# Clubmark Resource: Generic Risk Assessment Document

**Risk Assessment Document for (insert Club/Region/NGB)**

This risk assessment considers the potential for harm to come to children whilst they are in ***(insert Club/Region/NGB)’*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 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 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 —

a. Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).

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| **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** | **H** | * Coach education policy * Recruitment policy |  | *Proof of qualification to be confirmed* |
| **Supervision issues** |  | * Supervision policy * Coach education policy |  | *Ongoing review* |
| **Unauthorised photography**  **& recording activities** |  | * Photography and   Use of Images policy |  | *Ongoing review* |
| **Behavioural Issues** |  | * Code of Conduct |  | *Ongoing review* |

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|  |  | * Safeguarding   Level 1 (min)   * Complaints & Disciplinary policy |  |  |
| **Lack of gender balance**  **amongst coaches** |  | * Coach education   policy   * Supervision policy |  | *Ongoing review* |
| **No guidance for travelling**  **and away trips** |  | * Travel/Away trip   policy   * Child Safeguarding Training |  | *Ongoing review* |
| **Lack of adherence**  **with misc procedures in Safeguarding policy (i.e. mobile, photography,**  **transport)** |  | * Safeguarding   policy   * Complaints & disciplinary policy |  | *Ongoing review* |
| **COMPLAINTS & DISCIPLINE** | | | | |
| **Lack of awareness of**  **a Complaints & Disciplinary policy** | **H** | * Complaints &   Disciplinary procedure/policy   * Communications   procedure | Club | *Immediate action needed*  *Greater communication required* |
| **Difficulty in raising an**  **issue by child & or parent Reason: Covered above** |  | * Complaints &   Disciplinary procedure/policy   * Communications procedure |  | *Review the*  *communication/responsibilities of the procedure/policy as required* |
| **Complaints not being dealt**  **with seriously** |  | * Complaints &   Disciplinary procedure/policy |  | *Ongoing review* |
| **REPORTING PROCEDURES** | | | | |

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| **Lack of knowledge of**  **organisational and statutory reporting procedures** | **H** | * Reporting   procedures/policy   * Coach education policy * Code of Conduct   /Behaviour | NGB  MP DLP | *Make policies and procedures available*  *Include in Safeguarding Training (L1) Include in Coach Education Training* |
| **No Mandated Person**  **appointed** |  | * Reporting   procedures/policy | NGB | *Publicise identity of Mandated Person*  *Train Mandated Person in their role* |
| **No DLP Appointed** |  | * Reporting   procedures/policy | NGB  Club | *Train all DLPs*  *Publicise identity of DLPs* |
| **Concerns of abuse or harm**  **not reported** |  | * Reporting   procedures/policy   * Child Safeguarding Training –   Level 1 | MP  DLP | *Include in Safeguarding Training (L1)*  *Publicise names of CCOs, DLPs, MP(s)*  *Publicise internal and external reporting procedures* |
| **Not clear who YP should**  **talk to or report to** |  | * Post the names of   CCOs, DLPs and MP | CCO  DLP | *Communicate in Club*  *Include in Safeguarding Training (L1)* |
| **FACILITIES** | | | | |
| **Unauthorised access to**  **designated children’s play & practice areas and to changing rooms, showers,**  **toilets etc.** | **H** | * Supervision policy * Coach education | NGB  Club | *Clarify responsibilities before session*  *starts* |
| **Unauthorised exit**  **from children’s areas** |  | * Supervision policy * Coach education |  | *Clarify responsibilities before session*  *starts* |
| **Photography, filming or**  **recording in prohibited areas** |  | * Photography   policy and use of devices in private zones |  | *Enforce policy in private changing and*  *wet areas* |

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| **Missing or found child on**  **site** |  | * Missing or found   child policy |  | *Refer to policy and inform Gardai* |
| **Children sharing facilities**  **with adults e.g. dressing room, showers etc.** |  | * Safeguarding   policy |  | *Plan with facilities management to create*  *a suitable child centred environment in shared facilities* |
| **RECRUITMENT** | | | | |
| **Recruitment of**  **inappropriate people** | **H** | * Recruitment   policy | NGB  Club CCO  Appropriate personnel | *Ongoing review* |
| **Lack of clarity on roles** |  | * Recruitment   policy | Club | *Check job description*  *Put supervision in place* |
| **Unqualified or**  **untrained people in role** |  | * Recruitment   policy | Club | *Check qualification*  *Ongoing review* |
| **COMMUNICATIONS AND SOCIAL MEDIA** | | | | |
| **Lack of awareness of ‘risk**  **of harm’ with members**  **and visitors** | **H** | * Child   Safeguarding Statement   * Training policy | National  Club DLP  CCO | *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 Executive  County Committee DLP  Children’s Officer | *Communicate Child Safeguarding*  *Statement*  *Distribute Code or Sections as appropriate* |
| **Unauthorised**  **photography & recording of activities** |  | * Photography and   Use of Images policy |  | *Ongoing review* |

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| **Inappropriate use of**  **social media and communications by under**  **18’s** |  | * Communications   policy   * Code of conduct |  | *Ongoing review* |
| **Inappropriate use of**  **social media and communications with under 18’s** |  | * Communications   policy   * Code of conduct. |  | *Ongoing review* |
| **GENERAL RISK OF HARM** | | | | |
| **Harm not being** |  | * Safeguarding |  | *Ongoing review* |
| **recognised** | policy   * Child |  |
|  | Safeguarding Training |  |
| **Harm caused by** |  | * Safeguarding |  | *Ongoing review* |
| **child to child** | policy |  |
| **coach to child** | * Child |  |
| **volunteer to child**  **member to child** | Safeguarding Training |  |
| **visitor to child** |  |  |
| **General behavioural**  **issues** |  | * Code of Conduct |  | *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/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 **(insert Club/Region/NGB as provider)** on **/ /**

Signed: Signed:

Name: Name:

Role: **(insert role on Committee)** Role: Club Children’s Officer

Date: Date: