



Risk Assessment 2021 for County Sligo Swim Club

This Club operates as a provider of a relevant service to children and young people, under Section 11 (1) of the Children First Act 2015, 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 2021 (Section 11 (1b) Children First Act 2015) is based on this risk assessment and will be completed/updated following completion of this Risk Assessment 2021 document.

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 must upload a copy of the fully completed and signed Risk Assessment 2021 to the Club profile on the Membership database.

The risk assessment is completed under the following five headings:

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

Likelihood of risk – the likelihood of the risk happening in the Club using Low, Medium or High as measures of risk

Required Policy, Guidance and Procedure document – policy/policies required to alleviate the risk identified

Responsibility – where the responsibility lies for alleviating the identified risk

Further action – where further action might be necessary to alleviate any risk ongoing

The policy, guidance and procedures refer to the Swim Ireland Safeguarding Policy 2019 and any other rules or policy guidance in place.

Example for completion

Risk = Unauthorised photography & recording activities

Likelihood = Committee need to decide on level of risk L / M / H according to the activities in the

Required Policy etc = Photography & Filming Policy in place to alleviate the risk

Responsibility = Committee need to decide who in the club will take responsibility, suggestions are given

Further Action = Additional measures that might be needed to alleviate the risk, e.g. distribution of policy to members

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	L	<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	Proof of qualification and experiences confirmed at appointment Check Swim Ireland database Register new staff with Swim Ireland database
Solo working or working without observer	L	<ul style="list-style-type: none"> See policy section: Working with Young People Coach/teacher education Team Manager education 	Club Committee	Adequate staff for activity
Unauthorised photography & recording activities	M	<ul style="list-style-type: none"> Photography & Filming policy 	Club Committee Person in charge	Distribute the policy via club website https://www.sligoswimclub.ie Email reminder to parents/ members at beginning of season Checks during sessions and competitions
Behavioural issues	L	<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 CDC	Check Swim Ireland database Distribution of information via club website https://www.sligoswimclub.ie
Lack of gender balance amongst club personnel	L	<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	Review during appointments
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> Travel/Away trip policy Safeguarding Training policy 	Club Committee	Refer to policy during planning; CCO to have view of arrangements to ensure in line with best practice
Lack of adherence with misc. procedures in Safeguarding policy	L	<ul style="list-style-type: none"> See policy section: Compliancy in Safeguarding Policy Complaints & Disciplinary procedures 	Club Committee Person in charge	Distribution of location of policy Club website https://www.sligoswimclub.ie
RECRUITMENT				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> Recruitment policy 	Club Committee	Recruitment panel informed of policy
Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment Policy 	Club Committee	Check job description

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		<ul style="list-style-type: none"> Safeguarding Roles including responsibilities - Safeguarding Training Policy 		Ensure staff or volunteers supervised Respond to complaints
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> Recruitment Policy 	Club Committee Person in charge	Check qualification, experiences, and credentials are valid for those in roles
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Communications Policy 	Club Committee CDC	Ensure distribution of policies to members and appropriate committees Club website https://www.sligoswimclub.ie
Difficulty in raising an issue by child & or parent	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Communications Policy Poor practice and Whistleblowing 	Club Committee CCO	Ensure distribution of policies to members CCO is identified to all members via club website https://www.sligoswimclub.ie Notice board at Sligo regional Sports Centre
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Poor practice and Whistleblowing 	Club Committee CCO CDC	Ensure pathway for raising complaint or concern is clear to members Appoint CDC
FACILITIES				
Unauthorised access to designated young people's areas e.g. changing rooms	L	<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 protocols before sessions Inform members using facilities Ensure reporting pathway is clear
Unauthorised departure from club activities	L	<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 protocols before sessions List of emergency contact numbers for parent/carers
Photography, filming or recording in prohibited areas	M	<ul style="list-style-type: none"> Photography & Filming policy 	Person in charge	Enforce policy in changing and wet areas

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
				<i>Reminder email to parents/members at beginning of each season.</i>
Missing or found child on site	L	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy 	Person in charge	<i>Refer to policy and inform Gardai</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	L	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Poor practice and Whistleblowing 	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	L	<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>Publish and display Child Safeguarding Statement Club website</i> https://www.sligoswimclub.ie <i>Notice board at Sligo Regional Sports Centre</i> <i>Inform members of Code of Conduct</i>
No communication of Child Safeguarding Statement or Code of Conduct to members or visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement and Risk Assessment of Harm Codes of Conduct Communications Policy 	Club Committee	<i>Publish and display Child Safeguarding Statement</i> <i>Club website</i> https://www.sligoswimclub.ie <i>Notice board at Sligo regional Sports Centre</i> <i>Distribute Safeguarding Policy as appropriate</i>
Unauthorised photography & recording of activities	M	<ul style="list-style-type: none"> Photography & Filming policy 	Club Committee Person in charge	<i>Inform members of the policy</i> <i>Club website</i> https://www.sligoswimclub.ie
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> Communications Policy Codes of conduct Social Media Policy Away Trips Policy 	Club Committee	<i>Inform members of the policy</i> <i>Club website</i> https://www.sligoswimclub.ie
Inappropriate use of social media and communications with under 18's	L	<ul style="list-style-type: none"> Communications Policy Codes of conduct Social Media Policy Away Trips Policy 	Club Committee CCO Person in charge	<i>Inform members of the policy</i> <i>Club website</i> https://www.sligoswimclub.ie

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GENERAL RISK OF HARM				
Harm not being recognised	L	<ul style="list-style-type: none"> Safeguarding Policy 2019 Safeguarding Training Recognising and Reporting Child Abuse Policy 	Club Committee All Club personnel	Ongoing review
Harm caused by - child to child adult to child	L	<ul style="list-style-type: none"> Safeguarding Policy 2019 Safeguarding Training Recognising and Reporting Child Abuse Policy 	Club Committee All Club personnel	Ongoing review
General behavioural issues e.g. bullying	L	<ul style="list-style-type: none"> Code of conduct Anti-bullying policy Complaints & Disciplinary procedures 	Club Committee	Take disciplinary action where necessary Sign code of conduct
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	L	<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	Inform members of reporting procedure Attend Safeguarding level 1 training Club website https://www.sligoswimclub.ie
No Mandated Person appointed	L	<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	L	<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 Publicise identity of DLP
Concerns of abuse or harm not reported	L	<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 CCO CDC	Attend Safeguarding level 1 training Publicise names of CCO, DLP, MP Inform members of reporting procedures

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		<ul style="list-style-type: none"> Safeguarding Training Policy 		<i>Include in Club website</i> https://www.sligoswimclub.ie
Not clear who YP should talk to or report to	L	<ul style="list-style-type: none"> Safeguarding Roles including responsibilities Display the names of CCO Display DLP and MP 	Club Committee CCO	<i>Attend Safeguarding level 1 training</i> <i>Inform members of reporting procedures</i> <i>Provide opportunity for young people to raise concerns</i>

This Risk Assessment 2021 has been discussed and completed by the committee of County Sligo Swim Club on 5th / 11 / 2021
(date to be entered on the CSS)

Committee Member

Signed:

Name:

Date:

Role on Committee:

[Signature]
JOHN C ERADY
5/11/2021
Chairperson

Club Children's Officer

Signed:

Name:

Date:

[Signature]
LOUISE RATTIGAN
5th NOV 2021