

# Triathlon Ireland Clubs Safeguarding Risk Assessment Document 2018

## West Clare Triathlon Club

This risk assessment considers the potential for harm to come to children whilst they are in *West Clare Tri*'s care. This risk assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. **In accordance with** the requirements of Section 11 (1) of the Children First Act 2015 **the risk is of abuse and not general health and safety risk** (covered under a separate H&S policy and risk assessment).

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —

- (a) Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
<b>CLUB &amp; COACHING PRACTICES</b>				
<b>Lack of coaching qualification</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Safe Recruitment policy</li> <li>Safety Guidelines for club sessions document.</li> </ul>	Club Committee Head Coach Club Children’s Officer	Coaches and Leaders names and TI numbers to be sent to TI. CCO to maintain a list of those involved with juniors, their Safeguarding requirements and proof of qualification.
<b>Supervision issues</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Safety Guidelines for club sessions document.</li> </ul>	Club Committee Head Coach Club Children's Officer	Ensure Role Clarity Ongoing review
<b>Unauthorised photography &amp; recording activities</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Photography &amp; Filming policy.</li> <li>Social Media Policy.</li> <li>Code of Conduct.</li> </ul>	Club committee Club Children's officer. Club Junior Race director Event Safeguard Lead	Ensure policies are accessible and distributed. Ongoing review

<b>Behavioural Issues</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Complaints &amp; Disciplinary policy</li> <li>Coach/leader training - SG1.</li> </ul>	Club Committee Club Children's Officer Triathlon Ireland	All adults working with juniors to sign a code of conduct and complete Safeguard 1. Ongoing review
<b>Lack of gender balance amongst coaches</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Safety Guidelines for club sessions document.</li> </ul>	Club Committee Club Children's Officer	Ongoing review
<b>No guidance for travelling and away trips</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Traveling and overnight trips policy.</li> <li>Coach/leader training - SG1.</li> <li>Vetting policy.</li> </ul>	Club Committee Club Children's Officer Club Coach travelling.	Make policies available to all involved prior to travel. Ongoing review
<b>Lack of adherence with misc. procedures in Safeguarding policy (i.e. mobile, photography, transport)</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary policy.</li> <li>Safeguarding policy.</li> <li>Code of Conduct.</li> </ul>	Club Committee Club Children's Officer	Ongoing review
<b>COMPLAINTS &amp; DISCIPLINE</b>				
<b>Lack of awareness of a Complaints &amp; Disciplinary policy</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Safeguarding policy.</li> <li>Reporting &amp; Communications Procedure.</li> <li>Complaints &amp; Disciplinary policy</li> </ul>	Club Committee Club Children's Officer Triathlon Ireland.	Immediate action needed Greater communication required within the club to ensure complaints & disciplinary policy is accessible.

<b>Difficulty in raising an issue by child &amp; or parent</b> <b>Reason: Covered above</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary policy</li> <li>Reporting &amp; Communications procedure.</li> <li>Post names of CCO, DLP, MP.</li> </ul>	Club Committee Club Children's Officer Designated Liaison Person.	Review the communication/responsibilities of the procedure/policy as required. Publicise identity of CCO, DLP and TI MP.
<b>Complaints not being dealt with seriously</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Complaints &amp; Disciplinary policy</li> <li>Reporting &amp; Communications procedures.</li> </ul>	Club Committee Club Children's Officer Designated Liaison Person.	Immediate action required. All complaints should be recorded and passed on where applicable. Consult with TI NCO.
<b>REPORTING PROCEDURES</b>				
<b>Lack of knowledge of organisational and statutory reporting procedures</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Reporting &amp; Communications procedures.</li> <li>Safe Recruitment Policy</li> <li>Coach/leader training - SG1.</li> <li>Code of Conduct</li> </ul>	TI National Children's Officer TI Mandated Person Club Committee Club Children's Officer Designated Liaison Person	Make policies and procedures available and include in induction process for new Coaches/Leaders/Members. Ensure Coaches/Leaders have completed Safeguard 1 which is part of their certification.
<b>No Mandated Person appointed</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Reporting &amp; Communications Procedure.</li> </ul>	Triathlon Ireland	Publicise identity of Mandated Person Train Mandated Person in their role
<b>No Designated Liaison Person or Children' Officer Appointed</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Reporting &amp; Communications Procedure.</li> <li>Safeguarding Policy</li> </ul>	Triathlon Ireland Club Committee	Club appoints both and ensures DLP completes Safeguard 1 & 3 and CCO completes Safeguard 1 & 2. Publicise identity of DLP and CCO.
<b>Concerns of abuse or harm not reported</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Reporting procedures/policy</li> <li>Coach/leader training - SG1.</li> </ul>	Designated Liaison Person Mandated Person	Club ensures all those dealing with juniors have completed Safeguard 1. Publicise names of CCOs, DLPs, MP.

				Publicise internal and external reporting procedures
<b>Not clear who Young Person should talk to or report to</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Post the names of Club Children’s Officer, Designated Liaison Person and TI Mandated Person.</li> <li>Safeguarding Policy.</li> </ul>	Club Committee Club Children’s Officer Designated Liaison Person. Triathlon Ireland	<p>Communicate within Club. Ensure Safeguard 1 training is completed by those working with juniors. Include information in the recruitment and induction process for new coaches/leaders. Include in membership information. Provide opportunities for juniors to meet CCO and DLP.</p>
<b>FACILITIES</b>				
<b>Unauthorised access to designated children’s play &amp; practice area, changing rooms, showers, toilets etc.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach/leader training - SG1.</li> </ul>	Club Children’s Officer Club Coach Club Committee	Clarify responsibilities before session starts
<b>Unauthorised exit from children’s areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach/Leader training- Safeguard 1.</li> </ul>	Club Children’s Officer Club Coach Club Committee	Clarify responsibilities before session starts
<b>Photography, filming or recording in prohibited areas</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Photography &amp; Filming Policy.</li> </ul>	Club Children’s Officer Club Coach Club Committee Event Safeguard Lead	<p>Enforce policy in private changing areas and pool deck. Make policy accessible for members &amp; guests.</p>
<b>Missing or found child on site</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Missing or found child policy</li> <li>Safeguarding guidelines for Junior events.</li> </ul>	Club head coach Club Children’s Officer Club Committee Event Safeguard Lead	Refer to policy and inform Gardaí/PSNI

<b>Children sharing facilities with adults e.g. dressing room, showers etc.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Supervision policy</li> </ul>	Club Coach Club Children's Officer Club Committee	Plan with facilities management to create a suitable child centred environment in shared facilities.
<b>RECRUITMENT</b>				
<b>Recruitment of inappropriate people</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Safe Recruitment policy</li> <li>Safeguarding Policy</li> <li>Vetting Policy</li> </ul>	Triathlon Ireland Club Committee Club Children's Officer	Ensure a comprehensive induction & period of supervision for new Coaches/leaders. Ongoing review.
<b>Lack of clarity on roles</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Safe Recruitment policy</li> <li>Safety Guidelines for Club Sessions document.</li> </ul>	Club Committee Club Children's Officer Club Head Coach	Role clarified during induction process and prior to each session.
<b>Unqualified or untrained people in role</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Safe Recruitment policy</li> </ul>	Club Committee	Check qualification Comprehensive induction Check with Triathlon Ireland Ongoing review
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
<b>Lack of awareness of 'risk of harm' with members and visitors</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Child Safeguarding Statement</li> <li>Coach/leader training-SG1.</li> <li>Safe Recruitment Policy</li> </ul>	Triathlon Ireland Club Committee Club Children's Officer Event Safeguard Lead Event Organiser	Circulate Child Safeguarding Statement. Make Safeguarding Policy accessible. Induction for those helping as a 'once off' at events. Ongoing review.
<b>No communication of Child Safeguarding Statement or Code of Behaviour to members &amp; visitors</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Safeguarding Policy</li> <li>Display Child Safeguarding Statement.</li> <li>Code of Conduct</li> </ul>	Club Committee Children's Officer Event Safeguard Lead. Event Organiser	Circulate Child Safeguarding Statement. Distribute Code Conduct. Code of conduct poster displayed at junior events. Ongoing review.

<b>Unauthorised photography &amp; recording of activities</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Photography and Filming policy</li> <li>▪ Code of Conduct</li> <li>▪ Social Media Policy</li> <li>▪ Complaints and disciplinary policy.</li> </ul>	Triathlon Ireland Club Committee Club Children's Officer Designated Liaison Person Event Safeguard Lead. Event Organiser	Make Photography & Filming Policy available at events where non-members may be in attendance. Ongoing review.
<b>Inappropriate use of social media and communications by Under 18's</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Code of conduct</li> <li>▪ Social Media guidance for juniors.</li> </ul>	Club Committee Club Children's Officer Designated Liaison Person.	Education piece for club juniors highlighting the social media guidance. Ongoing review
<b>Inappropriate use of social media and communications with Under 18's</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Complaints &amp; disciplinary policy</li> <li>▪ Code of conduct.</li> <li>▪ Social Media Policy</li> <li>▪ Coach/leader training - SG1.</li> </ul>	Club Committee Club Children's Officer Designated Liaison Person TI NCO	Publicise Social Media Policy. Consult with TI NCO. Ongoing review
<b>GENERAL RISK OF HARM</b>				
<b>Harm not being recognised</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Coach/leader training - SG1.</li> </ul>	Club Committee Club Children's Officer Designated Liaison Person.	Ensure Safeguard training is up to date. Informal consult with Tusla(ROI)/Gateway(NI). Ongoing review.
<b>Harm caused by</b> - child to child - adult to child	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Safeguarding policy</li> <li>▪ Coach/leader training-SG1.</li> <li>▪ Codes of Conduct.</li> <li>▪ Safe Recruitment Policy.</li> <li>▪ Communication &amp; Reporting Processes.</li> </ul>	Triathlon Ireland NCO &MP Club Committee Club Children's Officer Designated Liaison Person	Informal consult with Tusla(ROI)/Gateway(NI). Report to statutory authorities. Report to TI MP. Ongoing review

General behavioural issues	H	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Complaints and Disciplinary Procedures.</li> </ul>	Triathlon Ireland Club Committee Club Children’s Officer.	Ensure all coaches/leaders/volunteers have signed a code of conduct. Take disciplinary action where necessary
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**This Risk Assessment document has been discussed and completed by *West Clare Tri* on \_\_ / \_\_ /2018**

Name:Kieran Deloughary	Name:Eoin Daly
Signed:	Signed:
Role: <b>Club Chairperson</b>	Role: <b>Club Children’s Officer</b>
Date:	Date:

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Region/Province/NGB.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/region/NGB 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

TI = Triathlon Ireland

DLP = Designated Liaison Person – refers to club position

CCO = Club Children’s Officer

SG1= Safeguard 1 Course.

NCO = National Children’s Officer- refers to TI position

MP = Mandated Person - refers to TI position

Event Safeguard Lead = Person named on Event Management plan responsible for Safeguarding at junior races.