

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club	Further action required ...
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	<i>Code of conduct needs signed by all club members.</i>
<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>	Club Committee CCO	Safeguarding training renewed as required to all coaches and committee members.
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	
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	<i>DLP in place. New person required in sept 2022.</i>
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	<i>Names of CCO/ DLP as well as other committee members and head coach on noticeboard in Leisure Centre.</i>
Not clear who YP should talk to or report to	L	<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	<i>Names of CCO/ DLP as well as other committee members and head coach on noticeboard in Leisure Centre.</i>

This Risk Assessment 2021 has been discussed and completed by the committee of           Dungannon ASC           on   6<sup>th</sup> December 2021            
 (Club name) (date to be entered on the CSS)



## Risk Assessment 2021 for \_\_\_\_\_Dungannon ASC \_\_\_\_\_

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	No
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	Ongoing Review
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> </ul>	Club Committee Person in charge	Currently adopt Dungannon Leisure Policy and adopt Swim Ireland Policy for all other events.
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	Swim Ireland policy complaints and disciplinary utilised. Code of conduct updated each year. Briefing to swimmers undertaken annually.
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	2 male and 8 female on committee and 4 male and 4 female on coaching team.
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	Managed via Head Coach/Team Manager. Swim Ireland Policy Adopted.
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	Have safeguarding policy on club website, highlighted to parents at registration. Disciplinary and complaints procedure also on website.
<b>RECRUITMENT</b>				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Club Committee	Recruitment policy from swim Ireland. Application form completed and references checked
Lack of clarity on roles	M	<ul style="list-style-type: none"> <li>Recruitment Policy</li> <li>Safeguarding Roles including responsibilities -</li> <li>Safeguarding Training Policy</li> </ul>	Club Committee	Club Constitution states roles and responsibilities. Notice board to be populated with pictures of key committee members and coaching staff. Needs updated following return

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility	Further action required ...
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> <li>Recruitment Policy</li> </ul>	Club Committee Person in charge	Swim Ireland Recruitment Policy adhered to.
<b>COMPLAINTS &amp; DISCIPLINE</b>				
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> </ul>	Club Committee CDC	Communication to parents on annual registration form to refer to all policies on club website.
Difficulty in raising an issue by child & or parent	M	<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	Better Communicated to Parents on Procedures. Good relationship between parents/coaches and committee. CCO details to be displayed on club notice board and club personnel updated on website.
Complaints not being dealt with seriously	M	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Poor practice and Whistleblowing</li> </ul>	Club Committee CCO CDC	Ensure pathway for raising complaint or concern is clear to members Need to appoint a CDC.
<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</li> <li>Policy and Supervision Policy</li> <li>Coach/teacher education</li> <li>Poor practice and Whistleblowing</li> </ul>	Club Committee Person in charge	Changing rooms are shared and managed by Dungannon Leisure Centre. Clear guidance given to parents that Dungannon ASC only responsible for supervision poolside.
Unauthorised departure from club activities	L	<ul style="list-style-type: none"> <li>Working together section including Person on Duty</li> <li>Policy and Supervision Policy</li> <li>Coach/teacher education</li> <li>Poor practice and Whistleblowing</li> </ul>	Person in charge	Poolside file has clear instructions on taking note of when child leaves poolside.
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> </ul>	Person in charge	Managed by Dungannon Leisure Centre. Swim Ireland policy adhered to otherwise.
Missing or found child on site	L	<ul style="list-style-type: none"> <li>Working together section including Person on Duty</li> <li>Policy and Supervision Policy</li> </ul>	Person in charge	Poolside file has parent's numbers. PSNI contacted if necessary

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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>	Club Committee CCO Person in charge	Dungannon Leisure Centre supervise shared changing facilities.
<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>Communications Policy</li> </ul>	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"> <li>Child Safeguarding Statement and Risk Assessment of Harm</li> <li>Codes of Conduct</li> <li>Communications Policy</li> </ul>	Club Committee	On notice board and announcement made to visiting clubs
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> </ul>	Club Committee Person in charge	Permission is sought from parents on annual registration form. Further communication and consent required on use of poolside videos by coaches to aid swimmer improvements.
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	Swim Ireland policies adopted.
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	Communication to coaches on this specific issue.
<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>	Club Committee All Club personnel	no
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 of training needs.

Committee Member

Signed: 

Name: Richard Chambers

Date: 06/12/2021

Role on Committee: Chairperson

Club Children's Officer

Signed: 

Name: Andrew Jackson

Date: 06/12/2021