**Safeguarding Risk Assessment Document for *Royal Tara 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** | **Further action required …** |
| --- | --- | --- | --- | --- |
| **CLUB & COACHING PRACTICES** |
| **Supervision issues** | **L** | * Supervision in place for organised events
 | Junior convenor |  |
| **Unauthorised photography & recording activities**  | **L** | * Photography and use of Images policy incorporated into membership form and code
 | Junior convenor |  |
| **Behavioural Issues** | **M** | * Code of Conduct
* Safeguarding Level 1 (min)
* Complaints & Disciplinary policy all in place
 | Junior Committee |  |
| **Lack of gender balance amongst coaches** | **L** | * All current PGA coaches male but sufficient number of leaders are female
 |  |  |
| **No guidance for travelling and away trips** | **L** | * Travel/Away trip policy in place
* Child Safeguarding Training in place
 | Junior Committee |  |
| **Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, photography, transport, physical contact)**  | **L** | * Safeguarding policy in place
* Complaints & disciplinary policy in place
 | Junior Committee |  |
| **COMPLAINTS & DISCIPLINE** |
| **Lack of awareness of a Complaints & Disciplinary policy** | **H** | * Complaints & Disciplinary procedure/policy in place
* Communications procedure
* All parents invited to at least one annual meeting
 |  | *Parents meetings to be organised for 2018* |
| **Difficulty in raising an issue by child & or parent****Reason: Covered above** | **L** | * Complaints & Disciplinary procedure/policy in place
* Communications procedure
* Parents invited to meetings annually
 |  | *Parents meeting to be organised for 2018* |
| **Complaints not being dealt with seriously** | **L** | * Complaints & Disciplinary procedure/policy
 |  | *For review after each complaint*  |
| **REPORTING PROCEDURES** |
| **Lack of knowledge of organisational and statutory reporting procedures** | **L** | * Reporting procedures/policy in place
* Code of Conduct in place
 |  |  |
| **No Mandated Person appointed** | **L** | * Statutory Reporting procedures/policy and named persons in place
 |  |  |
| **No Designated Liaison Person Appointed** | **L** | * Statutory Reporting procedures/policy and named persons in place
 |   | *Train mandated persons to the next level* |
| **Concerns of abuse or harm not reported** | **L** | * Statutory Reporting procedures/policy and named persons in place Child Safeguarding Training – Level 1
 |  |  |
| **Not clear who Junior/Young Person should talk to or report to** | **L** | * Names of Children’s officers well publicised
 |  |  |
| **FACILITIES** |
| **Photography, filming or recording**  | **L** | * Photography policy in place
 |  |  |
| **Missing or found child on site** | **L** | * Missing or found child policy to be developed
 |  | *Develop missing child policy* |
| **Children sharing facilities with adults e.g. dressing room, showers etc.**  | **L** | * Safeguarding policy
* Policy in regard to use of shower facilities in place and notice in place
 |  |  |
| **RECRUITMENT**  |
| **Recruitment of inappropriate people** | **L** | * Recruitment policy
* Vetting procedures in place
 |  | *Ongoing review* |
| **COMMUNICATIONS AND SOCIAL MEDIA** |
| **Lack of awareness of ‘risk of harm’ with members and visitors**  | **L** | * Child Safeguarding Statement in place

  |  | *Ongoing review*  |
| **No communication of Child Safeguarding Statement, Safeguarding Policy or Code of Conduct to members or visitors** | **L** | * Child Safeguarding Statement – displayed
* Safeguarding Policy – make available
 |  | *Communicate Child Safeguarding Statement and make code available* |
| **Unauthorised photography & recording of activities**  | **L** | * Photography and Use of Images policy
 |  |  |
| **Inappropriate use of social media and communications by under 18’s** | **M** | * Communications policy
* Code of conduct in place
 |  | To identiy best way to communicate with the juveniles |
| **Inappropriate use of social media and communications with under 18’s** |  | * Communications policy
* Code of conduct in place
 |  |  |
| **GENERAL RISK OF HARM** |
| **Harm not being recognised** | **L** | * Safeguarding policy
* Child Safeguarding Training in place
 |  |  |
| **Harm caused by** * **child to child**
* **coach to child**
* **volunteer to child**
* **member to child**
* **visitor to child**
 |  | * Safeguarding policy
* Child Safeguarding Training in place
 |  |  |
| **General behavioural issues** |  | * Code of Conduct in place
 |  | Ongoing review |

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 (***Royal Tara Golf Club***) on \_*8\_ /\_3\_ /2018*

Signed: Signed:

Name: Declan Bedford Name: Lucia Farrell

Role: *Captain and Designated Liaison Person* Role: Club Children’s Officer

Date: 8/03/18 Date: 8/03/18