

Blackrock Bowling and Tennis Club Limited

Blackrock Tennis Club

Risk Assessment & Child Safeguarding Statement (CSS)

Risk Assessment Document

In accordance with the requirements of Section 11 (1) of the Children First Act 2015 we have undertaken an assessment of any potential for harm to a child while availing of our services. The risk is of abuse (in this section referred to as a "risk") and not general health and safety risk. This risk assessment considers the potential for harm to come to children whilst they are in the Club's care.

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 	Children's Officers	<i>Proof of qualification to be confirmed</i>
Supervision issues	Low	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 	Children's Officers	<i>Ongoing review</i>
Unauthorised photography & recording activities	Low	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	Children's Officers	<i>Ongoing review</i>
Behavioural Issues	Medium	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	Children's Officers	<i>Ongoing review</i>
Lack of gender balance amongst coaches	Low	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Supervision policy 	Senior Tennis Committee	<i>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 ...
No guidance for travelling and away trips	Medium	<ul style="list-style-type: none"> ▪ Supervision and Travel policy ▪ Child Safeguarding Training 	Children's Officers, Coaches, Junior Tennis Committee	<i>Ongoing review</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	Medium	<ul style="list-style-type: none"> ▪ Safeguarding statement ▪ Complaints & disciplinary policy 	As per policies	<i>Ongoing review</i>
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	Medium	<ul style="list-style-type: none"> ▪ Complaints & Disciplinary procedure/policy ▪ Communications procedure 	Children's Officers	<i>Immediate action needed Greater communication required</i>
Difficulty in raising an issue by child & or parent	Low	<ul style="list-style-type: none"> ▪ Disciplinary procedure ▪ Communications procedure 	Children's Officers	<i>Review the communication/r responsibilities of the procedure/policy as required</i>
Complaints not being dealt with seriously	Low	<ul style="list-style-type: none"> ▪ Disciplinary procedure 	Children's Officers, Senior Tennis Committee, Junior Tennis Committee	<i>Ongoing review</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	Low	<ul style="list-style-type: none"> ▪ Reporting policy ▪ Coach education policy ▪ Code of Conduct /Behaviour 	National bodies Designated Liaison Person	<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 policy 	Club board of directors	<i>Publicise identity of Mandated Person Train Mandated Person in their role</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 ...
No DLP Appointed	Low	<ul style="list-style-type: none"> Reporting policy 	Club board of directors	<i>Train all DLPs Publicise identity of DLPs</i>
Concerns of abuse or harm not reported	Medium	<ul style="list-style-type: none"> Reporting policy Child Safeguarding Training – Level 1 	Designated Liaison Person	<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 	Children's Officers	<i>Communicate in Club Include in Safeguarding Training (L1)</i>
FACILITIES				
Unauthorized access to changing rooms, showers, toilets etc.	Medium	<ul style="list-style-type: none"> Supervision and travel policy Coach education travel 	Coaches and supervisors	<i>Clarify responsibilities before session starts</i>
Unauthorised exit from children's areas	Low	<ul style="list-style-type: none"> Supervision and travel policy Coach education 	Coaches and supervisors	<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 	Coaches and supervisors	<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site	Low	<ul style="list-style-type: none"> Missing child policy 	Coaches and supervisors	<i>Refer to policy and inform Gardai</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 ...
Children sharing facilities with adults e.g. dressing room, showers etc.	Medium	<ul style="list-style-type: none"> Safeguarding policy 	Facilities manager, children's officers, coaches and supervisors	<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 	Senior Tennis Committee Children's Officers	<i>Ongoing review</i>
Lack of clarity on roles	Low	<ul style="list-style-type: none"> Recruitment policy 	Senior Tennis Committee	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role	Low	<ul style="list-style-type: none"> Recruitment policy 	Senior Tennis Committee	<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 	Junior Tennis Committee	<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 	Children's Officers Junior Tennis Committee	<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 	Junior Tennis Committee	<i>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 ...
Inappropriate use of social media and communications by under 18's	Low	<ul style="list-style-type: none"> ▪ Code of conduct 	Junior Tennis Committee Coaches and supervisors	<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. 	Junior Tennis Committee Coaches and supervisors	<i>Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised	Medium	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Children's Officers	<i>Ongoing review</i>
Harm caused by <ul style="list-style-type: none"> - child to child - coach to child - volunteer to child - member to child - visitor to child 	Medium	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Children's Officers	<i>Ongoing review</i>
General behavioural issues	Low	<ul style="list-style-type: none"> ▪ Code of Conduct 	Children's Officers	<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 completed by the Tennis Club Children's Officers. It was discussed by the Blackrock Tennis Club senior tennis committee on 10 August 2020 and by the Committee of Management of Blackrock Bowling and Tennis Club Limited on __/__/

Patrick Fearon

Signed: _____

Name: Patrick Fearon

Role: President

Date: 10/8/20

Signed: *Ailbhe Gallagher*

Name: Ailbhe Gallagher

Role: Club Children's Officer (female)

Date: 10/8/20

Signed: *Robert Heron*

Name: Robert Heron

Role: *Club Children's Officer (male)*

Date: 10/8/20

Blackrock Tennis Club

Child Safeguarding Statement

Section 1 – Club information

Branch details:

- (a) **Name:** Blackrock Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:** Green Road, Blackrock, County Dublin
- (d) **Size** (Number of staff/members/clubs): this statement relates to the tennis club.
- (e) **Activities:** The 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 club 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

Blackrock Tennis Club is committed to safeguarding children and by working under the guidance of our 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 emphasized, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- (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-centred 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.

Section 3 - Risk Assessment

This Blackrock 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 Mandate 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). 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.

Blackrock 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 Any Club is the Club DLP (Robert Heron) 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 Blackrock Tennis Club

This Child Safeguarding Statement will be reviewed on 30 June 2022.

Signed:

Date:

(On behalf of the Blackrock Tennis Club

Name:

Phone no:

*For queries on this Child Safeguarding Statement, please contact – **Blackrock 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:

- (viii) Importance of childhood.
- (ix) Needs of the child.

- (x) Integrity in relationships.
- (xi) Fair Play.
- (xii) Quality atmosphere & ethos.
- (xiii) Competition.
- (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 required 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