

## Sample Risk Assessment Document for *(insert Club/Region/NGB)*

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 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 ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of coaching qualification	H	<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Recruitment policy</li> </ul>		<i>Proof of qualification to be confirmed</i>
Supervision issues		<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education policy</li> </ul>		<i>Ongoing review</i>
Unauthorised photography & recording activities		<ul style="list-style-type: none"> <li>▪ Photography and Use of Images policy</li> </ul>		<i>Ongoing review</i>
Behavioural Issues		<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		<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Supervision policy</li> </ul>		<i>Ongoing review</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 ...
No guidance for travelling and away trips		<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Child Safeguarding Training</li> </ul>		<i>Ongoing review</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)		<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Complaints &amp; disciplinary policy</li> </ul>		<i>Ongoing review</i>
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy	H	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>	Club	<i>Immediate action needed Greater communication required</i>
Difficulty in raising an issue by child & or parent Reason: Covered above		<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		<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> </ul>		<i>Ongoing review</i>
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures	H	<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 Include in Safeguarding Training (L1) Include in Coach Education Training</i>
No Mandated Person appointed		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	NGB	<i>Publicise identity of Mandated Person Train Mandated Person in their role</i>
No DLP Appointed		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	NGB Club	<i>Train all DLPs Publicise identity of DLPs</i>
Concerns of abuse or harm not reported		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	MP DLP	<i>Include in Safeguarding Training (L1)</i>

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		<ul style="list-style-type: none"> <li>Child Safeguarding Training – Level 1</li> </ul>		<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		<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)</i>
<b>FACILITIES</b>				
Unauthorised access to designated children’s play & practice areas and to changing rooms, showers, toilets etc.	H	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	NGB Club	<i>Clarify responsibilities before session starts</i>
Unauthorised exit from children’s areas		<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		<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		<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.		<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	H	<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		<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>Check job description</i>

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				<i>Put supervision in place</i>
Unqualified or untrained people in role		<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>Check qualification Ongoing review</i>
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors	H	<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>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors		<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>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>
Unauthorised photography & recording of activities		<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		<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		<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		<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Child Safeguarding Training</li> </ul>		<i>Ongoing review</i>
Harm caused by - child to child		<ul style="list-style-type: none"> <li>Safeguarding policy</li> </ul>		<i>Ongoing review</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 ...
<ul style="list-style-type: none"> <li>- coach to child</li> <li>- volunteer to child</li> <li>- member to child</li> <li>- visitor to child</li> </ul>		<ul style="list-style-type: none"> <li>▪ Child Safeguarding Training</li> </ul>		
General behavioural issues		<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/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 \_\_\_ / \_\_\_ / 2018

Signed:

Signed:

Name:

Name:

Role: *(insert role on Committee)*

Role: Club Children’s Officer

Date:

Date: