



SAFEGUARDING RISK ASSESSMENT – 2023

Club Name
Maynooth Students for Charity

Children First Act 2015 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) Cycling Ireland affiliated clubs are 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.

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		▪ Recruitment policy	▪ Club Committee	Proof of qualification to be confirmed



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



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REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures		<ul style="list-style-type: none"> CI Safeguarding Policy; Reporting procedures Code of Conduct 	<ul style="list-style-type: none"> Cycling Ireland Mandated Person Club Safeguarding Officer 	<p><i>Make policies and procedures available</i></p> <p><i>Include in Safeguarding Training (L1)</i></p> <p><i>Include in Coach Education Training</i></p>
Mandated Person - Not appointed - No knowledge of MP		<ul style="list-style-type: none"> Statutory Reporting procedures/policy 	<ul style="list-style-type: none"> Cycling Ireland 	<p><i>Publicise identity of Mandated Person</i></p> <p><i>Train Mandated Person in their role</i></p>
No Club Safeguarding Officer / Relevant Person Appointed		<ul style="list-style-type: none"> CI Safeguarding Policy Statutory Reporting procedures/policy 	<ul style="list-style-type: none"> Cycling Ireland Club 	<p><i>Train all Safeguarding Officers</i></p> <p><i>Publicise identity of Safeguarding Officers</i></p>
Concerns of abuse or harm not reported		<ul style="list-style-type: none"> Reporting procedures/policy Child Safeguarding Training – Level 1 	<ul style="list-style-type: none"> Mandated Person Designated Liaison Person 	<p><i>Include in Safeguarding Training (L1)</i></p> <p><i>Publicise names of CSOs and MP.</i></p> <p><i>Publicise internal and external reporting procedures</i></p>
Not clear who young person should talk to or report to		<ul style="list-style-type: none"> Post the names of Club Safeguarding Officer(s) and Mandated Person 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer National Safeguarding Officer / Mandated Person 	<p><i>Communicate in Club</i></p> <p><i>Include in Safeguarding Training</i></p>
FACILITIES				
Unauthorised access to designated children's training		<ul style="list-style-type: none"> Child Safeguarding policy (supervision) 	<ul style="list-style-type: none"> Cycling Ireland Club 	<p><i>Clarify roles and responsibilities before session starts</i></p>



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areas and to changing rooms, showers, toilets etc.				
Unauthorised exit from children's areas		<ul style="list-style-type: none"> Child Safeguarding policy (supervision) 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	Clarify responsibilities before session starts
Photography, filming or recording in prohibited areas		<ul style="list-style-type: none"> Child Safeguarding policy (photography) 	<ul style="list-style-type: none"> Club Committee Event Organisers Club Safeguarding Officer 	Enforce policy in private changing and wet areas
Missing or found child on site		<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 	Refer to policy and inform Garda/PSNI
Children sharing facilities with adults e.g. dressing room, showers etc.		<ul style="list-style-type: none"> Child Safeguarding policy 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer Club Head Coach 	Plan with Club Committee to create a suitable child centred environment in shared facilities
RECRUITMENT				
Recruitment of inappropriate people		<ul style="list-style-type: none"> Child Safeguarding policy (Safe Recruitment) Vetting – Garda Vetting / AccessNI Vetting Policy 	<ul style="list-style-type: none"> Cycling Ireland/Ulster Club Committee Club Safeguarding Officer 	Ongoing review
No role description or inadequate role descriptions		<ul style="list-style-type: none"> Safe recruitment policy 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	Check job description Put supervision in place



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 ...
Unqualified or untrained people in role		<ul style="list-style-type: none"> Child Safeguarding policy (Recruitment) 	<ul style="list-style-type: none"> Any other appropriate club personnel Club Committee Club Safeguarding Officer Cycling Ireland Any other appropriate club personnel 	<p><i>Check qualification</i></p> <p><i>Ongoing review</i></p>
Lack of awareness of 'risk of harm' with members and visitors		<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	<ul style="list-style-type: none"> Club Club Safeguarding Policy Cycling Ireland 	<p><i>Communicate Child Safeguarding Statement</i></p>
COMMUNICATIONS AND SOCIAL MEDIA				
No communication of Child Safeguarding Statement or Child Safeguarding policy to members or visitors		<ul style="list-style-type: none"> Child Safeguarding Statement – display Child Safeguarding policy 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<p>Communicate Child Safeguarding Statement</p> <p>Distribute Code or Sections as appropriate</p>
Lack of awareness of 'risk of harm' with members and visitors		<ul style="list-style-type: none"> Child Safeguarding Statement Safeguarding policy 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<p><i>Communicate Child Safeguarding Statement</i></p>
Unauthorised photography & recording of activities		<ul style="list-style-type: none"> CI Safeguarding policy (Photography) 	<ul style="list-style-type: none"> Club Committee Club Safeguarding Officer 	<p><i>Ongoing review</i></p>



Inappropriate use of social media and communications by under 18's		<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 	Ongoing review
Inappropriate use of social media and communications with under 18's		<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 	Ongoing review
GENERAL RISK OF HARM				
Harm not being recognised		<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 	Informal Consultation with Tusla / Gateway NI Ongoing review
Harm caused by <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"> ▪ CI Safeguarding policy ▪ Child Safeguarding Training 	<ul style="list-style-type: none"> ▪ Club Committee ▪ Club Safeguarding Officer ▪ Cycling Ireland 	Child Protection Reporting Procedures to Tusla or the Gardai (ROI), Gateway NI, PSNI (NI) Ongoing review
General behavioural issues		<ul style="list-style-type: none"> ▪ Code of Conduct 	<ul style="list-style-type: none"> ▪ Club Committee ▪ Club Safeguarding Officer 	Take disciplinary action where necessary Sign code of conduct



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:** Mandated persons are people who have contact with children and/or families who, by virtue of their qualifications, training and experience, are in a key position to help protect children from harm. Further details on Mandated Persons can be sourced here <https://www.tusla.ie/children-first/mandated-persons/am-i-a-mandated-person/> or by contacting Cycling Irelands National Safeguarding Officer on safeguarding@cyclingireland.ie

This Safeguarding Risk Assessment document has been discussed and completed by (insert Club)

on ___/___/___

Signed:

Name:

Signed:

Name:

Chairperson/President:

Date: 28/2/2023



Club Safeguarding Officer:

Date: 28/2/2023

