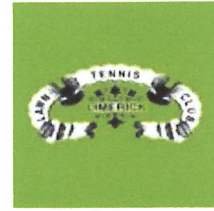


# Limerick Lawn Tennis Club Child Safeguarding Statement



## Section 1 – Limerick Lawn Tennis Club information

Branch details:

- (a) **Name:** Limerick Lawn Tennis Club
- (b) **Sport:** Tennis
- (c) **Location:** Enns Road Limerick
- (d) **Size** (Number of staff 1 / 1-2 Coaches/members 500/clubs):
- (e) **Activities:** LLTC provides tennis activities and opportunities for children and young people through participation in parks, clubs, regional, provincial events and with our representative teams. The NGB 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 staff working with children throughout the organisation, seek to create a safe environment for children and young people to participate in Tennis.

## Section 2 - Principles to safeguard children from harm

LLTC is committed to safeguarding children and by working under the guidance of our NGB Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, 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.

(viii) **Section 3 - Risk Assessment**

This **Limerick Lawn 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:

<b>Risk Identified</b>	<b>Procedure in place to manage risk identified</b>
<p><b>Club and Coaching Practices</b></p> <ul style="list-style-type: none"> <li>— Lack of coaching qualification.</li> <li>— Supervision issues.</li> <li>— Unauthorised photography &amp; recording activities.</li> <li>— Behavioural Issues.</li> <li>— Lack of gender balance amongst coaches</li> <li>— No guidance for travelling &amp; away trips</li> <li>— Lack of adherence with misc procedures in Safeguarding policy</li> </ul>	<ul style="list-style-type: none"> <li>— Coach education policy/Recruitment policy.</li> <li>— Supervision policy/Coach education policy</li> <li>— Photography &amp; Use of Images policy</li> <li>— Code of Conduct / Safeguarding 1 / Complaints &amp; Disciplinary policy.</li> <li>— Coach education policy / Supervision policy.</li> <li>— Travel/Away trip policy / Child Safeguarding Training.</li> <li>— Safeguarding Policy / Complaints &amp; disciplinary policy</li> </ul>

<p><b>Complaints &amp; Discipline</b></p> <ul style="list-style-type: none"> <li>— Lack of awareness of a Complaints &amp; Disciplinary policy.</li> <li>— Difficulty in raising an issue by child &amp; or parent</li> <li>— Complaints not being dealt with seriously</li> </ul>	<ul style="list-style-type: none"> <li>— Complaints &amp; Disciplinary procedure/policy / Communications procedure.</li> <li>— Complaints &amp; Disciplinary procedure/policy / Communications procedure.</li> <li>— Complaints &amp; Disciplinary procedure/policy.</li> </ul>
<p><b>Reporting Procedures</b></p> <ul style="list-style-type: none"> <li>— Lack of knowledge of organisational &amp; statutory reporting procedures</li> <li>— No DLP appointed.</li> <li>— Concerns of abuse or harm not reported.</li> <li>— Not clear who YP should talk to or report to.</li> </ul>	<ul style="list-style-type: none"> <li>— Reporting procedures/policy / Coach Education policy / Code of Conduct/Behaviour.</li> <li>— Reporting procedures/policy.</li> <li>— Reporting procedures/policy / Child Safeguarding Training – Level 1</li> <li>— Post the names of CCO, DLP and Mandated person.</li> </ul>

<p><b>Use of Facilities</b></p> <ul style="list-style-type: none"> <li>— Unauthorised access to designated children’s play &amp; practice areas &amp; to changing rooms, showers, toilets etc.....</li> <li>— Unauthorised exit from children’s areas.</li> <li>— Photography, filming or recording in prohibited areas.</li> <li>— Missing or found child on site.</li> <li>— Children sharing facilities with adults e.g. dressing room, showers etc</li> </ul>	<ul style="list-style-type: none"> <li>— Supervision policy / Coach Education.</li> <li>— Supervision policy / Coach Education.</li> <li>— Photography policy and use of devices in private zones.</li> <li>— Missing or found child policy.</li> <li>— Safeguarding policy.</li> </ul>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>— Recruitment of inappropriate people.</li> <li>— Lack of clarity on roles.</li> <li>— Unqualified or untrained people in role.</li> </ul>	<ul style="list-style-type: none"> <li>— Recruitment policy/Vetting policy</li> <li>— Recruitment policy.</li> <li>— Recruitment policy.</li> </ul>

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

The Risk Assessment was undertaken on *the 28<sup>th</sup> of March 2022*.

#### **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 and Gateway Northern Ireland). 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.

**Limerick Lawn Tennis Club** has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.
- Procedures for managing trips away and hosting children.

*Please note that all procedures listed are available on request.*

**The Relevant Persons for Limerick Lawn Tennis Club are as follows;**

- Gerry Clancy – Club President
- Emma Fleming – Designated Liaison Person
- Lorraine O’Callaghan Daly – Female Child Officer
- Paul McDonogh – Male Child Officer

#### **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 staff has been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency and members of the public on request.
- This statement will be displayed in a prominent place by **Limerick Lawn Tennis Club**

This Child Safeguarding Statement will be reviewed on *28th of March 2023*)

Signed: *Gerard Casey*

Date: 28th of March 2022

Name: *GERARD CASEY*

Club President

Signed: *Emma Fleming*

Date: 28<sup>th</sup> of March 2022

Name: *EMMA FLEMING*

DLP

# Risk Assessment & Child Safeguarding Statement (CSS)

## Risk Assessment Document for Tennis Ireland

### Risk Assessment (RS)

This risk assessment considers the potential for harm to come to children whilst they are in **Limerick Lawn Tennis Club'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 (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 ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of coaching qualification	LOW	<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Recruitment policy</li> </ul>	LLTC/TI (ngb)	<i>Garda Vetting confirmation and coaching qualification on file in office</i>
Supervision issues		<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education policy</li> </ul>		<i>Ongoing review</i>
Unauthorised photography & recording activities	LOW	<ul style="list-style-type: none"> <li>▪ Photography and Use of Images policy</li> </ul>	LLTC	<i>Parental Permission sought before taking any images or filming</i>
Behavioural Issues	MEDIUM	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Safeguarding Level 1 (min)</li> <li>▪ Complaints &amp; Disciplinary policy</li> </ul>	LLTC	New Members agree to the tennis Ireland code of conduct. Safeguarding 1 completed by a number of members already and a



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 ...
				another batch to be completed by the 28 <sup>TH</sup> of April. Log of issues is maintained in office. Clearer policy to be implemented along with updating of Junior code of conduct to include a policy on Social Media.
Lack of gender balance amongst coaches	HIGH	<ul style="list-style-type: none"> <li>Coach education policy</li> <li>Supervision policy</li> </ul>	LLTC	We currently only have 1 male coach.
No guidance for travelling and away trips	MEDIUM	<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Child Safeguarding Training</li> </ul>	LLTC	<i>Ongoing review – no trips recently due to covid need to update awareness of members on sign off policy</i>
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	Medium	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Complaints &amp; disciplinary policy</li> </ul>	LLTC	<i>Ongoing review – We have policies in place however we need to revive awareness of these post -covid.</i>
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy	Medium	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>	LLTC	<i>Immediate action needed Greater communication required – We currently are in the process of upgrading our website and this will include our</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 ...
				<i>updated child protection policies and procedures</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	Medium	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>	LLTC	<i>Review the communication/ responsibilities of the procedure/policy as required- As per above</i>
Complaints not being dealt with seriously	Low	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> </ul>	LLTC	<i>All complaints are treated with the appropriate level of concern and attention. Management of the club is aware of their responsibilities in this area</i>
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures	medium	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Coach education policy</li> <li>Code of Conduct / Behaviour</li> </ul>	LLTC/NGB MP DLP	<i>Ongoing review. Currently we are promoting the completion of safeguarding 1 for as many members as possible.</i>
No Children's Officer appointed	Medium	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	LLTC/NGB	<i>LLTC currently have 1 Female Child Protection Officer and 1 Interim Male Officer. We are currently completing forms for garda vetting for new M Child Officer</i>
No DLP Appointed	Medium	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> </ul>	NGB LLTC	<i>A DLP has been identified and will complete safeguarding 2 in April &amp; safeguarding 3 in May</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 ...
Concerns of abuse or harm not reported	LOW	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Child Safeguarding Training – Level 1</li> </ul>	LLTC CO DLP	<i>Some training still needs to be completed for COO and DLP</i>
Not clear who YP should talk to or report to	MEDIUM	<ul style="list-style-type: none"> <li>Post the names of CCOs, DLPs and MP</li> </ul>	CCO DLP LLTC	<i>Communication in the club needs to be improved and an introduction meeting of the COOs and the DLP is pending with parents and children.</i>
<b>FACILITIES</b>				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	medium	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	NGB LLTC	<i>Clarify responsibilities before session starts Supervision is in place LLTC to be more rigorous in application</i>
Unauthorised exit from children's areas	medium	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	LLTC	<i>Children are collected by parents and guardians on time</i>
Photography, filming or recording in prohibited areas	LOW	<ul style="list-style-type: none"> <li>Photography policy and use of devices in private zones</li> </ul>	LLTC	<i>Parental Consent required for photography. No filming is allowed in prohibited areas.</i>
Missing or found child on site	low	<ul style="list-style-type: none"> <li>Missing or found child policy</li> </ul>	LLTC	<i>Refer to policy and inform Gardai</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 ...
Children sharing facilities with adults e.g. dressing room, showers etc.	Medium	<ul style="list-style-type: none"> <li>Safeguarding policy</li> </ul>	LLTC	<i>Children not permitted to go to changing rooms or toilets alone. We do not have separate facilities for children</i>
<b>RECRUITMENT</b>				
Recruitment of inappropriate people	low	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	NGB LLTC CCO Appropriate personnel	<i>Ongoing review – Any individuals recruited who interact with children must be garda vetted.</i>
Lack of clarity on roles	medium	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	LLTC	<i>More communication required with coaching staff</i>
Unqualified or untrained people in role	low	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club	<i>Coaching staff provide vetting and license back up and communication</i>
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors	Medium	<ul style="list-style-type: none"> <li>Child Safeguarding Statement</li> <li>Training policy</li> </ul>	National LLTC DLP CCO	<i>All coaches, junior committee complete SG1. Encouraging as many members as possible to complete SG1. Our current website is under construction and will be completed by the end of April with greater improved communication on safeguarding and to 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	medium	<ul style="list-style-type: none"> <li>Child Safeguarding Statement – display</li> <li>Code of Behaviour - distribute</li> </ul>	Club Executive County Committee DLP Children’s Officer	<i>WEBSITE BEING UPDATED – SAFEGUARDING NOT TO BE REPUBLISHED. Currently on the noticeboard.</i>
Unauthorised photography & recording of activities	low	<ul style="list-style-type: none"> <li>Photography and Use of Images policy</li> </ul>	LLTC	<i>Permission always sought</i>
Inappropriate use of social media and communications by under 18’s	high	<ul style="list-style-type: none"> <li>Communications policy</li> <li>Code of conduct</li> </ul>	LLTC	<i>Ongoing review – to be included in a revised junior code of conduct</i>
Inappropriate use of social media and communications with under 18’s	low	<ul style="list-style-type: none"> <li>Communications policy</li> <li>Code of conduct.</li> </ul>	LLTC	<i>Lltc does not communicate directly with Juniors only with parents.</i>
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	low	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Child Safeguarding Training</li> </ul>	LLTC	<i>Ongoing review of training for COOs DLP and members</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 ...
<b>Harm caused by</b> - child to child - coach to child - volunteer to child - member to child - visitor to child	Medium Medium Medium Medium Medium	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Child Safeguarding Training</li> </ul>	LLTC	<i>Codes in place and log of incidences maintained at all coaching/ tennis camp sessions/ competitions. Training is ongoing</i>
<b>General behavioural issues</b>	Medium	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> </ul>	LLTC	<i>Codes of conducts are in place. 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.

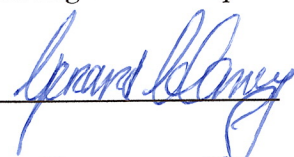
**Likelihood of harm happening** – the likelihood of the risk occurring in the club/park/province/NGB measured by you as Low/Medium or High.

**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 *(Limerick Lawn Tennis Club/Region/NGB as provider)* on 28 /03 /2022

Signed: 

Name: GERARD CLANCY

**Role:** (insert role on Committee) \_\_\_\_\_ *Club President* \_\_\_\_\_

**Date:** 28/03/22

**Signed:** Emma Fleming

**Name:** Emma Fleming

**Club Children's Officer/Designated Liasion Person** \_\_\_\_\_

**Date:** 28/03/22