

**Risk Assessment & Child Safeguarding Statement**

**Balcarrick Golf Club Safeguarding Risk Assessment**

This risk assessment considers the potential for harm to come to children whilst they are in the care of Balcarrick Golf Club and indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policies, procedures and guidance documents required to alleviate these risks. This has been discussed and signed by the Balcarrick Golf Club board on the date below.

This risk assessment precedes Balcarrick Golf Club’s Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) and 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.

**All policies/procedures listed below are in Balcarrick Golf Club's Safeguarding Policy.**

| **Potential risk of harm to children** | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/National** | **Further action required …** |
| --- | --- | --- | --- | --- |
| **CLUB & COACHING PRACTICES** | | | | |
| **Lack of coaching qualification** | **L** | * Coach education policy * Recruitment policy | Committee  Head Coach | Proof of qualification to be confirmed, Garda Vetting and Basic Awareness training |
| **Supervision issues** | **L** | * Supervision policy * Coach education policy | Head Coach | Ongoing monitoring |
| **Unauthorised photography & recording activities** | **L** | * Photography and Use of Images policy | Head Coach and Children’s Officer | Ongoing monitoring |
| **Behavioural Issues** | **L** | * Code of Conduct * Safeguarding Level 1 (min) * Complaints & Disciplinary policy | Head Coach Committee | As above |
| **Lack of gender balance amongst coaches** | **M** | * Coach education policy * Supervision/ratio policy | Joint Management Committee | Review recruitment policy |
| **No guidance for travelling and away trips** | **L** | * Travel/Away trip policy * Child Safeguarding Training | Joint Committee | No travelling with juniors at present. Parental Supervision. |
| **Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, photography, transport, physical contact)** | **L** | * Safeguarding policy * Complaints & disciplinary policy | Head Coach and Children's Officer | Ongoing monitoring |
| **COMPLAINTS & DISCIPLINE** | | | | |
| **Lack of awareness of a Complaints & Disciplinary policy** | **M** | * Complaints & Disciplinary procedure/policy * Communications procedure | Joint Committee | Immediate action needed  Greater communication required |
| **Difficulty in raising an issue by child & or parent**  **Reason: Covered above** | **M** | * Complaints & Disciplinary procedure/policy * Communications procedure | Joint Committee | Review the communication/responsibilities of the procedure/policy as required. |
| **Complaints not being dealt with seriously** | **L** | * Complaints & Disciplinary procedure/policy | Joint Committee | Ongoing review |
| **REPORTING PROCEDURES** | | | | |
| **Lack of knowledge of organisational and statutory reporting procedures** | **L** | * Reporting procedures/policy * Coach education policy * Code of Conduct | Joint Committee | Make policies and procedures available  Include in Safeguarding Training (L1) |
| **No Mandated Person appointed** |  | * Statutory Reporting procedures/policy | **NGB level only** |  |
| **No Designated Liaison Person Appointed** | **L** | * Statutory Reporting procedures/policy |  | Train all DLPs. Appoint a deputy DLP & CCO (If possible)Publicise identity of DLPs |
| **Concerns of abuse or harm not reported** | **M** | * Reporting procedures/policy * Child Safeguarding Training – Level 1, 2, 3 | Child Officer / Head Coach  DLP In progress | Include in Safeguarding Training (L1)  Publicise names of Children's officer(s), Designated Liaison Person (s)  Publicise internal and external reporting procedures |
| **Not clear who Junior/Young Person should talk to or report to** | **L** | * Post the names of Club Children's officer, Designated Liaison Person | Poster on Boards | Communicate across the organisation reinforcing at coaching/training/away trips/competitions  Include in Safeguarding Training (L1) |
| **FACILITIES** | | | | |
| **Unauthorised access to designated children’s practice areas and to changing rooms, showers, toilets etc.** | **M** | * Supervision policy * Coach education | Universal toilet should always be used. | Clarify responsibilities before session starts. Child present with parent or adult supervisor. |
| **Unauthorised exit from children’s areas** | **M** | * Supervision policy * Coach education | More awareness and supervision | Clarify responsibilities before session starts |
| **Photography, filming or recording in prohibited areas** | **M** | * Photography policy and use of devices in private areas | Signage | Enforce policy in private changing areas |
| **Missing or found child on site** | **M** | * Missing or found child policy (*template on Golf Ireland website)* | Child Officer, Hon Secretary, | Refer to policy and inform Gardai |
| **Children sharing facilities with adults e.g. dressing room, showers etc.** | **L** | * Safeguarding policy * Not permitted without parental supervision | Joint Committee | Plan with management to create a suitable child centred environment in shared facilities. Supervision by Parent. |
| **RECRUITMENT** | | | | |
| **Recruitment of inappropriate people** | **L** | * Recruitment policy * Vetting procedures | Joint Committee | Ongoing review |
| **Lack of clarity on roles**  **No role descriptions or inadequate role descriptions** | **L** | * Recruitment policy | Joint Committee | Check job description  Put supervision in place |
| **Unqualified or untrained people in role** | **L** | * Recruitment policy * Safeguarding Training | Only used trained people | Check qualification  Ongoing review |
| **COMMUNICATIONS AND SOCIAL MEDIA** | | | | |
| **Lack of awareness of ‘risk of harm’ with members and visitors** | **L** | * Child Safeguarding Statement * Training policy | Adult Supervision | Communicate Child Safeguarding Statement |
| **No communication of Child Safeguarding Statement, Safeguarding Policy or Code of Conduct to members or visitors** | **L** | * Child Safeguarding Statement – display * Code of Conduct - distribute * Safeguarding Policy – make available | To be displayed | Communicate Child Safeguarding Statement  Distribute Code or Sections as appropriate (induction booklet) Policy on website |
| **Unauthorised photography & recording of activities** | **L** | * Photography and Use of Images policy | Child Officer / Coach | As above |
| **Inappropriate use of social media and communications by under 18’s** | **L** | * Communications policy * Code of conduct | As above | As above |
| **Inappropriate use of social media and communications with under 18’s** | **L** | * Communications policy * Code of conduct. | As above | As above |
| **GENERAL RISK OF HARM** | | | | |
| **Harm not being recognised** | **L** | * Safeguarding policy * Child Safeguarding Training | Children’s Officer | Ongoing |
| **Harm caused by**   * **child to child** * **coach to child** * **volunteer to child** * **member to child** * **visitor to child** | **L** | * Safeguarding policy * Child Safeguarding Training | Children's Officer and Coach | Ongoing |
| **General behavioural issues** | **L** | * Code of Conduct | Children's Officer | Take disciplinary action where necessary  Sign code of conduct |

Explanation of terms used:

* **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities within Balcarrick Golf Club.
* **Likelihood of harm happening** – the likelihood of the risk occurring is 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 Anthony Weller on \_\_\_ */\_\_\_ /20\_\_\_*

Signed: Signed:

Name: Peter Quinn Name: Anthony Weller

Role: Club Men’s Captain Role: Club Children’s Officer

Date: Date