**Risk Assessment Document for Pitch and Putt Union of Ireland**

This risk assessment considers the potential for harm to come to children whilst they are in Pitch and Putt Union of Ireland’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 —

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** | **Further action required …** |
| --- | --- | --- | --- | --- | --- |
| **CLUB & COACHING PRACTICES** | | | | | |
| **Lack of coaching qualification** | |  | * Coaching Course Completed * Garda Vetting Policy * Safeguarding 1 Minimum Requirement * PPUI Recruitment & Selection Policy | Club Committee | *Proof of qualification to be confirmed* |
| **Supervision issues** | |  | * PPUI General Supervision Guidelines * Coach Education policy | Club Committee | *Ongoing review* |
| **Unauthorised photography & recording activities** | |  | * Photography and Use of Images Procedure * Safeguarding 1 | Club Committee | *Ongoing review* |
| **Behavioural Issues** | |  | * Leaders/Coaches Code of Conduct * PPUI Code of Conduct for Young People * PPUI Guidelines for Parents * Safeguarding Level 1 (min) | Club Committee | *Ongoing review* |
| **Lack of gender balance amongst coaches** | |  | * Coach education policy * PPUI General Supervision Guidelines | Club Committee | *Ongoing review* |
| **No guidance for travelling and away trips** | |  | * Overnight & Away trips procedure * Child Safeguarding Training | Club Committee | *Ongoing review* |
| **Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)** | |  | * PPUI Safeguarding policy * PPUI Disciplinary, Complaints and Appeals Procedure * Safeguarding 1 | Club Committee | *Ongoing review* |
| **COMPLAINTS & DISCIPLINE** | | | | | |
| **Lack of awareness of a Complaints & Disciplinary policy** | |  | * PPUI Disciplinary, Complaints and Appeals Procedure * Safeguarding 1 | PPUI  Club Committee | *Immediate action needed*  *Greater communication required* |
| **Difficulty in raising an issue by child & or parent**  **Reason: Covered above** | |  | * PPUI Disciplinary, Complaints and Appeals Procedure * Safeguarding 1 | Club Committee | *Review the communication/responsibilities of the procedure/policy as required* |
| **Complaints not being dealt with seriously** | |  | * PPUI Disciplinary, Complaints and Appeals Procedure * Safeguarding 1 | Club Committee | *Ongoing review* |
| **REPORTING PROCEDURES** | | | | | |
| **Lack of knowledge of organisational and statutory reporting procedures** | |  | * PPUI Reporting procedures/policy * Coach education policy * PPUI Codes of Conduct /Behaviour * Safeguarding 1 | Club Committee | *Make policies and procedures available*  *Include in Safeguarding Training (L1)*  *Include in Coach Education Training* |
| **No Mandated Person appointed** | |  | * Reporting procedures/policy * PPUI Child Safeguarding Statement | Club Committee | *Publicise identity of Mandated Person*  *Train Mandated Person in their role* |
| **No DLP Appointed** | |  | * Reporting procedures/policy | Club Committee | *Train all DLPs*  *Publicise identity of DLPs* |
| **Concerns of abuse or harm not reported** | |  | * Reporting procedures/policy * Child Safeguarding Training – Level 1 * PPUI Mandated Person legally must report | Club Committee | *Include in Safeguarding Training (L1)*  *Publicise names of CCOs, DLPs, MP(s)*  *Publicise internal and external reporting procedures* |
| **Not clear who Young Person should talk to or report to** | |  | * Post the names of Children’s Officers, Designated Liaison Person | Club Committee | *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.** | |  | * PPUI General Supervision Guidelines * Coach education * Safeguarding 1 | PPUI  Club Committee | *Clarify responsibilities before session starts* |
| **Unauthorised exit from children’s areas** | |  | * PPUI General Supervision Guidelines * Coach education * Safeguarding 1 | Club Committee | *Clarify responsibilities before session starts* |
| **Photography, filming or recording in prohibited areas** | |  | * Photography and Use of Images Procedure * Safeguarding 1 | Club Committee | *Ongoing review* |
| **Missing or found child on site** | |  | * PPUI Safeguarding policy * Safeguarding 1 | Club Committee | *Refer to policy and inform Gardai* |
| **Children sharing facilities with adults e.g. dressing room, showers etc.** | |  | * PPUI Safeguarding policy * Safeguarding 1 | Club Committee | *Ongoing review* |
| **RECRUITMENT** | | | | | |
| **Recruitment of inappropriate people** | |  | * PPUI Recruitment & Selection Policy | Club Committee | *Ongoing review* |
| **Lack of clarity on roles** | |  | * PPUI Recruitment & Selection Policy | Club Committee | *Ongoing review* |
| **Unqualified or untrained people in role** | |  | * PPUI Recruitment & Selection Policy | Club Committee | *Ongoing review* |
| **COMMUNICATIONS AND SOCIAL MEDIA** | | | | | |
| **Lack of awareness of ‘risk of harm’ with members and visitors** |  | | * PPUI Child Safeguarding Statement * PPUI Recruitment & Selection Policy * Safeguarding 1 | Club Committee | *Communicate Child Safeguarding Statement* |
| **No communication of Child Safeguarding Statement or Code of Behaviour to**  **members or visitors** |  | | * PPUI Child Safeguarding Statement – display * Code of Behaviour   - distribute | Club Committee | *Communicate Child Safeguarding Statement*  *Distribute Code or Sections as appropriate* |
| **Unauthorised photography & recording of activities** |  | | * Photography and Use of Images Procedure * Safeguarding 1 | Club Committee | *Ongoing review* |
| **Inappropriate use of social media and communications by under 18’s** |  | | * PPUI Codes of conduct / Guidelines for Conduct | Club Committee | *Ongoing review* |
| **Inappropriate use of social media and communications with under 18’s** |  | | * PPUI Codes of conduct / Guidelines for Conduct * Safeguarding 1 | Club Committee | *Ongoing review* |
| **GENERAL RISK OF HARM** | | | | | |
| **Harm not being recognised** |  | | * PPUI Safeguarding policy * Safeguarding 1 | Club Committee | *Ongoing review* |
| **Harm caused by**   * **child to child** * **coach to child** * **volunteer to child** * **member to child** * **visitor to child** |  | | * PPUI Safeguarding policy * Safeguarding 1 | Club Committee | *Ongoing review* |
| **General behavioural issues** |  | | * PPUI Codes of conduct / Guidelines for Conduct * Safeguarding 1 | Club Committee | *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 \_\_\_\_\_\_\_\_\_\_\_\_ Pitch and Putt Club on \_\_\_\_\_\_\_\_\_\_

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: Club Chairman\_\_\_\_\_\_\_\_\_ Role: Club Children’s Officer\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_