

Safeguarding Risk Assessment Document for Portarlington 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 11th 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 11th March 2018.

All policies listed below are in Golfs/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 11th March 2018

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	L	<ul style="list-style-type: none"> Coach education policy Recruitment policy 	Junior Convenor & Committee	None. Garda Vetting in place
Supervision issues	L	<ul style="list-style-type: none"> Supervision policy Coach education policy 	Junior Convenor & Committee	None. Garda Vetting in place
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> Photography and Use of Images policy & Consent of parent where required 	Junior Convenor & Committee	None
Behavioural issues	L	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy 	Junior Convenor & Committee	Safeguarding 3 to be completed
Lack of gender balance amongst coaches	L	<ul style="list-style-type: none"> Coach education policy 	Junior Convenor & Committee	
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> Child Safeguarding Training 	Junior Convenor & Committee	Safeguarding 3 to be completed
Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, photography, transport, physical contact)	L	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	Junior Convenor & Committee	
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Junior Convenor & Committee	No action needed

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 ...
Difficulty in raising an issue by child & or parent Reason: Covered above	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Junior Convenor & Committee	Ongoing review of the communication/responsibilities of the procedure/policy as required
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Junior Convenor & Committee	Ongoing review
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	L	<ul style="list-style-type: none"> Reporting procedures/policy Code of Conduct 	Junior Convenor & Committee	Safeguarding Training (L1 & L2)
No Mandated Person appointed	L	<ul style="list-style-type: none"> Statutory Reporting procedures/policy 	Club Children's Officer (Junior Convenor)	
No Designated Liaison Person Appointed	L	<ul style="list-style-type: none"> Statutory Reporting procedures/policy 	Junior Convenor	Train all DLPs Publicise identity of DLPs
Concerns of abuse or harm not reported	L	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 & Level 2 	Junior Convenor & Committee	Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures
Not clear who Junior/Young Person should talk to or report to	M	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	Junior Convenor & Committee	Communicate in Club Include in Safeguarding Training (L1)
FACILITIES				
Unauthorised access to designated children's practice areas and to changing rooms, showers, toilets etc.	L	<ul style="list-style-type: none"> Supervision policy 	Junior Convenor & Committee	Clarify responsibilities before session starts

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Unauthorised exit from children's areas	L	<ul style="list-style-type: none"> Supervision policy 	Junior Convenor & Committee	Clarify responsibilities before session starts
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> Photography policy and use of devices in private areas 	Junior Convenor & Committee	Enforce policy in private changing areas
Missing or found child on site	L		Junior Convenor & Committee	Inform Gardai
Children sharing facilities with adults e.g. dressing room, showers etc.		<ul style="list-style-type: none"> Safeguarding policy 	Junior Convenor & Committee	Plan with management to create a suitable child centred environment in shared facilities
RECRUITMENT				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> Vetting procedures 	Junior Convenor & Committee	Ongoing review
Lack of clarity on roles No role descriptions or inadequate role descriptions		<ul style="list-style-type: none"> Vetting procedures 	Junior Convenor & Committee	Check job description Put supervision in place
Unqualified or untrained people in role		<ul style="list-style-type: none"> Safeguarding Training 	Junior Convenor & Committee	Check qualification Ongoing review
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 	Junior Convenor & PRO	Communicate Child Safeguarding Statement

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 communication of Child Safeguarding Statement, Safeguarding Policy or Code of Conduct to members or visitors	L	<ul style="list-style-type: none"> ▪ Child Safeguarding Statement – display ▪ Code of Conduct - distribute ▪ Safeguarding Policy – make available 	Junior Convenor & Committee	Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate (new member info pack, website, club handbook, junior noticeboard, circulation lists)
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	Junior Convenor, PRO & Committee	
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct 	Junior Convenor, PRO & Committee	
Inappropriate use of social media and communications with under 18's	L	<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct. 	Junior Convenor, PRO & Committee	
GENERAL RISK OF HARM				
Harm not being recognised	L	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Junior Convenor & Committee	
Harm caused by <ul style="list-style-type: none"> - 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 	Junior Convenor & Committee	
General behavioural issues		<ul style="list-style-type: none"> ▪ Code of Conduct 	Junior Convenor & Committee	Take disciplinary action where necessary

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 ...
				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 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 Portarlinton Golf Club on 8/3 /2018

Signed:



Name: NOEL F DUNNE

Signed:



Name: TOM HAINSWORTH

Role: (insert role on Committee) CLUB PRESIDENT 2018

Role: Club Children's Officer/Designated Liaison Person

Date:

21/10/18

Date:

21/10/18