

SAFEGUARDING RISK ASSESSMENT – 2021

Club Name
EPIC MTB

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	NA – Epic MTB does not provide coaching			Ongoing review
Supervision issues	L	Supervision ratios, Cycling Ireland Code of Practice & Safeguarding Procedures [1]	- Club Committee - Club Safeguarding Officer	Direct members to specific section on the club forum detailing club policies regarding Safeguarding. Ensure all parents and guardians have reviewed club policies regarding Safeguarding.

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 ...
				<i>Ongoing review</i>
Unauthorised photography & recording activities	L	Guidelines on use of Photographic and Filming Equipment, CI Code of Practice & Safeguarding Procedures [1]	- Club Committee - Club Safeguarding Officer	<i>Parents / Guardians asked to sign consent form to facilitate photography. Parent / guardian asked to sign consent form to allow photographs of children participating in club activities to be post to social media.</i> <i>Ongoing review</i>
Behavioural Issues	L	- CI Code of Practice & Safeguarding Procedures - Safeguarding Level 1 (min) - Complaints & Disciplinary rules and procedures	- Club Committee - Club Safeguarding Officer	<i>Ongoing review</i> Develop Club Complaints & Disciplinary Procedures
Lack of gender balance amongst coaches	NA	Child Safeguarding Policy – supervision ratios [1]	- Club Committee - Club Safeguarding Officer	<i>Ongoing review</i>
No guidance for travelling and away trips	L	- Guidelines for Squad Sessions or Training Camps for those under 18 years of age, CI Code of Practice & Safeguarding Procedures [1] - Child Safeguarding Training	- Club Committee - Club Safeguarding Officer	<i>Parents or guardians must bring and collect youths / children to and from spins.</i> <i>Youths and children are not eligible to participate in any trips without a parent or guardian in attendance.</i> <i>Ongoing review</i>
Lack of adherence to procedures in Safeguarding policy (i.e. ratios, physical contact, transport)	L	- Child Safeguarding policy [1] - Complaints & disciplinary rules and procedures	- Club Committee - Safeguarding Officer - Event organisers	<i>Direct members to specific section on the club forum detailing club policies regarding Safeguarding.</i> <i>Ensure all spin leaders have read and understand the club safeguarding policy and other relevant policies.</i> <i>Ensure all club league organisers and officials have read and understand the club safeguarding policy and other relevant policies.</i> <i>Ongoing review</i>
COMPLAINTS & DISCIPLINE				

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 ...
Lack of awareness of a Complaints & Disciplinary policy	L	Complaints & Disciplinary Rules and Procedures	- Club Committee - Club Safeguarding Officer	<i>Direct members to specific section on the club forum detailing club policies regarding Safeguarding in general and Complaints and Disciplinary Policy. Develop Club Complaints and Disciplinary Policy.</i>
Complaints not being dealt with seriously	L	Complaints & Disciplinary procedure/policy	- Club Committee - Club Safeguarding Officer	<i>Appoint Safeguarding Officer and communicate the name and contact details of the officer to all club members.</i> <i>Include direct email contact details on public website (safeguarding@epicmtb.ie)</i> <i>Safe guarding officer to report any issues raised by parents, guardians, committee members or members of the public as soon as possible after being first notified.</i> <i>Ongoing review</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	L	- CI Safeguarding Policy - Child Welfare and Protection Procedures - Reporting procedures - Code of Conduct	- Cycling Ireland - Mandated Person - Club Safeguarding Officer	<i>Make policies and procedures available, Include in Safeguarding Training (L1), to all club members and volunteers.</i>
Mandated Person - Not appointed - No knowledge of MP	H	Statutory Reporting procedures/policy	Cycling Ireland	<i>Appoint a Mandated Person. Where there is no named Designated Person the Children's/Safeguarding Officer fulfils this role.</i> <i>Ensure the Mandated Person receives necessary training to undertake the role.</i> <i>Publicise identity of Mandated Person</i>
No Club Safeguarding Officer / Relevant Person Appointed	H	CI Safeguarding Policy	- Cycling Ireland - Club	<i>Train Safeguarding Officer (done)</i>

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 ...
		Statutory Reporting procedures/policy		<i>Publicise identity of Safeguarding Officer</i>
Concerns of abuse or harm not reported	L	- Reporting procedures/policy - Child Safeguarding Training – Level 1	- Mandated Person - Designated Liaison Person	<i>Include in Safeguarding Training (L1) Publicise names of CSOs and MP. Publicise internal and external reporting procedures</i>
Not clear who young person should talk to or report to	L	Post the names of Club Safeguarding Officer(s) and Mandated Person	- Club Committee - Club Safeguarding Officer - National Safeguarding Officer / Mandated Person	<i>Communicate in Club Include in Safeguarding Training for all parents, guardians and youth members.</i>
FACILITIES				
Unauthorised access to designated children's training areas and to changing rooms, showers, toilets etc.	NA	CI Child Safeguarding policy (supervision)	- Cycling Ireland - Club	<i>The club has no designated facilities, i.e. changing areas, club house etc.</i>
Unauthorised exit from children's areas	NA	CI Child Safeguarding policy (supervision)	- Club Committee - Club Safeguarding Officer	<i>The club has no designated facilities, i.e. changing areas, club house etc.</i>
Photography, filming or recording in prohibited areas	NA	CI Child Safeguarding policy (photography)	- Club Committee - Event Organisers - Club Safeguarding Officer	<i>The club has no designated facilities, i.e. changing areas, club house etc.</i>
Missing or found child on site	NA	Missing or found child policy	- Club - Event Safeguarding Officer - Any appropriate club personnel	<i>Refer to policy and inform Gardaí</i>

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 ...
Children sharing facilities with adults e.g. dressing room, showers etc.	NA	Child Safeguarding policy	- Club Committee - Club Safeguarding Officer - Club Head Coach	<i>Plan with Club Committee to create a suitable child centred environment in shared facilities</i>
RECRUITMENT				
Recruitment of inappropriate people	L	- CI Child Safeguarding policy - Club Recruitment Process - Vetting – Garda Vetting - Vetting Policy	- Cycling Ireland/Ulster - Club Committee - Club Safeguarding Officer	<i>Ongoing review</i>
No role description or inadequate role descriptions	L	Child Safeguarding policy (Recruitment)	- Club Committee - Club Safeguarding Officer - Any other appropriate club personnel	<i>Check job description Put supervision in place</i>
Unqualified or untrained people in role	L	Child Safeguarding policy (Recruitment)	- Club Committee - Club Safeguarding Officer - Cycling Ireland - Any other appropriate club personnel	<i>Check qualification Ongoing review</i>
Lack of awareness of 'risk of harm' with members and visitors		- Child Safeguarding Statement - Child Safeguarding Training	- Club - Club Safeguarding Policy - Cycling Ireland	<i>Communicate Child Safeguarding Statement</i>
COMMUNICATIONS AND SOCIAL MEDIA				
No communication of Child Safeguarding Statement or Child Safeguarding policy to members or visitors	L	- Child Safeguarding Statement – display - CI Child Safeguarding policy	- Club Committee - Club Safeguarding Officer	Communicate Child Safeguarding Statement Distribute Code or Sections as appropriate

Lack of awareness of 'risk of harm' with members and visitors	L	- Child Safeguarding Statement - CI Safeguarding policy	- Club Committee - Club Safeguarding Officer	<i>Communicate Child Safeguarding Statement</i>
Unauthorised photography & recording of activities	L	CI Safeguarding policy (Photography)	- Club Committee - Club Safeguarding Officer	<i>Club policy to not post photos of youths / children to social media / the club forum. Ongoing review</i>
Inappropriate use of social media and communications by under 18's	L	- Code of conduct - CI Safeguarding Policy - Complaints & disciplinary rules and procedures	- Club Committee - Club Safeguarding Officer	<i>The club does not use SM to communicate with under 18's. Ongoing review</i>
Inappropriate use of social media and communications with under 18's	L	- CI Safeguarding policy - Code of conduct - Complaints & disciplinary rules and procedures	- Club Committee - Club Safeguarding Officer	<i>The club does not use SM to communicate with under 18's. Ongoing review</i>
GENERAL RISK OF HARM				
Harm not being recognised	L	- CI Safeguarding policy - Child Safeguarding Training	- Club Committee - Club Safeguarding Officer - Any other appropriate personnel	<i>Informal Consultation with Tusla Ongoing review</i>
Harm caused by - child to child - coach to child - volunteer to child - member to child - visitor to child	L	- CI Safeguarding policy - Child Safeguarding Training	- Club Committee - Club Safeguarding Officer - Cycling Ireland	<i>Child Protection Reporting Procedures to Tusla or the Gardaí (ROI) Ongoing review</i>
General behavioural issues	L	Code of Conduct	- Club Committee - Club Safeguarding Officer	<i>Take disciplinary action where necessary Sign code of conduct</i>

References:

- [1] Cycling Ireland Code of Practice & Safeguarding Procedures for Young and Vulnerable Cyclists
<https://wayback.archive-it.org/10702/20171030212103/http://www.cyclingireland.ie/downloads/ci%20code%20of%20conduct.pdf>

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 Epic MTB on 07/05/2021

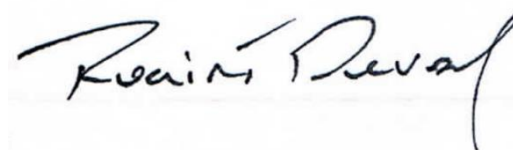
Signed:

A handwritten signature in black ink that reads "David Meredith".

Name: David Meredith, Chairperson

Date: 07/05/2021

Signed:

A handwritten signature in black ink that reads "Ruairí Devoy".

Name: Ruairí Devoy, Club Safeguarding Officer

Date: 07/05/2021