**Triathlon Ireland Clubs Safeguarding Risk Assessment Document** (add date)   
(Club Name, Address)

This risk assessment considers the potential for harm to come to children whilst they are in *(insert Club)’*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 —

1. 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 |
| --- | --- | --- | --- | --- | --- |
| **CLUB & COACHING PRACTICES** | | | | | |
| Lack of appropriate coaching qualification | | H | * Safe Recruitment policy * Safety Guidelines for club sessions document. | 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. |
| Supervision issues/inappropriate ratios | | H | * Supervision policy * Safety Guidelines for club sessions document. | Club Committee  Head Coach  Club Children's Officer | Ensure Role Clarity  Ongoing review |
| Unauthorised photography & recording activities | | H | * Photography & Filming policy. * Social Media Policy. * Code of Conduct. | Club committee  Club Children's officer.  Club Junior Race director  Event Safeguard Lead | Ensure policies are accessible, promoted and distributed.  Ongoing review |
| Behavioural Issues (Coaches, volunteers, juniors.) | | H | * Code of Conduct * Complaints & Disciplinary policy * Coach/leader education - SG1/Safeguarding Children & Young People in Sport. | Club Committee  Club Children's Officer  Triathlon Ireland | All adults working with juniors to sign a code of conduct and complete Sport Ireland/Sport NI safeguarding training. All juniors and parents/carers are subject to codes of conduct,  Ongoing review |
| Lack of gender balance amongst coaches | | H | * Supervision guidance. * Safety Guidelines for club sessions document. | Club Committee  Club Children's Officer | Recruit additional volunteers to be present at junior sessions to meet gender balance where required. |
| No guidance for travelling and away trips | | H | * Traveling and overnight trips policy. * Coach/leader training - SG1. * Vetting policy. | Club Committee  Club Children's Officer  Club Coach travelling. | Make TI policies available to all involved prior to travel. Host meeting in advance with all parties to ensure clear communication and understanding of policies.  Ongoing review |
| Lack of adherence with misc. procedures in Safeguarding policy (i.e. mobile, photography, transport) | | H | * Complaints & Disciplinary policy. * Safeguarding policy. * Code of Conduct. | Club Committee  Club Children's Officer | Develop club specific policies to address lower level concerns. |
| Use of External Coaches | | H | * Safe Recruitment policy * Safety Guidelines for club sessions document. | Club Committee  Head Coach  Club Children’s Officer | Coaches names and TI numbers to be sent to TI (TI number required to be vetted - site user is adequate)  CCO to maintain a list of those involved with juniors, their Safeguarding requirements and proof of qualification. |
| **COMPLAINTS & DISCIPLINE** | | | | | |
| Lack of awareness of a Complaints & Disciplinary policy | | H | * Safeguarding policy. * Reporting & Communications Procedure. * Complaints & Disciplinary policy | Club Committee  Club Children's Officer  Triathlon Ireland. | Immediate action needed  Greater communication required within the club to ensure complaints & disciplinary policy is accessible. |
| Difficulty in raising an issue by child & or parent  Lack of awareness of reporting procedures. | | H | * Complaints & Disciplinary policy * Reporting & Communications procedure. * Post names of CCO, DLP, MP. | Club Committee  Club Children's Officer  Designated Liaison Person. | Review the communication/responsibilities of the reporting procedure/policy as required and establish a mechanism for distribution.  Publicise identity of CCO, DLP and TI MP using the TI provided poster template.  Promote the [TI online reporting form.](https://www.triathlonireland.com/resources/safeguarding/report-a-concern-safeguarding-contacts-legislation/) |
| Complaints not being dealt with seriously | | H | * Complaints & Disciplinary policy * Reporting & Communications procedures. | 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. |
| **REPORTING PROCEDURES** | | | | | |
| Lack of knowledge of organisational and statutory reporting procedures | | H | * Reporting & Communications procedures. * Safe Recruitment Policy * Coach/leader training - SG1. * Code of Conduct | 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 the induction process for new Coaches/Leaders/Members.  Ensure Coaches/Leaders have completed Safeguard 1/Safeguarding Children and Young People in Sport.  Promote the [TI online reporting form.](https://www.triathlonireland.com/resources/safeguarding/report-a-concern-safeguarding-contacts-legislation/) |
| Lack of awareness of reporting to TI - procedures and contact for the Mandated Person. | | H | * Reporting & Communications Procedure. | Triathlon Ireland  Club Committee | Publicise identity of Mandated Person on the poster template provided to clubs.  Promote the [TI online reporting form.](https://www.triathlonireland.com/resources/safeguarding/report-a-concern-safeguarding-contacts-legislation/) |
| No Designated Liaison Person or Children’ Officer Appointed | | H | * Reporting & Communications Procedure. * Safeguarding Policy | 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. These are mandatory requirements. (DLP for ROI clubs only). |
| Concerns of abuse or harm not reported | | H | * Reporting procedures/policy * Coach/leader training - SG1. | Designated Liaison Person  Mandated Person | Club ensures all those dealing with juniors have completed Safeguard training to create awareness of types of concerns to report.  Publicise names of CCOs, DLPs, MP.  Publicise internal and external reporting procedures |
| Not clear for Young Person or parents/carers who they should talk to or report to | | H | * Post the names of Club Children’s Officer, Designated Liaison Person and TI Mandated Person. * Safeguarding Policy. | Club Committee  Club Children’s Officer  Designated Liaison Person.  Triathlon Ireland | Communicate within Club.  Ensure Safeguard training is completed by those working with juniors. Include information in the recruitment and induction process for new coaches/leaders. Included in membership information.  Provide opportunities for juniors to meet CCO and DLP. Promote the [TI online reporting form.](https://www.triathlonireland.com/resources/safeguarding/report-a-concern-safeguarding-contacts-legislation/) |
| **FACILITIES** | | | | | |
| Unauthorised access to designated children’s play & practice area, changing rooms, showers, toilets etc. | | H | * Supervision policy * Coach/leader training - SG1. | Club Children’s Officer  Club Coach  Club Committee | Clarify responsibilities before session starts. Ensure supervision is adequate and the rota is understood by those taking the session. |
| Unauthorised exit from children’s areas | | H | * Supervision policy * Coach/Leader training- Safeguard 1. | Club Children’s Officer  Club Coach  Club Committee | Clarify responsibilities before the session starts. Ensure juniors, parents/carers have been given collection information and no junior is collected without letting coaches/leaders know. |
| Photography, filming or recording in prohibited areas | | H | * Photography & Filming Policy. | Club Children’s Officer  Club Coach  Club Committee  Event Safeguard Lead | Enforce policy in private changing areas and pool deck.  Make policy accessible for members & guests. Report any suspicious activity. |
| Missing or found child on site | | H | * Missing or found child policy * Safeguarding guidelines for Junior events. | Club head coach  Club Children’s Officer  Club Committee Event Safeguard Lead | Refer to Missing child procedure and inform Safeguarding officer/lead and Gardaí/PSNI. |
| Children sharing facilities with adults e.g. dressing room, showers etc. | | H | * Safeguarding policy * Supervision policy | Club Coach  Club Children’s Officer  Club Committee | Plan with facilities management to create a suitable child centred environment in shared facilities. Ensure supervision by qualified volunteers/coaches or parents. |
| **RECRUITMENT** | | | | | |
| Recruitment of inappropriate people | | H | * Safe Recruitment policy * Safeguarding Policy * Vetting Policy | Triathlon Ireland  Club Committee  Club Children's Officer | Ensure a comprehensive induction & period of supervision for new Coaches/leaders. Ensure Safe recruitment policy is followed. Promote a culture of reporting in the club to ensure a predator who is volunteering in the club is not given access to children.  Ongoing review. |
| Lack of clarity on roles | | H | * Safe Recruitment policy * Safety Guidelines for Club Sessions document. | Club Committee  Club Children’s Officer  Club Head Coach | Role clarified during induction process and prior to each session. Review following induction period. |
| Unqualified or untrained people in role | | H | * Safe Recruitment policy | Club Committee | Comprehensive induction  Check with Triathlon Ireland to confirm qualification, safeguarding information and insurance information or requirements.  Ongoing review |
| **COMMUNICATIONS AND SOCIAL MEDIA** | | | | | |
| Lack of awareness of ‘risk of harm’ with members and visitors | H | | * Child Safeguarding Statement * Coach/leader training-SG1. * Safe Recruitment Policy | 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. |
| No communication of Child Safeguarding Statement or Code of Behaviour to members & visitors | H | | * Safeguarding Policy * Display Child Safeguarding Statement. * Code of Conduct | 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. |
| Unauthorised photography & recording of activities | H | | * Photography and Filming policy * Code of Conduct * Social Media Policy * Complaints and disciplinary policy. | 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.  Intervene if there is suspicious activity for example someone not connected to the event filming or taking images of young people. Report where required.  Ongoing review. |
| Inappropriate use of social media and communications by Under 18’s | H | | * Code of conduct * Social Media guidance for juniors. | Club Committee  Club Children’s Officer  Designated Liaison Person. | Education piece for club juniors highlighting the TI social media guidance.  Ongoing review |
| Inappropriate use of social media and communications between adults and Under 18’s | H | | * Complaints & disciplinary policy * Code of conduct. * Social Media Policy * Coach/leader training - SG1. | Club Committee  Club Children’s Officer  Designated Liaison Person  TI NCO | Publicise Social Media Policy.  Outline guidance for communication with junior athletes via their parents/carers.  Ensure club social media content is appropriate for junior members.  Consult with TI NCO.  Ongoing review |
| **GENERAL RISK OF HARM** | | | | | |
| Harm not being recognised | H | | * Safeguarding policy * Safeguarding training policy | Club Committee  Club Children’s Officer  Designated Liaison Person. | Ensure Safeguard training is up to date.  Informal consult with Tusla(ROI)/Gateway(NI) or TI NCO.  Ongoing review. |
| Harm caused by   * child to child * adult to child | H | | * Safeguarding policy * Coach/leader training-SG1. * Codes of Conduct. * Safe Recruitment Policy. * Communication & Reporting Processes. | 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 Mandated Person.  Ongoing review |
| General behavioural issues | H | | * Code of Conduct * Complaints and Disciplinary Procedures. | Triathlon Ireland  Club Committee  Club Children’s Officer. | Ensure all coaches/leaders/volunteers have signed a code of conduct. Take disciplinary action where necessary. Develop procedure for managing lower level concerns at club level. |

This Risk Assessment document has been discussed and completed by *(insert Club as provider)* on *\_\_ /\_\_ /\_\_*

| Name: | Name: |
| --- | --- |
| Signed: | Signed: |
| Role: Club Chairperson | Role: Club Children’s Officer |
| 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 SG1= Safeguard 1 Course.   
DLP = Designated Liaison Person – refers to club position NCO = National Children’s Officer- refers to TI position

CCO = Club Children’s Officer MP = Mandated Person - refers to TI position

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