



ICTSA Risk Assessment – CHILD SAFETY

This risk assessment considers the potential for harm to come to children whilst they are in the care of executive committee, officers, team managers, coaches, parents, staff, members, other children, other adults outside of ICTSA, event organisers, clubs, provincial sub-committees of the Irish Clay Target Shooting Association.

The purpose of this document is to assist a responsible person to assess the potential risk of harm to children and to assist with the appropriate controls to remove or reduce the risk of harm to children. The following list of risks and controls is non-exhaustive and additional risks may exist within your club, province or at your event. It may therefore be necessary to provide for additional risks not specifically dealt for in this risk assessment. You must pay close attention to your own environment and identify any risk of harm to children that may exist within that environment and introduce controls to remove or reduce that risk.

This risk assessment precedes a 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 which shall be 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 document referred to as a “risk”).*

Within the ICTSA there are a whole range of activities and environments to be considered for assessment.

Activities take place on a number of levels and in a number of environments; each of these should be assessed for any risk. Each individual event that takes place will need a separate risk assessment procedure.

The ICTSA has four operational levels: Club, Provincial, National and International;

- **Club** – shooting practice and coaching sessions take place at regular and repetitive times on a weekly basis at various locations around the country north and south; registered and non-registered competitions, e.g. fundraising, competitions, club meetings,
- **Provincial** – provincial shooting practice and coaching sessions take place at specified times and locations within each province (including Northern Ireland); inter-provincial team competitions, meetings, other events, overnight accommodation should be identified and considered on an individual basis;
- **National** – national coaching sessions take place at specified times and locations within each province (including Northern Ireland); Irish Open, Close, Gran Prix, selection shoots, interprovincial, home international, European and world competitions, meetings, other events, overnight accommodation should be identified and considered on an individual basis;

- International** – national teams and/or international team members may avail of international training camps and will attend international competitions typically lasting from 2/3 days to 2/3 weeks. A separate risk assessment shall be conducted for each training camp and/or international competition that considers the specific environment and shall include but not be limited to the location of training camp and or international competition, any overnight accommodations, the venue and transport.

The responsible person should complete the Risk Assessment. In the event that two or more people are involved in the process, all persons should sign and print their name.

ALL COACHING & CLUB ACTIVITIES				
Potential risk of harm to children	Risk Rating: Low Medium High	Controls to remove or reduce risk	Actions/to do list	Responsibility lies with ...
Lack of coaching qualification	Medium	Coach education policy Recruitment policy	Proof of qualification to be confirmed	Club Province NSG
Lack of Supervision	High	Supervision policy Coach education policy	Ongoing review	Club Province NSG
Unauthorised photography & recording activities	High	Photography and Use of Images policy	Ongoing review	Club Province NSG
Behavioural Issues	High	Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary policy	Ongoing review	NGB CLUB
Lack of gender balance amongst coaches	High	Coach education policy Supervision policy	Ongoing review	Club Province NSG
No guidance for travelling and away trips	High	Travel/Away trip policy Child Safeguarding Training	Ongoing review	Club Province NSG
Lack of adherence with misc. procedures in Safeguarding policy (i.e. mobile, photography, transport)	High	Safeguarding policy Complaints & disciplinary policy	Ongoing review	Club NSG

COMPLAINTS & DISCIPLINE				
Potential risk of harm to children	Risk Rating: Low Medium High	Controls to remove or reduce risk	Actions/to do list: to implement controls	Responsibility lies with ...
Lack of awareness of a Complaints & Disciplinary policy	High	Complaints & Disciplinary procedure/policy Communications procedure	Immediate action needed Greater communication required	Club Province NSG

Difficulty in raising an issue by child & or parent Reason: Covered above	High	Complaints & Disciplinary procedure/policy Communications procedure	Review the communication/ responsibilities of the procedure/ policy as required	Club Province NSG
Complaints not being dealt with seriously	High	Complaints & Disciplinary procedure/policy	Ongoing review	Club Province NSG

REPORTING PROCEDURES				
Potential risk of harm to children	Risk Rating: Low Medium High	Controls to remove or reduce risk	Actions/to do list: to implement controls	Responsibility lies with ...
Lack of knowledge of organisational and statutory reporting procedures	High	Reporting procedures/ policy Coach education policy Code of Conduct / Behaviour	Make policies and procedures available Include in Safeguarding Training (L1) Include in Coach Education Training	NGB DLP
No DLP Appointed	High	Reporting procedures/ policy	Train all DLPs Publicise identity of DLPs	NGB Club
Concerns of abuse or harm not reported	High	Reporting procedures/ policy Child Safeguarding Training – Level 1	Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures	DLP
Not clear who YP should talk to or report to	High	Post the names of CCOs, DLPs and MP	Communicate in Club Include in Safeguarding Training (L1)	CCO DLP

FACILITIES				
Potential risk of harm to children	Risk Rating: Low Medium High	Controls to remove or reduce risk	Actions/to do list: to implement controls	Responsibility lies with ...
Unauthorised access to designated children's practice areas and to changing rooms, showers, toilets etc.	High	Supervision policy Coach education	Clarify responsibilities before session starts	Club Province NSG
Photography, filming or recording in prohibited areas	High	Photography policy and use of devices in private zones	Enforce policy in private changing and wet areas	Club Province NSG
Missing or found child on site	High	Missing or found child policy	Refer to policy and inform Gardai	Club Province NSG
Children sharing facilities with adults e.g. dressing room, showers etc.	High	Safeguarding policy	Plan with facilities management to create a suitable child centred environment in shared facilities	Club Province NSG

RECRUITMENT				
Potential risk of harm to children	Risk Rating: Low Medium High	Controls to remove or reduce risk	Actions/to do list: to implement controls	Responsibility lies with ...
Recruitment of inappropriate people	High	Recruitment policy	NGB Club CCO Appropriate personnel	Ongoing review
Lack of clarity on roles	High	Recruitment policy	Club	Check job description Put supervision in place
Unqualified or untrained people in role	High	Recruitment policy	Club	Check qualification Ongoing review

COMMUNICATIONS AND SOCIAL MEDIA				
Potential risk of harm to children	Risk Rating: Low Medium High	Controls to remove or reduce risk	Actions/to do list: to implement controls	Responsibility lies with ...
Lack of awareness of 'risk of harm' with members and visitors	High	Child Safeguarding Statement Training policy	Communicate Child Safeguarding Statement	NGB Club DLP CCO
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	High	Child Safeguarding Statement – display Code of Behaviour - distribute	Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate	Club Province NSG
Unauthorised photography & recording of activities	High	Photography and Use of Images policy	Ongoing review	Club Province NSG
Inappropriate use of social media and communications by under 18's	High	Communications policy Code of conduct	Ongoing review	Club Province NSG
Inappropriate use of social media and communications by under 18's	High	Communications policy Code of conduct	Ongoing review	Club Province NSG

GENERAL RISK OF HARM				
Potential risk of harm to children	Risk Rating: Low Medium High	Controls to remove or reduce risk	Actions/to do list: to implement controls	Responsibility lies with ...
Harm not being recognised	High	Safeguarding policy Child Safeguarding Training	Ongoing review	Club Province NSG

Harm caused by - child to child coach to child volunteer to child member to child visitor to child	High	Safeguarding policy Child Safeguarding Training	Ongoing review	Club Province NSG
General behavioural issues	High	Code of Conduct	Take disciplinary action where necessary Sign code of conduct	Club NGB

Explanation of terms used:

- Potential risk of harm to children – these are identified risks of harm to children whilst accessing activities in the Club/Province/NGB.
- Risk Rating – the likelihood of the risk occurring in the club/province/NGB measured by you as Low/Medium or High.
- Control to remove to reduce the risk – detail of the control required to remove or reduce the risk.
- Action/to do list - indicates further action that might be necessary to implement controls and alleviate any risk ongoing.
- Responsibility lies with – provider should indicate where the responsibility for alleviating the risk lies.

This Risk Assessment document has been discussed and completed by the ICTSA.

Signed: 

Date: 03/08/2023

Name: Anne Moore

Role: National Children's Officer (NCO)

Signed: 

Date: 3/8/2023

Name: Nigel Sylvester

Role: Designated Liaison Person (DLP)