

Risk Assessment Document for *(Ardee & District Athletic Club)*

This risk assessment considers the potential for harm to come to children whilst they are in *(Ardee & District Athletic 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 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 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 —

- (a) 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 L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	L	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Recruitment policy 	Ardee & District Athletic Club	<i>Coaches will attend athletics workshops and other courses where feasible</i>
Supervision issues	L	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 	Ardee & District Athletic Club	<i>Adult members will be recruited and volunteer on a rota basis. Garda vetting will take place prior to starting this role.</i>
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	Ardee & District Athletic Club	Coaches will remind visitors and juveniles that this is inappropriate.
Behavioural Issues	L	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) 	Ardee & District Athletic Club	These will be dealt with as they arise.

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
		<ul style="list-style-type: none"> Complaints & Disciplinary policy 		
Lack of gender balance amongst coaches	L	<ul style="list-style-type: none"> Coach education policy Supervision policy 	Ardee & District Athletic Club	There will be at least one male and one female coach available at all sessions where feasible.
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Ardee & District Athletic Club	These are reviewed on an ongoing basis through discussion amongst the coaches. Messages regarding competitions and travel are sent to parents by the club secretary.
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 	Ardee & District Athletic Club	Policies are regularly updated. Parents agree/ disagree on their membership form to have their photos included on social media or the club webwite.
		<ul style="list-style-type: none"> 		
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Ardee & District Athletic Club	<i>Parents are directed to always present concerns to the CCO or coaches.</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Ardee & District Athletic Club	<i>Review the communication/responsibilities of the procedure/policy as required</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Ardee & District Athletic Club	<i>All concerns are listened to with respect and taken seriously.</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	L	<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 Include in Safeguarding Training (L1) Include in Coach Education Training</i>
No Mandated Person appointed	L	<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	L	<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	L	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	MP DLP	<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	L	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP	<i>Communicate in Club Include in Safeguarding Training (L1 & L2)</i>
FACILITIES				
Unauthorised access to designated children's play & practice areas and to	L	<ul style="list-style-type: none"> Supervision policy Coach education 	NGB Club	<i>Clarify responsibilities before session starts</i>

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changing rooms, showers, toilets etc.				
Unauthorised exit from children's areas	L	<ul style="list-style-type: none"> Supervision policy Coach education 	Ardee & District Athletic Club	<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	Ardee & District Athletic 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 	Ardee & District Athletic Club	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	L	<ul style="list-style-type: none"> Safeguarding policy 	Ardee & District Athletic Club	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
RECRUITMENT				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> Recruitment policy 	NGB Club CCO Appropriate personnel	All volunteers go through the Garda vetting process and are always in the presence/guidance of a trained coach.
Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Check job description</i> <i>Put supervision in place</i> <i>Clarify these roles at monthly committee meetings</i>
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Check qualification</i> <i>Ongoing review</i>
COMMUNICATIONS AND SOCIAL MEDIA				

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
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 	Ardee & District Athletic Club	<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18's	L L	<ul style="list-style-type: none"> Communications policy Code of conduct 	Ardee & District Athletic Club	<i>Ongoing review</i>
Inappropriate use of social media and communications with under 18's	L L	<ul style="list-style-type: none"> Communications policy Code of conduct. 	Ardee & District Athletic Club	<i>Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised	L	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Ardee & District Athletic Club	<i>Ongoing review</i>
Harm caused by - child to child - coach to child	L L	<ul style="list-style-type: none"> Safeguarding policy 	Ardee & District Athletic Club	<i>Ongoing review</i>

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<ul style="list-style-type: none"> - volunteer to child - member to child - visitor to child 	L L L	<ul style="list-style-type: none"> ▪ Child Safeguarding Training 		
General behavioural issues	L	<ul style="list-style-type: none"> ▪ Code of Conduct 	Ardee & District Athletic Club	<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/Region/Province/NGB.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/region/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 3/7/2023

Signed:

Name: David Tyhuis

Role: Chairman

Date: 05.07.2023

Signed:

Name: Bernie Balfe

Role: Club Children's Officer

Date: 03.07.2023

(NB: Original signed document held by the Club Children's Officer)