



ROI Risk Assessment 2023 for Wicklow 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"> Recruitment Safeguarding Training policy Safeguarding Roles including responsibilities and role requirements for those working with young people Swim Ireland Rules 	Club Committee Head Coach Lead Team Manager	<ul style="list-style-type: none"> Club secretary obtains proof of qualifications and experiences confirmed at appointment. Club secretary checks Swim Ireland database. Club secretary registers new staff with Swim Ireland database. <p>All policies completed and available on the club website for member information.</p>
Solo working or working without observer	L	<ul style="list-style-type: none"> See policy section: Working with Young People Coach/teacher education – qualification level Team Manager education – qualification level 	Club Committee Head Coach Person in charge	Club secretary ensures proof of all garda vetting and safeguarding training in place with all committee members and volunteers.
Unauthorised photography & recording activities	M	<ul style="list-style-type: none"> Photography & Filming policy Facility/event policy 	Club Committee Head Coach Person in charge	<ul style="list-style-type: none"> WSC Filming and Photography Policy brought to the attention of each member via email communication. Start of season reminder to all members of policy requirements. Reminder provided to all pool attendees at the start of each term. Comply with the overall terms of the club policy regarding filming and photography. Checks during pool sessions and beach events to ensure compliance. <p>Responsibility rests with the committee and CCOs.</p>
Behavioural issues	M	<ul style="list-style-type: none"> Codes of Conduct for those working with young people Safeguarding Training policy Complaints & Disciplinary procedures 	Club Committee Head Coach Person in charge CDC	<ul style="list-style-type: none"> Club secretary obtains proof of qualifications and experiences confirmed at appointment. Club secretary checks Swim Ireland database. Club secretary registers new staff with Swim Ireland database. <p>All policies completed and available on the club website for member information.</p>
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	<ul style="list-style-type: none"> Diversity and Inclusion Policy in place and communicated to members via email and club website. Positive recruitment practices applied to ensure diversity among committee and volunteers.

No guidance for travelling and away trips	L	<ul style="list-style-type: none"> Travel/Away trip policy Safeguarding Training policy 	Club Committee CCO Head Coach	<p>Away trips are not within the scope for WSC. All events take place at the pool in Wicklow Town or in the vicinity of Wicklow Harbour.</p> <ul style="list-style-type: none"> Club secretary obtains proof of qualifications and experiences confirmed at appointment. Club secretary checks Swim Ireland database. Club secretary registers new staff with Swim Ireland database.
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 CCO Head Coach Person in charge	All policies completed and available on club website for member information.

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"> Recruitment policy including reference checks 	Club Committee Head Coach	Policy in place and communicated to club members via email communication and the club website.
Lack of clarity on roles	L	<ul style="list-style-type: none"> Recruitment Policy – including job description Safeguarding Roles including responsibilities Safeguarding Training Policy Club education 	Club Committee Head Coach	<ul style="list-style-type: none"> Safeguarding roles defined in the following policy: Wicklow Swimming Club – Safeguarding Roles. Responding to complaints in line with Swim Ireland Complaints and Disciplinary Procedures.
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> Recruitment Policy Safeguarding Training Qualification check 	Club Committee Head Coach Person in charge	Designated Pool Leader to check qualification, experience and credentials are valid for those in roles.

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"> Complaints & Disciplinary procedures Communications Policy Swim Ireland Rules 	Club Committee CCO Head Coach CDC	All policies issued to club members via email and maintained on the club website.

Difficulty in raising an issue by child & or parent	L	<ul style="list-style-type: none"> Awareness of CCO Complaints & Disciplinary procedures Communications Policy Poor practice and Whistleblowing 	Club Committee CCO Head Coach	<ul style="list-style-type: none"> All policies are issued to club members via email and kept on club website. The CCOs are identified to all members via email communication, newsletters and the club website. Their contact details are listed in emails, newsletters and on the club website.
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Poor practice and Whistleblowing Reporting Roles and responsibilities 	Club Committee CCO Head Coach CDC	<ul style="list-style-type: none"> Pathway for raising complaint or concern is clear to members via the club website and annual communication via email. Appoint CDC.

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	M	<ul style="list-style-type: none"> See policy section: Working together including Person on Duty Policy and Supervision Policy Coach/teacher education Poor practice and Whistleblowing Facility contract 	Club Committee CCO Head Coach Person in charge	<ul style="list-style-type: none"> Clarify protocols before sessions provided by Pool Leader. Inform members using pool facilities. Ensure that the reporting pathway is clear for all members. Policies in place on club website.
Unauthorised departure from club activities	M	<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	<ul style="list-style-type: none"> Clarify protocols before sessions. List of emergency contact details for parents/ carers to be readily available.
Photography, filming or recording in prohibited areas	M	<ul style="list-style-type: none"> Photography & Filming policy Club education Facility/event policy 	Head Coach CCO Person in charge	<ul style="list-style-type: none"> Enforce policy in changing and wet areas. Policy provided to all members via email communication and on the club website.
Missing or found child on site	M	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Facility policy 	Head Coach Person in charge Facility Manager	<ul style="list-style-type: none"> Refer to Parent on Bank Policy and inform Gardai.
Children sharing facilities with adults e.g. dressing room, showers etc.	M	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Poor practice and Whistleblowing Facility policy and contract with club 	Club Committee CCO Head Coach Person in charge	<ul style="list-style-type: none"> Plan with facilities management to create a suitable child centered environment in shared facilities.

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	M	<ul style="list-style-type: none"> Child Safeguarding Statement and Risk Assessment of Harm (this document) Codes of Conduct – expectations of behaviour Safeguarding Training Policy Communications Policy 	Club Committee CCO Head Coach Person in charge	<ul style="list-style-type: none"> Publish and display Child Safeguarding Statement at Wicklow Pool. Inform members of code of conduct.
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	<ul style="list-style-type: none"> Publish and display Child Safeguarding Statement at Wicklow Pool. Distribute safeguarding policy to all members via email communication and club website.
Unauthorised photography & recording of activities	H	<ul style="list-style-type: none"> Photography & Filming policy Club education Facility/event policy 	CCO Head Coach Person in charge	<ul style="list-style-type: none"> All members informed of Club Policy and reminded at the beginning of each event.
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	<ul style="list-style-type: none"> All members informed of Club Policy and reminded at the beginning of each event. Conduct workshops with young persons, delivered by CCOs
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 Head Coach Person in charge	<ul style="list-style-type: none"> All members informed of Club Policy and reminded at the beginning of each event. Conduct workshops with young persons, delivered by CCOs

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"> Safeguarding Policy Safeguarding Training Recognising and Reporting Child Abuse Policy 	Club Committee All Club personnel	<ul style="list-style-type: none"> All members informed of Club Policy and reminded at the beginning of each event. Ongoing review by club committee and CCO.
Harm caused by <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> All members informed of Club Policy and reminded at the beginning of each event. Ongoing review by club committee and CCO.


General behavioural issues e.g. bullying	L	<ul style="list-style-type: none"> Code of conduct Anti-bullying policy Complaints & Disciplinary procedures 	Club Committee CCO Head Coach CDC	<ul style="list-style-type: none"> All members informed of Club Policy and reminded at the beginning of each event. Ongoing review by club committee and CCO. Take disciplinary action where necessary. Sign code of conduct via club membership platform on an annual basis.
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REPORTING PROCEDURES				
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 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	<ul style="list-style-type: none"> All policies provided to club committee members in club committee policy handbook. Inform members of reporting procedures via email communication and link to policies on club website, annual communication required. Attend Safeguarding level 1 training for all committee members and to be in line with Swim Ireland requirements. Any committee in non-compliance to be suspended from committee. Update club handbook and issue to all members.
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 	Club Committee CCO Swim Ireland	<ul style="list-style-type: none"> List of club members who are 24/7 mandated persons held on file. Routine contact via CCO forums with Swim Ireland National Children's Officer and Swim Ireland mandated person.
No DLP appointed (DLP is Club Children's Officer)	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	<ul style="list-style-type: none"> DLP appointed


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	<ul style="list-style-type: none"> Attend Safeguarding level 1 training to be completed by all committee members and checked and validated by the club secretary and CCOs. Publicise the names of the CCOs and the National Mandated Person. Inform members of the reporting procedures. Include in the club handbook.
Not clear who young people should talk to or report to	L	<ul style="list-style-type: none"> Safeguarding Roles including responsibilities. Display the names of CCO (DLP) Display Child Safeguarding Statement 	Club Committee CCO	<ul style="list-style-type: none"> Attend Safeguarding level 1 training. Inform members of the reporting procedures. Provide the opportunity for young people to raise concerns.

This Risk Assessment (RA 2023) has been discussed and completed by the committee of Wicklow Swimming Club on 17th October 2023.

Committee Member

Signed: 
Name: SHARON VIRE
Date: 16/10/2023
Role on Committee: Chairperson

Lead Club Children's Officer

Signed: 
Name: COLM COLOHAN
Date: 17th Oct 2023