

## Risk Assessment 2021 for Swim Ulster

This Region operates as a provider of a relevant service to children and young people and as such we are required as a Region 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 & Section 11 (1) of the Children First Act 2015 for ROI clubs affiliated to Swim Ulster

This risk assessment considers the potential for harm to come to children and young people whilst they are in the care of our Clubs 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 Regional Children's Officer. The discussion, completion and subsequent signing must be recorded in the minutes of the meeting. The Secretary of the Region must upload a copy of the fully completed and signed Risk Assessment 2021 to the Regional 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 Regions Clubs

**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	Further action required ...
<b>REGIONAL/CLUB &amp; COACHING PRACTICES</b>				
Lack of required qualification for role, e.g. coaching, team manager, CCO etc	Low	<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>	Swim Ulster Board Club Committees Head Coach Lead Team Manager	Proof of qualification and experiences confirmed at appointment Check Swim Ireland database Register new staff with Swim Ireland database
Solo working or working without observer	Low	<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> <li>Photography &amp; Filming policy</li> </ul>	Swim Ulster Board Club Committees	Adequate staff for activity
Unauthorised photography & recording activities	High	<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>	Swim Ulster Board Club Committees Person in charge	Distribute the policy Checks during sessions and competitions
Behavioural issues	Low/Medium	<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>	Swim Ulster Board Club Committees Person in charge CDC	Check Swim Ireland database Distribution of information
Lack of gender balance amongst Regional personnel	Low/Medium	<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>	Swim Ulster Board Head Coach Lead Team Manager	Review during appointments
No guidance for travelling and away trips	Low	<ul style="list-style-type: none"> <li>Travel/Away trip policy</li> <li>Safeguarding Training policy</li> </ul>	Swim Ulster Board	Refer to policy during planning; RCO to have view of arrangements to ensure in line with best practice
Lack of adherence with misc. procedures in Safeguarding policy	Low	<ul style="list-style-type: none"> <li>See policy section: Compliance in Safeguarding Policy Complaints &amp; Disciplinary procedures</li> </ul>	Swim Ulster Board Club Committees Person in charge	Distribution of location of policy
<b>RECRUITMENT</b>				

Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility	Further action required ...
Recruitment of inappropriate people Lack of clarity on roles	Low	<ul style="list-style-type: none"> <li>Recruitment policy</li> </ul>	Swim Ulster Board Club Committees	Recruitment panel informed of policy
	Low	<ul style="list-style-type: none"> <li>Recruitment Policy</li> <li>Safeguarding Roles including responsibilities -</li> <li>Safeguarding Training Policy</li> </ul>	Swim Ulster Board Club Committees	Check job description Ensure staff or volunteers supervised Respond to complaints
Unqualified or untrained people in role	Low	<ul style="list-style-type: none"> <li>Recruitment Policy</li> </ul>	Swim Ulster Board Club Committees Person in charge	Check qualification, experiences, and credentials are valid for those in roles
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy	Medium	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Communications Policy</li> </ul>	Swim Ulster Board Club Committees CDC	Ensure distribution of policies to members and appropriate committees
Difficulty in raising an issue by child & or parent	Low	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Communications Policy</li> <li>Poor practice and Whistleblowing</li> </ul>	Swim Ulster Board RCQ Club Committees	Ensure distribution of policies to members RCQ is identified to all members
Complaints not being dealt with seriously	Low	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Poor practice and Whistleblowing</li> </ul>	Swim Ulster Board Club Committees RCQ CDC	Ensure pathway for raising complaint or concern is clear to members Appoint CDC
<b>FACILITIES</b>				
Unauthorised access to designated young people's areas e.g. changing rooms	High	<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>	Swim Ulster Board Club Committees Person in charge	Clarify protocols before sessions Inform members using facilities Ensure reporting pathway is clear
Unauthorised departure from club activities	Medium	<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	Clarify protocols before sessions List of emergency contact numbers for parent/carers


Potential risk of harm to children	Likelihood of risk L-M-H	Required Policy, Guidance and Procedure document	Responsibility	Further action required ...
Photography, filming or recording in prohibited areas	High	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> </ul>	Person in charge	Enforce policy in changing and wat areas
Missing or found child on site	Low	<ul style="list-style-type: none"> <li>Working together section including Person on Duty Policy and Supervision Policy</li> </ul>	Person in charge	Refer to policy and inform PSNI/Gardaí
Children sharing facilities with adults e.g. dressing room, showers etc.	High	<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>	Swim Ulster Board Club Committees RCO Person in charge	Plan with facilities management to create a suitable child centred environment in shared facilities
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors	Medium	<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>	Swim Ulster Board Club Committees RCO Person in charge	Publish and display Child Safeguarding Statement Inform members of Code of Conduct
No communication of Child Safeguarding Statement or Code of Conduct to members or visitors	Low	<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>	Swim Ulster Board Club Committees	Publish and display Child Safeguarding Statement Distribute Safeguarding Policy as appropriate
Unauthorised photography & recording of activities	High	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> </ul>	Swim Ulster Board Club Committees Person in charge	Inform members of the policy
Inappropriate use of social media and communications by under 18's	High	<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>	Swim Ulster Board Club Committees	Inform members of the policy
Inappropriate use of social media and communications with under 18's	High	<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>	Swim Ulster Board Club Committees RCO Person in charge	Inform members of the policy

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<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	Low	<ul style="list-style-type: none"> <li>Safeguarding Policy 2019</li> <li>Safeguarding Training</li> <li>Recognising and Reporting Child Abuse Policy</li> </ul>	Swim Ulster Board All Clubs personnel	Ongoing review
Harm caused by child to child - adult to child	Low	<ul style="list-style-type: none"> <li>Safeguarding Policy 2019</li> <li>Safeguarding Training</li> <li>Recognising and Reporting Child Abuse Policy</li> </ul>	Swim Ulster Board All Clubs personnel	Ongoing review
General behavioural issues e.g. bullying	Medium	<ul style="list-style-type: none"> <li>Code of conduct</li> <li>Anti-bullying policy</li> <li>Complaints &amp; Disciplinary procedures</li> </ul>	Swim Ulster Board Club Committees	Take disciplinary action where necessary Sign code of conduct
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures	Low	<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>	Swim Ulster Board RCC Club Committees	Inform members of reporting procedure Attend Safeguarding level 1 training Include In Club handbook
No Mandated Person appointed	Low	<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	Low	<ul style="list-style-type: none"> <li>Safeguarding Roles including responsibilities</li> <li>Recognising and Reporting Child Abuse Policy</li> </ul>	Swim Ulster Board	Train DLP Publicise identity of DLP


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		<ul style="list-style-type: none"> <li>Poor practice and Whistleblowing</li> <li>Child Safeguarding Statement and Risk Assessment of Harm</li> </ul>		
Concerns of abuse or harm not reported	Medium	<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>	Swim Ulster Board RCO CDC Club Committees	Attend Safeguarding level 1 training Publicise names of CCO, DLP, MP Inform members of reporting procedures Include In Club handbook
Not clear who YP should talk to or report to	Low	<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>	Swim Ulster Board RCO Club Childrens Officer Club Committees	Attend Safeguarding level 1 training Inform members of reporting procedures Provide opportunity for young people to raise concerns

This Risk Assessment 2021 has been discussed and completed by the committee of SWIM ULSTER on 27/4/22 (date to be entered on the CSS)  
(Regions name)

Board Member

Signed:   
Name: NICHOLAS BERRYMAN  
Date: 6/5/22  
Role on Committee: CHAIR

Regional Children's Officer

Signed:   
Name: MARTIN EGAN  
Date: 2/5/2022