



## 2025 ROI Risk Assessment for Kells 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. 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 of harm of abuse for children and young people whilst they are in the care of our Club 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 2025) (as per Section 11 (1b) Children First Act 2015) are based on this Risk Assessment of harm of abuse (RA 2025) document.

The risk assessment is considered under the following five headings:

- **Identified 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
- **Policy, Guidance and Procedure document to mitigate risk** – policy/policies required to alleviate risks identified; add in other guidance if relevant
- **Responsibility in Club** – 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/information** – 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 latest Swim Ireland Safeguarding Policy and any other rules or policy guidance in place.

### Example for completion

Identified 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 probability of risk happening

Policy, guidance or procedure document to mitigate risk: 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/information: 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 2025 discussed and completed by the Club Committee
2. RA 2025 signed by Chair and Lead Club Children's Officer
3. RA 2025 date entered on the CSS 2025 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 2025 and CSS 2025 to credential section of Club profile on Just Go

CLUB & COACHING PRACTICES				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
No required qualification for role, e.g. coach, 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> <li>Swim Ireland Rules</li> </ul>	Club Committee Head Coach Lead Team Manager	<i>Proof of qualification and experiences confirmed at appointment</i> <i>Check Swim Ireland database</i> <i>Register new staff with Swim Ireland database</i>
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 – qualification level</li> <li>Team Manager education – qualification level</li> </ul>	Club Committee Head Coach Person in charge	<i>Provision of adequate and trained staff for activity</i>
Unauthorised photography & recording activities	LOW	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> <li>Facility/event policy</li> </ul>	Club Committee Head Coach Person in charge	<i>Distribute the policy to all members</i> <i>Checks during sessions, activities and competitions</i>
Behavioural issues	LOW	<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 Head Coach Person in charge CDC	<i>Check Swim Ireland database</i> <i>Distribution of information to all members</i>
Lack of gender balance amongst club personnel	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> </ul>	Club Committee Head Coach Lead Team Manager	<i>Review during appointments</i>
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>	Club Committee CCO Head Coach	<i>Refer to policy during planning; CCO to have view of arrangements to ensure in line with best practice</i>
Lack of adherence with misc. procedures in Safeguarding policy	LOW	<ul style="list-style-type: none"> <li>See policy section: Compliancy in Safeguarding Policy</li> <li>Complaints &amp; Disciplinary procedures</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Distribution of location of policy</i>

RECRUITMENT				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Recruitment of inappropriate people	LOW	<ul style="list-style-type: none"> <li>Recruitment policy including reference checks</li> </ul>	Club Committee Head Coach	<i>Recruitment panel informed of policy</i>
Lack of clarity on roles	LOW	<ul style="list-style-type: none"> <li>Recruitment Policy – including job description</li> <li>Safeguarding Roles including responsibilities</li> <li>Safeguarding Training Policy</li> <li>Club education</li> </ul>	Club Committee Head Coach	<i>Check job description</i> <i>Ensure staff or volunteers supervised</i> <i>Respond to complaints</i>
Unqualified or untrained people in role	LOW	<ul style="list-style-type: none"> <li>Recruitment Policy</li> <li>Safeguarding Training</li> <li>Qualification check</li> </ul>	Club Committee Head Coach Person in charge	<i>Check qualification, experiences, and credentials are valid for those in roles</i>

<b>COMPLAINTS &amp; DISCIPLINARY PROCESSES</b>				
<b>Identified risk of harm to children</b>	<b>Likelihood of risk L-M-H</b>	<b>Policy, guidance and procedure document to mitigate risk</b>	<b>Responsibility in club</b>	<b>Further action/information</b>
<b>Lack of awareness of a Complaints &amp; Disciplinary policy</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Communications Policy</li> <li>Swim Ireland Rules</li> </ul>	Club Committee CCO Head Coach CDC	<i>Ensure distribution of policies to members and appropriate committees</i>
<b>Difficulty in raising an issue by child &amp; or parent</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Awareness of CCO</li> <li>Complaints &amp; Disciplinary procedures</li> <li>Communications Policy</li> <li>Poor practice and Whistleblowing</li> </ul>	Club Committee CCO Head Coach	<i>Ensure distribution of policies to members CCO is identified to all members</i>
<b>Complaints not being dealt with seriously</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary procedures</li> <li>Poor practice and Whistleblowing</li> <li>Reporting</li> <li>Roles and responsibilities</li> </ul>	Club Committee CCO Head Coach CDC	<i>Ensure pathway for raising complaint or concern is clear to members Appoint CDC</i>

<b>FACILITIES</b>				
<b>Identified risk of harm to children</b>	<b>Likelihood of risk L-M-H</b>	<b>Policy, guidance and procedure document to mitigate risk</b>	<b>Responsibility in club</b>	<b>Further action/information</b>
<b>Unauthorised access to designated young people's areas e.g. changing rooms</b>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>See policy section: Working together including Person on Duty Policy and Supervision Policy</li> <li>Coach/teacher education</li> <li>Poor practice and Whistleblowing</li> <li>Facility contract</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Clarify protocols before sessions Inform members using facilities Ensure reporting pathway is clear</i>
<b>Unauthorised departure from club activities</b>	<b>LOW</b>	<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	<i>Clarify protocols before sessions List of emergency contact numbers for parent/carers</i>
<b>Photography, filming or recording in prohibited areas</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> <li>Club education</li> <li>Facility/event policy</li> </ul>	Head Coach CCO Person in charge	<i>Enforce policy banning use of devices in private areas e.g. changing areas Distribution of information</i>
<b>Missing or found child on site</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Working together section including Person on Duty Policy and Supervision Policy</li> <li>Facility policy</li> </ul>	Head Coach Person in charge Facility Manager	<i>Refer to policy and inform Gardai/PSNI</i>
<b>Children sharing facilities with adults e.g. dressing room, showers etc.</b>	<b>MEDIUM</b>	<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> <li>Facility policy and contract with club</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>



COMMUNICATIONS AND SOCIAL MEDIA				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Lack of awareness of 'risk of harm' with members and visitors	LOW	<ul style="list-style-type: none"> <li>Child Safeguarding Statement and Risk Assessment of Harm (this document)</li> <li>Codes of Conduct – expectations of behaviour</li> <li>Safeguarding Training Policy</li> <li>Communications Policy</li> </ul>	Club Committee CCO Head Coach Person in charge	<i>Publish and display Child Safeguarding Statement</i> <i>Inform members of Code of Conduct</i>
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>	Club Committee	<i>Publish and display Child Safeguarding Statement</i> <i>Distribute Safeguarding Policy</i> <i>Inform members of safeguarding procedures</i>
Unauthorised photography & recording of activities	LOW	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy</li> <li>Club education</li> <li>Facility/event policy</li> </ul>	CCO Head Coach Person in charge	<i>Enforce policy on use of devices</i> <i>Distribution of information</i>
Inappropriate use of social media and communications by under 18's	MEDIUM	<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	<i>Inform members of the policy</i>
Inappropriate use of social media and communications with under 18's	LOW	<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 Head Coach Person in charge	<i>Inform members of the policy</i>

GENERAL RISK OF HARM				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Harm not being recognised	LOW	<ul style="list-style-type: none"> <li>Safeguarding Policy</li> <li>Safeguarding Training</li> <li>Recognising and Reporting Child Abuse Policy</li> </ul>	Club Committee All Club personnel	<i>Ongoing review</i>
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>	Club Committee All Club personnel	<i>Ongoing review</i>
General behavioural issues e.g. bullying	LOW	<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 Head Coach CDC	<i>Take disciplinary action where necessary</i> <i>Sign code of conduct</i>

REPORTING PROCEDURES				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
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>	Club Committee CCO	Inform members of reporting procedure All 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>	Club Committee CCO Swim Ireland	Maintain list of Mandated Persons in Club Publicise Identity of Mandated Person
No DLP appointed (DLP is Club Children's Officer)	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>	Club Committee CCO	CCO must attend training as DLP – this is mandatory Publicise Identity of DLP (CCO)
Concerns of abuse or harm not reported	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> <li>Safeguarding Training Policy</li> </ul>	Club Committee CCO CDC	All attend Safeguarding level 1 training Publicise names of CCO, DLP, MP Inform members of reporting procedures Include in Club handbook
Not clear who young people should talk to or report to	MEDIUM	<ul style="list-style-type: none"> <li>Safeguarding Roles including responsibilities</li> <li>Display the names of CCO (DLP)</li> <li>Display Child Safeguarding Statement</li> </ul>	Club Committee CCO	All attend Safeguarding level 1 training Inform members of reporting procedures Provide opportunity for young people to raise concerns

This Risk Assessment (RA 2025) has been discussed and completed by the committee of Kells Swimming Club on ~~date~~ to be entered on CSS 2025

**Committee Chair**

Signed: 

Name: ELAINE DALY

Date: 29/9/2025

**Lead Club Children's Officer**

Signed: 

Name: ALAN Kerrigan

Date: 29/9/25.

29<sup>th</sup> September 2025.

This Risk Assessment should be reviewed by the Club Committee every 6 months or sooner if any change occurs.  
The next full revision period for this document and the CSS is 1<sup>st</sup> September – 15<sup>th</sup> October 2027.