Risk Assessment & Child Safeguarding Statement

St Patrick's Golf Club, Downpatrick Safeguarding Risk Assessment

This risk assessment considers the potential for harm to come to children whilst they are in the care of *St Patrick's Golf Club, Downpatrick* and indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policies, procedures and guidance documents required to alleviate these risks. This has been discussed and signed by the *St Patrick's Golf Club, Downpatrick* board on the date below.

This risk assessment precedes *St Patrick's Golf Club, Downpatrick*'s Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) and 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.

All policies/procedures listed below are in *St Patrick's Golf Club, Downpatrick* - ***Safeguarding Policy.***

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
CLUB & COACHING PRACTICES				
Lack of coaching qualification	**Low**	▪ Coach education policy ▪ Recruitment policy	Committee Head Coach	*Proof of qualification to be confirmed, AccessNI, SG1 Basic Awareness training*
Supervision issues	**Medium**	▪ Supervision policy ▪ Coach education policy ▪ Unsupervised Children – Physical or Emotional harm	Committee	*Review supervision issues*
Unauthorised photography & recording activities	**Low**	▪ Photography and Use of Images policy	Committee	*Include in Safeguarding Training*
Behavioural Issues	**Low**	▪ Code of Conduct ▪ Safeguarding Level 1 (min) ▪ Complaints & Disciplinary policy	Committee	*Include in Safeguarding Training*
Lack of gender balance amongst coaches	**Low**	▪ Coach education policy ▪ Supervision/ratio policy	Committee	Review Policy
No guidance for travelling and away trips	**Low**	▪ Travel/Away trip policy ▪ Child Safeguarding Training	Committee	Train all coaches
Lack of adherence with procedures in Safeguarding policy (i.e. mobile phones, photography, transport, physical contact)	**Low**	▪ Safeguarding policy ▪ Complaints & disciplinary policy	Committee	Ongoing Review

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	**Low**	▪ Complaints & Disciplinary procedure/policy ▪ Communications procedure ▪ Failure to report complaints	Coach	*Immediate action needed* *Greater communication required*
Difficulty in raising an issue by child & or parent Reason: Covered above	**Low**	▪ Complaints & Disciplinary procedure/policy ▪ Communications procedure	Coach	*Review the communication/responsibilities of the procedure/policy as required*
Complaints not being dealt with seriously	**Low**	▪ Complaints & Disciplinary procedure/policy	Committee	*Ongoing review*
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	**Medium**	▪ Reporting procedures/policy ▪ Coach education policy ▪ Code of Conduct ▪ Failure to report concerns	Committee	*Make policies and procedures available* *Include in Safeguarding Training (L1)*
No Mandated Person appointed		▪ Statutory Reporting procedures/policy	**NGB level only**	
No Designated Liaison Person Appointed	**Low**	▪ Statutory Reporting procedures/policy	DLP Appointed	*Train all DLPs* *Publicise identity of DLPs*
Concerns of abuse or harm not reported	**Low**	▪ Reporting procedures/policy ▪ Child Safeguarding Training – Level 1	DLP	*Include in Safeguarding Training (L1)* *Publicise names of Club Children's Officers, Designated Liaison Person* *Publicise internal and external reporting procedures*
Not clear who Junior/Young Person should talk to or report to	**Low**	▪ Post the names of Club Children's Officer Designated Liaison Person	Office Manager	*Communicate across the organisation reinforcing at tournaments/training/away trips* *Include in Safeguarding Training (L1)*

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
FACILITIES				
Unauthorised access to designated children's practice areas and to changing rooms, showers, toilets etc.	**Medium**	▪ Supervision policy ▪ Coach education	Committee / Coach	*Clarify responsibilities before session starts*
Unauthorised exit from children's areas	**Low**	▪ Supervision policy ▪ Coach education	Committee	*Clarify responsibilities before session starts*
Photography, filming or recording in prohibited areas	**Medium**	▪ Photography policy and use of devices in private areas	Committee	*Enforce policy in private changing areas*
Missing or found child on site	**Low**	▪ Missing or found child policy	Coach	*Refer to policy and inform Gardai/PSNI*
Children sharing facilities with adults e.g. dressing room, showers etc.	**Medium**	▪ Safeguarding policy	Committee	*Plan with management to create a suitable child centred environment in shared facilities*
Clubhouse Environment	**Medium**	▪ Exposure to adult behaviour/emotional harm	Coach	
RECRUITMENT				
Recruitment of inappropriate people	**Low**	▪ Recruitment policy ▪ Vetting procedures. Unvetted or unsuitable adults.	Committee	*Ongoing review*
Lack of clarity on roles No role descriptions or inadequate role descriptions	**Low**	▪ Recruitment policy	Committee	*Check job description Put supervision in place*
Unqualified or untrained people in role	**High**	▪ Recruitment policy ▪ Safeguarding Training	Committee	*Check qualification Urgent review required of qualifications of coaches etc*

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	**Low**	▪ Child Safeguarding Statement ▪ Training policy	Committee	*Communicate Child Safeguarding Statement AND Code of Conduct to members on BRS.*
No communication of Child Safeguarding Statement, Safeguarding Policy or Code of Conduct to members or visitors	**Low**	▪ Child Safeguarding Statement – display ▪ Code of Conduct - distribute ▪ Safeguarding Policy – make available	Committee / DLP	*Communicate/Display Child Safeguarding Statement* *Distribute Code or Sections as appropriate (induction booklet)* *Policy on website*
Unauthorised photography & recording of activities	**Medium**	▪ Photography and Use of Images policy ▪ Images used improperly ▪ Privacy breaches ▪ No tagging juniors	Committee	Issue guidance to all members on BRS on use of photographs and phone video etc.
Inappropriate use of social media and communications by under 18's	**Low**	▪ Communications policy ▪ Code of conduct	Committee	Provide instruction to all Junior Members
Inappropriate use of social media and communications with under 18's	**Low**	▪ Communications policy ▪ Code of conduct.	Committee	Communicate Code of Conduct to all members through BRS System.

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/National	Further action required …
GENERAL RISK OF HARM				
Harm not being recognised	**Medium**	▪ Safeguarding policy ▪ Child Safeguarding Training	Committee	*All Coaches to be advised of their responsibility to be on the lookout for incidents of harm.*
Harm caused by - **child to child** - **coach to child** - **volunteer to child** - **member to child** - **visitor to child** - **adult alone with child**	**Medium**	▪ Safeguarding policy ▪ Child Safeguarding Training ▪ Grooming risk	Committee / Coach	Ongoing Provide instructions and guidance to coached
General behavioural issues	**Low**	▪ Code of Conduct	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 within *St Patrick's Golf Club, Downpatrick.*
- **Likelihood of harm happening** – the likelihood of the risk occurring is measured by you as Medium.
- **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 *St Patrick's Golf Club, Downpatrick* on 23/01 /2026

Signed: J Torney

Name: J. TORNEY

Role: *(insert role on Committee)* HON SECRETARY

Date: 28 February 2026.

Signed: J Torney

Name: Joe Torney

Role: Designated Liaison Person

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Section 3 - Risk Assessment

St Patrick's Golf Club, Downpatrick's 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 required 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
Coaching Practices ➢ Lack of coaching qualification. ➢ Supervision issues. ➢ Unauthorised photography & recording activities. ➢ Behavioural Issues. ➢ Lack of gender balance amongst coaches ➢ No guidance for travelling & away trips ➢ Risk of harm of sexual abuse of a child by a volunteer/coach/member of staff while away on an overnight trip ➢ Lack of adherence with procedures in Safeguarding policy	➢ Coach education policy/Recruitment policy. ➢ Supervision policy/Coach education policy ➢ Photography & Use of Images policy ➢ Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy. ➢ Supervision policy. ➢ Travel/Away trip policy / Child Safeguarding Training. ➢ Travel/Away trip policy, Code of conducts for golf leaders and parents/supervision/recruitment policy ➢ Safeguarding Policy /Recruitment Policy/Code of Conduct/ Complaints & disciplinary policy
Complaints & Discipline ➢ Lack of awareness of a Complaints & Disciplinary policy. ➢ Difficulty in raising an issue by child & or parent ➢ Complaints not being dealt with seriously	➢ Complaints & Disciplinary procedure/policy / Communications procedure. ➢ Complaints & Disciplinary procedure/policy / Communications procedure. ➢ Complaints & Disciplinary procedure/policy.
Reporting Procedures ➢ Lack of knowledge of organisational & statutory reporting procedures ➢ No DLP appointed ➢ Concerns of abuse or harm not reported. ➢ Not clear who young people or adults should talk to or report to.	➢ Reporting procedures/policy / Code of Conduct. ➢ Reporting procedures/policy. ➢ Reporting procedures/policy / Child Safeguarding Training – Level 1 ➢ CCO and DLP names displayed and proactively promoted. (If possible appoint deputy CCO& DLP) ➢ Guidance on responding to non-recent abuse cases
Use of Facilities ➢ 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.	➢ Supervision policy / General Guidelines with Juniors/Changing room guidelines ➢ Supervision policy / General Guidelines with Juniors. ➢ Photography policy and use of devices in private zones. ➢ Missing or found child policy.

➢ Children sharing facilities with adults e.g. dressing room, showers etc...	➢ Safeguarding policy/General Guidelines with Juniors/changing room guidelines
Recruitment ➢ Recruitment of inappropriate people. ➢ Lack of clarity on roles. ➢ Unqualified or untrained people in role.	➢ Recruitment policy/ AccessNI/NVB checks. ➢ Role Descriptions ➢ Recruitment policy.
Communications ➢ Lack of awareness of 'risk of harm' with members and visitors. ➢ No communication of Child Safeguarding Statement or Code of Conduct to staff/volunteers ➢ 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.	➢ Child Safeguarding Statement / Training Policy. ➢ Child Safeguarding Statement (display) / Code of Conduct (distributed to all working with children). Proactive communication of golf club values and safeguarding standards. ➢ Photography & Use of Images policy ➢ Communications policy / Code of conduct/Social Media Policy/ Disciplinary policy. ➢ Communications policy / Code of conduct/Social Media Policy/ Disciplinary policy.
General Risk of Harm ➢ Harm not being recognised. ➢ Harm caused by: o Child to Child. o Coach to Child. o Volunteer to Child. o Member to Child. o Visitor to Child. ➢ General behavioural issues. ➢ Issues of Bullying. ➢ Vetting of staff/volunteers. ➢ Issues of Online Safety	➢ Safeguarding policy / Child Safeguarding Training. ➢ Safeguarding policy / Child Safeguarding Training/ Anti-Bullying policy/ Disciplinary policy. ➢ Code of Conduct. ➢ Anti-Bullying policy. ➢ Recruitment policy / Vetting policy. ➢ Social Media guidance

The Risk Assessment was undertaken on ___/___/20___

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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). 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.

St Patrick's Golf Club, Downpatrick has the following procedures in place as part of our Safeguarding Policy:

- 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.

The Club Children's Officer for *St Patrick's Golf Club, Downpatrick* **is Carmel Hanvey**

Section 5 – Implementation

We recognise that implementation is an ongoing process. *St Patrick's Golf Club, Downpatrick* 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 volunteers and staff have been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency & members of the public on request.
- This statement is displayed in a prominent place by *St Patrick's Golf Club, Downpatrick*.

This Child Safeguarding Statement will be reviewed every 2 years.

Signed: Carmel Hanvey **Date:** 12th March 2026

(Club Children's Officer On behalf of St Patrick's Golf Club, Downpatrick)

Signed: [signature] **Date:** 23 February 2026

(Secretary Manager/Chair of *St Patrick's Golf Club, Downpatrick*)

For queries on this Child Safeguarding Statement, please contact the (Relevant Person/CCO): Insert Name

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Appendix 2 – Safe Recruitment Procedures

St Patrick's Golf Club, Downpatrick **Recruitment Procedure for all leaders/staff/volunteers:**

St Patrick's Golf Club, Downpatrick will take all reasonable steps to ensure that adults representing them and working with juniors are appropriate and suitable to do so and are experienced and motivated. Opportunities for young people to participate in golf may not exist without the time and commitment of volunteers who are motivated by their desire to put something back into their sport. Recruiting individuals for positions is good practice and provides a better support structure for people. A recruitment process introduces staff and volunteers to their role and strengthens the message of safeguarding children within *St Patrick's Golf Club, Downpatrick* and also reduces the vulnerability of children and leaders. Recruitment and/or supervision procedures will apply to all persons with substantial access to juniors, whether paid or unpaid. Although the style of advertising a vacancy may differ between paid staff and volunteers, the system of recruitment will follow the same lines. A decision to appoint a Leader is the responsibility of *St Patrick's Golf Club, Downpatrick* and not of any one individual within it.

St Patrick's Golf Club, Downpatrick use the following recruitment procedure to ensure safeguarding good practice at club level.: -

- A description of the role including responsibilities, level of experience/qualifications required will be drawn up and clearly stated
- Leaders who have no previous experience of volunteering with juniors within a golf club setting or at regional/national level will be asked to fill in an information form, giving names of two references that can be contacted
- Certain roles may involve interviewing or meeting with the individual either formally or informally to be able to:
    - Access the individuals experience of working with children or young people and knowledge of safeguarding issues
    - Assess their commitment to promoting good practice
    - Access their ability to communicate with children and young people (i.e. be approachable)

- Once voted / nominated / appointed to a position the Leader will be made aware of and sign up to the code of conduct and should read and become familiar with *St Patrick's Golf Club, Downpatrick*'s Safeguarding Policy
- Both existing and new leaders will sign the appropriate code of conduct including the self-declaration questions annually
- All Leaders must successfully complete the Garda Vetting (ROI) or Access NI (NI) process through Golf Ireland prior to commencing working with children/vulnerable adults
- All leaders will undertake training: Safeguarding 1(Basic Awareness Workshop) (ROI) or Safeguarding Children & Young People in Sport (NI) must be completed. SG2 and SG3 Training for relevant roles of Club Children's Officer or Designated Liaison Person.
- A probation period may apply in order to assess the leaders commitment to promoting good practice in relation to young people
- Adequate supervision will always be provided.
- Information in relation to applicants are treated as highly sensitive and confidential and are kept in a locked cupboard that is accessible only by *St Patrick's Golf Club, Downpatrick* Children's Officer.
- Names of Club Children's Officer/Designated Liaison Person within *St Patrick's Golf Club, Downpatrick* will be made know to new leaders

Every effort will be made to manage and support appointed Leaders. Safeguarding training will be provided; codes of conduct will be made available and Garda Vetting/Access NI will be implemented.