

Appendix 2 - Risk Assessment Document and Child Safeguarding Statement for Helen's Bay Tennis Club

This risk assessment considers the potential for harm to come to children while they are in Helen's Bay 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 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").

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 A4/A6/A9/A10	L	<ul style="list-style-type: none"> ▪ Coach education policy ▪ Recruitment policy 	Club, Coaches	All coaches working in association with Helen's Bay Tennis Club are PTR qualified.
Supervision issues A9	L	<ul style="list-style-type: none"> ▪ Supervision policy ▪ Coach education policy 	Club, Coaches	All our activities involving children have two adults present.
Unauthorised photography & recording activities A9	L	<ul style="list-style-type: none"> ▪ Photography and Use of Images policy 	Club, Coaches	Parental permission is sought prior to our children's activities.
Behavioural Issues A10		<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy 	Club, Coaches	We have codes for all our stakeholders: parents, players, coaches & officials. They sign the code on entry to our programmes.

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 ...
Lack of gender balance amongst coaches	L	<ul style="list-style-type: none"> Coach education policy Recruitment policy 	Club, Coaches	We are a small club; there is 1 male coach from the North Down Tennis Academy, assisted by another male coach and 2 junior female coaches.
No guidance for travelling and away trips A9, A10, A11	L	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	Club	We have procedures in place for all trips organised by our club with mixed genders; we ensure a male and a female adult is with the players.
Lack of adherence with misc procedures in Safeguarding policy (i.e. transport) A8	L	<ul style="list-style-type: none"> Safeguarding policy Complaints & Disciplinary policy 	Club	We have a Safeguarding Policy and Complaints & Disciplinary procedures in place.
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy A8	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Club	We have the Complaints & Disciplinary document on our website and a summarised Appendix Document.
Complaints not being dealt with seriously A8	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Club	Kept under ongoing review
REPORTING PROCEDURES				

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 ...
Lack of knowledge of organisational and statutory reporting procedures A7, A10	L	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	Club, Coaches	We have 2 Children's Officers and a Designated Liaison Person in place. Anyone coaching on the Club's behalf is made aware of their safeguarding responsibilities.
No Children's Officer appointed A6, A7	L	<ul style="list-style-type: none"> Reporting procedures/policy 	Club	Children's Officers in place.
No DLP Appointed A6, A7	L	<ul style="list-style-type: none"> Reporting procedures/policy 	Club	Designated Liaison Person in place.
Concerns of abuse or harm not reported A5, A7	L	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	Designated Liaison Person	Role of the COs and DLPs.
Not clear who Young People should talk to or report to A7	L	<ul style="list-style-type: none"> Post the names of CCOs and DLPs 	CCO DLP	COs and DLP listed on our website, and in clubhouse.
FACILITIES				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc. A9	L	<ul style="list-style-type: none"> Supervision policy Coach education 	Club	Supervision in place at all times and procedures followed.
Unauthorised exit from children's areas A9	L	<ul style="list-style-type: none"> Supervision policy Coach education 	Club	Children must be collected by parents and/or guardians and on time.

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 ...
Photography, filming or recording in prohibited areas A9	L	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	Club	Policy on Photography in place and parental consent forms.
Children sharing facilities with adults e.g. dressing room, showers etc. A9	L	<ul style="list-style-type: none"> Safeguarding policy 	Club	Children not permitted to go to changing rooms or toilets alone.
RECRUITMENT				
Recruitment of inappropriate people A4	L	<ul style="list-style-type: none"> Recruitment policy 	Club CCO Appropriate personnel	The Club has no employees; anyone coaching on the Club's behalf must have Access NI clearance.
Lack of clarity on roles A4	L	<ul style="list-style-type: none"> Recruitment policy 	Club	Meetings with coaches on a regular basis.
Unqualified or untrained people in role A4	L	<ul style="list-style-type: none"> Recruitment policy 	Club	All coaches must hold the necessary qualifications.
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors A2, A5	L	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	Club	All coaches must take SG1 Training.

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 ...
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors A2, A10	L	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	Club	Safeguarding Statement is on our website and on our club notice board. The code of behaviours is distributed.
Unauthorised photography & recording of activities A9	L	<ul style="list-style-type: none"> Photography and Use of Images policy 	Club	Permission must be sought by all.
Inappropriate use of social media and communications by under 18s A9	L	<ul style="list-style-type: none"> Communications policy Code of conduct 	Club	Policy in place for social media.
Inappropriate use of social media and communications with under 18s A9	L	<ul style="list-style-type: none"> Communications policy Code of conduct. 	Club	Policy in place on social media.
GENERAL RISK OF HARM				
Harm not being recognised safeguarding policy A5, A7	L	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	Club	Children's Officers and DLP in place.

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 ...
Harm caused by - child to child - coach to child - volunteer to child - member to child - visitor to child A5, A7	L	<ul style="list-style-type: none"> ▪ Safeguarding policy ▪ Child Safeguarding Training 	Club	Codes in place for all and all are asked to sign up to their relevant code. Expert training provided to Coaches, COs and DLPs.
General behavioural issues A10	L	<ul style="list-style-type: none"> ▪ Code of Conduct 	Club	Codes in place for all and all are asked to sign up to their relevant code.

Explanation of terms used:

Potential risk of harm to children – these are identified risks of harm to children whilst accessing activities in the Province.

Likelihood of harm happening – the likelihood of the risk occurring in the province 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.

In the document, we have made reference to the support Appendices by identifying them with a number preceded by the letter “A”. The Appendices can be found on the Tennis Ireland website.

This Risk Assessment document has been discussed and completed by Helen’s Bay Tennis Club on 12 June 2021

Signed: *Stephen Leach*

Name: Stephen Leach

Role: **Chairman**

Date: 13 June 2021

Signed: *Fiona Gouk*

Name: Fiona Gouk

Role: **Children's Officer**

Date: 13 June 2021

HELEN'S BAY TENNIS CLUB CHILD SAFEGUARDING STATEMENT

Section 1 – Helen's Bay Tennis Club information

Club details:

- (a) **Name:** Helen's Bay Tennis Club

- (a) **Sport:** Tennis

- (b) **Location:** Fort Road, Helen's Bay

- (c) **Size:** c. 20 adult members

- (d) **Activities:** Helen's Bay 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 club 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 coaches 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

Helen's Bay Tennis Club is committed to safeguarding children and by working under the guidance of our club Safeguarding Policies our personnel, both volunteers and coaches, 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

This Helen's Bay 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 required 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 and DLP.

<p>Use of Facilities</p> <ul style="list-style-type: none"> — Unauthorised access to designated children’s play & practice areas & to changing rooms, 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 	<ul style="list-style-type: none"> — Supervision policy / Coach Education. — Supervision policy / Coach Education. — Photography policy and use of devices in private zones. — Missing or found child policy. — Safeguarding policy.
<p>Recruitment</p> <ul style="list-style-type: none"> — Recruitment of inappropriate people. — Lack of clarity on roles. — Unqualified or untrained people in role. 	<ul style="list-style-type: none"> — Recruitment 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 or 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: <ul style="list-style-type: none"> 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 10 June 2021.

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.

Helen’s Bay 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.
- Communications Policy
- Photography Policy
- Supervision Policy

Please note that all procedures listed are available on request.

The Relevant Person for Helen’s Bay Tennis Club is the Club DLP, Lucy Morrow.

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 Helen’s Bay Tennis Club

This Child Safeguarding Statement will be reviewed on 10 June 2024.

Signed: *Robin Masefield*

Date: 13 June 2021

(On behalf of Helen’s Bay Tennis Club)

Name: Robin Masefield

Phone no: 07966 589091

For queries on this Child Safeguarding Statement, please contact - Helen’s Bay Tennis Club Children’s Officer.

