

DGC-002-23 – Risk Assessment & Child Safeguarding Statement

Doneraile Golf Club Safeguarding Risk Assessment

This risk assessment considers the potential for harm to come to children whilst they are in the care of *Doneraile Golf Club* and indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policies, procedures and guidance documents required to alleviate these risks. This has been discussed and signed by the *Doneraile Golf Club* board on the date below.

This risk assessment precedes *Doneraile Golf Club's* Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) and 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.

All policies/procedures listed below are in Doneraile Golf Club's Safeguarding Policy.

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification		<ul style="list-style-type: none"> ▪ Coach education policy ▪ Recruitment policy 	Junior Committee Golf Convenor	<i>Proof of qualification to be confirmed, Garda Vetting SG1 Basic Awareness training</i>
Supervision issues		<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 	Management / Junior Committee	<i>Ensure all leaders are vetted, signed code of conduct, qualifications checked</i>
Unauthorised photography & recording activities		<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	Junior Committee Golf Convenor	Ensure policy on use of mobile phones is brought to attention of all Juniors/Leaders/Parents
Behavioural Issues		<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	DLP CO Management Committee	Ensure all concerns are reported to the appropriate statutory authorities
Lack of gender balance amongst coaches		<ul style="list-style-type: none"> ▪ Coach education policy ▪ Supervision/ratio policy 	Junior Committee	Ensure equal balance of Ladies & Gents on committee
No guidance for travelling and away trips		<ul style="list-style-type: none"> ▪ Travel/Away trip policy ▪ Child Safeguarding Training 	Junior Committee Golf Convenor CO	Ensure procedures are fully complied with for away trips
Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, photography, transport, physical contact)		<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Complaints & disciplinary policy 	Management/Junior Committee Golf Convenor CO	Ensure all policies and procedures are followed and adhered to during days of programme. If insufficient ratios attained activities may need to be curtailed

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required ...
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Management Committee	<i>Immediate action needed</i> <i>Greater communication required</i> <i>Policies & Procedures up on Website</i>
Difficulty in raising an issue by child & or parent Reason: Covered above		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	DLP CO	<i>Review the communication/responsibilities of the procedure/policy as required</i>
Complaints not being dealt with seriously		<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	DLP CO	<i>Ongoing review of all procedures to ensure all new guidelines are in place</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures		<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct 	Management / Junior Committee	<i>Make policies and procedures available</i> <i>Include in Safeguarding Training (L1)</i> <i>Policies & Procedure on Website</i>
No Mandated Person appointed		<ul style="list-style-type: none"> Statutory Reporting procedures/policy 	NGB level only	<i>Ensure name & contact details are available on the notice board.</i>
No Designated Liaison Person Appointed		<ul style="list-style-type: none"> Statutory Reporting procedures/policy 	Management Committee	<i>Train all DLPs. Appoint a deputy DLP & CO (If possible)</i> <i>Publicise identity of DLPs & CO</i>
Concerns of abuse or harm not reported		<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1, 2, 3 	Management / Junior Committee	<i>Include in Safeguarding Training (L1)</i> <i>Publicise names of Children's officer(s), Designated Liaison Person (s)</i> <i>Publicise internal and external reporting procedures on website</i>
Not clear who Junior/Young Person should talk to or report to		<ul style="list-style-type: none"> Post the names of Club Children's officer, Designated Liaison Person 	Management Committee	<i>Communicate through the website all procedures with regards reporting and concerns by children.</i> <i>Ensure all Leaders are aware of the procedures to follow and have signed off on the policies & procedures</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required ...
FACILITIES				
Unauthorised access to designated children's practice areas and to changing rooms, showers, toilets etc.		<ul style="list-style-type: none"> Supervision policy Coach education 	Management / Junior Committee	<i>Clarify responsibilities before session starts</i> <i>Book timesheet for sessions so that Juniors are only persons with access to the course & facilities</i>
Unauthorised exit from children's areas		<ul style="list-style-type: none"> Supervision policy Coach education 	Junior Committee Golf Convenor	<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas		<ul style="list-style-type: none"> Photography policy and use of devices in private areas 	Junior Committee	<i>Enforce policy in private changing areas</i> <i>All leaders aware of procedures</i>
Missing or found child on site		<ul style="list-style-type: none"> Missing or found child policy (<i>template on Golf Ireland website</i>) 	Junior Committee	<i>Follow procedure and notify family & Garda</i>
Children sharing facilities with adults e.g. dressing room, showers etc.		<ul style="list-style-type: none"> Safeguarding policy 	Management / Junior Committee	<i>No access to dressing rooms, showers by adults during session for Juniors</i>
RECRUITMENT				
Recruitment of inappropriate people		<ul style="list-style-type: none"> Recruitment policy Vetting procedures 	Golf Convenor	<i>Review to be conducted by the Golf Convenor to ensure person is suitable for the role</i>
Lack of clarity on roles No role descriptions or inadequate role descriptions		<ul style="list-style-type: none"> Recruitment policy 	Management/Junior Committee	<i>Ensure each person knows their role.</i> <i>Signs code of conduct.</i> <i>Regular supervision</i>
Unqualified or untrained people in role		<ul style="list-style-type: none"> Recruitment policy Safeguarding Training 	Management DLP CO	<i>Check out qualification of applicants prior to they starting position</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required ...
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors		<ul style="list-style-type: none"> ▪ Child Safeguarding Statement ▪ Training policy 	Management / Junior Committee	<i>Communicate Child Safeguarding Statement to parents via the website</i>
No communication of Child Safeguarding Statement, Safeguarding Policy or Code of Conduct to members or visitors		<ul style="list-style-type: none"> ▪ Child Safeguarding Statement – display ▪ Code of Conduct - distribute ▪ Safeguarding Policy – make available 	Management Committee	<i>Communicate Child Safeguarding Statement & all policies and procedures via website Post Safeguarding Statement on Notice board</i>
Unauthorised photography & recording of activities		<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	Management / Junior Committee	<i>Follow guidelines on use of Cameras, Phones etc. Put policies / Procedures on website</i>
Inappropriate use of social media and communications by under 18's		<ul style="list-style-type: none"> ▪ Communications policy ▪ Code of conduct 	DLP Co	<i>Ensure all juniors are made aware of policies & procedures on use of social media</i>

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required ...
GENERAL RISK OF HARM				
Harm not being recognised		<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Management Committee	<i>Risk Assessment being updated to deal with any new occurrences</i>
Harm caused by <ul style="list-style-type: none"> - child to child - coach to child - volunteer to child - member to child - visitor to child 		<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Management / Junior Committee	<i>Ensure reporting procedures are brought to the attention of all Juniors, Leaders and parents</i>
General behavioural issues		<ul style="list-style-type: none"> ▪ Code of Conduct 	Junior Committee	<i>Ensure code of conduct is signed Follow disciplinary procedures if required</i>

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities within *Doneraile Golf Club*.
- **Likelihood of harm happening** – the likelihood of the risk occurring is measured by you as Low/Medium or High. f
- **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 *Doneraile Golf Club* on ___/___/20___

Signed:

Signed:

Name:

Name:

Role: *(insert role on Committee)*

Role: Club Children's Officer/Designated Liaison Person

Date:

Date: