

Risk Assessment Document for Munster Branch Tennis Ireland

This risk assessment considers the potential for harm to come to children whilst they are in **MBTI'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 <i>A4/A6/ A9/A10</i>	Low	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Recruitment policy 	MB/NGB	<i>Have documents on file to show coaches licensed and follow up when needed</i>
Supervision issues <i>A9</i>	Low	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 	MB	<i>All our Activities involving Children have two adults present with vetting checked</i>
Unauthorised photography & recording activities <i>A9</i>	Low	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	MB	Parental permission is sought prior to our children’s activities
Behavioural Issues <i>A10</i>	Medium	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	MB	We have Codes for all our stakeholders Parents, Players, Coaches & Officials. They sign the code on entry to or programmes. On-going review

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 gender balance amongst coaches	Medium	<ul style="list-style-type: none"> Coach education policy Recruitment policy 	MB/NGB	We have 2-1 Registered male to female coaches. We appointed a WIS Coordinator to address the situation
No guidance for travelling and away trips A9, A10, A11	Low	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	MB/NGB	We have procedures in place for all trips organised by our NGB With mixed genders, we ensure a male and a female adult is with the players
Lack of adherence with misc procedures in Safeguarding policy (i.e. transport) A8	Medium	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	MB	We have a Safeguarding Policy and COD procedures in place
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy A8	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	MB	<i>We have the COD document on our website and a summarised Appendix Document. Immediate action taken if incident occurs</i>
Difficulty in raising an issue by child &/or parent Reason: covered above	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club/MB	<i>Review the communication/responsibilities of the procedure/policy as required</i>
Complaints not being dealt with	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Club/MB	Ongoing review

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seriously A8				
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures A7, A10	Low	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	MB/NGB	We have a National Children's Officers 4 Provincial Branch CO's and a Designated Liaison Person in place
No Children's Officer appointed A6, A7	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	MB/NGB	<i>MB now have both M&F Children's Officers in place</i>
No DLP Appointed A6, A7	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB Club	<i>Designated Liaison Person in place (to be decided at next branch meeting)</i>
Concerns of abuse or harm not reported A5, A7	Low	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	Mandated Person Designated Liaison Person	<i>Role of the CO's and DLP's. make sure everyone up to date on training</i>
Not clear who Young People should talk to or report to A7	Low	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CPO DLP	<i>CO and DLP listed on our website</i>
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc. A9	Medium	<ul style="list-style-type: none"> Supervision policy Coach education 	MB	<i>Supervision in place at all times and procedures followed. MB to inform coaches of responsibilities before/ during/ after sessions</i>

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Unauthorised exit from children's areas A9	Medium	<ul style="list-style-type: none"> Supervision policy Coach education 	MB	<i>Children just be collected by parents and guardians and in time</i>
Photography, filming or recording in prohibited areas A9	Low	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	MB	<i>Policy on Photography in place and Parental consent forms. Put up signage at tournaments re policy</i>
Missing or found child on site	Low	<ul style="list-style-type: none"> Missing or found child policy 	MB	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc. A9	Medium	<ul style="list-style-type: none"> Safeguarding policy 	MB	<i>Children not permitted to go to changing rooms or toilets alone. Be aware not all clubs have separate facilities, liaise with clubs being used. Ongoing review</i>
RECRUITMENT				
Recruitment of inappropriate people A4	Low	<ul style="list-style-type: none"> Recruitment policy 	NGB Branch Club Park CCO Appropriate personnel	Recruitment procedure in place
Lack of clarity on roles A4	Low	<ul style="list-style-type: none"> Recruitment policy 	MB/NGB	<i>Meetings with Coaches, physical trainers etc on a regular basis</i>
Unqualified or untrained people in role A4	Low	<ul style="list-style-type: none"> Recruitment policy 	MB/NGB	<i>All coaches and trainers must hold the necessary qualifications</i>

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COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors A2, A5	Medium	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	MB	<i>All coaches, trainers etc must take SG1 Training</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors A2, A10	Low	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	MB/NGB	<i>Safeguarding Statement is on our website and on our centres notice board</i>
Unauthorised photography & recording of activities A9	Low	<ul style="list-style-type: none"> Photography and Use of Images policy 	MB	Permission must be sought by all
Inappropriate use of social media and communications by under 18's A9	High	<ul style="list-style-type: none"> Communications policy Code of conduct 	Club/ MB	Policy in place for SM, can't be controlled
Inappropriate use of social media and communications with under 18's A9	Low	<ul style="list-style-type: none"> Communications policy Code of conduct. 	Club/Park/Province/NGB	Policy in place on SM, more aware of what's required

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GENERAL RISK OF HARM				
Harm not being recognised safeguarding policy A5, A7	Low	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club/MB	<i>Children's Officers and DLP in place</i>
Harm caused by <ul style="list-style-type: none"> child to child coach to child volunteer to child member to child visitor to child A5, A7	Medium Medium Medium Medium medium	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	MB	Codes in place for all and all are asked to sign up to their relevant code Training provided to Coaches, CO's and DLP's Ongoing review, but hard to monitor
General behavioural issues A10	Medium	<ul style="list-style-type: none"> Code of Conduct 	MB	Codes in place for all and all are asked to sign up to their relevant code, apply disciplinary action where necessary

Explanation of terms used:

Potential risk of harm to children – these are identified risks of harm to children whilst accessing activities in the Province.

Likelihood of harm happening – the likelihood of the risk occurring in the province 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.

In the document, we have made reference to the support Appendices by identifying them with a number preceded by the letter “A”. The Appendices can be found on the Tennis Ireland website.

This Risk Assessment document has been discussed and completed by the Munster Branch Tennis Ireland on

Date

Signed:

Name:

Role: MBTI President

Date:

Signed:

Name:

Role: Provincial Children’s Officer

Date: