

We have carried out an assessment of any potential for harm to a child while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

### Risk Assessment – Organisational

Risk Identified	Procedures in place to manage identified risk
<p><b>1</b></p> <p><b>A member of the organisation fails to report an issue or concern of harm</b></p>	<ul style="list-style-type: none"> <li>➤ Safeguarding Statement has been circulated to all staff</li> <li>➤ Mandated reporters have been identified and made aware of and briefed on their mandatory reporting and assisting obligations</li> <li>➤ Safeguarding is a standing item for Staff Induction, Staff Meetings and Staff Supervision</li> <li>➤ The Designated Liaison Person is clearly identified to all staff and volunteers</li> <li>➤ Reporting and Safeguarding issues are reminded to staff and volunteers at all external events</li> <li>➤ Safeguarding is a standing item at Board meetings</li> <li>➤ Staff disciplinary and Volunteer Code of Behaviour have both been updated to include failure to report a concern or harm as set out in the appropriate reporting procedures</li> <li>➤ All staff and volunteers undertake agreed briefing and trainings as per our procedures and guidelines including the E-Learning module</li> </ul>
<p><b>2</b></p> <p><b>An allegation, complaint or report of abuse is made against a volunteer, staff member or other third party engaged</b></p>	<ul style="list-style-type: none"> <li>➤ A clear procedure for raising a concern and complaint against staff and/or volunteers is in place</li> <li>➤ A clear procedure is in place for reporting and managing an investigation of allegations against any member of staff /volunteer</li> <li>➤ Disciplinary Policy &amp; Procedures in place</li> <li>➤ Staff and volunteer codes of conduct are in place and are either undertaken as part of Staff induction or as part of the initial briefing and training for volunteers.</li> <li>➤ All staff and volunteers are subject to our recruitment and selection process</li> <li>➤ All staff/volunteers are subject to an initial and repeat Garda vetting through the National Vetting Bureau prior to commencement of any duties/role with organisation</li> <li>➤ A procedure is in place for dealing with complaints made against a third party such as contractors and or others engaged with Youth Work Ireland Meath</li> <li>➤ Youth Work Ireland Meath has a Memorandum of Understanding in place with key partners</li> <li>➤ Youth Work Ireland Meath will support investigations by An Garda Síochána and/or Tusla as requested</li> </ul>

<p><b>3</b></p>	<p><b>Allegation, report or observation of peer to peer abuse</b></p>	<ul style="list-style-type: none"> <li>➤ A clear procedure is in place for the reporting all issues of harm or concern by all staff and volunteers</li> <li>➤ There is a clear procedure for raising a complaint</li> <li>➤ A clear policy and procedure on Anti Bullying is in place</li> <li>➤ All volunteers and staff are trained in line with Children First National Guidance for the Protection and Welfare of Children 2017</li> <li>➤ All events are adequately planned, staffed and supervised</li> <li>➤ All groups will have a set of agreed ground rules, all activities have clear ground rules that have been discussed and agreed with young people</li> <li>➤ Staff and Volunteer training covers dealing with bullying and discriminatory behaviour</li> </ul>
<p><b>4</b></p>	<p><b>Activities, programmes and events may create a level of additional risk due to the nature of the event</b></p>	<ul style="list-style-type: none"> <li>➤ All activities, events and programmes are planned to include a full risk assessment.</li> <li>➤ All participants/guardians give informed consent to activities</li> <li>➤ All staff are briefed and will have undertaken appropriate induction, briefing and training</li> <li>➤ Validity of third party providers are checked including qualifications and vetting</li> <li>➤ All off site events are subject to a pre-visit check and are risk assessed</li> <li>➤ Programmes/activities are either in house or from at a safe venue that has an evidence base in practice and are both age and young person proofed</li> <li>➤ Staff and volunteers are bound by the code of conduct and internal policies and procedures and are expected to act within their duties while being responsible for the young people in their care</li> <li>➤ Controls identified through the risk assessment are put in place</li> <li>➤ All planning is young person centred and considers the group and community that is taking part</li> </ul>
<p><b>5</b></p>	<p><b>Possibility of abuse through online activity</b></p>	<p>All the above applies online and to instances of abuse causing harm or concern.</p> <p>In addition Youth Work Ireland Meath:</p> <ul style="list-style-type: none"> <li>• monitors its own online activity and during youth programmes</li> <li>• Has produced and delivers online guidelines, supports and training for Young People, Volunteers and Staff</li> <li>• Any activity that is unacceptable or reportable that occurs in an online or other media format will be dealt with in the appropriate way and through the relevant procedure</li> </ul>

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### Risk Assessment – Youth Clubs & Programmes

Risk Identified	Procedures in place to manage identified risk
<p>1.</p> <p><b>A child or young person could be harmed if an unsuitable person was recruited as a staff member or volunteer</b></p>	<p>Rigorous recruitment &amp; screening procedures <u>prior</u> to any staff member or volunteer coming into contact with children or young people</p> <ul style="list-style-type: none"> <li>- Detailed Application Form</li> <li>- Interviewing</li> <li>- Reference Checks</li> <li>- Garda Vetting</li> <li>- Induction to all policies &amp; procedures</li> <li>- Personal declaration</li> </ul> <p>Ongoing Monitoring of all staff/volunteers in situ</p> <ul style="list-style-type: none"> <li>- Ongoing supervision</li> <li>- Probationary period imposed</li> <li>- Staff &amp; volunteer team meetings</li> </ul>
<p>2.</p> <p><b>A staff member or volunteer could harm a child or young person by not maintaining boundaries, behaving inappropriately or developing an inappropriate relationship with them during or outside of activities</b></p> <p><b>A child may be harmed if a staff member or volunteer failed to report any inappropriate behaviour that may or may not be named in the organisations Code of Behaviour, by a colleague towards children or young people</b></p> <p><b>Children could be harmed if staff or volunteers failed to report a retrospective disclosure of abuse</b></p>	<p>Clear and rigorous training provided for all staff and volunteers in the following areas <u>prior</u> to any contact with children or young people</p> <ul style="list-style-type: none"> <li>- Child Safeguarding &amp; Protection Training – Tusla eLearning module</li> <li>- Code of Behaviour for Staff &amp; Volunteers</li> <li>- Accessible safeguarding information available &amp; introduced to children &amp; young people during initial contact</li> <li>- Accessible safeguarding information available &amp; introduced to parents/guardians</li> <li>- Incident Reporting Policy &amp; Procedures in place</li> <li>- Procedure in place for handling allegations of abuse against staff or volunteers</li> <li>- Disciplinary Policy &amp; Procedures in place</li> <li>- Reporting Policy &amp; Procedure in place</li> </ul>

<p>3.</p>	<p><b>A child or young person may be harmed by being bullied or abused by another child or young person during activities, after activities, on the premises or via social media</b></p> <p><b>A child could be harmed if misconduct by another child towards them was unchallenged and left to continue</b></p>	<p>Clear process in place of contracting/setting ground rules with all groups</p> <ul style="list-style-type: none"> <li>- Code of behaviour in place for children &amp; young people</li> <li>- Group contracts in place</li> <li>- Safeguarding policy in place and visible at activity level</li> <li>- Anti-bullying Policy &amp; Procedures in place</li> <li>- Ratios and supervision standards clearly set and communicated</li> <li>- Incident Reporting Policy &amp; Procedures is in place</li> <li>- A complaints Policy &amp; Procedures is in place</li> </ul>
<p>4.</p>	<p><b>A child or young person may be harmed by not knowing or learning about their rights and not being empowered to assert their boundaries</b></p>	<p>A strengths and rights based curriculum underpins all programmes and services offered</p> <ul style="list-style-type: none"> <li>- A charter of rights has been developed in consultation with children and young people and is clearly visible and accessible</li> <li>- A Complaints Policy &amp; Procedures is in place</li> </ul>
<p>5.</p>	<p><b>A child could to be harmed if a staff member or volunteer did not know the kinds of abuse that can occur and therefore failed to recognise the signs and identify a concern</b></p>	<p>Child Safeguarding &amp; Protection Training provided for all staff and volunteers <u>prior</u> to contact with children and young people</p> <ul style="list-style-type: none"> <li>- Child Safeguarding &amp; Protection Training including Tusla eLearning module</li> <li>- Designated Liaison Person in place to support persons reporting</li> <li>- Reporting procedures in place and clearly informed to all staff and volunteers</li> </ul>
<p>6.</p>	<p><b>A child could to be harmed if a disclosure they made to a trusted person during their contact with our services was not reported</b></p> <p><b>A child may be harmed if a concern identified by staff was not reported</b></p>	<p>Child Protection and Safeguarding Training provided for all staff and volunteers <u>prior</u> to contact with children and young people</p> <ul style="list-style-type: none"> <li>- Child Safeguarding &amp; Protection Training including Tusla eLearning module</li> <li>- Designated Liaison Person in place to support persons reporting</li> <li>- Reporting procedures in place and clearly informed to all staff and volunteers</li> </ul>

7.	<p><b>A child could be harmed if the organisation failed to provide a physically safe environment leading to accidents or incidents</b></p>	<p>Health &amp; Safety Policy &amp; Procedures in place</p> <ul style="list-style-type: none"> <li>- Regular system checks conducted</li> <li>- Risk assessments conducted at centre level and for all activities</li> <li>- Health &amp; Safety Audits conducted at regular intervals &amp; improvement plans implemented</li> <li>- Insurance cover is adequate and limitations clearly communicated</li> <li>- Incident reporting Policy &amp; Procedures in Place</li> <li>- Ratios and supervision standards clearly set and communicated</li> <li>- First Aid Responders on site</li> </ul>
8.	<p><b>A child may be harmed if the organisation failed to have in place robust processes for planning activities, trips and events at local, regional, national or international levels</b></p>	<p>All activities are planned carefully in advance to ensure risks are avoided</p> <ul style="list-style-type: none"> <li>- Activity programmes agreed in advance and communicated with parents and young people</li> <li>- Risk assessments conducted at all levels and for all activities</li> <li>- Consent secured from young people and guardians</li> <li>- Clear agreements on expectations and acceptable behaviour in advance</li> <li>- Insurance cover extended for all planned activities</li> <li>- Ratios and supervision standards clearly set and communicated</li> </ul>
9.	<p><b>A child or young person could be placed in a harmful situation if adequate information is not provided to enable explicit consent to be granted by the parent/guardian and/or young person</b></p>	<p>Annual Membership &amp; Consent Process in place</p> <ul style="list-style-type: none"> <li>- Annual Membership Form updated</li> <li>- Specific Activity Consent Forms completed prior to events</li> <li>- Detailed schedule of activity accompanying consent forms</li> <li>- Young person's/guardians consent included on all forms</li> <li>- Details of conditions of contract &amp; agreements made included in consent information</li> <li>- Complaints Policy &amp; Procedures in place</li> </ul>
10.	<p><b>A child or family could be harmed if private and confidential information of a sensitive nature is not securely kept and protected</b></p>	<p>Appropriate Data Protection Policies &amp; Procedures in place</p> <ul style="list-style-type: none"> <li>- Confidentiality Policy &amp; Procedures in place</li> <li>- Data Protection Policy &amp; Procedures in place</li> <li>- Aged information is shredded appropriately</li> <li>- The organisation has achieved compliance with the standards set in The General Data Protection Regulations (G.D.P.R.)</li> </ul>