

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 ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	LOW	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Recruitment policy 	LLTC/TI (ngb)	<i>Garda Vetting confirmation and coaching qualification on file in office</i>
Supervision issues		<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 		<i>Ongoing review</i>
Unauthorised photography & recording activities	LOW	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	LLTC	<i>Parental Permission sought before taking any images or filming</i>
Behavioural Issues	MEDIUM	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	LLTC	<i>Codes of Conduct are circulated to members and are available on LLTC website Safeguarding 1 completed by a number of members already..</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 ...
Lack of gender balance amongst coaches	Low	<ul style="list-style-type: none"> Coach education policy Supervision policy 	LLTC	<i>We currently have several coaches, both male and female operating in club.</i>
No guidance for travelling and away trips	MEDIUM	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	LLTC	<i>Ongoing review – 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"> Safeguarding policy Complaints & disciplinary policy 	LLTC	<i>Greater communication required – We have updated our website to include our safeguarding policy and codes of conduct.</i>

COMPLAINTS & DISCIPLINE

Lack of awareness of a Complaints & Disciplinary policy	Medium	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	LLTC	<i>Greater communication required – We currently are in the process of upgrading our website and this will include details of our complaints procedures.</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	Medium	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	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"> Complaints & Disciplinary procedure/policy 	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>

REPORTING PROCEDURES

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 ...
Lack of knowledge of organisational and statutory reporting procedures	medium	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	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"> Reporting procedures/policy 	LLTC/NGB	<i>LLTC currently have 1 Female Child Protection Officer. We are currently recruiting a male child protection officer.</i>
No DLP Appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB LLTC	<i>A DLP has been appointed.</i>
Concerns of abuse or harm not reported	LOW	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	LLTC CO DLP	<i>Reporting of abuse or harm is completed by the club in line with Tennis Ireland and TUSLA guidelines.</i>
Not clear who YP should talk to or report to	MEDIUM	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP LLTC	<i>The club publishes photos of the DLP and CO on the club noticeboard and contact names are included on the club website.</i>
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	medium	<ul style="list-style-type: none"> Supervision policy Coach education 	NGB LLTC	<i>Clarify responsibilities before coaching session starts. Supervision is in place in LLTC</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 ...
Unauthorised exit from children's areas	medium	<ul style="list-style-type: none"> Supervision policy Coach education 	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"> Photography policy and use of devices in private zones 	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"> Missing or found child policy 	LLTC	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	Medium	<ul style="list-style-type: none"> Safeguarding policy 	LLTC	<i>Children not permitted to go to changing rooms or toilets alone. We do not have separate facilities for children</i>
RECRUITMENT				
Recruitment of inappropriate people	low	<ul style="list-style-type: none"> Recruitment policy 	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"> Recruitment policy 	LLTC	<i>More communication required with coaching staff</i>
Unqualified or untrained people in role	low	<ul style="list-style-type: none"> Recruitment policy 	Club	<i>Coaching staff provide vetting and license back up and communication</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	Medium	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	National LLTC DLP CCO	<i>All coaches, junior committee complete SG1. Encouraging as many members as possible to complete SG1. Our child safeguarding statement is available to review on 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>website.</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	medium	<ul style="list-style-type: none"> ▪ Child Safeguarding Statement – display ▪ Code of Behaviour - distribute 	Club Executive Committee DLP Children’s Officer	<i>Child safeguarding statement and codes of conduct available on LLTC website.</i>
Unauthorised photography & recording of activities	low	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	LLTC	<i>Permission always sought</i>
Inappropriate use of social media and communications by under 18’s	medium	<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct 	LLTC	<i>Ongoing review – a specific social media policy needs to be updated by the club.</i>
Inappropriate use of social media and communications with under 18’s	low	<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct. 	LLTC	<i>LLTC does not communicate directly with Juniors only with parents.</i>
GENERAL RISK OF HARM				
Harm not being recognised	low	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	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 ...
Harm caused by - 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"> Safeguarding policy Child Safeguarding Training 	LLTC	<i>Codes in place and log of incidences maintained at all coaching/ tennis camp sessions/ competitions. Training is ongoing</i>
General behavioural issues	Medium	<ul style="list-style-type: none"> Code of Conduct 	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 07/10/2024

Signed: Barbara Hackett 

Name: Barbara Hackett

Role: *(insert role on Committee)* _____ *Club President* _____

Date: _____ **07/10/2024** _____

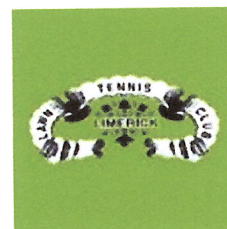
Signed: _____ **Pamela Cox** Pamela Cox

Name: _____ **Pamela Cox** Pamela Cox

Designated Liasion Person _____

Date: _____ **07/10/2024** _____

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 / 3 Coaches/members 650/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:

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 and Mandated person.

Use of Facilities

- 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

- Supervision policy / Coach Education.
- Supervision policy / Coach Education.
- Photography policy and use of devices in private zones.
- Missing or found child policy.
- Safeguarding policy.

Recruitment

- Recruitment of inappropriate people.
- Lack of clarity on roles.
- Unqualified or untrained people in role.

- Recruitment policy/Vetting 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 *the 7th of October 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 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;

- Barbara Hackett – Club President
- Pamela Cox – Designated Liaison Person
- Lorraine O’Callaghan Daly – Female Child Officer
- – 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 *7th of October 2025.*

Signed: Barbara Hackett



Name: Barbara Hackett

Date: 7th of October 2024

Club President

Signed: Pamela Cox

Name Pamela Cox



Date: 7th of October 2024

DLP