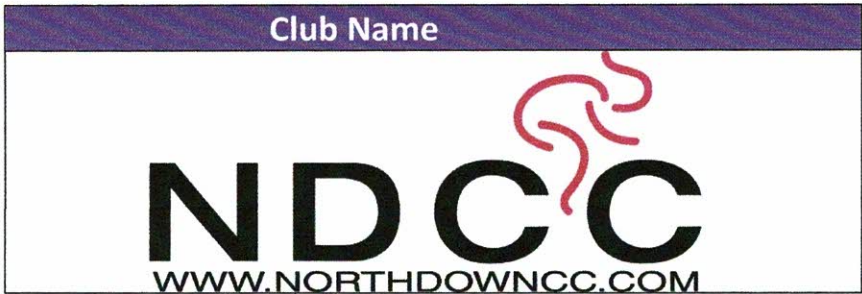


SAFEGUARDING RISK ASSESSMENT – 2018



Cycling Ireland wishes to inform Clubs that the recent full commencement of the **Children First Act 2015** now requires that a risk assessment procedure be carried out in relation to the potential for harm and abuse that could come to children while they are in our care and attending activities within our organisation.

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 (whilst in our care)
- (b) By Mar 11th 2018 CI affiliated clubs will be required to display a Child Safeguarding Statement (Section 11 (1b))

Please note that in accordance with the requirements of Section 11 (1) the risk assessment is the risk of abuse to a child and not general health and safety risk.

Once this risk assessment process has been completed you must display, in a prominent position, the CI Child Safeguarding Statement.

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 ...
CLUB & COACHING PRACTICES				
Lack of coaching qualification	L	▪ Recruitment policy	▪ Club Committee	<i>Proof of qualification to be confirmed</i>

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 ...
Supervision issues	L	<ul style="list-style-type: none"> Child Safeguarding Policy - Supervision ratios Coaches Charter 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i>
Unauthorised photography & recording activities	L	<ul style="list-style-type: none"> Child Safeguarding (Photography and Use of Images) 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i>
Behavioural Issues	L	<ul style="list-style-type: none"> Code of Conduct Safeguarding Level 1 (min) Complaints & Disciplinary rules and procedures Club Website publicised procedures 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i>
Lack of gender balance amongst coaches	L	<ul style="list-style-type: none"> Child Safeguarding Policy – supervision ratios 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i>
No guidance for travelling and away trips	L	<ul style="list-style-type: none"> Travel/Away trip policy Child Safeguarding Training Supervision by Parent 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i>
Lack of adherence to procedures in Safeguarding policy (i.e. ratios, physical contact, transport)	L	<ul style="list-style-type: none"> Child Safeguarding policy Complaints & disciplinary rules and procedures Club Website publicised procedures 	<ul style="list-style-type: none"> Club Committee Safeguarding Officer Event organisers 	<i>Ongoing review</i>
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> Complaints & Disciplinary Rules and Procedures Communications procedure Club Website publicised procedures. 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Club Website procedures 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i>
REPORTING PROCEDURES				
Lack of knowledge of	L	<ul style="list-style-type: none"> CI Safeguarding Policy; 	<ul style="list-style-type: none"> Cycling Ireland 	<i>Make policies and procedures available</i>

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 ...
organisational and statutory reporting procedures		<ul style="list-style-type: none"> Reporting procedures Code of Conduct 	<ul style="list-style-type: none"> Mandated Person Club Safeguarding Officer 	<i>Include in Safeguarding Training (L1)</i> <i>Include in Coach Education Training</i>
Mandated Person - Not appointed - No knowledge of MP	L	<ul style="list-style-type: none"> Statutory Reporting procedures/policy Names of 2no Officers publicised on Club Website 	<ul style="list-style-type: none"> Cycling Ireland 	
No Club Safeguarding Officer / Relevant Person Appointed	L	<ul style="list-style-type: none"> Ci Safeguarding Policy Statutory Reporting procedures/policy Names of 2no Officers publicised on Club Website 	<ul style="list-style-type: none"> Cycling Ireland Club 	<i>Train all Safeguarding Officers</i> <i>Publicise identity of Safeguarding Officers</i>
Concerns of abuse or harm not reported	L	<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 Names of 2no Officers publicised on Club Website 	<ul style="list-style-type: none"> Mandated Person Designated Liaison Person 	<i>Include in Safeguarding Training (L1)</i>
Not clear who young person should talk to or report to	L	<ul style="list-style-type: none"> Post the names of Club Safeguarding Officer(s) and Mandated Person Names of 2no Officers publicised on Club Website 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer National Safeguarding Officer / Mandated Person 	<i>Communicate in Club</i> <i>Include in Safeguarding Training</i>
FACILITIES No Facilities owned by Club.				
Unauthorised access to designated children’s training areas and to changing rooms, showers, toilets etc.	N/A	<ul style="list-style-type: none"> Child Safeguarding policy (supervision) 	<ul style="list-style-type: none"> Cycling Ireland Club 	<i>Clarify roles and responsibilities before session starts</i>
Unauthorised exit from children’s areas	N/A	<ul style="list-style-type: none"> Child Safeguarding policy (supervision) 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Clarify responsibilities before session starts</i>
Photography, filming or recording in prohibited areas	L	<ul style="list-style-type: none"> Child Safeguarding policy (photography) 	<ul style="list-style-type: none"> Club Committee Event Organisers Club Safeguarding Officer 	<i>Enforce policy in private changing and wet areas</i>

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 ...
Missing or found child on site	L	<ul style="list-style-type: none"> Missing or found child policy 	<ul style="list-style-type: none"> Club Event Safeguarding Officer Any appropriate club personnel 	<i>Refer to policy and inform Gardai/PSNI</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	N/A	<ul style="list-style-type: none"> Child Safeguarding policy 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer Club Head Coach 	<i>Plan with Club Committee to create a suitable child centred environment in shared facilities</i>
RECRUITMENT				
Recruitment of inappropriate people	L	<ul style="list-style-type: none"> Child Safeguarding policy (Safe Recruitment) Vetting – Garda Vetting / Access NI Vetting Policy 	<ul style="list-style-type: none"> Cycling Ireland/Ulster Club Committee Club Safeguarding Officer 	<i>Ongoing review</i>
No role description or inadequate role descriptions	L	<ul style="list-style-type: none"> Safe recruitment policy 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer Any other appropriate club personnel 	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role	M	<ul style="list-style-type: none"> Child Safeguarding policy (Recruitment) 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer Cycling Ireland Any other appropriate club personnel 	<i>Check qualification Ongoing review</i> Awaiting Appropriate Training
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy Sent With Membership 	<ul style="list-style-type: none"> Club Club Safeguarding Policy Cycling Ireland 	<i>Communicate Child Safeguarding Statement</i>

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 ...
COMMUNICATIONS AND SOCIAL MEDIA				
No communication of Child Safeguarding Statement or Child Safeguarding policy to members or visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement – display Child Safeguarding policy 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement Safeguarding policy 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Communicate Child Safeguarding Statement</i>
Unauthorised photography & recording of activities	L	<ul style="list-style-type: none"> CI Safeguarding policy (Photography) 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i>
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> Code of conduct CI Safeguarding Policy Complaints & disciplinary rules and procedures 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i> Admin on FB page to police
Inappropriate use of social media and communications with under 18's	L	<ul style="list-style-type: none"> CI Safeguarding policy Code of conduct Complaints & disciplinary rules and procedures 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<i>Ongoing review</i> Admin on FB page to police.
GENERAL RISK OF HARM				
Harm not being recognised	L	<ul style="list-style-type: none"> CI Safeguarding policy Child Safeguarding Training 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer Any other appropriate personnel 	<i>Informal Consultation with Tusla / Gateway NI</i> <i>Ongoing review</i>
Harm caused by - child to child - coach to child - volunteer to child	L	<ul style="list-style-type: none"> CI Safeguarding policy Child Safeguarding Training 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer Cycling Ireland 	<i>Child Protection Reporting Procedures to Tusla or the Gardaí (ROI), Gateway NI, PSNI (NI)</i> <i>Ongoing review</i>

<ul style="list-style-type: none"> - member to child - visitor to child 				
General behavioural issues	L	<ul style="list-style-type: none"> ▪ Code of Conduct 	<ul style="list-style-type: none"> ▪ Club Committee ▪ Club Safeguarding Officer 	<i>Take disciplinary action where necessary</i> <i>Sign code of conduct</i>

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club
- **Likelihood of harm happening** – the likelihood of the risk occurring 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
- **CI Safeguarding Policy** – this title is the Code of Practice and Safeguarding Procedures for Young and Vulnerable Cyclists www.cyclingireland.ie/page/about/safeguarding/code-of-conduct
- **CSO: Club Safeguarding Officer** (also undertakes the role of Designated Liaison Person)
- **Relevant Person:** Person responsible for information about the Safeguarding Statement in the club. This role is assigned to the Club Safeguarding Officer.
- **Mandated Person:** Under the legislated, a Mandated Person, is required to report and knowledge, belief or reasonable suspicion that a child is being harmed, or at risk of being harmed. In CI, this role will be undertaken by the National Safeguarding Officer (NSO).

This Safeguarding Risk Assessment document has been discussed and completed by (insert Club) *NORTH DOWNS CYCLING CLUB* on *5/3* /2018

Signed: *D. Forbes*
Name: *KENNETH FORBES*

Chairperson/President:

Date: *5/3/18*

Signed: *[Signature]*
Name: *Scott Armstrong*

Club Safeguarding Officer:

Date: *5/3/18*