



2025 ROI Risk Assessment for Drogheda Water Polo Club

This Club operates as a provider of a relevant service to children and young people, under Section 11 (1) of the Children First Act 2015.

The club is required to undertake an assessment of any potential for harm of abuse (referred to as 'risk') to a child while availing of club activities.

This risk assessment considers the potential of harm of abuse for children and young people whilst they are in the care of our Club and not general health and safety risk (covered under a separate H&S policy and risk assessment). The details provided in the Child Safeguarding Statement (CSS 2025) (as per Section 11 (1b) Children First Act 2015) are based on this Risk Assessment of harm of abuse (RA 2025) document.

The risk assessment is considered under the following five headings:

- **Identified risk of harm to children** – identify the risks of harm of abuse to children whilst accessing activities in the club
 - **Likelihood of risk** – assess what is the likelihood of the risk happening, using Low, Medium or High as measures of risk
 - **Policy, Guidance and Procedure document to mitigate risk** – policy/policies required to alleviate risks identified; add in other guidance if relevant
 - **Responsibility in Club** – where the responsibility lies for alleviating the identified risk; add in any person not included, where relevant for your club (note: Person in charge is the person responsible for a session/event and where stipulated, Coach mean Teachers or other qualified personnel)
 - **Further action/information** – where further action might be necessary to alleviate any risk ongoing; add in anything relevant for your club
- The policy, guidance and procedures refer to the latest Swim Ireland Safeguarding Policy and any other rules or policy guidance in place.

Example for completion

Identified risk of harm to children: Unauthorised photography & recording activities

Likelihood of risk: Committee to decide if taking unauthorised photos in the club is a Low, Medium or High probability of risk happening

Policy, guidance or procedure document to mitigate risk: Confirm the club adopt the Photography & Filming Policy to alleviate the risk

Responsibility in Club: Identify who in the club is responsible for making sure this is happening or in place; suggestions are given

Further action/information: Additional measures to ensure mitigation of risk is that the policy is distributed to members

Instructions for completion of this Risk Assessment and subsequent CSS

1. RA 2025 discussed and completed by the Club Committee
2. RA 2025 signed by Chair and Lead Club Children's Officer
3. RA 2025 date entered on the CSS 2025 and signed by Lead CCO
4. Completion and signing of both documents recorded in the minutes of the meeting
5. Secretary/Club Admin upload a PDF copy of the fully completed and signed RA 2025 and CSS 2025 to credential section of Club profile on Just Go

CLUB & COACHING PRACTICES				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
No required qualification for role, e.g. coach, team manager, CCO etc	L-M	<ul style="list-style-type: none"> Recruitment Safeguarding Training policy Safeguarding Roles including responsibilities and role requirements for those working with young people Swim Ireland Rules 	Club Committee Head Coach Lead Team Manager	Proof of qualification and experiences confirmed at appointment Check Swim Ireland database Register new staff with Swim Ireland database
Solo working or working without observer	L	<ul style="list-style-type: none"> See policy section: Working with Young People Coach/teacher education – qualification level Team Manager education – qualification level 	Club Committee Head Coach Person in charge	Provision of adequate and trained staff for activity
Unauthorised photography & recording activities	L-M	<ul style="list-style-type: none"> Photography & Filming policy Facility/event policy 	Club Committee Head Coach Person in charge	Distribute the policy to all members Checks during sessions, activities and competitions
Behavioural issues	L	<ul style="list-style-type: none"> Codes of Conduct for those working with young people Safeguarding Training policy Complaints & Disciplinary procedures 	Club Committee Head Coach Person in charge CDC	Check Swim Ireland database Distribution of information to all members
Lack of gender balance amongst club personnel	L	<ul style="list-style-type: none"> See policy section: Working with Young People Coach/teacher education Team Manager education 	Club Committee Head Coach Lead Team Manager	Review during appointments
No guidance for travelling and away trips	L-M	<ul style="list-style-type: none"> Travel/Away trip policy Safeguarding Training policy 	Club Committee Head Coach	Refer to policy during planning; CCO to have view of arrangements to ensure in line with best practice
Lack of adherence with misc. procedures in Safeguarding policy	L	<ul style="list-style-type: none"> See policy section: Compliancy in Safeguarding Policy Complaints & Disciplinary procedures 	Club Committee CCO Head Coach Person in charge	Distribution of location of policy

RECRUITMENT				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Recruitment of inappropriate people	L	<ul style="list-style-type: none">Recruitment policy including reference checks	Club Committee Head Coach	Recruitment panel informed of policy
Lack of clarity on roles	L	<ul style="list-style-type: none">Recruitment Policy – including job descriptionSafeguarding Roles including responsibilitiesSafeguarding Training PolicyClub education	Club Committee Head Coach	Check job description Ensure staff or volunteers supervised Respond to complaints
Unqualified or untrained people in role	L	<ul style="list-style-type: none">Recruitment PolicySafeguarding TrainingQualification check	Club Committee Head Coach Person in charge	Check qualification, experiences, and credentials are valid for those in roles

COMPLAINTS & DISCIPLINARY PROCESSES				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Communications Policy Swim Ireland Rules 	Club Committee CCO Head Coach CDC	Ensure distribution of policies to members and appropriate committees
Difficulty in raising an issue by child & or parent	L	<ul style="list-style-type: none"> Awareness of CCO Complaints & Disciplinary procedures Communications Policy Poor practice and Whistleblowing 	Club Committee CCO Head Coach	Ensure distribution of policies to members CCO is identified to all members
Complaints not being dealt with seriously	L-M	<ul style="list-style-type: none"> Complaints & Disciplinary procedures Poor practice and Whistleblowing Reporting Roles and responsibilities 	Club Committee CCO Head Coach CDC	Ensure pathway for raising complaint or concern is clear to members Appoint CDC

FACILITIES				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Unauthorised access to designated young people's areas e.g. changing rooms	L-M	<ul style="list-style-type: none"> See policy section: Working together including Person on Duty Policy and Supervision Policy Coach/teacher education Poor practice and Whistleblowing Facility contract 	Club Committee CCO Head Coach Person in charge	Clarify protocols before sessions Inform members using facilities Ensure reporting pathway is clear
Unauthorised departure from club activities	L	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Coach/teacher education Poor practice and Whistleblowing 	Person in charge	Clarify protocols before sessions List of emergency contact numbers for parent/carers
Photography, filming or recording in prohibited areas	L-M	<ul style="list-style-type: none"> Photography & Filming policy Club education Facility/event policy 	Head Coach CCO Person in charge	Enforce policy banning use of devices in private areas e.g. changing areas Distribution of information
Missing or found child on site	L	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Facility policy 	Head Coach Person in charge Facility Manager	Refer to policy and inform Garda/PSNI
Children sharing facilities with adults e.g. dressing room, showers etc.	L	<ul style="list-style-type: none"> Working together section including Person on Duty Policy and Supervision Policy Poor practice and Whistleblowing Facility policy and contract with club 	Club Committee CCO Head Coach Person in charge	Plan with facilities management to create a suitable child centred environment in shared facilities

COMMUNICATIONS AND SOCIAL MEDIA				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Lack of awareness of 'risk of harm' with members and visitors	L	<ul style="list-style-type: none"> Child Safeguarding Statement and Risk Assessment of Harm (this document) Codes of Conduct – expectations of behaviour Safeguarding Training Policy Communications Policy 	Club Committee CCO Head Coach Person in charge	Publish and display Child Safeguarding Statement Inform members of Code of Conduct
No communication of Child Safeguarding Statement or Code of Conduct to members or visitors	M	<ul style="list-style-type: none"> Child Safeguarding Statement and Risk Assessment of Harm Codes of Conduct Communications Policy 	Club Committee	Publish and display Child Safeguarding Statement Distribute Safeguarding Policy Inform members of safeguarding procedures
Unauthorised photography & recording of activities	L-M	<ul style="list-style-type: none"> Photography & Filming policy Club education Facility/event policy 	CCO Head Coach Person in charge	Enforce policy on use of devices Distribution of information
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> Communications Policy Codes of conduct Social Media Policy Away Trips Policy 	Club Committee	Inform members of the policy
Inappropriate use of social media and communications with under 18's	L	<ul style="list-style-type: none"> Communications Policy Codes of conduct Social Media Policy Away Trips Policy 	Club Committee CCO Head Coach Person in charge	Inform members of the policy

GENERAL RISK OF HARM				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Harm not being recognised	L-M	<ul style="list-style-type: none"> Safeguarding Policy Safeguarding Training Recognising and Reporting Child Abuse Policy 	Club Committee All Club personnel	Ongoing review
Harm caused by - child to child - adult to child	L	<ul style="list-style-type: none"> Safeguarding Policy 2019 Safeguarding Training Recognising and Reporting Child Abuse Policy 	Club Committee All Club personnel	Ongoing review
General behavioural issues e.g. bullying	L-M	<ul style="list-style-type: none"> Code of conduct Anti-bullying policy Complaints & Disciplinary procedures 	Club Committee CCO Head Coach CDC	Take disciplinary action where necessary Sign code of conduct

REPORTING PROCEDURES				
Identified risk of harm to children	Likelihood of risk L-M-H	Policy, guidance and procedure document to mitigate risk	Responsibility in club	Further action/information
Lack of knowledge of organisational and statutory reporting procedures	L-M	<ul style="list-style-type: none">Recognising and Reporting Child Abuse PolicyPoor practice and WhistleblowingCodes of ConductSafeguarding Training PolicyCoach/Teacher education	Club Committee CCO	Inform members of reporting procedure All attend Safeguarding level 1 training Include in Club handbook
No Mandated Person appointed	M	<ul style="list-style-type: none">Safeguarding Roles including responsibilitiesRecognising and Reporting Child Abuse PolicyPoor practice and WhistleblowingChild Safeguarding Statement and Risk Assessment of Harm	Club Committee CCO Swim Ireland	Maintain list of Mandated Persons in Club Publicise Identity of Mandated Person
No DLP appointed (DLP is Club Children's Officer)	L-M	<ul style="list-style-type: none">Safeguarding Roles including responsibilitiesRecognising and Reporting Child Abuse PolicyPoor practice and WhistleblowingChild Safeguarding Statement and Risk Assessment of Harm	Club Committee CCO	CCO must attend training as DLP – this is mandatory Publicise Identity of DLP (CCO)
Concerns of abuse or harm not reported	M-H	<ul style="list-style-type: none">Safeguarding Roles including responsibilitiesRecognising and Reporting Child Abuse PolicyPoor practice and WhistleblowingChild Safeguarding Statement and Risk Assessment of HarmSafeguarding Training Policy	Club Committee CCO CDC	All attend Safeguarding level 1 training Publicise names of CCO, DLP, MP Inform members of reporting procedures Include in Club handbook
Not clear who young people should talk to or report to	M	<ul style="list-style-type: none">Safeguarding Roles including responsibilitiesDisplay the names of CCO (DLP)Display Child Safeguarding Statement	Club Committee CCO	All attend Safeguarding level 1 training Inform members of reporting procedures Provide opportunity for young people to raise concerns

This Risk Assessment (RA 2025) has been discussed and completed by the committee of Drogheda Water Polo Club on 03/10/2025

Committee Chair

Signed:

M Crosby

Name: Martin Crosbie

Date: 03/10/2025

Lead Club Children's Officer

Signed:

Luke Callaghan

Name: Luke Callaghan

Date: 03/10/2025

This Risk Assessment should be reviewed by the Club Committee every 6 months or sooner if any change occurs.
The next full revision period for this document and the CSS is 1st September – 15th October 2027.