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**Risk Assessment for Diamonds Water Polo Club**

As a Swim Ireland Club, we operate as a provider of a relevant service to children and young people, where we are required to undertake an assessment of any potential for harm (referred to as ‘risk’) to a child while availing of our activities.

This Risk Assessment considers the potential for harm to come to children and young people whilst they are in the care 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 Child Safeguarding Statement is based on this Risk Assessment and will be completed/updated following this Risk Assessment.

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 should then upload a copy of the signed Risk Assessment to the Club profile on the Membership database.

There are five headings used in the Risk Assessment with the following explanation:

**Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club

**Likelihood of risk** – the likelihood of the risk happening in the Club measured by you as: Low, Medium or High

**Required Policy, Guidance and Procedure document** – indication of the policy required to alleviate the risk

**Responsibility** – provider should indicate where the responsibility for alleviating the risk lies

**Further action…** - indicates further action that might be necessary to alleviate any risk ongoing

Notes

The policy, guidance and procedures refer to the Swim Ireland Safeguarding Policy 2019. The Section of the document is referenced followed by the specific area of practice.

E.g. Risk area = Lack of required qualification: information about what is required to alleviate this risk can be found in three areas:

The Section titled Working with Young People, within this Section is the information on Recruitment,

The Section titled Compliancy, then look in the information about Training and

Then in addition to the Safeguarding Policy 2019 the specific requirements are stipulated in the education of the role including Section Working with Young People – Roles and Responsibilities.

| **Potential risk of harm to children** | **Likelihood of risk L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club** | **Further action required …** |
| --- | --- | --- | --- | --- |
| **CLUB & COACHING PRACTICES** | | | | |
| **Lack of required qualification for role, e.g. coaching, team manager, CCO etc** | **M** | * Working with Young People – Recruitment * Compliancy – Training * Role requirements including coach/teacher education and Working with Young People – Roles & Responsibilities | Club Committee  Head Coach  Lead Team Manager | *Proof of qualification to be confirmed* |
| **Solo working or working without observer** | **L** | * Working with Young People – Working together * Coach/teacher education * Team Manager education | Club Committee | *Ongoing review* |
| **Unauthorised photography & recording activities** | **L** | * Photography & Filming policy | Club Committee  Person in charge | *Ongoing review* |
| **Behavioural Issues** | **L** | * Working with Young People –   Codes of Conduct   * Compliancy – Training * Working with Young People – Complaints & Disciplinary procedures | Club Committee  Person in charge  CDC | *Ongoing review* |
| **Lack of gender balance amongst club personnel** | **M** | * Working with Young People – Working together * Coach/teacher education * Team Manager education | Club Committee  Head Coach  Lead Team Manager | *Ongoing review* |
| **No guidance for travelling and away trips** | **L** | * Travel/Away trip policy * Compliancy – Training | Club Committee | *Ongoing review* |
| **Lack of adherence with misc. procedures in Safeguarding policy** | **L** | * Safeguarding Policy 2019 * Working with Young People – Complaints & Disciplinary procedures | Club Committee  Person in charge | *Ongoing review* |
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| **RECRUITMENT** | | | | |
| **Recruitment of inappropriate people** | **L** | * Working with Young People – Recruitment | Club Committee | *Ongoing review* |
| **Lack of clarity on roles** | **L** | * Working with Young People – Recruitment * Role descriptions document * Compliancy – Training | Club Committee | *Check job description*  *Put supervision in place* |
| **Unqualified or untrained people in role** | **M** | * Working with Young People – Recruitment | Club Committee  Person in charge | *Check qualification*  *Ongoing review* |
| **COMPLAINTS & DISCIPLINE** | | | | |
| **Lack of awareness of a Complaints & Disciplinary policy** | **L** | * Working with Young People – Complaints & Disciplinary procedures * Communications procedure | Club Committee  CDC | *Immediate action needed*  *Greater communication required* |
| **Difficulty in raising an issue by child & or parent** | **L** | * Working with Young People – Complaints & Disciplinary procedures * Working with Young People – Communications | Club Committee  CCO | *Review the communication/responsibilities of the procedure/policy as required* |
| **Complaints not being dealt with seriously** | **L** | * Working with Young People – Complaints & Disciplinary procedures | Club Committee  CCO  CDC | *Ongoing review* |
| **FACILITIES** | | | | |
| **Unauthorised access to designated young people’s areas e.g. changing rooms** | **L** | * Working with Young People – Working together * Coach/teacher education | Club Committee  Person in charge | *Clarify responsibilities before session starts* |
| **Unauthorised departure from club activities** | **L** | * Working with Young People – Working together * Coach/teacher education | Person in charge | *Clarify responsibilities before session starts* |
| **Photography, filming or recording in prohibited areas** | **L** | * Photography & Filming policy | Person in charge | *Enforce policy in changing and wet areas* |
| **Missing or found child on site** | **L** | * Working with Young People – Working together | Person in charge | *Refer to policy and inform Gardai/PSNI* |
| **Children sharing facilities with adults e.g. dressing room, showers etc.** | **M (Inst)**  **L (grove &Bra)** | * Working with Young People – Working together * Safeguarding policy 2019 | Club Committee  CCO  Person in charge | *Plan with facilities management to create a suitable child centred environment in shared facilities* |
| **COMMUNICATIONS AND SOCIAL MEDIA** | | | | |
| **Lack of awareness of ‘risk of harm’ with members and visitors** | **L** | * Compliancy – Child Safeguarding Statement * Compliancy – Training * Working with Young People – Communications | 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** | * Compliancy – Child Safeguarding Statement * Working with Young People – Codes of Conduct | Club Committee | *Display Child Safeguarding Statement*  *Distribute Safeguarding Policy as appropriate* |
| **Unauthorised photography & recording of activities** | **L** | * Photography & Filming policy | Club Committee  Person in charge | *Ongoing review* |
| **Inappropriate use of social media and communications by under 18’s** | **L** | * Working with Young People – Communications * Working with Young People – Code of conduct | Club Committee | *Ongoing review* |
| **Inappropriate use of social media and communications with under 18’s** | **L** | * Working with Young People – Communications * Working with Young People – Code of conduct | Club Committee  CCO  Person in charge | *Ongoing review* |
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| **GENERAL RISK OF HARM** | | | | |
| **Harm not being recognised** | **L** | * Safeguarding Policy 2019 * Compliancy – Training | Club Committee  All Club personnel | *Ongoing review* |
| **Harm caused by**   * **child to child**   **adult to child** | **L** | * Safeguarding Policy 2019 * Compliancy – Training | Club Committee  All Club personnel | *Ongoing review* |
| **General behavioural issues** | **L** | * Working with Young People – Code of conduct * Anti-bullying policy * Working with Young People – Complaints & Disciplinary procedures | Club Committee | *Take disciplinary action where necessary*  *Sign code of conduct* |
|  |  |  |  |  |
| **REPORTING PROCEDURES** | | | | |
| **Lack of knowledge of organisational and statutory reporting procedures** | **L** | * Compliancy – Reporting * Working with Young People – Reporting and poor practice * Working with Young People –   Codes of Conduct   * Coach/teacher education | Club Committee  CCO | *Make reporting procedure known*  *Include in Safeguarding L1*  *Include in Club personnel training* |
| **No Mandated Person appointed** | **L** | * Compliancy – Roles and Responsibilities * Compliancy – Reporting * Working with Young People – Reporting and poor practice | Swim Ireland | *Publicise identity of Mandated Person* |
| **No DLP appointed** | **L** | * Compliancy – Reporting * Working with Young People – Reporting and poor practice | Club Committee | *Train DLP*  *Publicise identity of DLP* |
| **Concerns of abuse or harm not reported** | **L** | * Compliancy – Reporting * Working with Young People – Reporting and poor practices * Compliancy – Training | Club Committee  CCO  CDC | *Include in Safeguarding L1*  *Publicise names of CCO, DLP, MP*  *Publicise reporting procedures* |
| **Not clear who YP should talk to or report to** | **L** | * Display the names of CCO and MP | Club Committee  CCO | *Publicise names of CCO and MP*  *Include in Safeguarding L1* |
| **Information not referred to Disclosure & Barring Service** | **L** | * Reporting procedures (NI clubs only) | Club Committee  CCO | *Safeguarding Vulnerable Groups (NI) 2007 Order* |

**This Risk Assessment document has been discussed and completed by Diamonds Water Polo Club on 1/8/19**

**Signed: Signed:**

**Name: Karen Mc Cabrey Name: Nuala McGurk**

**Role: Secretary Role: Club Children’s Officer**

**Date: Date:**