

# Safeguarding Risk Assessment Document for Tullamore Golf Club.

The commencement of the Children First Act 2015 now requires that a risk assessment procedure is carried out in relation to the potential for harm to come to children whilst they are in your care and attending activities within your club.

**All affiliated golf clubs have a statutory obligation (ROI) to carry out a safeguarding risk assessment and are required to discuss and complete this assessment at club committee/board level and must sign and date when this took place.**

**Please note that 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.**

**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—

- Undertake an assessment of any potential for harm to a child whilst in your care and availing of your services.
- Display a Child Safeguarding Statement by 11<sup>th</sup> March 2018.

Once this risk assessment has been completed you must display your clubs Child Safeguarding Statement. This should be displayed in a prominent place in your premises by 11<sup>th</sup> March 2018.

**All policies listed below are in Golf Clubs Safeguarding Policy.**

Please read the following before completing the risk assessment:

- 1) The definitions of each column are at the end of the document
- 2) Each risk has been ranked as H and can be amended following your committee/board discussions
- 3) You may include other risks that may apply to your club and some listed may not be applicable to your club
- 4) Once this risk assessment has been completed and signed off you must display your Child Safeguarding Statement before 11<sup>th</sup> March 2018

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Proceduredocument	Responsibility Club/Region/National	Further action required ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of coaching qualification	L	<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Recruitment policy</li> </ul>	Club	
Supervision issues	L	<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education policy</li> </ul>	Club	
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> <li>▪ Photography and Use of Images policy</li> </ul>	Club	
Behavioural Issues	L	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Safeguarding Level 1 (min)</li> <li>▪ Complaints &amp; Disciplinary policy</li> </ul>	Club	
Lack of gender balance amongst coaches	L	<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Supervision/ratio policy</li> </ul>	Club	
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> <li>▪ Travel/Away trip policy</li> <li>▪ Child Safeguarding Training</li> </ul>	Club	
Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, photography, transport, physical contact)	L	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Complaints &amp; disciplinary policy</li> </ul>	Club	

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<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> <li>▪ Complaints &amp; Disciplinary procedure/policy</li> <li>▪ Communications procedure</li> </ul>	Club	
Difficulty in raising an issue by child & or parent Reason: Covered above	L	<ul style="list-style-type: none"> <li>▪ Complaints &amp; Disciplinary procedure/policy</li> <li>▪ Communications procedure</li> </ul>	Club	
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> <li>▪ Complaints &amp; Disciplinary procedure/policy</li> </ul>	Club	
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures	L	<ul style="list-style-type: none"> <li>▪ Reporting procedures/policy</li> <li>▪ Coach education policy</li> <li>▪ Code of Conduct</li> </ul>	Club	
No Mandated Person appointed	L	<ul style="list-style-type: none"> <li>▪ Statutory Reporting procedures/policy</li> </ul>	<b>NGB level only</b>	
No Designated Liaison Person Appointed	L	<ul style="list-style-type: none"> <li>▪ Statutory Reporting procedures/policy</li> </ul>	Club	
Concerns of abuse or harm not reported	L	<ul style="list-style-type: none"> <li>▪ Reporting procedures/policy</li> <li>▪ Child Safeguarding Training – Level 1</li> </ul>	Club	
Not clear who Junior/Young Person should talk to or report to	L	<ul style="list-style-type: none"> <li>▪ Post the names of CCOs, DLPs and MP</li> </ul>	Club	

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<b>FACILITIES</b>				
Unauthorised access to designated children's practice areas and to changing rooms, showers, toilets etc.	L	<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education</li> </ul>	Club	<i>Clarify responsibilities before session starts</i>
Unauthorised exit from children's areas	L	<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education</li> </ul>	Club	<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> <li>▪ Photography policy and use of devices in private areas</li> </ul>	Club	<i>Enforce policy in private changing areas</i>
Missing or found child on site	L	<ul style="list-style-type: none"> <li>▪ Missing or found child policy</li> </ul>	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"> <li>▪ Safeguarding policy</li> </ul>	Club	<i>Ongoing review</i>
Lakes on Course	L	Signs to be Updated	Club	
<b>RECRUITMENT</b>				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> <li>▪ Recruitment policy</li> <li>▪ Vetting procedures</li> </ul>	Club	<i>Ongoing review</i>
Lack of clarity on roles No role descriptions or inadequate role descriptions	L	<ul style="list-style-type: none"> <li>▪ Recruitment policy</li> </ul>	Club	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> <li>▪ Recruitment policy</li> <li>▪ Safeguarding Training</li> </ul>	Club	<i>Check qualification Ongoing review</i>

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<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> <li>▪ Child Safeguarding Statement</li> <li>▪ Training policy</li> </ul>	Club	
No communication of Child Safeguarding Statement, Safeguarding Policy or Code of Conduct to members or visitors	L	<ul style="list-style-type: none"> <li>▪ Child Safeguarding Statement – display</li> <li>▪ Code of Conduct- distribute</li> <li>▪ Safeguarding Policy – make available</li> </ul>	club	<i>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate (new member info pack, website, club handbook, junior notice board, circulation lists)</i>
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> <li>▪ Photography and Use of Images policy</li> </ul>	Club	
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> <li>▪ Communications policy</li> <li>▪ Code of conduct</li> </ul>	Club	
Inappropriate use of social media and communications with under 18's	L	<ul style="list-style-type: none"> <li>▪ Communications policy</li> <li>▪ Code of conduct.</li> </ul>	Club	

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<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	L	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>	Club	
Harm caused by <ul style="list-style-type: none"> <li>- child to child</li> <li>- coach to child</li> <li>- volunteer to child</li> <li>- member to child</li> <li>- visitor to child</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>	Club	
General behavioural issues	I	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> </ul>	Club	<i>Take disciplinary action where necessary</i> <i>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 (**Golf Club Name**) on  8 / 5 / 2018

Signed:

Name: Brian Gunning

Role: **Captain**

Date: 08.05.2018

Signed:

Name: Willie O'Grady

Role: **Club Children's Officer**

Date: 08.05.2018