**Risk Assessment Document for *(insert Affiliate)***

This risk assessment considers the potential for harm to come to children whilst they are in ***(insert Affiliate)*** 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 —**

1. 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 L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Region/National** | **Mitigating Factors presently In place /adhered to** | **Further**  **Actions** |
| --- | --- | --- | --- | --- | --- | --- |
| **CLUB & COACHING PRACTICES** | | | | | |  |
| **Lack of coaching qualification** | |  | * Safeguarding Training Policy * Recruitment policy | Affiliate |  | *Ongoing Review* |
| **Supervision issues** | |  | * Supervision policy * Code of Conduct | Affiliate |  | *Ongoing Review* |
| **Unauthorised photography & recording activities** | |  | * Photography and Use of Images policy | Affiliate |  | *Ongoing Review* |
| **Behavioural Issues** | |  | * Code of Conduct * Safeguarding Training Policy * Complaints & Disciplinary policy | Affiliate |  | *Ongoing Review* |
| **Lack of gender balance amongst coaches** | |  | * Recruitment Policy * Supervision policy | Affiliate |  | *Ongoing Review* |
| **No guidance for travelling and away trips** | |  | * Travel/Away trip policy * Code of Conduct * Permission Forms | Affiliate |  | *Ongoing Review* |
| **Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, transport)** | |  | * Safeguarding policy * Complaints & disciplinary policy | Affiliate |  | *Ongoing Review* |
| **COMPLAINTS & DISCIPLINE** | | | | | |  |
| **Lack of awareness of a Complaints & Disciplinary policy** | |  | * Complaints & Disciplinary procedure/policy * Communications procedure | Affiliate |  | *Ongoing Review* |
| **Difficulty in raising an issue by child & or parent** | |  | * Complaints & Disciplinary procedure/policy * Communications procedure | Affiliate |  | *Ongoing Review* |
| **Complaints not being dealt with seriously** | |  | * Complaints & Disciplinary procedure/policy | Affiliate |  | *Ongoing Review* |
| **REPORTING PROCEDURES** | | | | | |  |
| **Lack of knowledge of organisational and statutory reporting procedures** | |  | * Reporting procedures/policy * Safeguarding Training Policy * Code of Conduct /Behaviour | Affiliate and NGB |  | *Ongoing Review* |
| **No Mandated Person appointed** | |  | * Reporting procedures/policy | NGB |  | *Ongoing Review* |
| **No DLP Appointed** | |  | * Reporting procedures/policy | NGB |  | *Ongoing Review* |
| **No NCO Appointed** | |  | * Reporting procedures/policy | Affiliate |  | *Ongoing Review* |
| **Concerns of abuse or harm not reported** | |  | * Reporting procedures/policy * Safeguarding Training Policy | Affiliate |  | *Ongoing Review* |
| **Not clear who young people should talk to or report to** | |  | * Code of Ethics Document * Safeguarding Training Policy | Affiliate |  | *Ongoing Review* |
| **FACILITIES** | | | | | |  |
| **Unauthorised access to designated children’s play & practice areas and to changing rooms, showers, toilets etc.** | |  | * Supervision policy * Coach education | Affiliate | *Clarify responsibilities before session starts* | *Ongoing Review* |
| **Unauthorised exit from children’s areas** | |  | * Supervision policy * Coach education | Affiliate | *Clarify responsibilities before session starts* | *Ongoing Review* |
| **Photography, filming or recording in prohibited areas** | |  | * Photography policy and use of devices in private zones | Affiliate | *Enforce policy in private changing and wet areas* | *Ongoing Review* |
| **Missing or found child on site** | |  | * Missing or found child policy | Affiliate | *Refer to policy and inform Gardai* | *Ongoing Review* |
| **Children sharing facilities with adults e.g. dressing room, showers etc.** | |  | * Safeguarding policy | Affiliate | *Plan with facilities management to create a suitable child centred environment in shared facilities* | *Ongoing Review* |
| **RECRUITMENT** | | | | | |  |
| **Recruitment of inappropriate people** | |  | * Recruitment policy | Affiliate |  | *Ongoing Review* |
| **Lack of clarity on roles** | |  | * Recruitment policy | Affiliate |  | *Ongoing Review* |
| **Unqualified or untrained people in voluntary roles** | |  | * Recruitment policy | Affiliate |  | *Ongoing Review* |
| **COMMUNICATIONS AND SOCIAL MEDIA** | | | | | |  |
| **Lack of awareness of ‘risk of harm’ with members and visitors** |  | | * Child Safeguarding Statement * Safeguarding Training policy | Affiliate and NGB | *Communicate Child Safeguarding Statement* | *Ongoing Review* |
| **No communication of Child Safeguarding Statement or Code of Behaviour to**  **members or visitors** |  | | * Child Safeguarding Statement – display * Code of Behaviour   - distribute | Affiliate and NGB | *Communicate Child Safeguarding Statement* | *Ongoing Review* |
| **Unauthorised photography & recording of activities** |  | | * Photography and Use of Images policy | Affiliate |  | *Ongoing Review* |
| **Inappropriate use of social media and communications by under 18’s** |  | | * Photography and Use of Images policy * Code of conduct | Affiliate |  | *Ongoing Review* |
| **Inappropriate use of social media and communications with under 18’s** |  | | * Photography and Use of Images policy * Code of conduct | Affiliate |  | *Ongoing Review* |
| **GENERAL RISK OF HARM** | | | | | |  |
| **Harm not being recognised** |  | | * Safeguarding policy * Safeguarding Training Policy | Affiliate |  | *Ongoing Review* |
| **Harm caused by**   * **child to child** * **coach to child** * **volunteer to child** * **member to child** * **visitor to child** |  | | * Code of Ethics * Safeguarding Training Policy | Affiliate |  | *Ongoing Review* |
| **General behavioural issues** |  | | * Code of Conduct | Affiliate |  | *Ongoing Review* |

**This Risk Assessment document has been discussed and completed by *INSERT AFFILIATE on*: *\_\_ February 2018. \*The risk assessment for purposes of the Children First Act 2015 and the organisations Child Safeguarding Statement will be reviewed every two years.***

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

**Name:** **Name:**

**Role:** *National Children’s Officer* **Role:** *Affiliate Chairperson*

**Date:** **Date:**

**Explanation of terms used:**

* **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Affiliate
* **Likelihood of harm happening** – the likelihood of the risk occurring in the Affiliate 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.
* **Mitigating Factors presently In place /adhered to** - The steps you take to alleviate risks presently
* **NGB** – National Governing Body
* **NCO** – National Children’s Officer
* **MP** – Mandated Person (Appointed by the NGB as a requirement under the Children’s First Act 2015)

**Please see overleaf, three examples of how we might complete the relevant sections within the risk assessment table, identifying the level of risk, who is responsible, what action may be needed and what actions we are already taking:**

**Example 1**

| **Potential risk of harm to children** | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Region/National** | **Mitigating Factors presently In place /adhered to** | **Further Actions** |
| --- | --- | --- | --- | --- | --- |
| **CLUB & COACHING PRACTICES** | | | | |  |
| **Lack of coaching qualification** | **H** | * Safeguarding Training Policy * Recruitment policy | Affiliate | *Coaches must have Garda Vetting, completed Safeguarding 1 Training. References are checked.* | *Ongoing review to ensure we adhere to the recruitment guidelines* |

**Example 2**

| **Potential risk of harm to children** | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Region/National** | **Mitigating Factors presently In place /adhered to** | **Further Actions** |
| --- | --- | --- | --- | --- | --- |
| **COMPLAINTS & DISCIPLINE** | | | | |  |
| **Lack of awareness of a Complaints & Disciplinary policy** | **H** | * Complaints & Disciplinary procedure/policy * Communications procedure | Affiliate and NGB |  | *Immediate Action Required – Make reporting procedures available to members* |

**Example 3**

| **Potential risk of harm to children** | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Region/National** | **Mitigating Factors presently In place /adhered to** | **Further Actions** |
| --- | --- | --- | --- | --- | --- |
| **RECRUITMENT** | | | | |  |
| **Recruitment of inappropriate people** | **Medium Risk** | * Recruitment policy | Affiliate | *Rigidly follow the recruitment procedures as set out in our Code of Ethics Document* | *Ongoing review to adhere to policy* |