

## APPENDIX 2

### Risk Assessment & Child Safeguarding Statement (CSS)



IRISH ATHLETIC BOXING ASSOCIATION

## SAFEGUARDING RISK ASSESSMENT

**CLUB NAME**

The IABA wishes to inform Clubs that the recent full commencement of the ***Children First Act 2015*** now requires that a risk assessment procedure be carried out in relation to the potential for harm and abuse that could come to children while they are in our care and attending activities within our organisation.

***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 (whilst in our care)*

**(b) By Mar 11<sup>th</sup>, 2018 IABA affiliated clubs will be required to display a Child Safeguarding Statement (Section 11 (1b))**

**Please note that in accordance with the requirements of Section 11 (1) the risk assessment is the risk of abuse to a child and not general health and safety risk.**

*Once this risk assessment process has been completed you must display, in a prominent position, the IABA Child Safeguarding Statement. This should be displayed in your premises where the promotion of our activities with children (less than 18 years of age) takes place.*

**Each Club must now discuss and complete this procedure at Club Committee/Board level and must record, sign and date when this took place. Please read the accompanying email notes before you complete this form.**

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 ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of coaching qualification		<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Recruitment policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Head Coach</li> </ul>	<i>Proof of qualification to be confirmed</i>
Supervision issues		<ul style="list-style-type: none"> <li>▪ Child Safeguarding Policy - Supervision ratios</li> <li>▪ Coach Education Policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Head Coach</li> <li>▪ Club Children's Officer</li> </ul>	<i>Ongoing review</i>
Unauthorised photography & recording activities		<ul style="list-style-type: none"> <li>▪ Child Safeguarding (Photography and Use of Images)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Head Coach</li> <li>▪ Club Children's Officer</li> </ul>	<i>Ongoing review</i>
Behavioural Issues		<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Safeguarding Level 1 (min)</li> <li>▪ Complaints &amp; Disciplinary rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Children's Officer</li> </ul>	<i>Ongoing review</i>
Lack of gender balance amongst coaches		<ul style="list-style-type: none"> <li>▪ Coach education policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Children's Officer</li> </ul>	<i>Ongoing review</i>

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 ...
		<ul style="list-style-type: none"> <li>Child Safeguarding Policy – supervision ratios</li> </ul>		
<b>No guidance for travelling and away trips</b>		<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Child Safeguarding Training</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children’s Officer</li> </ul>	<i>Ongoing review</i>
<b>Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, physical contact, transport)</b>		<ul style="list-style-type: none"> <li>Child Safeguarding policy</li> <li>Complaints &amp; disciplinary rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Children’s Officer</li> <li>Event organisers</li> </ul>	<i>Ongoing review</i>
<b>COMPLAINTS &amp; DISCIPLINE</b>				
<b>Lack of awareness of a Complaints &amp; Disciplinary policy</b>		<ul style="list-style-type: none"> <li>IABA Complaints &amp; Disciplinary Rules and Procedures</li> <li>Communications procedure</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children’s Officer</li> </ul>	<i>Immediate action needed Greater communication required</i>
<b>Complaints not being dealt with seriously</b>		<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children’s Officer</li> </ul>	<i>Ongoing review</i>
<b>REPORTING PROCEDURES</b>				
<b>Lack of knowledge of organisational and statutory reporting procedures</b>		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>IABA</li> <li>Mandated Person</li> <li>Club Designated Liaison Person</li> </ul>	<i>Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training</i>
<b>Mandated Person</b> - Not appointed - No knowledge of MP		<ul style="list-style-type: none"> <li>Statutory Reporting procedures/policy</li> </ul>	<ul style="list-style-type: none"> <li>IABA</li> </ul>	<i>Publicise identity of Mandated Person Train Mandated Person in their role</i>
<b>No DLP Appointed</b>		<ul style="list-style-type: none"> <li>Statutory Reporting procedures/policy</li> </ul>	<ul style="list-style-type: none"> <li>IABA</li> <li>Club</li> </ul>	<i>Train all DLPs Publicise identity of DLPs</i>
<b>Concerns of abuse or harm not reported</b>		<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Child Safeguarding Training – Level 1</li> </ul>	<ul style="list-style-type: none"> <li>Mandated Person</li> <li>Designated Liaison Person</li> </ul>	<i>Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures</i>

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 ...
Not clear who young person should talk to or report to		<ul style="list-style-type: none"> <li>Post the names of Club Children's Officer(s), Designated Liaison Persons and Mandated Person</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children's Officer</li> <li>Designated Liaison Person</li> </ul>	<i>Communicate in Club</i> <i>Include in Safeguarding Training (L1)</i>
<b>FACILITIES</b>				
Unauthorised access to designated children's training areas and to changing rooms, showers, toilets etc.		<ul style="list-style-type: none"> <li>Child Safeguarding policy (supervision)</li> <li>Coach education policy</li> </ul>	<ul style="list-style-type: none"> <li>IABA</li> <li>Club</li> </ul>	<i>Clarify responsibilities before session starts</i>
Unauthorised exit from children's areas		<ul style="list-style-type: none"> <li>Child Safeguarding policy (supervision)</li> <li>Coach education</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Head Coach</li> <li>Club Children's Officer</li> </ul>	<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas		<ul style="list-style-type: none"> <li>Child Safeguarding policy (photography)</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Head Coach</li> <li>Club Children's Officer</li> </ul>	<i>Enforce policy in private changing and wet areas</i>
Missing or found child on site		<ul style="list-style-type: none"> <li>Missing or found child policy</li> </ul>	<ul style="list-style-type: none"> <li>Club</li> <li>Any appropriate club personnel</li> </ul>	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.		<ul style="list-style-type: none"> <li>Child Safeguarding policy</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children's Officer</li> <li>Club Head Coach</li> </ul>	<i>Plan with Club Committee to create a suitable child centred environment in shared facilities</i>
<b>RECRUITMENT</b>				
Recruitment of inappropriate people		<ul style="list-style-type: none"> <li>Child Safeguarding policy (Recruitment)</li> <li>Vetting Procedures</li> </ul>	<ul style="list-style-type: none"> <li>IABA</li> <li>Club Committee</li> <li>Club Children's Officer</li> <li>Any other appropriate club personnel</li> </ul>	<i>Ongoing review</i>
No role description or inadequate role descriptions		<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children's Officer</li> <li>Any other appropriate club personnel</li> </ul>	<i>Check job description</i> <i>Put supervision in place</i>

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 ...
Unqualified or untrained people in role		<ul style="list-style-type: none"> <li>▪ Child Safeguarding policy (Recruitment)</li> <li>▪ Safeguarding Training Policy</li> <li>▪ Coach Education Policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Children's Officer</li> <li>▪ Any other appropriate club personnel</li> </ul>	<i>Check qualification Ongoing review</i>
Lack of awareness of 'risk of harm' with members and visitors		<ul style="list-style-type: none"> <li>▪ Child Safeguarding Statement</li> <li>▪ Training policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club</li> <li>▪ Designated Liaison Person</li> <li>▪ Club Children's Officer</li> <li>▪ National Governing Body</li> </ul>	<i>Communicate Child Safeguarding Statement</i>
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
No communication of Child Safeguarding Statement or Child Safeguarding policy members or visitors		<ul style="list-style-type: none"> <li>▪ Child Safeguarding Statement – display</li> <li>▪ Child Safeguarding policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Designated Person</li> <li>▪ Club Children's Officer</li> </ul>	Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate
Lack of awareness of 'risk of harm' with members and visitors		<ul style="list-style-type: none"> <li>▪ Child Safeguarding Statement</li> <li>▪ Safeguarding Training policy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Designated Liaison Person</li> <li>▪ Club Children's Officer</li> </ul>	<i>Communicate Child Safeguarding Statement</i>
Unauthorised photography & recording of activities		<ul style="list-style-type: none"> <li>▪ Child Safeguarding policy (Photography)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Children's Officer</li> </ul>	<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18's		<ul style="list-style-type: none"> <li>▪ Code of conduct</li> <li>▪ Complaints &amp; disciplinary rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Children's Officer</li> <li>▪ Designated Liaison Persons</li> </ul>	<i>Ongoing review</i>
Inappropriate use of social media and communications with under 18's		<ul style="list-style-type: none"> <li>▪ Child Safeguarding policy</li> <li>▪ Code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club Committee</li> <li>▪ Club Children's Officer</li> <li>▪ Club Designated Liaison Person</li> </ul>	<i>Ongoing review</i>

		<ul style="list-style-type: none"> <li>Complaints &amp; disciplinary rules and procedures</li> </ul>		
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised		<ul style="list-style-type: none"> <li>Child Safeguarding policy</li> <li>Child Safeguarding Training policy</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children's Officer</li> <li>Club Designated Liaison Person</li> </ul>	<i>Ongoing review</i>
Harm caused by - child to child - coach to child - volunteer to child - member to child - visitor to child		<ul style="list-style-type: none"> <li>Child Safeguarding policy</li> <li>Child Safeguarding Training policy</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children's Officer</li> <li>Club Designated Liaison Person</li> </ul>	<i>Ongoing review</i>
General behavioural issues		<ul style="list-style-type: none"> <li>Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Club Committee</li> <li>Club Children's Officer</li> </ul>	<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
- **Likelihood of harm 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
- **Child Safeguarding Policy** – this title is the Safeguarding Young People in Boxing Policy <http://www.iaba.ie/site3/wp-content/uploads/2015/09/Safeguarding-Young-People-in-Boxing-Policy.pdf>
- **Club's Children's Officer** – Club Child Protection Officer
- **Designated Liaison Person** – The DLP is also the Club's Children's Officer

This Safeguarding Risk Assessment document has been discussed and completed by *(insert Club)*

on \_\_/\_\_/\_\_

**Chairperson/President: Name:** \_\_\_\_\_

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

**Club's Children's Officer: Name:** \_\_\_\_\_

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



**CHILD SAFEGUARDING STATEMENT (Prepared in accordance with section 11 of the Children First Act 2015)**

**Name of Club** \_\_\_\_\_

**Nature of service & principles to safeguard children from harm**

Our club provides sporting activities and opportunities for young people through participation in the sport of boxing as an affiliated club of the IABA. Our club is committed to safeguarding children by working under the guidance of our IABA Safeguarding Policies. All our volunteers and staff working with our young people, within our club, seek to create a safe environment for young people to participate in our activities.

**Risk Assessment of potential harm to children whilst availing of our services:**

This IABA Club 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). 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. The IABA has the following procedures in place as part of our Safeguarding Code and Policies

Risk of harm to children who engage in services provided by the IABA	Procedure in Place to Manage Risk Identified
<b>Reporting Procedures</b> <b>Recruitment/Training</b> <b>Club/Coaching Practices</b> <b>Risk of General Harm &amp; Use of facilities</b>	<ul style="list-style-type: none"> <li>• Procedure for reporting of child protection or welfare concerns to Statutory Authorities. Compliancy- Reporting</li> <li>• Safeguarding training in place for all volunteers/staff who engage with children/vulnerable adults on a regular basis</li> <li>• Procedures for the safe recruitment of staff and volunteers to work with children in our activities</li> <li>• Vetting checks in place for all volunteers/staff who engage with children/vulnerable adults on a regular basis</li> <li>• Safeguarding Young People in Boxing Policy</li> <li>• Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities</li> <li>• Code of Conduct &amp; Disciplinary + Underage Code of Conduct/Complaints + Discipline process</li> <li>• Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm</li> <li>• Anti-Bullying Policy, Social Media Guidance Policy, Away Trips &amp; Overnight</li> <li>• Safeguarding Young People in Boxing Policy</li> </ul>

## Procedures

**The Child Safeguarding Statement of the IABA has been developed in line with requirements under the Children First Act 2015 & Children First: National Guidance for the Protection & Welfare of Children (2017). In addition to the procedures in place to manage risk, detailed above, the following procedures support the safeguarding of children who come in contact with the IABA:**

- The safety and welfare of children is everyone's responsibility.
- The best interests of the child should be paramount.
- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child while availing of our service.
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.
- The relevant/mandated person for the purposes of the Children's First Act 2015 is The National Child Protection Officer – **David Britton 0860453904.**

## Implementation

Our club is committed to implementation of this Child Safeguarding Statement and the procedures that are in place to support the commitment to keep children safe from harm. This Child Safeguarding Statement will be reviewed within 24 months of the date below, or as soon as practicable after there has been a material change in any matter to which the statement refers.

### Name of Club and address:

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### Chairperson/President:

**Name:**

**Signed:**

**Date:**

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### Club Children's Officer:

**Name:**

**Signed:**

**Date:**

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