

## APPENDIX 2

### Risk Assessment & Child Safeguarding Statement (CSS)

Outlined in this Appendix are the following –

- A Template Risk Assessment
- Template Child Safeguarding Statement
- A Guidance Document on how to write a Safeguarding Statement

### 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 ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of coaching qualification	Low	<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Recruitment policy</li> </ul>		<i>Get coaches licence renews for file every year</i>
Supervision issues	Low	<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education policy</li> </ul>		<i>Ongoing review</i>
Unauthorised photography & recording activities	Low	<ul style="list-style-type: none"> <li>▪ Photography and Use of Images policy</li> </ul>		<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 ...
Behavioural Issues	Low	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Safeguarding Level 1 (min)</li> <li>Complaints &amp; Disciplinary policy</li> </ul>		<i>Ongoing review</i>
Lack of gender balance amongst coaches	Low	<ul style="list-style-type: none"> <li>Coach education policy</li> <li>Supervision policy</li> </ul>		<i>Ongoing review</i>
No guidance for travelling and away trips	Low	<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Child Safeguarding Training</li> </ul>		<i>Safeguarding in place</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	low	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Complaints &amp; disciplinary policy</li> </ul>		<i>Ongoing review and polices in place</i>
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy	low	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>	Club	<i>Disciplinary procedure highlighted in constitution and procedures</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	low	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>		<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"> <li>Complaints &amp; Disciplinary procedure/policy</li> </ul>		<i>Ongoing review</i>
<b>REPORTING PROCEDURES</b>				

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"> <li>Reporting procedures/policy</li> <li>Coach education policy</li> <li>Code of Conduct /Behaviour</li> </ul>	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"> <li>Reporting procedures/policy</li> </ul>	NGB	<i>Publicise identity of Mandated Person</i> <i>Train Mandated Person in their role-</i> <i>on club notice board and website already</i>
No DLP Appointed	low	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	NGB Club	<i>Train all DLPs</i> <i>Publicise identity of DLPs- on club noticeboard and website</i>
Concerns of abuse or harm not reported	low	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Child Safeguarding Training – Level 1</li> </ul>	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- all housed in manual in club office</i>
Not clear who YP should talk to or report to	low	<ul style="list-style-type: none"> <li>Post the names of CCOs, DLPs and MP</li> </ul>	CCO DLP	<i>Communicate in Club</i> <i>Include in Safeguarding Training (L1)- all housed in club office</i>
<b>FACILITIES</b>				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	low	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	NGB Club	<i>Clarify responsibilities before session starts</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 ...
Unauthorised exit from children's areas	low	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>		<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas	low	<ul style="list-style-type: none"> <li>Photography policy and use of devices in private zones</li> </ul>		<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site	low	<ul style="list-style-type: none"> <li>Missing or found child policy</li> </ul>		<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"> <li>Safeguarding policy</li> </ul>		<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
<b>RECRUITMENT</b>				
Recruitment of inappropriate people	low	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	NGB Club CCO Appropriate personnel	<i>Ongoing review</i>
Lack of clarity on roles	medium	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>Check job description Put supervision in place- role description and job targets</i>
Unqualified or untrained people in role	low	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>Ongoing review</i>
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors	low	<ul style="list-style-type: none"> <li>Child Safeguarding Statement</li> <li>Training policy</li> </ul>	National Club DLP CCO	<i>Communicate Child Safeguarding Statement</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 communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	low	<ul style="list-style-type: none"> <li>▪ Child Safeguarding Statement – display</li> <li>▪ Code of Behaviour - distribute</li> </ul>	Club Executive County Committee DLP Children’s Officer	<i>All on website and in club office</i>
Unauthorised photography & recording of activities	low	<ul style="list-style-type: none"> <li>▪ Photography and Use of Images policy</li> </ul>		<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18’s	low	<ul style="list-style-type: none"> <li>▪ Communications policy</li> <li>▪ Code of conduct</li> </ul>		<i>Ongoing review</i>
Inappropriate use of social media and communications with under 18’s	low	<ul style="list-style-type: none"> <li>▪ Communications policy</li> <li>▪ Code of conduct.</li> </ul>		<i>Ongoing review</i>
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	low	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>		<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 ...
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"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>		<i>Ongoing review</i>
General behavioural issues	low	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> </ul>		<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/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.

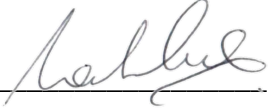
This Risk Assessment document has been discussed and completed by (*insert Tramore Tennis Club/Region/NGB as provider*) on 02/08/2022

Signed:   


Name: Deirdre Flemming

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

**Date:** 2/8/2022

**Signed:** 

**Name:** Niamh Owens

**Club Children's Officer**

**Date:** 2/8/2022

# Tramore Tennis Club Child Safeguarding Statement

## Section 1 – Any Club information

Branch details:

- (a) **Name:** **Tramore Tennis Club**
- (b) **Sport:** Tennis
- (c) **Location:** Tramore, Co. Waterford
- (d) **Size** (Number of staff/members/clubs): 800 members, 3 staff, one tennis club
- (e) **Activities:** **Tramore 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

**Tramore 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 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.

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

This **Tramore 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:

<b>Risk Identified</b>	<b>Procedure in place to manage risk identified</b>
<p data-bbox="233 763 635 801"><b>Club and Coaching Practices</b></p> <ul data-bbox="280 913 871 1099" style="list-style-type: none"><li data-bbox="280 913 871 952">— Lack of gender balance amongst coaches</li><li data-bbox="280 1025 871 1099">— Lack of adherence with misc procedures in Safeguarding policy</li></ul>	<ul data-bbox="943 913 1557 1064" style="list-style-type: none"><li data-bbox="943 913 1557 952">— Coach education policy / Supervision policy.</li><li data-bbox="943 987 1557 1064">— Safeguarding Policy / Complaints &amp; disciplinary policy</li></ul>

**Complaints & Discipline**

- Lack of awareness of a Complaints & Disciplinary policy.
- Complaints not being dealt with seriously

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

**Reporting Procedures**

**Use of Facilities**

—

—

**Recruitment**

— Lack of clarity on roles.

— Recruitment policy.

**Communications**

—

—

**General Risk of Harm**

- Issues of Bullying.
- Vetting of staff/volunteers.

- Anti-Bullying policy.
- Recruitment policy / Vetting policy.

The Risk Assessment was undertaken on (2/8/2022).

#### **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.

**Tramore 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 Tramore 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 **Tramore Tennis Club**

This Child Safeguarding Statement will be reviewed on (2/8/2024)

Signed:

Date:

(On behalf of the **Tramore Tennis Club**

Name:

Phone no:

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

- (ix) Importance of childhood.
- (x) Needs of the child.
- (xi) Integrity in relationships.
- (xii) Fair Play.
- (xiii) Quality atmosphere & ethos.
- (xiv) 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 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