



Risk Assessment Document for Foynes Yacht Club

This risk assessment considers the potential for harm to come to children whilst they are in *Foynes Yacht 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”).

| 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 | M | <ul style="list-style-type: none"> ▪ Code of Conduct and Best Practice ▪ SA Recruitment policy | Club | <i>Proof of qualification required by all visiting coaches engaged in coaching activities at Foynes Yacht Club.</i> |
| Supervision issues | M | <ul style="list-style-type: none"> ▪ Code of Conduct and Best Practice | Club | <i>Communicate to parents that children are supervised at all times whilst on Foynes Yacht Club property.</i> |
| Unauthorised photography & recording activities | L | <ul style="list-style-type: none"> ▪ Code of Conduct and Best Practice ▪ SA Booking Form (Photography Consent) ▪ Safeguarding Policy | Club | <i>Signed photography consent required by parents/guardians. Administrative access to FYC website & social media restricted.</i> |
| Behavioural Issues | M | <ul style="list-style-type: none"> ▪ Code of Conduct ▪ Safeguarding Level 1 (min) | | <i>Ongoing review</i> |
| Lack of adherence with | M | <ul style="list-style-type: none"> ▪ Safeguarding Policy | | <i>Ongoing review by FYC Committee</i> |



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|--|------------------------------------|--|-------------------------------------|--|
| misc procedures in Safeguarding policy (i.e. mobile, photography, transport) | | <ul style="list-style-type: none"> Code of Conduct and Best Practice | | |
| COMPLAINTS & DISCIPLINE | | | | |
| Lack of awareness of a Complaints & Disciplinary policy | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy Safeguarding Statement | Club | <i>Ongoing review</i> |
| Difficulty in raising an issue by child & or parent Reason: Covered above | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy Safeguarding Statement | Club | <i>Ongoing review</i> |
| Complaints not being dealt with seriously | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice | Club | <i>Ongoing review</i> |
| REPORTING PROCEDURES | | | | |
| Lack of knowledge of organisational and statutory reporting procedures | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy | IRISH SAILING MP DLP | <i>Ensure policies and procedures available online. Include in Safeguarding Training (L1)</i> |
| No Mandated Person appointed | L | <ul style="list-style-type: none"> Reporting procedures/policy | IRISH SAILING | <i>Publicise identity of Mandated Person Train Mandated Person in their role</i> |
| No DLP Appointed | L | <ul style="list-style-type: none"> Reporting procedures/policy FYC Code of Conduct and Best Practice | IRISH SAILING Club | <i>Publicise identity of DLP Train DLP in their role</i> |
| Concerns of abuse or harm not reported | L | <ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 | MP DLP | <i>Include in Safeguarding Training (L1) Publicise names of CCOs, DLPs, MP(s) Publicise internal and external reporting procedures</i> |
| Not clear who YP should | M | <ul style="list-style-type: none"> Post the names of CCOs, | CCO | <i>Display in Club</i> |



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|---|------------------------------------|--|--|--|
| talk to or report to | | DLPs and MP | DLP | <i>Include in Safeguarding Training (L1)</i> |
| FACILITIES | | | | |
| Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc. | M | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy | IRISH SAILING Club | <i>Clarify responsibilities before session starts</i> |
| Unauthorised exit from children's areas | M | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy | Club | <i>Clarify responsibilities before session starts</i> |
| Photography, filming or recording in prohibited areas | M | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy | Club | <i>Enforce policy in private changing and wet areas</i> |
| Missing or found child on site | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy | Club | <i>Refer to policy and inform Gardai</i> |
| Children sharing facilities with adults e.g. dressing room, showers etc. | M | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy | Club | <i>Plan with facilities management to create a suitable child centred environment in shared facilities</i> |
| RECRUITMENT | | | | |
| Recruitment of inappropriate people | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy SA Instructor Recruitment policy | IRISH SAILING Club CCO Appropriate personnel | <i>Ongoing review</i> |
| Lack of clarity on roles | M | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice SA Safety Statement | Club | <i>Check job description Put supervision in place</i> |
| Unqualified or untrained | M | <ul style="list-style-type: none"> FYC Code of Conduct and | Club | <i>Check qualification</i> |



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|--|------------------------------------|--|---|---|
| people in role | | Best Practice <ul style="list-style-type: none"> SA Instructor Recruitment policy | | <i>Ongoing review</i> |
| COMMUNICATIONS AND SOCIAL MEDIA | | | | |
| Lack of awareness of 'risk of harm' with members and visitors | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy | National Club DLP CCO | <i>Communicate Child Safeguarding Statement</i> |
| No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors | L | <ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute | Club Executive County Committee DLP Children's Officer | <i>Ensure access to FYC Code of Behaviour via website & display Safeguarding Statement in club.</i> |
| Unauthorised photography & recording of activities | L | <ul style="list-style-type: none"> Child Safeguarding Policy | | <i>Ongoing review</i> |
| Inappropriate use of social media and communications by under 18's | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice | | <i>Ongoing review</i> |
| Inappropriate use of social media and communications with under 18's | L | <ul style="list-style-type: none"> FYC Code of Conduct and Best Practice Safeguarding Policy | | <i>Ongoing review</i> |
| GENERAL RISK OF HARM | | | | |
| Harm not being recognised | M | <ul style="list-style-type: none"> Safeguarding Policy Anti-Bullying Policy Safeguarding L1 (min) | | <i>Ongoing review</i> |
| Harm caused by | L | <ul style="list-style-type: none"> Safeguarding Policy | | <i>Ongoing review</i> |



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|---|------------------------------------|---|-------------------------------------|--|
| <ul style="list-style-type: none"> - child to child - coach to child - volunteer to child - member to child - visitor to child | | <ul style="list-style-type: none"> ▪ Anti-Bullying Policy ▪ Safeguarding L1 (min) | | |
| General behavioural issues | L | <ul style="list-style-type: none"> ▪ FYC Code of Conduct and Best Practice | | <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/Region/Province/IRISH SAILING.
- **Likelihood of harm happening** – the likelihood of the risk occurring in the club/region/IRISH SAILING 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.
- **CCO (Club Children’s Officer), DLP (Designated Liaison Person), MP (Mandated Person), SA (Sailing Academy)**

This Risk Assessment document has been discussed and completed by Foynes Yacht Club *as provider* on ___ / ___ / 2018

Signed:

Signed:

Name:

Name:

Role: *(insert role on Committee)*

Role: Club Children’s Officer

Date:

Date: