



Risk Assessment for Glenalbyn 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.

CLUB & COACHING PRACTICES

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| 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 | <i>Proof of qualification to be confirmed</i> |
| 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 | <i>Ongoing review</i> |
| Unauthorised photography & recording activities | L | <ul style="list-style-type: none"> Photography & Filming policy | Club Committee Person in charge | <i>Ongoing review</i> |
| 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 | <i>Ongoing review</i> |
| 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 | <i>Ongoing review</i> |
| No guidance for travelling and away trips | L | <ul style="list-style-type: none"> Travel/Away trip policy Safeguarding Training policy | Club Committee | <i>Ongoing review</i> |
| Lack of adherence with misc. procedures in Safeguarding policy | L | <ul style="list-style-type: none"> See Compliancy section in Safeguarding Policy Complaints & Disciplinary procedures | Club Committee Person in charge | <i>Ongoing review</i> |
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| Recruitment of inappropriate people | L | <ul style="list-style-type: none"> Recruitment policy | Club Committee | Ongoing review |
| Lack of clarity on roles | L | <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 | L | <ul style="list-style-type: none"> Recruitment Policy | Club Committee Person in charge | Check qualification Ongoing review |
| Facilities | | | | |
| Lack of awareness of a Complaints & Disciplinary policy | L | <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 | M | <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 | L | <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 | 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 responsibilities before session starts |
| 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 responsibilities before session starts |
| Photography, filming or recording in prohibited areas | L | <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 | L | <ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy | Person in charge | Refer to policy and inform Gardai/PSNI |
| 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 Safeguarding policy 2019 | Club Committee CCO Person in charge | Plan with facilities management to create a suitable child centred environment in shared facilities |

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| 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 | Display Child Safeguarding Statement | |
| 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 | Display Child Safeguarding Statement Distribute Safeguarding Policy as appropriate | |
| Unauthorised photography & recording of activities | L | <ul style="list-style-type: none"> Photography & Filming policy | Club Committee Person in charge | Ongoing review | |
| Inappropriate use of social media and communications by under 18's | M | <ul style="list-style-type: none"> Communications Policy Codes of conduct Social Media Policy Away Trips Policy | Club Committee | Ongoing review | |
| 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 | Ongoing review | |
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| 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 | |
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| 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 | Make reporting procedure known Include in Safeguarding L1 Include in Club personnel training |
| 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 Safeguarding Training Policy | Club Committee CCO CDC | Include in Safeguarding L1 Publicise names of CCO, DLP, MP Publicise reporting procedures |
| 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/DLP and MP | Club Committee CCO | Publicise names of CCO and MP Include in Safeguarding L1 |

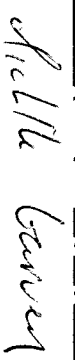
This Risk Assessment has been discussed and completed by Shenalbyn (Club) on 28/12/2019

Signed: 

Name: Renee Martin

Role: (insert role on Committee) Membership Secretary

Date: 28/12/2019

Signed: 

Name: Michelle Garvey

Role: Club Children's Officer

Date: 28/12/2019