



## Kerry Canoe Club - Risk Assessment Document

This risk assessment considers the potential for harm to come to children whilst they are in the care of Kerry Canoe Club (herein referred to as KCC). 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.

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/Committee	Further action required ...
<b>CLUB &amp; COACHING PRACTICES</b>				
<b>Lack of coaching qualification</b>	L	<ul style="list-style-type: none"> <li>▪ All training programs are to be run by suitably qualified instructors.</li> <li>▪ Canoeing Ireland Qualification Scheme</li> </ul>	KCC Committee	Any planned training programs/courses are to be approved by the committee, prior to commencement
<b>Supervision issues</b>	L	<ul style="list-style-type: none"> <li>▪ Any junior club</li> </ul>	KCC Committee	Comprehensive safeguarding

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		<p>members are to be supervised by the relevant instructor</p> <ul style="list-style-type: none"> <li>For club trips, junior members are to be supervised at all times by their legal guardian</li> </ul>	Club members who are legal guardians	<p>policy and training</p> <p>Safeguarding 1 required for legal guardians?</p>
<b>Unauthorised photography &amp; recording activities</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Picture and Video Consent form included in club registration</li> </ul>	KCC Committee Club members	Follow best practice advice as outlined by NGB
<b>Behavioural Issues</b>	<b>L</b>	<ul style="list-style-type: none"> <li>Code of Conduct – Coaches, Parents, Young Athletes</li> <li>Safeguarding Level 1 for those in a role of responsibility</li> <li>Canoeing Ireland Complaints &amp; Disciplinary policies</li> </ul>	KCC Committee Club members	All participating club members are to be made aware of relevant Canoeing Ireland policies
<b>Lack of gender balance amongst coaches</b>	<b>L</b>	<ul style="list-style-type: none"> <li>KCC will support and encourage gender equity in all roles</li> </ul>	KCC Committee	KCC will proactively encourage club members to develop their qualifications, with particular relevance to working with junior members
<b>No guidance for travelling and away trips</b>	<b>L</b>	<ul style="list-style-type: none"> <li>Legal Guardian supervision mandatory</li> <li>Child Safeguarding Training mandatory</li> </ul>	KCC Committee  Club members who are legal guardians	Any travelling (shuttling of boats) must be planned before a trip takes place. In particular, junior club members are to be supervised, with appropriate

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				ratios, at all times.
Lack of adherence with procedures in Safeguarding policy – mobile phone, photography, transport etc	L	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Canoeing Ireland Complaints &amp; Disciplinary policy</li> </ul>	KCC Committee	Safeguarding Training available to all club members. A communication/social media policy or statement to be updated in club registration forms.
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Lack of awareness of a Complaints & Disciplinary policy	L	<ul style="list-style-type: none"> <li>Canoeing Ireland Complaints &amp; Disciplinary policy</li> <li>Direct communication to club members</li> </ul>	KCC Committee	Existing and updated documents to be sent to all club members Highlight NGB supports
Difficulty in raising an issue by child & or parent	M	<ul style="list-style-type: none"> <li>Canoeing Ireland Complaints &amp; Disciplinary policy</li> </ul>	KCC Committee	<i>As above</i>
Complaints not being dealt with seriously	M	<ul style="list-style-type: none"> <li>Canoeing Ireland Complaints &amp; Disciplinary policy</li> </ul>	KCC Committee	Ensure a multi-faceted and open approach to hearing complaints Register of complaints to be kept by Children's Officer and/or the Designated Liaisons Person
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures	M	<ul style="list-style-type: none"> <li>Reporting procedures</li> <li>Coach/instructor education</li> <li>Code of Conduct – Coaches, Parents, Young Athletes</li> </ul>	KCC Committee DLP	Policies and procedures available to all club members Included in Safeguarding Training Included in Coach Education Training

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No Mandated Person appointed				Not required at club level
No DLP Appointed	L	<ul style="list-style-type: none"> <li>DLP position is mandatory</li> </ul>	KCC Committee	DLP to be suitably qualified (Safeguarding 1 & 3) DLP's name to be publicized in Child Safeguarding Statement
Concerns of abuse or harm not reported	M	<ul style="list-style-type: none"> <li>Reporting procedures</li> <li>Child Safeguarding Training for relevant club members</li> </ul>	KCC Committee	Ongoing support for all club members with regards to all aspects of safeguarding Publicize names of Children's Officer and Designated Liaisons Person Publicize internal and external reporting procedures
Not clear who YP should talk to or report to	L	<ul style="list-style-type: none"> <li>Names of CO &amp; DLP to be posted publicly</li> </ul>	Club Children's Officer Designated Liaisons Person	These names are to be posted at the club premises, contained within the Child Safeguarding Statement
<b>FACILITIES</b>				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	H	<ul style="list-style-type: none"> <li>Supervision policy – legal guardian</li> <li>Coach/Instructor education</li> </ul>	KCC Committee Club members	Clarify responsibilities prior to any training courses or club trips Club does not have changing rooms, showers or toilets Junior club members are to be supervised at all times, if changing. Ideally arrive already changed
Unauthorised exit from children's areas	L	<ul style="list-style-type: none"> <li>Supervision policy</li> <li>Coach/Instructor</li> </ul>	Instructor on duty	An appropriate instructor ratio must be adhered to

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		education		
Photography, filming or recording in prohibited areas	M	<ul style="list-style-type: none"> <li>Photography policy and use of devices in at risk areas</li> </ul>	Instructor on duty	Encourage best practice
Missing or found child on site	L	<ul style="list-style-type: none"> <li>Follow Safeguarding best practice</li> </ul>	Instructor on duty	Refer to policy and inform Gardai
Children sharing facilities with adults e.g. dressing room, showers etc.	L	<ul style="list-style-type: none"> <li>Club does not have facilities</li> </ul>	Instructor on duty Legal guardian	Encourage best practice
<b>RECRUITMENT</b>				
Recruitment of inappropriate people	M	<ul style="list-style-type: none"> <li>Canoeing Ireland Qualification Scheme</li> <li>Safeguarding Training</li> </ul>	KCC Committee Canoeing Ireland	Clear communication of policies and requirements to club members who wish to assist in working with junior members Safeguarding mandatory Garda Vetting mandatory
Unqualified or untrained people in role	L	<ul style="list-style-type: none"> <li>Canoeing Ireland Qualification Scheme</li> <li>Safeguarding Training</li> </ul>	KCC Committee	Club to facilitate further training and CPD opportunities
<b>COMMUNICATIONS AND SOCIAL MEDIA</b>				
Lack of awareness of 'risk of harm' with members and visitors	M	<ul style="list-style-type: none"> <li>Child Safeguarding Statement</li> </ul>	KCC Committee CCO DLP	Communicate Child Safeguarding Statement to all club members Posted publicly at club site
No communication of	L	<ul style="list-style-type: none"> <li>Child Safeguarding</li> </ul>	KCC Committee	All documents to be made

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Child Safeguarding Statement or Code of Behaviour to members or visitors		Statement <ul style="list-style-type: none"> <li>Codes of Conduct – Coaches, Parents, Young Athletes</li> </ul>	CCO DLP	available to all club members, and to be included in club registration forms and club website going forward
Unauthorised photography & recording of activities	M	<ul style="list-style-type: none"> <li>Photography and Use of Images policy</li> </ul>	KCC Committee	Utilise Canoeing Ireland supports to implement good practice, through safeguarding policy and as an when issues arise
Inappropriate use of social media and communications by under 18's	L	<ul style="list-style-type: none"> <li>Code of conduct</li> </ul>	KCC Committee	Junior access to Facebook, Spond and Whatsapp is not permitted
Inappropriate use of social media and communications with under 18's	M	<ul style="list-style-type: none"> <li>Communications policy</li> <li>Code of conduct</li> <li>Communication &amp; Social Media Policy</li> </ul>	KCC Committee	Junior access to Facebook, Spond and Whatsapp is not permitted. Canoeing Ireland's Communication & Social Media Policy to be added to club website, as guidance for club members
<b>GENERAL RISK OF HARM</b>				
Harm not being recognised	L	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Child Safeguarding Training</li> </ul>	KCC Committee	Actively addressed through safeguarding training
Harm caused by <ul style="list-style-type: none"> <li>child to child</li> <li>coach to child</li> <li>volunteer to child</li> <li>member to child</li> </ul>	M M L M	<ul style="list-style-type: none"> <li>Safeguarding policy</li> <li>Child Safeguarding Training</li> </ul>	KCC Committee Canoeing Ireland	Addressed through the safeguarding training and safeguarding initiatives facilitated by the NGB

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- visitor to child	L			
General behavioural issues	M	<ul style="list-style-type: none"> <li>▪ Codes of Conduct – Coaches, Parents, Young Athletes</li> <li>▪ Canoeing Ireland Complaints &amp; Disciplinary policy</li> </ul>	KCC Committee All club members	<p>Dealt with informally where possible, as supported by relevant policies and documents</p> <p>Updated policies and documents to be included in club registration forms, signed by club members</p>

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Club/Committee.
- **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 Kerry Canoe Club on 11<sup>th</sup> May 2024

Signed:

Name:

Role: Club Chairperson

Date:

Signed:

Name:

Role: Club Children's Officer

Date:

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Signed: *Caroline Berry*  
Name: CAROLINE BERRY  
Role: Club Chairperson  
Date: 24/05/24

Signed: *Barry Coen*  
Name: BARRY COEN  
Role: Club Children's Officer  
Date: 11 - 5 - 24