

Risk Assessment & Child Safeguarding Statement (CSS)

Risk Assessment Document for Athlone Tennis Club

Risk Assessment (RS)

This risk assessment considers the potential for harm to come to children whilst they are in the care of Athlone Tennis Club. 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 ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	L	<ul style="list-style-type: none"> Coach education policy Recruitment policy 	ATC	<i>na</i>
Supervision issues	M	<ul style="list-style-type: none"> Supervision policy Coach education policy 	ATC	<i>Need to finalise supervision requirements with Coaches and volunteers. Ensure implementation</i>
Unauthorised photography & recording activities	M	<ul style="list-style-type: none"> Photography and Use of Images policy 	ATC	<i>Policy to be compiled and rolled out to members, parents and coaches. Signage within grounds.</i>
Behavioural Issues	L	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy 	ATC	<i>Code of Conduct and Complaints & Disciplinary policy to be to be compiled and rolled out to members, parents and coaches.</i>
Lack of gender balance amongst coaches	L	<ul style="list-style-type: none"> Coach education policy Supervision policy 	ATC	<i>na</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 guidance for travelling and away trips	M	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	ATC	<i>Travel / Away trip policy to be to be compiled and rolled out to members, parents and coaches.</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	M	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	ATC	<i>Complaints & Disciplinary policy to be implemented. Supervision requirements rolled out to be implemented and monitored.</i>
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	M	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	ATC	<i>Complaints & Disciplinary policy to be implemented. Greater communication required</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	M	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	ATC	<i>Complaints & Disciplinary policy to be implemented. Greater communication required</i>
Complaints not being dealt with seriously	M	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	ATC	<i>Complaints & Disciplinary policy to be implemented. Greater communication required</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 DLP	<i>Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training</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 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 ATC	<i>Train all DLPs Publicise identity of DLPs</i>
Concerns of abuse or harm not reported	M	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 & 3 	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)</i>
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	L	<ul style="list-style-type: none"> Supervision policy Coach education 	NGB ATC	<i>Clarify responsibilities before session starts Club to issue supervision policy to coaches and volunteers.</i>
Unauthorised exit from children's areas	M	<ul style="list-style-type: none"> Supervision policy Coach education 	ATC	<i>Clarify responsibilities before session starts Club to issue supervision policy to coaches and volunteers.</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 ...
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	ATC	<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 	ATC	<i>Policy to be implemented. 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 	ATC	<i>Plan with coaches, volunteers and parents / members 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 ATC CCO Appropriate personnel	<i>Policy roll out and implementation ongoing</i>
Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment policy 	ATC	<i>na</i>
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> Recruitment policy 	ATC	<i>na</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	NGB ATC 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	M	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	ATC Executive DLP CCO	<i>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>
Unauthorised photography & recording of activities	M	<ul style="list-style-type: none"> Photography and Use of Images policy 	ATC	<i>Policy roll out and implementation ongoing</i>
Inappropriate use of social media and communications by under 18's	M	<ul style="list-style-type: none"> Communications policy Code of conduct 	ATC	<i>Policy roll out and implementation ongoing</i>
Inappropriate use of social media and communications with under 18's	M	<ul style="list-style-type: none"> Communications policy Code of conduct. 	ATC	<i>Policy roll out and implementation ongoing</i>
GENERAL RISK OF HARM				
Harm not being recognised	M	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	ATC	<i>Implementation of all NGB CS policies and procedures. Improve communication regarding CS and CCO's to Junior and Adult members, parents, coaches and executive committee ensuring policies and roles are known to all within the club.</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	L	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	ATC	<i>Implementation of all NGB CS policies and procedures. Improve communication regarding CS and CCO's to Junior and Adult members, parents, coaches and executive committee ensuring policies and roles are known to all within the club.</i>
General behavioural issues	L	<ul style="list-style-type: none"> Code of Conduct 	ATC	<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 Athlone Tennis Club on 25 / 04 /2024.

Signed:  _____

Name: Cathal Kenny

Role: (*insert role on Committee*) _ Chairperson _

Date: _ 01 May 2024 _

Club Children's Officer Aislinn Campion Ryan

Date: 01 May 2024

Club Children's Office: Conor McCourt

Date: 01 May 2024

Athlone Tennis Club Child Safeguarding Statement

Section 1 – Athlone Tennis Club information

Branch details:

- (a) **Name:** Athlone Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:** Brawny Road, Lissywollen, Athlone, Co Westmeath
- (d) **Size** (189 Adult members / 118 Junior members):
- (e) **Activities:** **Athlone Tennis Club** provides tennis activities and opportunities for children and young people through participation within the Club. The Club 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 coaches working with children throughout the club, seek to create a safe environment for children and young people to participate in Tennis.

Section 2 - Principles to safeguard children from harm

Athlone Tennis Club is committed to safeguarding children and by working under the guidance of our *NGB* Safeguarding Policies. Volunteers and coaching staff, working with our young people, throughout the club, 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.

Section 3 - Risk Assessment

Athlone 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:

Risk Identified	Procedure in place to manage risk identified
<p>Club and Coaching Practices</p> <ul style="list-style-type: none"> — Lack of coaching qualification. — Supervision issues. — Unauthorised photography & recording activities. — Behavioural Issues. — Lack of gender balance amongst coaches — No guidance for travelling & away trips — Lack of adherence with misc procedures in Safeguarding policy 	<ul style="list-style-type: none"> — Coach education policy/Recruitment policy. — Supervision policy/Coach education policy — Photography & Use of Images policy — Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. — Coach education policy / Supervision policy. — Travel/Away trip policy / Child Safeguarding Training. — Safeguarding Policy / Complaints & disciplinary policy
<p>Complaints & Discipline</p> <ul style="list-style-type: none"> — Lack of awareness of a Complaints & Disciplinary policy. — Difficulty in raising an issue by child & or parent — Complaints not being dealt with seriously 	<ul style="list-style-type: none"> — Complaints & Disciplinary procedure/policy / Communications procedure. — Complaints & Disciplinary procedure/policy / Communications procedure. — Complaints & Disciplinary procedure/policy.

<p>Reporting Procedures</p> <ul style="list-style-type: none"> — Lack of knowledge of organisational & statutory reporting procedures — No DLP appointed. — Concerns of abuse or harm not reported. — Not clear who YP should talk to or report to. 	<ul style="list-style-type: none"> — Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour. — Reporting procedures/policy. — Reporting procedures/policy / Child Safeguarding Training – Level 1 — Post the names of CCO & DLP.
<p>Use of Facilities</p> <ul style="list-style-type: none"> — Unauthorised access to designated children’s play & practice areas & to changing rooms, showers, toilets etc..... — Unauthorised exit from children’s areas. — Photography, filming or recording in prohibited areas. — Missing or found child on site. — Children sharing facilities with adults e.g. dressing room, showers etc 	<ul style="list-style-type: none"> — Supervision policy / Coach Education. — Supervision policy / Coach Education. — Photography policy and use of devices in private zones. — Missing or found child policy. — Safeguarding policy.
<p>Recruitment</p> <ul style="list-style-type: none"> — Recruitment of inappropriate people. — Lack of clarity on roles. — Unqualified or untrained people in role. 	<ul style="list-style-type: none"> — Recruitment policy. — Recruitment policy. — Recruitment policy.

<p>Communications</p> <ul style="list-style-type: none"> — Lack of awareness of ‘risk of harm’ with members and visitors. — No communication of Child Safeguarding Statement of Code of Behaviour to members of visitors. — Unauthorised photography & recording of activities. — Inappropriate use of social media & communications by under 18’s — Inappropriate use of social media & communications with under 18’s. 	<ul style="list-style-type: none"> — Child Safeguarding Statement / Training Policy. — Child Safeguarding Statement (display) / Code of Behaviour (distribute). — Photography & Use of Images policy — Communications policy / Code of conduct — Communications policy / Code of conduct
<p>General Risk of Harm</p> <ul style="list-style-type: none"> — Harm not being recognised. — Harm caused by: Child to Child. Coach to Child. Volunteer to Child. Member to Child. Visitor to Child. — General behavioural issues. — Issues of Bullying. — Vetting of staff/volunteers. — Issues of Online Safety 	<ul style="list-style-type: none"> — Safeguarding policy / Child Safeguarding Training. — Safeguarding policy / Child Safeguarding Training. — Code of Conduct. — Anti-Bullying policy. — Recruitment policy / Vetting policy. — Social Media / Online Safety policy.

The Risk Assessment was undertaken on 25 April 2024.

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). 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.

Athlone Tennis Club has the following policies, procedures and process documents in place as part of our commitment to Safeguarding of Children, Young People and Vulnerable Adults.

- ATC Codes of Conduct – Children, Parents, Coaches, Committee & Members
- ATC Supervision Policy
- ATC Complaints & Disciplinary Procedure
- ATC Recruitment Procedure
- ATC Communication Procedure
- ATC Coach Education Policy
- ATC Photography and Use of Images Policy
- ATC Travel / Away Trip Policy
- ATC Reporting Policy & Procedures
- ATC Missing Child Policy
- ATC Anti Bullying Policy
- ATC Social Media / Online Safety Policy

Please note that all policies / procedures listed are available on request.

The Relevant Person for Athlone Tennis Club is the Cathal Kenny

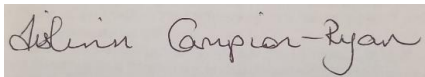
Section 5 – Implementation

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 members including coaches and the executive committee members have been furnished with a copy of this statement.
- This statement is available to parents/guardians, appropriate stakeholders and members of the public on request.
- This statement will be displayed in a prominent place by **Athlone Tennis Club**

This Child Safeguarding Statement will be reviewed on **01 April 2026**

Signed: 

Date: 01 May 2024

(Athlone Tennis Club CCO)

Name: Aislinn Champion Ryan

Phone no: 087 9527639

Signed: 

Date: 01 May 2024

(Athlone Tennis Club CCO)

Name: Conor McCourt

Phone no: 087 7552967

Signed: 

Date: 01 May 2024

(On behalf of the **Athlone Tennis Club**)

Name: Cathal Kenny

Phone no: 087 6250037

*For queries on this Child Safeguarding Statement, please contact – **Cathal Kenny***