



Risk Assessment for Clontarf Swimming Club

Under the requirements of Section 11 (1) of the Children First Act 2015 our Club operates as a provider of a relevant service to children and young people, where we are required to undertake an assessment of any potential for harm (referred to as 'risk') to a child while availing of our service.

This Risk Assessment considers the potential for harm to come to children and young people whilst they are in the care of our Club based on the risk of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment). The subsequent Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) is based on this Risk Assessment and will be completed/updated following this Risk Assessment.

Instructions for completion of this Risk Assessment

The Risk Assessment must be discussed and completed at Committee level and then signed by an Officer on the committee and the Club Children's Officer. The discussion, completion and subsequent signing must be recorded in the minutes of the meeting. The Secretary of the Club should then upload a copy of the signed Risk Assessment to the Club profile on the Membership database.

There are five headings used in the Risk Assessment with the following explanation:

Potential risk of harm to children – these are identified risks of harm to children whilst accessing activities in the Club

Likelihood of risk – the likelihood of the risk happening in the Club 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

Notes

The policy, guidance and procedures refer to the Swim Ireland Safeguarding Policy 2019. The Section of the document is referenced followed by the specific area of practice.

E.g. Risk area = Lack of required qualification: information about what is required to alleviate this risk can be found in three areas:

The Section titled Working with Young People, within this Section is the information on Recruitment,

The Section titled Compliance, then look in the information about Training and

Then in addition to the Safeguarding Policy 2019 the specific requirements are stipulated in the education of the role including Section Working with Young People – Roles and Responsibilities.

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
CLUB & COACHING PRACTICES				
Lack of required qualification for role, e.g. coaching, team manager, CCO etc	Low	<ul style="list-style-type: none"> Recruitment Safeguarding Training policy Safeguarding Roles including responsibilities and role requirements for those working with young people 	Club Committee Head Coach Lead Team Manager	<i>Proof of qualification to be confirmed & reviewed periodically</i>
Solo working or working without observer	Low	<ul style="list-style-type: none"> See policy section: Working with Young People Coach/teacher education Team Manager education 	Club Committee CCO	<i>Continued implementation of Person on Duty rota Ongoing review</i>
Unauthorised photography & recording activities	Medium	<ul style="list-style-type: none"> Photography & Filming policy 	Club Committee Person in charge	<i>Ongoing review Information to parents as regards protocols for authorisation</i>
Behavioural Issues	Medium	<ul style="list-style-type: none"> Codes of Conduct for those working with young people Safeguarding Training policy Complaints & Disciplinary procedures 	Club Committee Person in charge	<i>Ongoing review</i>
Lack of gender balance amongst club personnel	Medium	<ul style="list-style-type: none"> See policy section: Working with Young People Coach/teacher education Team Manager education 	Club Committee Head Coach Lead Team Manager	<i>Ongoing review Drive to recruit additional female coaches/managers</i>
No guidance for travelling and away trips	Low	<ul style="list-style-type: none"> Travel/Away trip policy Safeguarding Training policy 	Club Committee Team Manager	<i>Club policy that children travel with their parent/guardian or another parent/guardian (as arranged by their own parent/guardian).</i>
Lack of adherence with misc. procedures in Safeguarding policy	Low	<ul style="list-style-type: none"> See Compliancy section in Safeguarding Policy Complaints & Disciplinary procedures 	Club Committee Person in charge	<i>Ongoing review</i>
RECRUITMENT				

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
Recruitment of inappropriate people	Low	<ul style="list-style-type: none"> Recruitment policy 	Club Committee	Ongoing review
Lack of clarity on roles	Low	<ul style="list-style-type: none"> Recruitment Policy Safeguarding Roles including responsibilities - Safeguarding Training Policy 	Club Committee	Check job description Put supervision in place
Unqualified or untrained people in role	Low	<ul style="list-style-type: none"> Recruitment Policy 	Club Committee Person in charge	Check qualification Ongoing review
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	Medium	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Communications Policy 	Club Committee CDC	Immediate action needed Check communication and inclusion in club handbook
Difficulty in raising an issue by child & or parent	Medium	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Communications Policy Poor practice and Whistleblowing 	Club Committee CCO	Review the communication/responsibilities of the procedure/policy as required
Complaints not being dealt with seriously	Low	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Poor practice and Whistleblowing 	Club Committee CCO CDC	Ongoing review
FACILITIES				
Unauthorised access to designated young people's areas e.g. changing rooms	Low	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Coach/teacher education Poor practice and Whistleblowing 	Club Committee Person in charge	Clarify responsibilities before session starts
Unauthorised departure from club activities	Low	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Coach/teacher education Poor practice and Whistleblowing 	Person in charge	Clarify responsibilities before session starts
Photography, filming or recording in prohibited areas	Medium	<ul style="list-style-type: none"> Photography & Filming policy 	Person in charge	Enforce policy in changing and wet areas
Missing or found child on site	Low	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy 	Person in charge	Inform facility management (if available) and contact Gardai, as appropriate

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
Children sharing facilities with adults e.g. dressing room, showers etc.	Low	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Poor practice and Whistleblowing Safeguarding policy 2019 	Club Committee CCO Person in charge	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	Low	<ul style="list-style-type: none"> Child Safeguarding Statement and Risk Assessment of Harm Safeguarding Training Policy Communications Policy 	Club Committee CCO Person in charge	<i>Display Child Safeguarding Statement</i>
No communication of Child Safeguarding Statement or Code of Conduct to members or visitors	Low	<ul style="list-style-type: none"> Child Safeguarding Statement and Risk Assessment of Harm Codes of Conduct Communications Policy 	Club Committee CCO	<i>Display Child Safeguarding Statement Distribute Safeguarding Policy as appropriate</i>
Unauthorised photography & recording of activities	Medium	<ul style="list-style-type: none"> Photography & Filming policy 	Club Committee Person in charge	<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18's	Medium	<ul style="list-style-type: none"> Communications Policy Codes of conduct Social Media Policy Away Trips Policy 	Club Committee	<i>Ongoing review</i>
Inappropriate use of social media and communications with under 18's	Low	<ul style="list-style-type: none"> Communications Policy Codes of conduct Social Media Policy Away Trips Policy 	Club Committee CCO Person in charge	<i>Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised	Medium	<ul style="list-style-type: none"> Safeguarding Policy 2019 Safeguarding Training Recognising and Reporting Child Abuse Policy 	Club Committee All Club personnel	<i>Ongoing review</i>
Harm caused by - child to child - adult to child	Low	<ul style="list-style-type: none"> Safeguarding Policy 2019 Safeguarding Training Recognising and Reporting Child Abuse Policy 	Club Committee All Club personnel	<i>Ongoing review</i>
General behavioural issues e.g. bullying	Low	<ul style="list-style-type: none"> Code of conduct Anti-bullying policy Complaints & Disciplinary procedures 	Club Committee	<i>Take disciplinary action where necessary Sign code of conduct</i>

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	Low	<ul style="list-style-type: none"> Recognising and Reporting Child Abuse Policy Poor practice and Whistleblowing Codes of Conduct Safeguarding Training Policy Coach/teacher education 	Club Committee CCO	Make reporting procedure known Covered in Safeguarding L1 Include in Club personnel training
No Mandated Person appointed	Low	<ul style="list-style-type: none"> Safeguarding Roles including responsibilities Recognising and Reporting Child Abuse Policy Poor practice and Whistleblowing Child Safeguarding Statement and Risk Assessment of Harm 	Swim Ireland	Publicise identity of Mandated Person
No DLP appointed	Low	<ul style="list-style-type: none"> Safeguarding Roles including responsibilities Recognising and Reporting Child Abuse Policy Poor practice and Whistleblowing Child Safeguarding Statement and Risk Assessment of Harm 	Club Committee	Train DLP (Safeguarding 2 & 3) Communicate/publicise identity of DLP
Concerns of abuse or harm not reported	Low	<ul style="list-style-type: none"> Safeguarding Roles including responsibilities Recognising and Reporting Child Abuse Policy Poor practice and Whistleblowing Child Safeguarding Statement and Risk Assessment of Harm Safeguarding Training Policy 	Club Committee CCO CDC	Covered in Safeguarding L1 Publicise names of CCO, DLP, MP Publicise reporting procedures
Not clear who YP should talk to or report to	Medium	<ul style="list-style-type: none"> Safeguarding Roles including responsibilities Display the names of CCO/DLP and MP 	Club Committee CCO	Covered in Safeguarding L1 Publicise names of CCO and MP

This Risk Assessment has been discussed and completed by Committee of Clontarf Swimming Club on 18/12/19

Signed:

Name:

Role: (insert role on Committee)

DATE: 18.12.2019.

Signed:

Name:

Role: Club Children's Officer

DATE: 18/12/19