



# ROI Risk Assessment 2023 for Trojan 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 the club is required to undertake an assessment of any potential for harm of abuse (referred to as 'risk') to a child while availing of club activities.

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 details provided in the Child Safeguarding Statement (CSS 2023) (as per Section 11 (1b) Children First Act 2015) are based on this Risk Assessment of harm of abuse (RA 2023) document.

The risk assessment is considered under the following five headings:

- **Potential risk of harm to children** – identify the risks of harm of abuse to children whilst accessing activities in the club
- **Likelihood of risk** – assess what is the likelihood of the risk happening, using Low, Medium or High as measures of risk
- **Required Policy, Guidance and Procedure document** – policy/policies required to alleviate the risk identified; add in additional guidance if relevant
- **Responsibility** – where the responsibility lies for alleviating the identified risk; add in any person not included, where relevant for your club (note: Person in charge is the person responsible for a session/event and where stipulated, Coach mean Teachers or other qualified personnel)
- **Further action** – where further action might be necessary to alleviate any risk ongoing; add in anything relevant for your club

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

Potential risk of harm to children: Unauthorised photography & recording activities

Likelihood of risk: Committee to decide if taking unauthorised photos in the club is a Low, Medium or High-risk activity

Required policy, guidance or procedure document: Confirm the club adopt the Photography & Filming Policy to alleviate the risk

Responsibility in Club: Identify who in the club is responsible for making sure this is happening or in place; suggestions are given

Further action required ....: Additional measures to ensure mitigation of risk is that the policy is distributed to members

## Instructions for completion of this Risk Assessment and subsequent CSS

1. RA 2023 discussed and completed by the Club Committee
2. RA 2023 signed by an Officer on the committee and Lead Club Children's Officer
3. RA 2023 date entered on the CSS 2023 and signed by Lead CCO
4. Completion and signing of both documents recorded in the minutes of the meeting
5. Secretary/Club Admin upload a PDF copy of the fully completed and signed RA 2023 and CSS 2023 to credential section of Club profile on Just Go

CLUB & COACHING PRACTICES				
Potential risk of harm to children	Likelihood of risk L-M-H	Required policy, guidance and procedure document	Responsibility in club	Further action required ...
No relevant qualification for role, e.g. coach, team manager, CCO etc	L	<ul style="list-style-type: none"> <li>Recruitment</li> <li>Safeguarding Training policy</li> <li>Safeguarding Roles including responsibilities and role requirements for those working with young people</li> <li>Swim Ireland Rules</li> </ul>	Club Committee Head Coach Lead Team Manager	<i>Proof of qualification and experiences confirmed at appointment</i> <i>Check Swim Ireland database</i> <i>Register new staff with Swim Ireland database</i>
Solo working or working without observer	L	<ul style="list-style-type: none"> <li>See policy section: Working with Young People</li> <li>Coach/teacher education – qualification level</li> <li>Team Manager education – qualification level</li> </ul>	Club Committee Head Coach Person in charge	<i>Provision of adequate and trained staff for activity</i>
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> <li>Facility/event policy</li> </ul>	Club Committee Head Coach Person in charge	<i>Distribute the policy to all members</i> <i>Checks during sessions, activities and competitions</i>
Behavioural issues	L	<ul style="list-style-type: none"> <li>Codes of Conduct for those working with young people</li> <li>Safeguarding Training policy</li> <li>Complaints &amp; Disciplinary procedures</li> </ul>	Club Committee Head Coach Person in charge CDC	<i>Check Swim Ireland database</i> <i>Distribution of information to all members</i>
Lack of gender balance amongst club personnel	M	<ul style="list-style-type: none"> <li>See policy section: Working with Young People</li> <li>Coach/teacher education</li> <li>Team Manager education</li> </ul>	Club Committee Head Coach Lead Team Manager	<i>Review during appointments</i> <b>Low male committee representation. Trying to address</b>
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Safeguarding Training policy</li> </ul>	Club Committee CCO Head Coach	<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"> <li>See policy section: Compliancy in Safeguarding Policy</li> <li>Complaints &amp; Disciplinary procedures</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Distribution of location of policy</i>

RECRUITMENT				
Potential risk of harm to children	Likelihood of risk L-M-H	Required policy, guidance and procedure document	Responsibility in club	Further action required ...
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> <li>Recruitment policy including reference checks</li> </ul>	Club Committee Head Coach	<i>Recruitment panel informed of policy</i>
Lack of clarity on roles	L	<ul style="list-style-type: none"> <li>Recruitment Policy – including job description</li> <li>Safeguarding Roles including responsibilities</li> <li>Safeguarding Training Policy</li> <li>Club education</li> </ul>	Club Committee Head Coach	<i>Check job description</i> <i>Ensure staff or volunteers supervised</i> <i>Respond to complaints</i>
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> <li>Recruitment Policy</li> <li>Safeguarding Training</li> <li>Qualification check</li> </ul>	Club Committee Head Coach Person in charge	<i>Check qualification, experiences, and credentials are valid for those in roles</i>

COMPLAINTS & DISCIPLINARY PROCESSES				
Potential risk of harm to children	Likelihood of risk L-M-H	Required policy, guidance and procedure document	Responsibility in club	Further action required ...
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Communications Policy</li> <li>Swim Ireland Rules</li> </ul>	Club Committee CCO Head Coach 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"> <li>Awareness of CCO</li> <li>Complaints &amp; Disciplinary procedures</li> <li>Communications Policy</li> <li>Poor practice and Whistleblowing</li> </ul>	Club Committee CCO Head Coach	<i>Ensure distribution of policies to members CCO is identified to all members</i>
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Poor practice and Whistleblowing</li> <li>Reporting</li> <li>Roles and responsibilities</li> </ul>	Club Committee CCO Head Coach CDC	<i>Ensure pathway for raising complaint or concern is clear to members Appoint CDC</i>

FACILITIES				
Potential risk of harm to children	Likelihood of risk L-M-H	Required policy, guidance and procedure document	Responsibility in club	Further action required ...
Unauthorised access to designated young people's areas e.g. changing rooms	L	<ul style="list-style-type: none"> <li>See policy section: Working together including Person on Duty Policy and Supervision Policy</li> <li>Coach/teacher education</li> <li>Poor practice and Whistleblowing</li> <li>Facility contract</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Clarify protocols before sessions Inform members using facilities Ensure reporting pathway is clear</i>
Unauthorised departure from club activities	L	<ul style="list-style-type: none"> <li>Working together section including Person on Duty Policy and Supervision Policy</li> <li>Coach/teacher education</li> <li>Poor practice and Whistleblowing</li> </ul>	Person in charge	<i>Clarify protocols before sessions List of emergency contact numbers for parent/carers</i>
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> <li>Club education</li> <li>Facility/event policy</li> </ul>	Head Coach CCO Person in charge	<i>Enforce policy banning use of devices in private areas e.g. changing areas Distribution of information</i>
Missing or found child on site	L	<ul style="list-style-type: none"> <li>Working together section including Person on Duty Policy and Supervision Policy</li> <li>Facility policy</li> </ul>	Head Coach Person in charge Facility Manager	<i>Refer to policy and inform Gardai/PSNI</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	L	<ul style="list-style-type: none"> <li>Working together section including Person on Duty Policy and Supervision Policy</li> <li>Poor practice and Whistleblowing</li> <li>Facility policy and contract with club</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>

COMMUNICATIONS AND SOCIAL MEDIA				
Potential risk of harm to children	Likelihood of risk L-M-H	Required policy, guidance and procedure document	Responsibility in club	Further action required ...
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> <li>Child Safeguarding Statement and Risk Assessment of Harm (this document)</li> <li>Codes of Conduct – expectations of behaviour</li> <li>Safeguarding Training Policy</li> <li>Communications Policy</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Publish and display Child Safeguarding Statement</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"> <li>Child Safeguarding Statement and Risk Assessment of Harm</li> <li>Codes of Conduct</li> <li>Communications Policy</li> </ul>	Club Committee	<i>Publish and display Child Safeguarding Statement</i> <i>Distribute Safeguarding Policy</i> <i>Inform members of safeguarding procedures</i>
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> <li>Club education</li> <li>Facility/event policy</li> </ul>	CCO Head Coach Person in charge	<i>Enforce policy on use of devices</i> <i>Distribution of information REGULARLY</i>
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> <li>Communications Policy</li> <li>Codes of conduct</li> <li>Social Media Policy</li> <li>Away Trips Policy</li> </ul>	Club Committee	<i>Inform members of the policy</i>
Inappropriate use of social media and communications with under 18's	L	<ul style="list-style-type: none"> <li>Communications Policy</li> <li>Codes of conduct</li> <li>Social Media Policy</li> <li>Away Trips Policy</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Inform members of the policy</i>

GENERAL RISK OF HARM				
Potential risk of harm to children	Likelihood of risk L-M-H	Required policy, guidance and procedure document	Responsibility in club	Further action required ...
Harm not being recognised	L	<ul style="list-style-type: none"> <li>Safeguarding Policy</li> <li>Safeguarding Training</li> <li>Recognising and Reporting Child Abuse Policy</li> </ul>	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"> <li>Safeguarding Policy 2019</li> <li>Safeguarding Training</li> <li>Recognising and Reporting Child Abuse Policy</li> </ul>	Club Committee All Club personnel	<i>Ongoing review</i>
General behavioural issues e.g. bullying	L	<ul style="list-style-type: none"> <li>Code of conduct</li> <li>Anti-bullying policy</li> <li>Complaints &amp; Disciplinary procedures</li> </ul>	Club Committee CCO Head Coach CDC	<i>Take disciplinary action where necessary</i> <i>Sign code of conduct</i>

<b>REPORTING PROCEDURES</b>				
<b>Potential risk of harm to children</b>	<b>Likelihood of risk L-M-H</b>	<b>Required policy, guidance and procedure document</b>	<b>Responsibility in club</b>	<b>Further action required ...</b>
<b>Lack of knowledge of organisational and statutory reporting procedures</b>	<b>L</b>	<ul style="list-style-type: none"> <li>▪ Recognising and Reporting Child Abuse Policy</li> <li>▪ Poor practice and Whistleblowing</li> <li>▪ Codes of Conduct</li> <li>▪ Safeguarding Training Policy</li> <li>▪ Coach/teacher education</li> </ul>	Club Committee CCO	<i>Inform members of reporting procedure All attend Safeguarding level 1 training Include in Club handbook</i>
<b>No Mandated Person appointed</b>	<b>L</b>	<ul style="list-style-type: none"> <li>▪ Safeguarding Roles including responsibilities</li> <li>▪ Recognising and Reporting Child Abuse Policy</li> <li>▪ Poor practice and Whistleblowing</li> <li>▪ Child Safeguarding Statement and Risk Assessment of Harm</li> </ul>	Club Committee CCO Swim Ireland	<i>Maintain list of Mandated Persons in Club Publicise identity of Mandated Person</i>
<b>No DLP appointed (DLP is Club Children's Officer)</b>	<b>L</b>	<ul style="list-style-type: none"> <li>▪ Safeguarding Roles including responsibilities</li> <li>▪ Recognising and Reporting Child Abuse Policy</li> <li>▪ Poor practice and Whistleblowing</li> <li>▪ Child Safeguarding Statement and Risk Assessment of Harm</li> </ul>	Club Committee CCO	<i>Ensure full training of CCO as DLP Publicise identity of DLP (CCO)</i>
<b>Concerns of abuse or harm not reported</b>	<b>L</b>	<ul style="list-style-type: none"> <li>▪ Safeguarding Roles including responsibilities</li> <li>▪ Recognising and Reporting Child Abuse Policy</li> <li>▪ Poor practice and Whistleblowing</li> <li>▪ Child Safeguarding Statement and Risk Assessment of Harm</li> <li>▪ Safeguarding Training Policy</li> </ul>	Club Committee CCO CDC	<i>All attend Safeguarding level 1 training Publicise names of CCO, DLP, MP Inform members of reporting procedures Include in Club handbook</i>
<b>Not clear who young people should talk to or report to</b>	<b>L</b>	<ul style="list-style-type: none"> <li>▪ Safeguarding Roles including responsibilities</li> <li>▪ Display the names of CCO (DLP)</li> <li>▪ Display Child Safeguarding Statement</li> </ul>	Club Committee CCO	<i>All attend Safeguarding level 1 training Inform members of reporting procedures Provide opportunity for young people to raise concerns</i>

**This Risk Assessment (RA 2023) has been discussed and completed by the committee of Trojan Swimming Club 18<sup>th</sup> September 2023**

**Committee Member**

Signed: Louise Campbell

Name: Louise Campbell

Date: 18<sup>th</sup> September 2023

Role on Committee: Club President

**Lead Club Children's Officer**

Signed: Fionnuala O'Neill

Name: Fionnuala O'Neill

Date: 18<sup>th</sup> September 2023