place</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 centered environment in shared facilities Safeguarding Policy</i>
RECRUITMENT				
Recruitment of inappropriate people	Low	<ul style="list-style-type: none"> Recruitment policy 	<p>NGB Club CCO Appropriate personnel</p>	<i>Recruitment Policy/Vetting Policy</i>
Lack of clarity on roles	Low	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Recruitment Policy</i>
Unqualified or untrained people in role	Low	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Recruitment Policy Ongoing review</i>

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 ...
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	Photography and Usage of Images Policy
Inappropriate use of social media and communication s by under 18's	Low	<ul style="list-style-type: none"> Communications policy Code of conduct 	Club	<i>Communications Policy/ Social Media Policy Code of Condusts</i>
GENERAL RISK OF HARM				
Harm not being recognised	Low	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club	Safeguarding policy Child Safeguarding Training

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 ...
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	Safeguarding policy Child Safeguarding Training
General behavioural issues	Low	<ul style="list-style-type: none"> ▪ Code of Conduct 	Club	<i>Code of conducts Anti Bullying Policy Social Media Policy</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 31st / May / 2023

Signed: 

Name: Helena Daly

Role: *Chairperson*

Date: 31st May 2023

Signed: *Michelle Kirby*

Name: MICHELLE KIRBY

Club Children's Officer _____

Date: 31/05/2023

St Anne's Waterford Tennis Club Child Safeguarding Statement

Section 1 – St Anne's Waterford Tennis Club Information

Branch details:

- (a) **Name:** St Anne's Waterford Tennis Club
- (b) **NGB:** Tennis Ireland
- (c) **Sport:** Tennis
- (d) **Location:** John's Hill, Waterford
- (e) **Size:** 1000+ members, 7 coaches, 4 staff:
- (f) **Activities:** **St Anne's Waterford 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

St Anne's Waterford 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:

- (i) **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in tennis.
- (ii) **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.
- (iii) **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.
- (iv) **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 behavior.
- (v) **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- (vi) **Competition** - Competition is an essential element of tennis and should be encouraged in an age and level appropriate manner. A child centered ethos will help to ensure that competition and specialisation are kept in their appropriate place.

(vii) **Equality** - 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.

(viii) **Section 3 - Risk Assessment**

This **St Anne’s Waterford 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.

For the purpose of this statement, our definition of “risk of harm” is as per the definition contained in the Children’s First Act 2015.

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
<p>Club and Coaching Practices</p> <ul style="list-style-type: none"> — 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 	<ul style="list-style-type: none"> — Coach education policy/Recruitment policy in place — Supervision policy/Coach education policy in place — Photography & Use of Images policy in place — Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy in place — Coach education policy / Supervision policy in place — Travel/Away trip policy / Child Safeguarding Training. — Safeguarding Policy / Complaints & disciplinary policy in place

<p>Complaints & Discipline</p> <ul style="list-style-type: none"> — Lack of awareness of a Complaints & Disciplinary policy. — Difficulty in raising an issue by child & or parent — Complaints not being dealt with seriously 	<ul style="list-style-type: none"> — Complaints & Disciplinary procedure/policy / Communications procedure. Safeguarding statement on website and club notice board — 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 in place/ Coach Education policy / Code of Conduct in place — Reporting procedures policy in place. DLP appointed. — Reporting procedures/policy in place / Child Safeguarding Training – Level 1 — Names of CCO, DLP and Relevant person on notice board and on website.

<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 and Use of Images Policy — Missing 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/Vetting 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 	<ul style="list-style-type: none"> — Child Safeguarding Statement / Supervision Policy and code of conducts. — Child Safeguarding Statement (display) / Code of Behaviour (distribute). — Photography & Use of Images policy — Communications policy / Code of conduct/ Social Media Policy
<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 *(31st May 2023)*.

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.

St Anne’s Waterford 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 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 Persons for St Anne’s Waterford Tennis Club:

Helena Daly – (Designated Liaison Officer)

Michelle Kirby – (Female Child Protection Officer)

Neil Hanlon – (Male Child Protection Officer)

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 **St Anne’s Waterford Tennis Club**

This Child Safeguarding Statement will be reviewed on (31st May 2025)

Signed: 

Date: 31/may/2023.

On behalf of the St Anne's Waterford Tennis Club :

Name: Helena Daly

Signed: 

CLUB CHAIRPERSON

Name: Helena Daly

Signed: 

DESIGNATED LIASION OFFICER

Name: Michelle Kirby

Signed: 

CHILD PROTECTION OFFICER

Name: Neil Hanlon

Signed: 

CHILD PROTECTION OFFICER

Tennis Ireland Safeguarding Checklist

Branch/Club

Requirements	Yes	No
1. Have you conducted a Risk Assessment, written a Safeguarding Statement signed by the Chairperson/President and made it available for members to view on your notice board or website?	↓	
2. Has the Constitution been amended to reflect Safeguarding Guidelines ?	↓	
3. Have you appointed two gender specific Children's Officers?	↓	
4. Have you appointed a Designated Liaison Person?	↓	
5. Does the CO or the DLP sit on the main committee and is Safeguarding an item on the monthly Agenda?	↓	
6. Has the Children's Officers, the Designated Liaison Person, the Coaches and the relevant committee members completed the required Training Courses?	↓	
7. Do you follow the required recruitment process for all committee members, coaches and employees/contractors?	↓	
Have you made provision for all members to indicate their acceptance of the NGB's Safeguarding Guidance by signing the relevant code of Behaviour?	↓	
8. Are all you're Coaches Licensed with the NGB?	↓	
9. Do you have a complaints procedure in place?		
10. Is adequate Adult Supervision provided during all children's activities organised by your committee?	↓	

Signed by *[Signature]*

Position *chairperson*

Date *31/5/2023*

Action to be taken and by who