

## Risk Assessment Template for *(Snooker & Billiards Ireland)*

This risk assessment considers the potential for harm to come to children whilst they are in *(Snooker & Billiards Ireland)* 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 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 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 while availing of the service (in this section referred to as a “risk”).

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	L	<ul style="list-style-type: none"> <li>Coach education policy</li> <li>Recruitment policy</li> </ul>	SBI	<i>Intro and Level 1 Coaches within SBI</i>
Supervision issues	L	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education policy</li> </ul>	SBI	<i>Referees and Tournament Directors</i>
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> <li>Photography and Use of Images policy</li> </ul>	SBI	<i>SBI Officials with parental guidance</i>
Behavioural Issues	L	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Safeguarding Level 1 (min)</li> <li>Complaints &amp; Disciplinary policy</li> </ul>	SBI	<i>SBI Committee oversee all issues</i>
Lack of gender balance amongst coaches	L	<ul style="list-style-type: none"> <li>Coach education policy</li> <li>Supervision policy</li> </ul>	SBI	<i>SBI &amp; RILSA are in the process of training more women in our sport</i>
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Child Safeguarding Training</li> </ul>	SBI	<i>SBI Committee oversee all issues</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 ...
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)	L	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Complaints &amp; disciplinary policy</li> </ul>	SBI	<i>SBI Committee oversee all issues</i>
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>	SBI	<i>SBI Committee and Disciplinary working group</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	L	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> <li>Communications procedure</li> </ul>	SBI	<i>SBI to Review the communication/responsibilities of the procedure/policy as required</i>
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedure/policy</li> </ul>	SBI	<i>SBI to ensure correct procedures are undertaken</i>
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures	L	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Coach education policy</li> <li>Code of Conduct /Behaviour</li> </ul>	NGB - SBI MP DLP	<i>SBI to ensure policies and procedures are available Include in Safeguarding Training (L1) Include in Coach Education Training</i>
Concerns of abuse or harm not reported	L	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Child Safeguarding Training – Level 1</li> </ul>	MP DLP SBI	<i>SBI to include Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures</i>
Not clear who YP should talk to or report to	L	<ul style="list-style-type: none"> <li>Post the names of CCOs, DLPs and MP</li> </ul>	CCO DLP	<i>Communicate in Club Include in Safeguarding Training (L1)</i>

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<b>FACILITIES</b>				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	L	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	SBI	<i>SBI Committee and officials oversee all issues</i>
Unauthorised exit from children's areas	L	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach education</li> </ul>	SBI	<i>SBI Committee and officials oversee all issues</i>
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> <li>Photography policy and use of devices in private zones</li> </ul>	SBI	<i>SBI Committee and officials oversee all issues</i>
Missing or found child on site	L	<ul style="list-style-type: none"> <li>Missing or found child policy</li> </ul>	SBI	<i>Refer to our SBI policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	L	<ul style="list-style-type: none"> <li>Safeguarding policy</li> </ul>	SBI	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
<b>RECRUITMENT</b>				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	NGB - SBI CCO Appropriate personnel	<i>SBI Vetting Policy</i>
Lack of clarity on roles	L	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	SBI	<i>SBI Roles and responsibilities</i>
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	SBI	<i>SBI Vetting Policy</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 ...
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> <li>Child Safeguarding Statement</li> <li>Training policy</li> </ul>	NGB - SBI DLP CCO	<i>Child Safeguarding Statement on view at the venue and a fully vetted official</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	L	<ul style="list-style-type: none"> <li>Child Safeguarding Statement – display</li> <li>Code of Behaviour - distribute</li> </ul>	NGB – SBI DLP SBI Children's Officer	<i>SBI to communicate Child Safeguarding Statement Distribute Code or Sections as appropriate</i>
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> <li>Photography and Use of Images policy</li> </ul>	SBI	<i>Only official photography and recording allowed in line with parental guidance</i>
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> <li>Communications policy</li> <li>Code of conduct</li> </ul>	SBI	<i>SBI disciplinary working group to oversee any issues</i>
Inappropriate use of social media and communications with under 18's	L	<ul style="list-style-type: none"> <li>Communications policy</li> <li>Code of conduct.</li> </ul>	SBI	<i>SBI disciplinary working group to oversee any issues</i>
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	L	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Child Safeguarding Training</li> </ul>	SBI	<i>SBI committee to oversee any issues</i>
Harm caused by <ul style="list-style-type: none"> <li>child to child</li> <li>coach to child</li> <li>volunteer to child</li> <li>member to child</li> <li>visitor to child</li> </ul>	L	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Child Safeguarding Training</li> </ul>	SBI	<i>SBI Committee and Disciplinary working group to oversee all issues</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 ...
General behavioural issues	L	<ul style="list-style-type: none"> <li>Code of Conduct</li> </ul>	SBI CLUB	<i>SBI to take disciplinary action where necessary When a club or player / official becomes a member of SBI they agree to our code of conduct</i>
Issues of Bullying.	L	<ul style="list-style-type: none"> <li>Anti-Bullying policy.</li> </ul>		
Vetting of staff/volunteers.	L	<ul style="list-style-type: none"> <li>Recruitment policy / Vetting policy.</li> </ul>		
Issues of Online Safety	L	<ul style="list-style-type: none"> <li>Social Media / Online Safety policy.</li> </ul>		

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Region/Province/NGB.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/region/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 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 (*Snooker & Billiards Ireland*) on 3 / 3 / 2023

Signed: 

Name: Jim Leacy

Role: *SBI President*

Date: 3/3/2023

Signed: 

Name: Dylan Rees

Role: Club Children's Officer

Date: 3/3/2023