SPORT IRELAND
ETHICS

NGB Safeguarding
Risk Assessment

Organisation: Name: Job Title:

Email: Phone: Date Document Generated:

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Summary of Risks

Leadership & Key Roles

RISK 1: The effectiveness of child safeguarding is weakened due to a failure to appoint to key roles. — Low — Medium — High

RISK 2: Child safeguarding isn't sufficiently prioritised to ensure effective practice. — Low — Medium — High

Induction & Training

RISK 3: Induction fails to communicate important information about child safeguarding and who to go to for advice. — Low — Medium — High

RISK 4: A lack of training limits knowledge about how to identify abuse, challenge poor practice and report safeguarding concerns. — Low — Medium — High

Safeguarding Policy

RISK 5: Safeguarding policy and procedures fail to properly inform effective practice and children are exposed to harm. — Low — Medium — High

Other Policies, Procedures & Guidance

RISK 6: Safeguarding children is ineffective due to the absence of key policies & procedures. — Low — Medium — High

Safe Recruitment & Workforce Support

RISK 7: Recruitment is ineffective at preventing adults who are unsuitable, unqualified and/or untrained to work with children. — Low — Medium — High

RISK 8: A lack of clarity in the roles and responsibilities of workers and volunteers reduces the effectiveness of safeguarding children. — Low — Medium — High

RISK 9: The organisation fails in its duty of care to workers and volunteers by not providing access to appropriate and specialist support. — Low — Medium — High

Ethics, Behaviour & Equality

RISK 10: Inappropriate conduct by workers and volunteers exposes children to a risk of harm. — Low — Medium — High

RISK 11: An absence of a culture of fairness and equity fails to support and protect those with additional vulnerabilities. — Low — Medium — High

RISK 12: Discrimination and prejudice weaken how some children are safeguarded. — Low — Medium — High

Communication

RISK 13: Safeguarding effectiveness is limited as children, parents and carers are not engaged to help improve services. — Low — Medium — High

RISK 14: No communication or poor quality communication results in a lack of awareness of child safeguarding and how to report concerns. — Low — Medium — High

Miscellaneous Risks

Are there any other risks you have identified? — Yes — No

Risk 15: — Low — Medium — High

Risk 16: — Low — Medium — High

Risk 17: — Low — Medium — High

Risk 18: — Low — Medium — High

SUMMARY OF RISKS

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1. Leadership & Key Roles

Leadership sets the tone of any organisation. Strong leadership is essential if children are to be effectively safeguarded.

The appointment to key safeguarding roles is essential to strong governance and ensuring a focus is maintained on safeguarding children throughout the organisation.

1.1 We have a named person responsible for safeguarding on the management board / committee.

Fully Met   Partially Met   Not Met   Not Applicable

Evidence

1.2 We have a named person responsible for safeguarding at senior management level / the highest level in our organisation.

Fully Met   Partially Met   Not Met

Evidence

1.3 All key safeguarding roles have all been appointed to, including a Designated Liaison Person (DLP) and a Deputy DLP [some organisations call this a Child Welfare Officer (CWO)].

Fully Met   Partially Met   Not Met

Evidence

1.4 We clearly outline the role and responsibilities of the Designated Liaison Person (DLP) and a Deputy DLP.

Fully Met   Partially Met   Not Met

Evidence

1.5 We clearly outline the role and responsibilities of the mandated person(s).

Fully Met   Partially Met   Not Met

Evidence

1.6 We have a procedure for maintaining a list of mandated persons.

Fully Met   Partially Met   Not Met

Evidence

LEADERSHIP

1.7 Our DLP has access to specialist advice, information and support.

Fully Met   **Partially Met**   **Not Met**

Evidence

1.8 Our DLP is known throughout the organisation AND their details are widely publicised.

Fully Met   **Partially Met**   **Not Met**

Evidence

1.9 There is an annual report on safeguarding presented to the management board/committee.

Fully Met   **Partially Met**   **Not Met**   **Not Applicable**

Evidence

1.10 We have a written Child Safeguarding Statement that is publicly available.

Fully Met   **Partially Met**   **Not Met**

Evidence

1.11 We use and encourage innovation to promote the importance of safeguarding children.

Fully Met   **Partially Met**   **Not Met**

Evidence

1.12 When engaging or contracting other services, compliance with expected safeguarding requirements is made explicit.

Fully Met   **Partially Met**   **Not Met**

Evidence

LEADERSHIP

Please list any other procedures / actions that are in place to mitigate any risk arising from Leadership & Key Roles

RISKS - Leadership & Key Roles

RISK 1: The effectiveness of child safeguarding is weakened due to a failure to appoint to key roles.

Low   Medium   High

RISK 2: Child safeguarding isn't sufficiently prioritised to ensure effective practice.

Low   Medium   High

LEADERSHIP

ACTIONS – Leadership & Key Roles

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

LEADERSHIP

2. Induction & Training

Induction is an essential process for anyone starting a new job. This should always include a focus on safeguarding children to help staff and volunteers gain an immediate understanding about its importance, key policies and procedures, as well getting to know who to go to for advice.

Initial and ongoing training is a fundamental requirement for staff and volunteers if children are to be effectively safeguarded and protected from harm.

2.1. We provide induction to new starters that includes information on safeguarding children.

Fully Met   Partially Met   Not Met

Evidence

2.2 We deliver induction within the first 3 months of employment

Fully Met   Partially Met   Not Met

Evidence

2.3 We have a clear strategy for training our staff based on an analysis of training needs.

Fully Met   Partially Met   Not Met

Evidence

2.4 All of our workers/volunteers at ALL levels are provided with safeguarding training.

Fully Met   Partially Met   Not Met

Evidence

2.5 Those in key safeguarding roles have additional safeguarding training.

Fully Met   Partially Met   Not Met

Evidence

2.6 Training on safe recruitment practice is provided for those responsible for recruiting workers and volunteers.

Fully Met   Partially Met   Not Met

Evidence

INDUCTION & TRAINING

2.7 A record is kept of all workers and volunteers who have completed induction and safeguarding training.

Fully Met   Partially Met   Not Met

Evidence

Please list any other procedures / actions that are in place to mitigate any risk arising from Induction & Training.

RISKS - Induction & Training

RISK 3: Induction fails to communicate important information about child safeguarding and who to go to for advice.

Low   Medium   High

RISK 4: A lack of training limits knowledge about how to identify abuse, challenge poor practice and report safeguarding concerns.

Low   Medium   High

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INDUCTION & TRAINING

ACTIONS - Induction & Training

Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When

INDUCTION & TRAINING

3. Safeguarding Policy

To help staff effectively respond to any concerns, organisations should have up to date, well written, accessible and widely promoted policies and procedures.

3.1 We have a comprehensive Safeguarding Children Policy.

Fully Met   **Partially Met**   **Not Met**

Evidence

3.2 The policy includes a clear statement on the importance of safeguarding children and their right to be protected.

Fully Met   **Partially Met**   **Not Met**

Evidence

3.3 Our policy is approved by the relevant committee/governing body.

Fully Met   **Partially Met**   **Not Met**

Evidence

3.4 Our policy is jargon free and written in a way that is easily understood.

Fully Met   **Partially Met**   **Not Met**

Evidence

3.5 Our policy is reviewed at a minimum of every two years (or whenever there is a change in the organisation or in relevant legislation).

Fully Met   **Partially Met**   **Not Met**

Evidence

3.6 Our procedures provide step-by-step guidance on what action to take if there are concerns about a child. These include how to handle a disclosure (including non-recent abuse) and how to report.

Fully Met   **Partially Met**   **Not Met**

Evidence

3. SAFEGUARDING POLICY

3.7 Our procedures provide step-by-step guidance on what action to take if there are concerns about someone working or volunteering with children and how to report these.

Fully Met   Partially Met   Not Met

Evidence

3.8 Our procedures include reference to relevant, up to date definitions, legislation and guidance.

Fully Met   Partially Met   Not Met

Evidence

3.9 Our policies and procedures are easy to access, publicised and actively promoted to ALL key stakeholders including: staff, volunteers, children and their parents/carers.

Fully Met   Partially Met   Not Met

Evidence

Please list any other procedures/actions that are in place to mitigate any risk arising from your organisation's safeguarding policy.

RISKS - Safeguarding Policy

RISK 5: Safeguarding policy and procedures fail to properly inform effective practice and children are exposed to harm.

Low   Medium   High

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3. SAFEGUARDING POLICY

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ACTIONS – Safeguarding Policy

Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When
Action		Lead	Action		Lead
		By When			By When

3. SAFEGUARDING POLICY

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4. Other Policies, Procedures & Guidance

PLEASE TICK ALL ITEMS THAT <u>ARE NOT</u> AVAILABLE IN YOUR ORGANISATION

Safe recruitment & selection	Cooperation with key safeguarding agencies	Escalation, including whistleblowing
Health & Safety	Substance misuse in sport	The use of photography & video
Bullying	Away trips, tournaments & tours	The use of and management of facilities
Injuries & Accidents	Information Sharing	Providing medication to children
Record Keeping	Personal / intimate care needs of children	The use of technology & social media
Complaints	Partnership and cooperation with parents & carers	Supervision of children
Confidentiality	Sport specific guidance on physical contact with children	

RISKS - Other Policies, Procedures & Guidance

RISK 6: **Safeguarding children is ineffective due to the absence of key policies and procedures.**

Low   Medium   High

4. OTHER POLICIES, PROCEDURES & GUIDANCE

5. Safe Recruitment & Workforce Support

Safer recruitment practice helps prevent adults who are unsuitable to work with children gaining access to them.

Effective organisations ensure that their staff and volunteers have access to specialist advice and support to help them cope with a range of different circumstances.

5.1 Our recruitment process includes a self-declaration by applicants about previous convictions.

    Fully Met   **Partially Met**   **Not Met**

Evidence

5.2 Our recruitment process includes the provision of at least 2 references

    Fully Met   **Partially Met**   **Not Met**

Evidence

5.3 All persons in relevant roles are appropriately qualified. When recruiting, we seek evidence of identity and any relevant qualifications.

    Fully Met   **Partially Met**   **Not Met**

Evidence

5.4 All staff / volunteers have been subject to criminal checks where required. Our recruitment process includes the seeking of criminal checks in accordance with our safeguarding responsibilities.

    Fully Met   **Partially Met**   **Not Met**

Evidence

5.5 We carry out repeat criminal checks on workers and volunteers.

    Fully Met   **Partially Met**   **Not Met**

Evidence

5.6 We have a process to risk assess concerns arising from self-declaration forms and criminal checks.

    Fully Met   **Partially Met**   **Not Met**

Evidence

5. SAFE RECRUITMENT & WORKFORCE SUPPORT

5.7 The results of any criminal checks on workers / volunteers are securely stored

Fully Met   Partially Met   Not Met

Evidence

5.8 All job descriptions include a statement detailing the post holder's responsibilities towards safeguarding children.

Fully Met   Partially Met   Not Met

Evidence

5.9 Arrangements are in place to support workers / volunteers after they have experienced a traumatic incident at work.

Fully Met   Partially Met   Not Met

Evidence

5.10 Arrangements are in place to support workers / volunteers both during and after an allegation of abuse or a complaint has been made against them.

Fully Met   Partially Met   Not Met

Evidence

Please list any other procedures / actions that are in place to mitigate any risk arising from your organisation's approach to recruitment and support to workers / volunteers.

RISKS - Safe Recruitment & Workforce Support

RISK 7: Recruitment is ineffective at preventing adults who are unsuitable, unqualified and/or untrained to work with children.

Low   Medium   High

RISK 8: A lack of clarity in the roles and responsibilities of workers and volunteers reduces the effectiveness of safeguarding children

Low   Medium   High

RISK 9: The organisation fails in its duty of care to workers and volunteers by not providing access to appropriate and specialist support.

Low   Medium   High

5. SAFE RECRUITMENT & WORKFORCE SUPPORT

ACTIONS- Safe Recruitment & Workforce Support

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

5. SAFE RECRUITMENT & WORKFORCE SUPPORT

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6. Ethics, Behaviour & Equality

Codes of Ethics / Behaviour can help everyone understand the requirements placed upon them in respect of their practice.

All organisations should take steps to ensure that discrimination and prejudice do not weaken how children are safeguarded.

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6.1 We have a code of Ethics / Behaviour either separate or integrated into our Code of Conduct.

Fully Met   Partially Met   Not Met

Evidence

6.2 All of our workers / volunteers sign up to a code promising to uphold the highest standards of personal and professional conduct with regards to safeguarding children.

Fully Met   Partially Met   Not Met

Evidence

6.3 We have a comprehensive disciplinary process in place (including a transparent appeals process)

Fully Met   Partially Met   Not Met

Evidence

6.4 We promote a culture that ensures children are listened to and respected.

Fully Met   Partially Met   Not Met

Evidence

6.5 We have guidance about treating other people with dignity, respect, sensitivity and fairness.

Fully Met   Partially Met   Not Met

Evidence

6.6 We have guidance about the unacceptability of discrimination and inappropriate behaviour.

Fully Met   Partially Met   Not Met

Evidence

6. ETHICS, BEHAVIOUR & EQUALITY

6.7 We have guidance on standards of behaviour of adults towards children (both face to face and on-line).

Fully Met   Partially Met   Not Met

Evidence

6.8 We have guidance about the additional vulnerability of some children caused through issues such as their gender, ethnicity, sexual orientation, religious beliefs and their special education needs and disabilities.

Fully Met   Partially Met   Not Met

Evidence

6.9 We have guidance on the expected standards of behaviour of children towards other children.

Fully Met   Partially Met   Not Met

Evidence

6.10 We have appropriate measures/sanctions in place for dealing with the behaviour of children that is unacceptable.

Fully Met   Partially Met   Not Met

Evidence

Please list any other procedures/actions that are in place to mitigate any risk arising from your organisation's approach to ethics, behaviour and equality.

6. ETHICS, BEHAVIOUR & EQUALITY

RISKS - Ethics, Behaviour & Equality

RISK 10: Inappropriate conduct by workers and volunteers exposes children to a risk of harm.

Low   Medium   High

RISK 11: An absence of a culture of fairness and equity fails to support and protect those with additional vulnerabilities.

Low   Medium   High

RISK 12: Discrimination and prejudice weaken how some children are safeguarded.

Low   Medium   High

6. ETHICS, BEHAVIOUR & EQUALITY

ACTIONS- Ethics, Behaviour & Equality

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

6. ETHICS, BEHAVIOUR & EQUALITY

7. Communication

Effective communication of all matters relating to safeguarding and the protection of children from harm helps raise awareness and support a culture that safeguarding is everyone's responsibility.

7.1 We seek the views of children and their parents / carers about safeguarding and how arrangements might be improved.

Fully Met   **Partially Met**   **Not Met**

Evidence

7.2 We display information about safeguarding. This includes contact details for Tusla, the police and emergency medical help.

Fully Met   **Partially Met**   **Not Met**

Evidence

7.3 We regularly make children and young people aware of their right to be protected, consulted and treated with respect

Fully Met   **Partially Met**   **Not Met**

Evidence

7.4 We use a range of mechanisms to ensure the widest possible distribution of information relating to safeguarding children

Fully Met   **Partially Met**   **Not Met**

Evidence

7.5 The information we provide is age appropriate and available in different formats if required, for example, for those with particular communication needs.

Fully Met   **Partially Met**   **Not Met**

Evidence

Please list any other procedures / actions that are in place to mitigate any risk arising from communication.

7. COMMUNICATION

RISKS - Communication

RISK 13: Safeguarding effectiveness is limited as children, parents and carers are not engaged to help improve services.

Low   Medium   High

RISK 14: No communication or poor quality communication results in a lack of awareness of child safeguarding and how to report concerns.

Low   Medium   High

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7. COMMUNICATION

ACTIONS - Communication

Action		Lead		Action		Lead	
		By When				By When	
Action		Lead		Action		Lead	
		By When				By When	
Action		Lead		Action		Lead	
		By When				By When	
Action		Lead		Action		Lead	
		By When				By When	
Action		Lead		Action		Lead	
		By When				By When	
Action		Lead		Action		Lead	
		By When				By When	

7. COMMUNICATION

8. Miscellaneous Risks

Are there any other risks you have identified?

Yes   No

Risk 15   Risk 16

Low   Medium   High   Low   Medium   High

Risk 17   Risk 18

Low   Medium   High   Low   Medium   High

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8. MISCELLANEOUS RISKS

ACTIONS – Miscellaneous Risks

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

8. MISCELLANEOUS RISKS

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