



Risk Assessment 2021 for Shark Swimming 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 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	<i>Proof of qualification and experiences confirmed at appointment Check Swim Ireland database Register new staff with Swim Ireland database</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>Adequate staff for activity</i>
Unauthorised photography & recording activities	M	<ul style="list-style-type: none"> Photography & Filming policy 	Club Committee Person in charge	<i>Distribute the policy Checks during sessions and competitions</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>Check Swim Ireland database Distribution of information</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>Review during appointments</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>Refer to policy during planning; CCO to have view of arrangements to ensure in line with best practice</i>
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	<i>Distribution of location of policy</i>
RECRUITMENT				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> Recruitment policy 	Club Committee	<i>Recruitment panel informed of policy</i>
Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment Policy Safeguarding Roles including responsibilities - Safeguarding Training Policy 	Club Committee	<i>Check job description Ensure staff or volunteers supervised Respond to complaints</i>

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> Recruitment Policy 	Club Committee Person in charge	<i>Check qualification, experiences, and credentials are valid for those in roles</i>
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	<i>Ensure distribution of policies to members and appropriate committees</i>
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	<i>Ensure distribution of policies to members CCO is identified to all members New CCO's identified</i>
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Poor practice and Whistleblowing 	Club Committee CCO CDC	<i>Ensure pathway for raising complaint or concern is clear to members Appoint CDC</i>
FACILITIES				
Unauthorised access to designated young people's areas e.g. changing rooms	H	<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	<i>Clarify protocols before sessions Inform members using facilities Ensure reporting pathway is clear Routine walkthrough of changing rooms in Leisureland by PIA and other parents. In the Kingfisher & Ocean Fitness facilities there is a lower risk, so no walkthrough needed, and a buddy system to be implemented within a squad in those facilities.</i>
Unauthorised departure from club activities	H	<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	<i>Clarify protocols before sessions List of emergency contact numbers for parent/carers Educate PIA, coaches, swimmers and parents about procedure to follow in such instances</i>
Photography, filming or recording in prohibited areas	H	<ul style="list-style-type: none"> Photography & Filming policy 	Person in charge	<i>Enforce policy in changing and wet areas</i>

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
				<i>Communicate with management of facilities that we use about this item</i>
Missing or found child on site	M	<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.	H	<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 Routine walkthrough of changing rooms in Leisureland by PIA and other parents. In the Kingfisher & Ocean Fitness facilities there is a lower risk, so no walkthrough needed, and a buddy system to be implemented within a squad in those facilities.</i>
COMMUNICATIONS AND SOCIAL MEDIA				
Lack of awareness of 'risk of harm' with members and visitors	M	<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 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 Distribute Safeguarding Policy as appropriate</i>
Unauthorised photography & recording of activities	H	<ul style="list-style-type: none"> Photography & Filming policy 	Club Committee Person in charge	<i>Inform members of the policy</i>
Inappropriate use of social media and communications by under 18's	H	<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 Frequent reminders</i>

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
Inappropriate use of social media and communications with under 18's	M	<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>
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	<i>Ongoing review</i>
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	<i>Ongoing review</i>
General behavioural issues e.g. bullying	L	<ul style="list-style-type: none"> ▪ Code of conduct ▪ Anti-bullying policy ▪ Complaints & Disciplinary procedures 	Club Committee	<i>Take disciplinary action where necessary</i> <i>Sign code of conduct</i>
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	<i>Inform members of reporting procedure</i> <i>Attend Safeguarding level 1 training</i> <i>Include in Club handbook</i>
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	<i>Publicise identity of Mandated Person</i>
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	<i>Train DLP</i> <i>Publicise identity of DLP</i> <i>New DLP to be appointed</i>

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
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	<i>Attend Safeguarding level 1 training</i> <i>Publicise names of CCO, DLP, MP</i> <i>Inform members of reporting procedures</i> <i>Include in Club handbook</i>
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 Shark SC on 12/10/2021

(Club name)

(date to be entered on the CSS)

Committee Member

Signed: 

Name: Seamus Lennon

Date: 12/10/2021

Role on Committee: Chairperson

Club Children's Officer

Signed: 

Name: Elizabeth Cullina

Date: 12/10/2021