**Risk Assessment Document for Baltinglass kayak club**

This risk assessment considers the potential for harm to come to children whilst they are in Baltinglass kayak 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 —

**(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”).

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| **Potential risk of harm to children** | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Committee** | **Further action required …** |
| **CLUB & COACHING PRACTICES** | |  |  |  |
| **Lack of coaching qualification** | **Low** | * Coach education policy * Recruitment policy | Club & Committee | *3 qualified instructors in club and ongoing training.* |
| **Supervision issues** | **Low** | * Supervision policy * Coach education policy | Club & Committee | *Code of Conduct complete and updated and reviewed ongoing.* |
| **Unauthorised**  **photography & recording**  **activities** | **Medium** |  Photography and Use of  Images policy | Club & Committee | *Update membership form. Mandatory section to complete.* |
| **Behavioural Issues** | **Medium** | * Code of Conduct * Safeguarding Level 1 (min) * Complaints & Disciplinary policy | Club & Committee | *Update website. To ensure all policies are clear and visible.* |

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| **Potential risk of harm to children** | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Committee** | **Further action required …** |
| **Lack of gender balance**  **amongst coaches** | **Low** | * Coach education policy * Supervision policy | Club | *Ongoing review & active development and encouragement of female paddlers to gain instructor qualifications* |
| **No guidance for travelling and away trips** | **Low** | * Travel/Away trip policy * Child Safeguarding Training | Club | *Ongoing review* |
| **Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, photography, transport)** | **Medium** | * Safeguarding policy * Complaints & disciplinary policy | Club | *Rewrite Safeguarding Policy* |
| **COMPLAINTS & DISCIPLINE** | | | | |
| **Lack of awareness of a**  **Complaints &**  **Disciplinary policy** | **Low** | * Complaints & Disciplinary procedure/policy * Communications procedure | Club & Committee | *Reviewed and disciplinary policy in place* |
| **Difficulty in raising an issue by child & or parent Reason: Covered above** | **Low** | * Complaints & Disciplinary procedure/policy * Communications procedure | Club & Committee | *Display photos and phone numbers of all committee members in clubhouse. Visible to all. Review ongoing.* |
| **Complaints not being**  **dealt with seriously** | **Low** |  Complaints & Disciplinary procedure/policy | Club & Committee | *Ongoing review* |
| **REPORTING PROCEDURES** | | | | |
| **Lack of knowledge of organisational and statutory reporting procedures** | **Medium** | * Reporting procedures/policy * Coach education policy * Code of Conduct /Behaviour | NGB  MP  DLP | *Ongoing review* |

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| **Potential risk of harm to children** | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Committee** | **Further action required …** |
| **No Mandated Person appointed** | **Low** |  Reporting procedures/policy | NGB | *Ongoing review* |
| **No DLP Appointed** | **Low** |  Reporting procedures/policy | NGB  Club | *Ongoing review* |
| **Concerns of abuse or harm not reported** | **Low** | * Reporting procedures/policy * Child Safeguarding Training – Level 1 | MP DLP | *Include in Safeguarding Training (L1)*  *Publicise names of CCOs, DLPs,*  *MP(s)*  *Publicise internal and external reporting procedures* |
| **Not clear who YP should**  **talk to or report to** | **Low** |  Post the names of CCOs, DLPs and MP | CCO DLP | *Communicate in Club* |
| **FACILITIES** | | | | |
| **Unauthorised access to designated children’s play & practice areas and to changing rooms, showers, toilets etc.** | **Low** | * Supervision policy * Coach education | NGB  Club | *Ongoing review* |
| **Unauthorised exit from children’s areas** | **Low** | * Supervision policy * Coach education | Club | *Clarify responsibilities before session starts* |
| **Photography, filming or recording in prohibited areas** | **Medium** |  Photography policy and use of devices in private zones | Club & Members | *Enforce policy in private changing and wet areas* |
| **Missing or found child on site** | **Low** |  Missing or found child policy | Club & Members | *Refer to policy and inform Garda* |
| **Children sharing facilities with adults e.g. dressing room, showers etc.** | **Low** |  Safeguarding policy | Club | *No Facilities* |

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| **Potential risk of harm to children** | | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Committee** | **Further action required …** |
| **RECRUITMENT** | | | | | |
| **Recruitment of inappropriate people** | | **Medium** |  Recruitment policy | NGB  Club  CCO  Appropriate personnel | *Check all outside coaches adhere to safeguarding procedures.*  *Ongoing review* |
| **Lack of clarity on roles** | | **Low** |  Recruitment policy | Club | *Check job description*  *Put supervision in place* |
| **Unqualified or untrained people in role** | | **Low** |  Recruitment policy | Club | *Check qualification. Do a risk assessment when on river. Ongoing review* |
| **Garda vetting unsuitable application return** | | **Low** |  Recruitment policy | Club | *No further action* |
| **COMMUNICATIONS AND SOCIAL MEDIA** | | | | | |
| **Lack of awareness of ‘risk of harm’ with**  **members and visitors** | **Low** | | * Child Safeguarding   Statement   * Training policy | National  Club  DLP  CCO | *Communicate Child Safeguarding Statement. Display in clubhouse.* |
| **No communication of**  **Child Safeguarding**  **Statement or Code of Behaviour to members or visitors** | **Low** | | * Child Safeguarding   Statement – display   * Code of Behaviour   - distribute | Club Executive  County Committee  DLP  Children’s Officer | *Communicate Child Safeguarding*  *Statement*  *Distribute Code or Sections as appropriate.*  *Advise members to view website* |
| **Unauthorised**  **photography & recording**  **of activities** | **Medium** | |  Photography and Use of Images policy | Club & Members | *Ongoing review* |
| **Inappropriate use of social media and communications by under 18’s** | **Medium** | | * Communications policy * Code of conduct | Club & Members | *Ongoing review* |
| **Inappropriate use of social media and** | **Low** | |  Communications policy  Code of conduct. | Club | *Ongoing review* |
| **Potential risk of harm to children** | | **Likelihood of harm happening L-M-H** | **Required Policy, Guidance and Procedure document** | **Responsibility**  **Club/Committee** | **Further action required …** |
| **communications with**  **under 18’s** |  | |  |  |  |
| **GENERAL RISK OF HARM** | | |  |  |  |
| **Harm not being**  **recognised** | **Low** | | * Safeguarding policy * Child Safeguarding Training | Club & Members | *Covered on membership form & ongoing review* |
| **Harm caused by**   * **child to child** * **coach to child** * **volunteer to child** * **member to child** * **visitor to child** | **Low** | | * Safeguarding policy * Child Safeguarding Training | Club & Members | *Covered on membership form & ongoing review*  *Review Code of conduct and Disciplinary procedures* |
| **General behavioural issues** | **Low** | |  Code of Conduct | Club & Members | *Take disciplinary action where necessary Covered on membership form* |

Explanation of terms used:

* **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Committtee.
* **Likelihood of harm happening** – the likelihood of the risk occurring in the club/Committee 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.

This Risk Assessment document has been discussed and completed by *Balto KC committee* on *25th January 2022*

Signed: Signed:

Name: Chris O’Loan Name: Melanie Fagan

Role: *Chairperson* & DLP Role: Club Children’s Officer

Date: 12th January 2022 Date: 12th January 2022

Signed:

Name: Graham Ball

Role: Public relations officer & Deputy DLP

Date: 12th January 2022