Risk Assessment for Glenalbyn Tennis Club

Risk Assessment

This risk assessment considers the potential for harm to come to children whilst they are in Glenalbyn Tennis Club care. This risk assessment precedes the Child Safeguarding Policy (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**	**The Club has the following procedures in place to address risk identified in this assessment.**	**Further action required …**
CLUB & COACHING PRACTICES				
Lack of coaching qualification	M	▪ Guidelines for Sports Leaders & Coaches in Child Protection Policy (CPP)	Proof of qualification furnished by Kevin Wylde lead coach for himself and assistant coaches.	Review January each year.
Supervision issues	M	▪ Supervision of Children's activities section of CPP	Supervision levels monitored. Requirement to fill in form post coaching and junior social tennis.	Ongoing review
Unauthorised photography & recording activities	M	▪ Junior social media section of CPP	Strict adherence to policy required. Monitoring of website and social media on an ongoing basis.	Review in January 2027
Behavioural Issues	M	▪ Code of Conduct ▪ Relevant sections of CPP	Coaches and volunteers attend Child Safeguarding courses. Any issues concerning behaviour affecting children in the Club are required to be brought to the attention of the Committee at the next scheduled meeting or if urgent at a specially convened meeting.	January 2027 review Code of Conduct and Disciplinary policy. Plus ensure any newly appointed officers complete Safeguarding training

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Lack of gender balance amongst coaches	L	▪ Guidelines for it Sports Leaders & Coaches in CPP ▪ Supervision policy	Male Coach only at present who undertakes ongoing child protection training.	Continue to engage with coach and monitor supervision levels at coaching.
No guidance for travelling and away trips	H	▪ Junior Travel & Hosting Policy in CPP ▪ Child Safeguarding Training		Review and check compliance with policy ahead of Leagues when Juniors are on adult teams.
Lack of adherence with miscellaneous procedures in Safeguarding policy (i.e. mobile, photography, transport)	M	▪ Relevant sections of CPP ▪ Complaints & disciplinary policy		Ongoing review at committee meetings each month of any issues raised regarding non-compliance or complaints
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	M	▪ Complaints & Disciplinary procedure/policy	Ensure all new members are made aware of Complaints and Disciplinary policy. Ensure policy is posted and easily accessed on Club website. When renewing membership, existing member's attention is brought to club's policies and that membership is conditional on acceptance of same.	Ensure up to date policies are on website. Consider sending email to new and existing members with link that takes them directly to policies.

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Difficulty for a child or parent to raise an issue concerning child protection	H	▪ Complaints & Disciplinary policy ▪ CPP	Contact details and photographs of Child Protection Officers and DLP are in CPP, in a prominent place on club website and are displayed in conservatory on Junior Noticeboard.	Junior co-ordinator to bring to attention of juniors and parents identity of CPOs and DLP via Junior whatsapp groups.
Complaints not being dealt with seriously	H	▪ Complaints & Disciplinary policy ▪ CPP	DLP and CCO x 2 have completed Safeguarding training courses.	If any issue arises regarding complaints not being taken seriously, it is dealt with at the next committee meeting under Child Protection Review.
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	H	▪ DLP and CPO duties as set out in CPP ▪ Coach education section of CPP	Procedures relating to reporting are prominently displayed on website. DLP and CCO x 2 have completed all relevant training which places a strong emphasis on the requirement to have full knowledge of all reporting procedures.	Review child safeguarding training of all relevant officers in the Club in January 2027.
No Mandated Person appointed	H	▪ CPP	▪ Coaching staff and DLP/DDLP are aware of their roles as a Mandated Person and have completed all necessary training.	Review of training for mandated persons at beginning of 2027.

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No DLP Appointed	H	▪ CPP	● DLP and DDLP have been appointed by Committee. Photo and contact details are on website and on Junior Noticeboard in conservatory.	
Concerns of abuse or harm not reported	H	▪ Reporting procedures as set out in CPP. ▪ Junior co-ordinator formally and informally reminds parents/guardians and juniors of identity of persons to report concerns to.	▪ Annual review of training of all Child Safeguarding Officers at first committee meeting of new year. ▪ Register kept of courses attended, attendees and expiry date on training qualifications.	CPO meet with coach and separately with Junior Social tennis supervisors at a minimum three times a year to ensure all are aware of importance of reporting.
Not clear who YP should talk to or report to	M	▪ CPP	● Headshots and contact details of DLP and CCO x 2 on Junior Noticeboard in conservatory at appropriate height.	Coach and Junior Social supervisors to remind juniors where contact details can be found.
FACILITIES				
Unauthorised access to changing rooms, showers, toilets etc.	H	▪ Supervision section of CPP. ▪ Child Protection training completed by all coaches and junior volunteers.	● If a child needs to use the toilet during a coaching session or during social tennis, they are accompanied to the conservatory by a supervisor. The said supervisor will check that the changing room is free and will then let the Junior enter while they wait outside.	Meet with coach and Junior Social supervisors to ensure everyone knows correct protocol regarding use of changing rooms and toilets.
Unauthorised exit from playing areas	H	▪ Supervision section of CPP. ▪ Child safeguarding training completed by all coaches/volunteers	Coaches and Junior Social supervisors are made aware that a child cannot leave the playing	Meet with coach and Junior Social supervisors to

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			courts unless accompanied by a parent or qualified supervisor. Gates are in place at the two external exits. One with a code and one with an exit push button at an appropriate height.	reiterate importance of ensuring children remain on playing courts and repeated head counts.
Photography, filming or recording in prohibited areas	H	▪ Junior Social media section of CPP	Juniors must be accompanied by parent/guarding when entering changing areas. If parent is not present, junior supervisor ensures changing rooms are empty before Junior enters. Codes are on both male and female changing rooms. Codes are not given to juniors.	Annual check of child safeguarding training record to ensure all coaches/supervisors are up to date on training.
Missing or found child on site	H	▪ CPP	Bring found child to reception (if open). If child is too young to be able to give contact details of parent/guardian, procedure is to ring CCO or DLP (details on noticeboard). For missing child, ring parents/guardians, Gardai and CCO or DLP.	Reminder to be sent to all members, volunteers and coaches regarding procedures to follow.
Children sharing facilities with adults e.g. dressing room, showers etc.	M	▪ CPP	Children are only allowed to use dressing rooms and showers when a parent or guardian is present. Codes for changing rooms are not given to Junior members.	Ongoing review

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RECRUITMENT				
Recruiting inappropriate people	M	▪ CPP ▪ Child Safeguarding training	Child Safeguarding sub-committee take responsibility for ensuring any new personnel have complied fully with all child safeguarding requirements.	Oversight of all recruitment by full committee including DLP and CCO. Register of training and Garda Vetting updated once new person recruited.
Lack of clarity on roles	M	▪ Explanation of roles of CPO/DLP/coaches as set out in CPP	Child safeguarding sub-committee take responsibility for ensuring Contract of Employment/Contract of Engagement sets out role in a clear and concise manner.	Identify one point of contact on Committee for coaches/volunteers to liaise with over any queries regarding role.
Unqualified or untrained people in role	M	▪ CPP	Strict policy enforcement on vetting, safeguarding and coaching qualifications being in place prior to any involvement with Junior members.	Check qualifications and Garda Vetting register in January of each year.
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	M	▪ Supervision section of CPP	CPP is published prominently on club website.	Consider preparing a child friendly version of Statement for website and for Junior noticeboard.

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No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	M	▪ CPP on Club website ▪ Code of Conduct on website	CPP is brought to attention of all members in the lead up to events involving Juniors with relevant sections highlighted to coaches, supervisors, volunteers and parents/guardians.	Need for communication to be on agenda for committee meeting prior to Junior event.
Unauthorised photography & recording of activities	H	▪ Junior Social Media section of CPP	Committee ensures correct levels of supervision are in place at Junior events with qualified and properly trained adults. A reminder of our social media policy goes out to all parents/guardians/attendees prior to the event.	Ongoing review in light of changes in social media and advances in technology.
Inappropriate use of social media and communications by under 18's	M	▪ Junior Social Media section of CPP ▪ Code of Conduct	Any complaints regarding same are brought to the attention of the CCO and, if necessary, DLP. Child Safeguarding sub-committee preparing child friendly version of CPP which will highlight importance of appropriate use of social media.	Committee to monitor any complaints regarding inappropriate use of social media under Child Safeguarding agenda at next Committee meeting.
GENERAL RISK OF HARM				
Harm not being recognised	M	▪ CPP ▪ Child Safeguarding Training	Child Safeguarding training is carried out by everyone who is involved with children. Register of training kept and coaches/volunteers attend refresher courses in line with best practice.	Child safeguarding on agenda at every committee meeting.

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Harm caused by - **child to child** - **coach to child** - **volunteer to child** - **member to child** - **visitor to child**	M	▪ Supervision section and qualification/training/reporting section of CPP.	Child Safeguarding training is carried out by everyone who is involved with children. Encourage a “telling culture” in the Club.	Ongoing review and ongoing training of all relevant members. Audit at the beginning of each new year to ensure all training is up to date and Garda Vetting has not expired.
General behavioural issues	M	▪ Code of Conduct ▪ Behaviour section of CPP	All members sign up to Code of Conduct on becoming members. All members attention drawn to CPP. Encourage a Child First and Child Safety ethos in the Club. Encourage “a telling culture” in the Club. Prepare child friendly version of Code of Conduct and post on website and on Junior noticeboard.	Appoint two Child Safeguarding trained committee members to take on role of inquiring and assisting with any ongoing behavioural issues that arise. Report back to Committee.

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

on __ /__ /

Signed: _____

Name: _____

Role: *(insert role on Committee)* **_____**

Date: _____

Signed: _____

Name: _____

Club Children's Officer _____

Date:_____