



## Risk Assessment 2021 for Lecale ASC (Club)

This Club operates as a provider of a relevant service to children and young people and as such we are required as a Club affiliated to Swim Ireland to undertake an assessment of any potential for harm (referred to as 'risk') to a child while availing of our club activities. The risk assessment has been developed to ensure adherence to the NI Safeguarding Standards for Children's Sport.

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 detail in the Child Safeguarding Statement 2021 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 ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of required qualification for role, e.g. coaching, 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> </ul>	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 + Spreadsheet list
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</li> <li>Team Manager education</li> </ul>	Club Committee	Adequate staff for activity Always P.O.D + 2 coaches present
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> </ul>	Club Committee Person in charge	Distribute the policy Checks during sessions and competitions - Photography permission
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 Person in charge CDC	Check Swim Ireland database Distribution of information All Codes of Conduct L-form ie. Swimmer + parents signed
Lack of gender balance amongst club personnel	L	<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	Review during appointments Good gender mix
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	Refer to policy during planning; CCO to have view of arrangements to ensure in line with best practice 1 Head Coach 3 x Team Managers
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 Person in charge	Distribution of location of policy On Leckale ASC website + display on DCC bulletin board
<b>RECRUITMENT</b>				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club Committee	Recruitment panel informed of policy All must have Access NI S. goods
Lack of clarity on roles	M/L	<ul style="list-style-type: none"> <li>Recruitment Policy</li> <li>Safeguarding Roles including responsibilities -</li> <li>Safeguarding Training Policy</li> </ul>	Club Committee	Check job description + a signed Ensure staff or volunteers supervised Respond to complaints Code of Conduct Point of discussion - next meeting
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> <li>Recruitment Policy</li> </ul>	Club Committee Person in charge	Check qualification, experiences, and credentials are valid for those in roles P.O.D + Committee - Covid Best fit - experience for roles

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Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy	M/L	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li><u>Communications Policy</u></li> </ul>	Club Committee CDC	Ensure distribution of policies to members and appropriate committees <i>Agenda point / on Lecale ASC website</i>
Difficulty in raising an issue by child & or parent	M/L	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Communications Policy</li> <li>Poor practice and Whistleblowing</li> </ul>	Club Committee CCO	Ensure distribution of policies to members <i>CCO is identified to all members</i> <i>Agenda point</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> </ul> <i>On Lecale ASC website</i>	Club Committee CCO CDC	Ensure pathway for raising complaint or concern is clear to members <i>Appoint CDC</i> <i>CCO first port of contact</i>
<b>FACILITIES</b>				
Unauthorised access to designated young people's areas e.g. changing rooms	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>	Club Committee Person in charge	Clarify protocols before sessions Inform members using facilities Ensure reporting pathway is clear <i>Via email to all parents</i>
Unauthorised departure from club activities	M/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> <i>Covid App in place</i>	Person in charge	Clarify protocols before sessions List of emergency contact numbers for parent/carers <i>updated version required</i> <i>- due to affiliation</i>
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> </ul> <i>Lecale ASC website</i>	Person in charge	Enforce policy in changing and wet areas <i>Externally only permitted by committee</i> <i>Internally not permitted</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> </ul> <i>P.O.D. rota / supervision permission</i>	Person in charge	Refer to policy and inform Gardai/PSNI <i>N/A at present</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> </ul> <i>on M-ship form signed by parents</i>	Club Committee CCO Person in charge	Plan with facilities management to create a suitable child centred environment in shared facilities <i>Not permitted</i>
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
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</li> <li>Safeguarding Training Policy</li> <li><u>Communications Policy</u></li> </ul> <i>Displayed at DLC</i>	Club Committee CCO Person in charge	Publish and display Child Safeguarding Statement Inform members of Code of Conduct <i>All parents &amp; swimmers + committee aware &amp; signed</i>

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Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
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> (See previous)	Club Committee	Publish and display Child Safeguarding Statement Distribute Safeguarding Policy as appropriate Displayed at DHC & on Leale ASC website
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> </ul> (See previous)	Club Committee Person in charge	Inform members of the policy Included on membership form.
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 Social Media officer	Inform members of the policy This has not been an issue
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 Person in charge	Inform members of the policy (See previous)
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	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> CCO + SI Children's Officers	Club Committee All Club personnel SI Children's Officers	Ongoing review Any issues arise liaise with Kate Hills
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	Ongoing review (See above)
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	Take disciplinary action where necessary Sign code of conduct Zero tolerance Handled immediately
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures	L	<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> (See above)	Club Committee CCO Education Officer	Inform members of reporting procedure Attend Safeguarding level 1 training Include in Club handbook All committee members Level 1 CCO - Levels 1-3

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Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
No Mandated Person appointed	L	<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>	Swim Ireland	Publicise identity of Mandated Person
No DLP appointed	L	<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	Train DLP Publicise identity of DLP 2 appointed committee members = CCO x 2
Concerns of abuse or harm not reported	L	<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	Attend Safeguarding level 1 training Publicise names of CCO, DLP, MP Inform members of reporting procedures Include in Club handbook On Lcale ASC website On bulletin board - DLC
Not clear who YP should talk to or report to	M	<ul style="list-style-type: none"> <li>Safeguarding Roles including responsibilities</li> <li>Display the names of CCO</li> <li>Display DLP and MP</li> </ul>	Club Committee CCO	Attend Safeguarding level 1 training Inform members of reporting procedures - Communication Policy Provide opportunity for young people to raise concerns

This Risk Assessment 2021 has been discussed and completed by the committee of Lcale ASC on 13.10.2021  
 (Club name) (date to be entered on the CSS)

**Committee Member**

Signed: Kelly Edger

Name: Kelly Edger

Date: 13.10.2021

Role on Committee: Treasurer & Membership Secretary

**Club Children's Officer**

Signed: L. Hardy

Name: Laura Hardy

Date: 13.10.2021

Lead CCO

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