

Mallow Tennis Club

Child Safeguarding Risk Assessment

October 2026

Ballyellis, Mallow, Co. Cork, P51 FX53

This assessment considers the potential for abuse or neglect of children while in Mallow Tennis Club's care and informs the Child Safeguarding Statement under the Children First Act 2015. It follows Tennis Ireland's template on pages 27–30. General accident hazards are recorded separately at the end.

L = Low; M = Medium; H = High. Ratings describe likelihood, not the seriousness of harm.

Potential risk of harm to children	Likelihood L / M / H	Required Policy, Guidance and Procedure document	Responsibility Club / Region / National	Further action required
1. CLUB & COACHING PRACTICES				
Lack of coaching qualification	L	Coach education policy Recruitment policy	Club	Verify qualifications, licence and induction records, including Cillian Dollion's January 2026 appointment.
Supervision issues	L	Supervision policy Coach education policy	Club; Junior Coordinator; Club Children's Officers (CCOs); coach	Confirm two adults, attendance, collection and absence-cover arrangements before each club-organised session. Avoid isolated one-to-one contact.
Exceeding recommended adult-to-child supervision ratios or suitable coaching group sizes	L	Child safeguarding training Supervision policy	Club; Junior Coordinator; CCOs; coach	Apply the supervision guidance and existing group caps on the final page. Check the rota and numbers before every session.
Unauthorised photography and recording of activities	M	Photography and Use of Images policy	Club	Check consent, photographer arrangements and permitted use before recording. Review ongoing compliance.
Behavioural issues	L	Code of Conduct Safeguarding Level 1 Complaints & Disciplinary policy	Club; coaches	Explain expected behaviour; obtain signed codes, respond promptly to breaches and record follow-up.
Lack of gender balance amongst coaches / supervising adults	M	Coach education policy Supervision policy	Club	For mixed groups, seek male and female adult supervision where practicable. Review rotas and travel arrangements.
No guidance for travelling and away trips	L	Travel / Away Trip policy Child safeguarding training	Club; NGB	Before each trip, agree consent, supervision, transport, handover and hosting arrangements, where applicable.
Lack of adherence to safeguarding procedures, including mobile phones, photography and transport	L	Safeguarding policy Complaints & Disciplinary policy	Club	Make procedures available; explain them at induction and review adherence each term and after concerns.

Risk Assessment — Complaints, Discipline and Reporting

Potential risk of harm to children	Likelihood L / M / H	Required Policy, Guidance and Procedure document	Responsibility Club / Region / National	Further action required
2. COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	L	Complaints & Disciplinary procedure Communications procedure	Club	Circulate procedures and explain how children and parents can raise concerns.
Difficulty in raising an issue by a child or parent	L	Complaints & Disciplinary procedure Communications procedure	Club; CCOs	Offer accessible routes to raise issues. Review communications and responsibilities; listen to children.
Complaints not being dealt with seriously	L	Complaints & Disciplinary procedure	Club	Record, respond and follow up fairly. Avoid conflicts of interest. Do not delay child protection reporting.
3. REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	L	Reporting procedures Coach education policy Code of Conduct	Club; DLP; NGB	Make procedures accessible. Cover recognition of harm and reporting in induction and safeguarding training.
Mandated-person status or responsibilities not established (originally: no Mandated Person appointed)	M	Reporting procedures Mandated-person list	Club; DLP; NGB guidance	Identify any persons covered by Schedule 2 of the Children First Act. Maintain the list. DLP appointment alone does not confer mandated status.
No DLP appointed, or DLP unavailable / conflicted	L	Reporting procedures	Club; NGB guidance	Carmel O’Callaghan is DLP; no deputy is appointed. Publicise direct reporting to Tusla when she is unavailable or implicated.
Concerns of abuse or harm not reported	L	Reporting procedures Child safeguarding training – Level 1	DLP; mandated persons where applicable; each reporter	Report reasonable concerns promptly to Tusla; keep secure records. Anyone may report directly. In immediate danger call Gardaí on 112/999.
Not clear whom young people should talk to or report to	L	Reporting procedures Published safeguarding contacts	CCOs; DLP	Introduce Carmel O’Callaghan and John Keane as Children’s Officers; publicise Carmel’s DLP contact details and explain how to seek help.

Reporting must not wait for a committee meeting or complaints process. The club does not investigate suspected child abuse. A DLP decision not to report must be recorded and explained in writing to the person who raised the concern; that person may report directly to Tusla.

Risk Assessment — Facilities and Recruitment

Potential risk of harm to children	Likelihood L / M / H	Required Policy, Guidance and Procedure document	Responsibility Club / Region / National	Further action required
4. FACILITIES				
Unauthorised access to children's play and practice areas, changing rooms, showers or toilets	M	Supervision policy Coach education	Club; NGB guidance	Clarify responsibility before each session. Monitor access and visitors; respond to inappropriate access.
Unauthorised exit from children's areas	L	Supervision policy Coach education	Club; coaches	Agree attendance, handover and collection arrangements before sessions; monitor departures.
Photography, filming or recording in prohibited areas	M	Photography policy Use of devices in private zones	Club; coaches	Prohibit recording in changing rooms, showers and toilets. Communicate and enforce the rule; act promptly on breaches.
Missing or found child on site	L	Missing or Found Child procedure	Club; coaches	Act immediately under the procedure; safeguard the remaining group and notify parents / Gardaí as appropriate.
Children sharing facilities with adults, including changing rooms and showers	L	Safeguarding policy Supervision policy	Club; coaches	Plan with facilities management for children's privacy and safe shared use; agree responsibilities at away venues.
5. RECRUITMENT				
Recruitment of inappropriate people	L	Recruitment policy Vetting policy	Club; CCOs; NGB guidance	Check suitability and references; complete required Garda vetting before relevant work. Maintain records and monitor renewals.
Lack of clarity on roles	L	Recruitment policy Role descriptions	Club	Check role descriptions; explain duties and boundaries and put appropriate supervision in place.
Unqualified or untrained people in roles	L	Recruitment policy Training policy	Club	Verify qualifications, safeguarding and relevant first-aid training, including the new coach's records. Monitor expiry and renewal dates.

Risk Assessment — Communications and General Risk of Harm

Potential risk of harm to children	Likelihood L / M / H	Required Policy, Guidance and Procedure document	Responsibility Club / Region / National	Further action required
6. COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of risk of harm among members and visitors	L	Child Safeguarding Statement Training policy	Club; DLP; CCOs; NGB guidance	Communicate the statement, safeguarding expectations and reporting contacts to members and visitors.
Child Safeguarding Statement or Code of Behaviour not communicated to members or visitors	L	Child Safeguarding Statement – display Code of Behaviour – display	Club committee; DLP; CCOs	Display and circulate the statement on adoption; distribute relevant codes and update contact details when they change.
Unauthorised photography and recording of activities	M	Photography and Use of Images policy	Club; coaches	Review consent, capture, storage and sharing arrangements; explain restrictions and respond to misuse.
Inappropriate use of social media and communications by under-18s	M	Communications policy Code of Conduct Online-safety guidance	Club; coaches	Explain respectful communication and reporting routes. Respond promptly to online bullying or harmful contact.
Inappropriate use of social media and communications with under-18s	L	Communications policy Code of Conduct Online-safety guidance	Club; CCOs; DLP	Use transparent communication channels, involving parents appropriately. Address secretive or inappropriate adult–child contact and report suspected abuse.
7. GENERAL RISK OF HARM				
Harm not being recognised	L	Safeguarding policy Child safeguarding training	Club; coaches	Maintain awareness of physical, emotional and sexual abuse and neglect; seek Tusla advice where needed.
Harm caused by a child, coach, volunteer, member or visitor	L	Safeguarding policy Child safeguarding training	Club; coaches; CCOs; DLP; NGB guidance	Listen to children; act promptly on concerns, including child-to-child harm. Apply reporting, recruitment and supervision procedures.
General behavioural issues	L	Code of Conduct Anti-bullying procedure	Club; coaches; CCOs	Obtain signed codes. Address bullying and harmful behaviour promptly; support affected children and report suspected abuse.

Supporting notes, health-and-safety follow-up and approval

Supervision and coaching group sizes: The club follows Tennis Ireland's general supervision guidance of one adult for every eight children aged 12 and under, and one adult for every ten children aged 13 and over. At least two adults must be present throughout all club-organised children's activities. Additional supervision will be provided where the activity or children's needs require it.

The club's maximum coaching group sizes are 12 children aged 12 and under, and 16 children aged 13 and over. Smaller groups may be necessary to ensure safe, effective coaching and adequate supervision.

A parent assigned and briefed to supervise may act as the second adult. This is a supervision role and does not, by itself, qualify the parent to act as an assistant coach.

Explanation of terms

Potential risk of harm: how a child could experience abuse or neglect while taking part in club activities.

Likelihood: how likely harm is to occur, recorded as L (Low), M (Medium) or H (High).

Required policy, guidance and procedure: documents supporting the measures to manage the risk.

Responsibility: the club or role responsible for managing the risk. The committee retains overall responsibility; NGB means Tennis Ireland, providing guidance and support. CCOs means Club Children's Officers.

Further action: the checks, improvements or ongoing monitoring needed. Record completion, dates and any outstanding deadlines in the table or the committee's action record.

Separate health-and-safety follow-up

The two original accident hazards and their ratings are retained below for the club's health-and-safety arrangements. They are separate from the safeguarding assessment above; this is not a complete health-and-safety assessment.

Accident hazard	Likelihood L / M / H	Required Policy, Guidance and Procedure document	Responsibility	Further action required
Children struck by a golf ball from the nearby golf course	L	Health-and-safety assessment Supervision policy Coach education	Club; CCOs; coach	Original record: coach reminders marked "done". Reconfirm safe response instructions; review exposure and any further protection needed.
Children falling on the steps providing access to the courts	M	Health-and-safety assessment Supervision policy Coach education	Club; CCOs; coach	Original actions: no-running sign and coach reminders ("done"). Verify signage and reminders; inspect steps, handrails, lighting and surfaces.

Review and approval

The committee monitors procedures, responsibilities and outstanding actions. Keep this assessment and the Child Safeguarding Statement consistent; review both within 24 months and sooner after a material change.

DLP / Relevant Person: Carmel O'Callaghan, 086 3920170. Children's Officers: Carmel O'Callaghan and John Keane. Junior Coordinator: Melanie O'Driscoll, 087 9747532. Club phone: 087 1093658. Coach: Cillian Dollion, appointed January 2026. There is no deputy DLP.

Adopted by the Mallow Tennis Club Committee on: 14/10/26

Accompanying Risk Assessment review completed on: 14/10/26

Next review due (no later than 24 months after adoption): 14/10/28

Signed on behalf of Mallow Tennis Club: Tadhg Crotty

Tadhg Crotty, Chairperson Date: 15/10/26

Relevant Person signature: Carmel O'Callaghan

Carmel O'Callaghan Date: 15/10/26