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**Downshire Tennis Club Risk Assessment**

This risk assessment considers the potential for harm to come to children whilst they are in Downshire Tennis Club’s care. This risk assessment precedes the Child Safeguarding Statement which is developed following this risk assessment process. The risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment). This risk assessment undertakes 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** | A**ction/Further action required** |
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| **CLUB & COACHING PRACTICES** | | | | | |
| **Lack of coaching qualification** | |  | * Recruitment policy | Club | *Proof of qualification to be confirmed for any coaches* |
| **Supervision issues** | |  | * Supervision policy * Safeguarding training | Club | *Policy to be implemented and kept under review*  *All coaches and volunteers to be trained in safeguarding and updated every 3 years* |
| **Unauthorised photography & recording activities** | |  | * Photography and Use of Images policy | Club | *Parental permission is sought prior to children’s activities* |
| **Behavioural Issues** | |  | * Code of Conduct * Safeguarding Level 1 (min) * Complaints & Disciplinary policy | Club | *Code of conduct for coaches, players, children and parents signed on entry to club and renewed as required.*  *Complaints and disciplinary policy to be made available and implemented as required* |
| **Lack of gender balance amongst coaches** | |  | * Supervision policy | Club | *3;1 registered male to female coaches.* |
| **No guidance for travelling and away trips** | |  | * Travel/Away trip policy * Child Safeguarding Training | Club | *Procedures in place for all trips organised by the Club. With mixed gender trips a male and female adult to attend.* |
| **Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)** | |  | * Safeguarding policy * Complaints & disciplinary policy | Club | *Safeguarding Policy and Complaints and Disciplinary procedure in place.* |
| **COMPLAINTS & DISCIPLINE** | | | | | |
| **Lack of awareness of a Complaints & Disciplinary policy** | |  | * Complaints & Disciplinary procedure/policy * Communications procedure | Club | *Greater communication required* |
| **Complaints not being dealt with seriously** | |  | * Complaints & Disciplinary procedure/policy | Club | *Ongoing review* |
| **REPORTING PROCEDURES** | | | | | |
| **Lack of knowledge of organisational and statutory reporting procedures** | |  | * Reporting procedures/policy * Code of Conduct /Behaviour | Club  DLP | *Make policies and procedures available*  *Include in Safeguarding Training*  *Include in Coach Education Training* |
| **No DLP or Children’s Officer appointed** | |  | * Reporting procedures/policy | Club | *Train all DLPs and Child Safeguarding Officers*  *Publicise identity of DLP and Child Safeguarding Officer and Deputy Child SafeguardingOfficer* |
| **Concerns of abuse or harm not reported** | |  | * Reporting procedures/policy * Child Safeguarding Training – Level 1 | CSOs  DLP | *Include in Safeguarding Training (L1)*  *Publicise names of CSOs, DLPs*  *Publicise internal and external reporting procedures* |
| **Not clear who YP should talk to or report to** | |  | * Post the names and photographs of CCO and DLP | CSO  DLP | *Communicate in Club to include photographs of CSO and DCSO to be displayed at Club and on website*  *Include in Safeguarding Training (L1)* |
| **FACILITIES** | | | | | |
| **Unauthorised access to designated children’s play & practice areas and to changing rooms, showers, toilets etc.** | |  | * Supervision policy | Club | *Supervision in place and procedures followed.* |
| **Unauthorised exit from club** | |  | * Supervision policy | Club | *Children to be collected by parents/guardians unless written permission given for alternative arrangements* |
| **Photography, filming or recording in prohibited areas** | |  | * Photography policy and use of devices in private zones | Club | *Enforce policy in private changing and wet areas* |
| **Missing or found child on site** | |  | * Missing or found child policy | Club | *Refer to policy and inform PSNI* |
| **Children sharing facilities with adults e.g. dressing room, showers etc.** | |  | * Safeguarding policy | Club | *Children not permitted to go to changing room or toilets alone.* |
| **RECRUITMENT** | | | | | |
| **Recruitment of inappropriate people** | |  | * Recruitment policy | Club  CSO | *Recruitment procedure in place and enforced* |
| **Lack of clarity on roles** | |  | * Recruitment policy | Club | *Job descriptions provided*  S*upervision in place and regular communication with coaches and volunteers* |
| **Unqualified or untrained people in role** | |  | * Recruitment policy | Club | *Check qualification for role*  *Ongoing review* |
| **COMMUNICATIONS AND SOCIAL MEDIA** | | | | | |
| **Lack of awareness of ‘risk of harm’ with members and visitors** |  | | * Child Safeguarding Statement * Training policy | Club  CSOs  DLP | *Communicate Child Safeguarding Statement* |
| **No communication of Child Safeguarding Statement or Code of Behaviour to**  **members or visitors** |  | | * Child Safeguarding Statement – display * Code of Behaviour   - distribute | Club  CSOs  DLP | *Communicate Child Safeguarding Statement*  *Distribute Code or Sections as appropriate* |
| **Unauthorised photography & recording of activities** |  | | * Photography and Use of Images policy | Club | Permission must be sought |
| **Inappropriate use of social media and communications by under 18’s** |  | | * Communications policy * Code of conduct | Club | *Ongoing review* |
| **Inappropriate use of social media and communications with under 18’s** |  | | * Communications policy * Code of conduct. | Club | *Ongoing review* |
| **GENERAL RISK OF HARM** | | | | | |
| **Harm not being recognised** |  | | * Safeguarding policy * Child Safeguarding Training | Club  CSOs  DLP | *Children’s Officer in place and all coaches/volunteers trained in Safeguarding level 1*  *Basic safeguarding training for committee members* |
| **Harm caused by**   * **child to child** * **coach to child** * **volunteer to child** * **member to child** * **visitor to child** |  | | * Safeguarding policy * Child Safeguarding Training | Club  CSOs  DLP | *Codes in place and renewed as required*  *Training for all coaches/volunteers* |
| **General behavioural issues** |  | | * Code of Conduct | Club | *Take disciplinary action where necessary*  *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/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 Downshire Tennis Club on 17 August 2020.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: John Mercer**

**Role: Club *Chairperson***

**Date: 17 August 2020**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: Anne Farrell**

**Club Safeguarding Officer**

**Date: 17 August 2020**

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**Downshire Tennis Club Child Safeguarding Statement**

**Section 1 – Downshire Tennis Club**

Branch details:

1. **Name:** Downshire Tennis Club
2. **Sport**: Tennis
3. **Location**: Park Street and Old Coach Road, Hillsborough
4. **Size** 4 coaches approximately 500 members
5. **Activities**: **Downshire Tennis** **Club** 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**

**Downshire Tennis Club** 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:

1. **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in tennis.
2. **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.
3. **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.
4. **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.
5. **Quality atmosphere & ethos** - Children’s sport should be conducted in a safe, positive and encouraging atmosphere.
6. **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.
7. **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

**Section 3 Risk Assessment**

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| --- | --- |
| **Risk Identified** | **Procedure in place to manage risk identified** |
| **Club and Coaching Practices**   * 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 | * Coach education policy/Recruitment policy. * Supervision policy/Coach education policy * Photography & Use of Images policy * Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. * Supervision policy. * Travel/Away trip policy / Child Safeguarding Training. * Safeguarding Policy / Complaints & disciplinary policy |
| **Complaints & Discipline**   * Lack of awareness of a Complaints & Disciplinary policy. * Difficulty in raising an issue by child & or parent * Complaints not being dealt with seriously | * Complaints & Disciplinary procedure/policy / Communications procedure. * Complaints & Disciplinary procedure/policy / Communications procedure. * Complaints & Disciplinary procedure/policy. |
| **Reporting Procedures**   * 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. | * 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 CSO, DLP |
| **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 child * Children sharing facilities with adults e.g. dressing room, showers etc | * Supervision policy * Supervision policy * Photography policy and use of devices in private zones. * Missing child policy. * Safeguarding policy. |
| **Recruitment**   * Recruitment of inappropriate people. * Lack of clarity on roles. * Unqualified or untrained people in role. | * Recruitment policy. * Recruitment policy. * Recruitment policy. |
| **Communications**   * 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 . | * Child Safeguarding Statement / Training Policy. * Child Safeguarding Statement (display) / Code of Behaviour (distribute). * Photography & Use of Images policy * Social Medias policy / Code of conduct |
| **General Risk of Harm**   * 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 | * 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. |

This **Downshire 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

The Risk Assessment was undertaken on ***17 August 2020.***

**Section 4 – Procedures**

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.

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**Downshire 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 appointing a relevant person.
* Procedures for managing trips away and hosting children.

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

**The Relevant Person for Downshire Tennis Club is the Club DLP and Child Protection Officer Anne Farrell**

**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 Downshire Tennis Club

This Child Safeguarding Statement will be reviewed on 17 August 2022.

Signed: Date: 17 August 2020

On behalf of the Downshire Tennis Club

Name: Anne Farrell Children’s Officer Phone no: 07715042284

***For queries on this Child Safeguarding Statement, please contact - Downshire Tennis Club Children’*s *Officer Anne Farrell 07715042284***