

Rugby League Ireland Clubs Safeguarding Risk Assessment Document 2018

(Club Name, Address)

As a Rugby League Ireland Club, we operate as a provider of a relevant service to children and young people, where we are required to undertake an assessment of any potential for harm (referred to as 'risk') to a child while availing of our activities. This Risk Assessment considers the potential for harm to come to children and young people whilst they are in the care our Club based on the risk of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment). The subsequent Child Safeguarding Statement is based on this Risk Assessment and will be completed/updated following this Risk Assessment.

The Risk Assessment must be discussed and completed at Committee level and then signed by an Officer on the committee and the Club Children's Officer. There are five headings used in the Risk Assessment with the following explanation: Potential risk of harm to children – these are identified risks of harm to children whilst accessing activities in the Club Likelihood of risk happening – the likelihood of the risk occurring in the Club measured by you as Low, Medium or High.

There are five headings used in the Risk Assessment with the following explanation:

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

Likelihood of risk happening – the likelihood of the risk occurring in the Club 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

RLI = Rugby League Ireland

DLP = Designated Liaison Person – refers to club position

CCO = Club Children's Officer

SG1= Safeguard 1 Course.

NCO = National Children's Officer- refers to RLI position

MP = Mandated Person - refers to RLI position

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	Safe Recruitment policy Safety Guidelines for club sessions document.	Club Committee Head Coach Club Children's Officer	CCO to maintain a list of those involved with juniors, their Safeguarding requirements and proof of qualification.
Supervision issues	H	Supervision policy Safety Guidelines for club sessions document.	Club Committee Head Coach Club Children's Officer	Ensure Role Clarity Ongoing review
Unauthorised photography & recording activities	H	Photography & Filming policy. Social Media Policy. Code of Conduct.	Club committee Club Children's officer. Club Junior Race director Event Safeguard Lead	Ensure policies are accessible and distributed. Ongoing review
Behavioural Issues	H	Code of Conduct Complaints & Disciplinary policy Coach/leader training - SG1.	Club Committee Club Children's Officer Rugby League Ireland	All adults working with juniors to sign a code of conduct and complete Safeguard 1. Ongoing review
Lack of gender balance amongst coaches	H	Supervision policy Safety Guidelines for club sessions document.	Club Committee Club Children's Officer	Ongoing review
No guidance for travelling and away trips	H	Traveling and overnight trips policy. Coach/leader training - SG1. Vetting policy.	Club Committee Club Children's Officer Club Coach travelling.	Make policies available to all involved prior to travel. Ongoing review
Lack of adherence with misc. procedures in Safeguarding policy (i.e. mobile, photography, transport)	H	Complaints & Disciplinary policy. Safeguarding policy. Code of Conduct.	Club Committee Club Children's Officer	Ongoing review
COMPLAINTS & DISCIPLINE				

Lack of awareness of a Complaints & Disciplinary policy	H	Safeguarding policy. Reporting & Communications Procedure. Complaints & Disciplinary policy	Club Committee Club Children's Officer Rugby League Ireland.	Immediate action needed Greater communication required within the club to ensure complaints & disciplinary policy is accessible.
Difficulty in raising an issue by child & or parent Reason: Covered above	H	Complaints & Disciplinary policy Reporting & Communications procedure. Post names of CCO, DLP, MP.	Club Committee Club Children's Officer Designated Liaison Person.	Review the communication/responsibilities of the procedure/policy as required. Publicise identity of CCO, DLP and RLI MP.
Complaints not being dealt with seriously	H	Complaints & Disciplinary policy Reporting & Communications procedures.	Club Committee Club Children's Officer Designated Liaison Person.	Immediate action required. All complaints should be recorded and passed on where applicable. Consult with RLI NCO.
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	H	<ul style="list-style-type: none"> ▪ Reporting & Communications procedures. ▪ Safe Recruitment Policy ▪ Coach/leader training - SG1. ▪ Code of Conduct 	RLI National Children's Officer RLI Mandated Person Club Committee Club Children's Officer Designated Liaison Person	Make policies and procedures available and include in induction process for new Coaches/Leaders/Members. Ensure Coaches/Leaders have completed Safeguard 1 which is part of their certification.
No Mandated Person appointed	H	<ul style="list-style-type: none"> ▪ Reporting & Communications Procedure. 	Rugby League Ireland	Publicise identity of Mandated Person Train Mandated Person in their role
No Designated Liaison Person or Children' Officer Appointed	H	<ul style="list-style-type: none"> ▪ Reporting & Communications Procedure. ▪ Safeguarding Policy 	Rugby League Ireland Club Committee	Club appoints both and ensures DLP completes Safeguard 1 & 3 and CCO completes Safeguard 1 & 2. Publicise identity of DLP and CCO.
Concerns of abuse or harm not reported	H	<ul style="list-style-type: none"> ▪ Reporting procedures/policy ▪ Coach/leader training - SG1. 	Designated Liaison Person Mandated Person	Club ensures all those dealing with juniors have completed Safeguard 1. Publicise names of CCOs, DLPs, MP. Publicise internal and external reporting procedures
Not clear who Young Person should talk to or report to	H	<ul style="list-style-type: none"> ▪ Post the names of Club Children's Officer, Designated Liaison Person and TI Mandated Person. ▪ Safeguarding Policy. 	Club Committee Club Children's Officer Designated Liaison Person. Rugby League Ireland	Communicate within Club. Ensure Safeguard 1 training is completed by those working with juniors. Include information in the recruitment and induction process for new coaches/leaders. Include in membership information. Provide opportunities for juniors to meet CCO and DLP.
FACILITIES				

Unauthorised access to designated children's play & practice area, changing rooms, showers, toilets etc.	H	<ul style="list-style-type: none"> Supervision policy Coach/leader training - SG1. 	Club Children's Officer Club Coach Club Committee	Clarify responsibilities before session starts
Unauthorised exit from children's areas	H	<ul style="list-style-type: none"> Supervision policy Coach/Leader training-Safeguard 1. 	Club Children's Officer Club Coach Club Committee	Clarify responsibilities before session starts
Photography, filming or recording in prohibited areas	H	<ul style="list-style-type: none"> Photography & Filming Policy. 	Club Children's Officer Club Coach Club Committee Event Safeguard Lead	Enforce policy in private changing areas and pool deck. Make policy accessible for members & guests.
Missing or found child on site	H	<ul style="list-style-type: none"> Missing or found child policy Safeguarding guidelines for Junior events. 	Club head coach Club Children's Officer Club Committee Event Safeguard Lead	Refer to policy and inform Gardaí/PSNI
Children sharing facilities with adults e.g. dressing room, showers etc.	H	<ul style="list-style-type: none"> Safeguarding policy Supervision policy 	Club Coach Club Children's Officer Club Committee	Plan with facilities management to create a suitable child centred environment in shared facilities.
RECRUITMENT				
Recruitment of inappropriate people	H	<ul style="list-style-type: none"> Safe Recruitment policy Safeguarding Policy Vetting Policy 	Rugby League Ireland Club Committee Club Children's Officer	Ensure a comprehensive induction & period of supervision for new Coaches/leaders. Ongoing review.
Lack of clarity on roles	H	<ul style="list-style-type: none"> Safe Recruitment policy Safety Guidelines for Club Sessions document. 	Club Committee Club Children's Officer Club Head Coach	Role clarified during induction process and prior to each session.
Unqualified or untrained people in role	H	<ul style="list-style-type: none"> Safe Recruitment policy 	Club Committee	Check qualification Comprehensive induction Check with Rugby League Ireland Ongoing review
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	H	<ul style="list-style-type: none"> Child Safeguarding Statement Coach/leader training-SG1. Safe Recruitment Policy 	Rugby League Ireland Club Committee Club Children's Officer Event Safeguard Lead Event Organiser	Circulate Child Safeguarding Statement. Make Safeguarding Policy accessible. Induction for those helping as a 'once off' at events. Ongoing review.

No communication of Child Safeguarding Statement or Code of Behaviour to members & visitors	H	<ul style="list-style-type: none"> Safeguarding Policy Display Child Safeguarding Statement. Code of Conduct 	Club Committee Children's Officer Event Safeguard Lead. Event Organiser	Circulate Child Safeguarding Statement. Distribute Code Conduct. Code of conduct poster displayed at junior events. Ongoing review.
Unauthorised photography & recording of activities	H	<ul style="list-style-type: none"> Photography and Filming policy Code of Conduct Social Media Policy Complaints and disciplinary policy. 	Rugby League Ireland Club Committee Club Children's Officer Designated Liaison Person Event Safeguard Lead. Event Organiser	Make Photography & Filming Policy available at events where non-members may be in attendance. Ongoing review.
Inappropriate use of social media and communications by Under 18's	H	<ul style="list-style-type: none"> Code of conduct Social Media guidance for juniors. 	Club Committee Club Children's Officer Designated Liaison Person.	Education piece for club juniors highlighting the social media guidance. Ongoing review
Inappropriate use of social media and communications with Under 18's	H	<ul style="list-style-type: none"> Complaints & disciplinary policy Code of conduct. Social Media Policy Coach/leader training - SG1. 	Club Committee Club Children's Officer Designated Liaison Person RLI NCO	Publicise Social Media Policy. Consult with RLI NCO. Ongoing review
GENERAL RISK OF HARM				
Harm not being recognised	H	<ul style="list-style-type: none"> Safeguarding policy Coach/leader training - SG1. 	Club Committee Club Children's Officer Designated Liaison Person.	Ensure Safeguard training is up to date. Informal consult with Tusla(ROI)/Gateway(NI). Ongoing review.
Harm caused by - child to child - adult to child	H	<ul style="list-style-type: none"> Safeguarding policy Coach/leader training-SG1. Codes of Conduct. Safe Recruitment Policy. Communication & Reporting Processes. 	Rugby League Ireland NCO &MP Club Committee Club Children's Officer Designated Liaison Person	Informal consult with Tusla(ROI)/Gateway(NI). Report to statutory authorities. Report to RLI MP. Ongoing review
General behavioural issues	H	<ul style="list-style-type: none"> Code of Conduct Complaints and Disciplinary Procedures. 	Rugby League Ireland Club Committee Club Children's Officer.	Ensure all coaches/leaders/volunteers have signed a code of conduct. Take disciplinary action where necessary

This Risk Assessment document has been discussed and completed by *(insert Club as provider)* on __ / __ /2018

Name:	Name:
Signed:	Signed:
Role: Club Chairperson	Role: Club Children's Officer
Date:	Date: