



Risk Assessment & Child Safeguarding Statement (CSS)

Section 1 – Rushbrooke Lawn Tennis & Croquet Club Information

Branch details:

- (a) **Name:** Rushbrooke Lawn Tennis & Croquet Club
- (b) **NGB:** Tennis Ireland/ Croquet
- (c) **Sport:** Ireland/Croquet/Bowls
- (d) **Location:** Rushbrooke, Cobh, Co. Cork
- (e) **Size** 900+ Members, 4 Coaches, 5 Staff.
- (f) **Activities:** Rushbrooke Lawn Tennis & Croquet Club (RLTCC) provides tennis, croquet and bowls activities and opportunities for children and young people through participation in parks, clubs, regional, provincial events and with our representative teams. The NGB 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 staff working with children throughout the organisation, seek to create a safe environment for children and young people to participate in Tennis, Croquet and Bowls.

Section 2 - Principles to safeguard children from harm

Rushbrooke Lawn Tennis & Croquet Club is committed to safeguarding children and by working under the guidance of our *NGB* Safeguarding Policies our staff, both volunteers and employed, 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:

- (i) **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in tennis.
- (ii) **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.
- (iii) **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.
- (iv) **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.
- (v) **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.



- (vi) **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.
- (vii) **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 **Rushbrooke Lawn Tennis & Croquet 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 require 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
Club and Coaching Practices <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, DLP and Mandated person.
<p>Use of Facilities</p> <ul style="list-style-type: none"> • Unauthorised access to designated children's play & practice areas & to changing rooms, showers, 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.



Recruitment <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.
Communications <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 of 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
General Risk of Harm <ul style="list-style-type: none"> • Harm not being recognised. • Harm caused by: 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 **24th March 2025**

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.

Rushbrooke Lawn Tennis & Croquet Club (RLTCC) 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 maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.
- Procedures for managing trips away and hosting children.

Please note that all procedures listed are available on request.

Rushbrooke Lawn Tennis & Croquet Club

The Relevant Person for Rushbrooke Lawn Tennis & Croquet Club is the Club DLP or Chairperson

*For queries on this Child Safeguarding Statement, please contact – **Rushbrooke Lawn Tennis & Croquet Club** –*

- **Louise Davidson, Designated Liaison (Children's Officer,),**
- **Glenn Casey (Male Child Protection Officer)**
- **Sinead Cotter (Female Child Protection Officer).**

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 **Rushbrooke Lawn Tennis & Croquet Club**.
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This Child Safeguarding Statement will be reviewed on 24th March 2026

Name: Louise Davison
Designated Liaison Person

Signed: Louise Davison

Date: 24/3/2025

Name: Elizabeth Coakley
Chairperson

Signed: Elizabeth Coakley

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Date: 24/3/2025



Risk Assessment & Child Safeguarding Statement (CSS)

Risk Assessment Document for Tennis Ireland

Risk Assessment (RS)

This risk assessment considers the potential for harm to come to children whilst they are in Rushbrooke Lawn Tennis & Croquet 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 (ROI) 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 (ROI) 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 —

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 - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	Low	<ul style="list-style-type: none"> Coach education policy Recruitment policy 	RLTCC/TI	<i>Proof of qualification to be confirmed</i>
Supervision issues	Low	<ul style="list-style-type: none"> Supervision policy Coach education policy 	RLTCC	<i>Ongoing review</i>
Unauthorised photography & recording activities	Low	<ul style="list-style-type: none"> Photography and Use of Images policy 	RLTCC	<i>Ongoing review</i>
Behavioural Issues	Medium	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy 	RLTCC	<i>Ongoing review</i>
Lack of gender balance amongst coaches	Low	<ul style="list-style-type: none"> Coach education policy Supervision policy 	RLTCC	<i>Ongoing review</i>



Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
No guidance for travelling and away trips	Medium	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training 	RLTCC	Ongoing review
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	Medium	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	RLTCC	Ongoing review
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	RLTCC	Immediate action needed Greater communication required
Difficulty in raising an issue by child & or parent Reason: Covered above	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	RLTCC	Review the communication/r responsibilities of the procedure/policy as required
Complaints not being dealt with seriously	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	RLTCC	Ongoing review
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	Low	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	RLTCC NGB MP DLP	Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training



Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
No Mandated Person appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB RLTCC	Publicise identity of Mandated Person Train Mandated Person in their role
No DLP Appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	NGB RLTCC	Train all DLPs Publicise identity of DLPs
Concerns of abuse or harm not reported	Medium	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	MP DLP RLTCC	Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures
Not clear who YP should talk to or report to	Low	<ul style="list-style-type: none"> Post the names of CCOs, DLPs and MP 	CCO DLP RLTCC	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.	Medium	<ul style="list-style-type: none"> Supervision policy Coach education 	NGB RLTCC	Clarify responsibilities before session starts
Unauthorised exit from children's areas	Medium	<ul style="list-style-type: none"> Supervision policy Coach education 	RLTCC	Clarify responsibilities before session starts



Potential risk of harm to children	Likelihood of harm happening - Low Medium High (L,M,H)	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Photography, filming or recording in prohibited areas	Low	<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	RLTCC	<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site	Low	<ul style="list-style-type: none"> Missing or found child policy 	RLTCC	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	Medium	<ul style="list-style-type: none"> Safeguarding policy 	RLTCC	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
RECRUITMENT				
Recruitment of inappropriate people	Low	<ul style="list-style-type: none"> Recruitment policy 	NGB RLTCC CCO Appropriate personnel	<i>Ongoing review</i>
Lack of clarity on roles	Low	<ul style="list-style-type: none"> Recruitment policy 	RLTCC	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role	Low	<ul style="list-style-type: none"> Recruitment policy 	RLTCC	<i>Check qualification Ongoing review</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	Medium	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	National RLTCC DLP CCO	<i>Communicate Child Safeguarding Statement</i>



Potential risk of harm to children	Likelihood of harm happening - Low Medium High (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	Medium	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	Club Executive County Committee DLP Children's Officer	<i>Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>
Unauthorised photography & recording of activities	Low	<ul style="list-style-type: none"> Photography and Use of Images policy 	RLTCC	<i>Ongoing review</i>
Inappropriate use of social media and communication s by under 18's	Medium	<ul style="list-style-type: none"> Communications policy Code of conduct 	RLTCC	<i>Ongoing review</i>
Inappropriate use of social media and communication s with under 18's	Medium	<ul style="list-style-type: none"> Communications policy Code of conduct. 	RLTCC	<i>Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised	Low	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	RLTCC	<i>Ongoing review</i>



Potential risk of harm to children	Likelihood of harm happening - Low Medium High (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	— Medium — Low — Low — Low — Medium	▪ Safeguarding policy ▪ Child Safeguarding Training	RLTCC	<i>Ongoing review</i>
General behavioural issues	Medium	▪ Code of Conduct	RLTCC	<i>Take disciplinary action where necessary Sign code of conduct</i>

Explanation of terms used:

Potential risk of harm to children- these are identified risks of harm to children whilst accessing activities in the Club/ Park/ Province/NGB.

Likelihood of harm happening- the likelihood of the risk occurring in the club/park/province/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 responsibility for alleviating the risk lies.

Further action... - indicates further action that might be necessary to alleviate any risk ongoing.

- CSS = Child Safeguarding Statement.
- NGB = National Governing Body



This Risk Assessment document has been discussed and completed by (Rushbrooke Lawn Tennis & Croquet Club) on the 24th March 2025.

Name: Elizabeth Coakley
Chairperson

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Signed: Elizabeth Coakley

Date: 24/3/2025

Name: Louise Davidson
Designated Liaison Officer

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Signed: Louise Davidson

Date: 24/3/2025