



Baltimore Sailing Club

SAFEGUARDING RISK ASSESSMENT

In undertaking this risk assessment, the Committee of Baltimore Sailing Club, following consultation with all members of the club community, has endeavoured to identify as far as possible, the risks of harm that are relevant to our club and to ensure that adequate procedures are in place to manage all risks identified.

While it is not possible to foresee and remove all risk of harm, the club has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “**harm**” as defined in the Children First Act 2015 and *not general health and safety risk*.

In accordance with section 2 of the Children First Act, 2015 the defined threshold of “harm” in relation to a child is as follows:

“harm” means, in relation to a child-

(a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or

(b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise;”

	Activity	Risk of Harm	Risk Level	Procedures in place to address risk
1.	Training of sailing club personnel in Child Protection matters	Harm not recognised or reported promptly	Low	<ul style="list-style-type: none"> • BSC's Child Safeguarding Statement & policy, Safeguarding Risk Assessment, Children First document and the Irish Sailing Safeguarding policy are made available to all staff. • All Instructors and Helpers are made aware of the safeguarding policy and procedures at their induction. The main points will be highlighted to them. • The Children's Officer and the DLP have completed Safeguarding 2 & 3 respectively and all other relevant personal have completed Safeguarding 1. • BSC holds records of all personnel training in Safeguarding. • Every member of staff has been Garda vetted
2.	Daily arrival and departure of children on the sailing courses	<p>Risk of child being harmed at the club by another child.</p> <p>Risk of child being harmed at the club by another adult.</p> <p>Risk of child being harmed by a member of the public</p> <p>Risk of injury around the boat park</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> • The Club has suitable supervision from 10am to 1pm and 2pm to 5pm (approx. times depending on the days activities) • All children have an allocated area outside the club where they gather to meet their instructors and helpers when they arrive in the morning and evening • The instructors finish their briefing before 10am so that they are ready to meet children when they arrive. The instructors finish their lunch break promptly so that they are ready to meet the children following the break. • The instructors check that all of their level are present in the morning/evening and if any child is missing (unless the

		<p>Risk of a child going missing when transitioning between guardian and club</p> <p>Risk of harm not being recognized by club personnel</p>	Low	<p>guardian has notified the instructor) the instructor will notify the Club Steward or SI who will ring the guardian to check the whereabouts of the child.</p> <ul style="list-style-type: none"> The changing rooms are regularly monitored and there is a private notice on the door The boat park has clearly marked areas where the children may walk Parents are notified of the above arrangements at the registration morning and they must ensure they have satisfactory arrangements in place for the collection of children once they leave the club at lunchtime or at the end of the day.
3.	Supervision and lunch break for children on the sailing courses	<p>Risk of child being harmed at the club by another child.</p> <p>Risk of child being harmed at the club by another adult.</p> <p>Risk of not being adequately supervised if child has to return to club (through sickness/injury etc) during the course</p>	Low	<ul style="list-style-type: none"> During the sailing course, children are supervised at all times by qualified sailing instructors There is a parent's supervision rota. One parent is present at the club at all times to assist SI/club stewards should it be needed during the day. Parents are made aware that there is no supervision at the lunch break and provision should be made to accommodate children during this time Any parent collecting a child during the duration of the course day, must notify club personnel. Names and contact numbers of all parents/guardians on file
4.	Departure from the course	<p>Risk of harm not being recognized by club personal</p> <p>Risk of child being harmed at the club by another adult.</p>	Low	
		<p>Risk of child being harmed at the club by another adult.</p>	Low	
		<p>Risk of harm not being recognized by club staff</p>	Low	
				<ul style="list-style-type: none"> Children have a final briefing with their instructors and are then released to their parent/guardian Parents are aware of the end of sailing procedures If a parent/guardian is late, the child waiting, must return to the main club building and notify the club personnel who will

				contact their parent and supervise them until they are collected
5.	Sailing Instructing	Harm by club personnel Harm from other sailors,	Low Low	<ul style="list-style-type: none"> • All Instructors and Helpers have access to the BSC Child Safeguarding Statement and Child Safeguarding Risk Assessment. • All instructors know the BSC Safety guidelines and sign acknowledgement of these • Children are never on their own with an instructor. • BSC complies with the instructor to sailor ratios as specified by Irish Sailing
7.	Administration of First Aid	Risk of child being harmed at the club by another adult.	Low	<ul style="list-style-type: none"> • All personnel will exercise their duty of care to children for the duration of the course day. • In the event of Accident or Injury to a pupil: Minor accidents/injuries will be treated by the relevant staff member in the presence/view of others • All accidents to be reported in the accident book and parent notified
8.	Administration of Medicine	Risk of child being harmed by another adult.	Low	<ul style="list-style-type: none"> • Members of staff may administer medication to sailors only in cases where the parent/guardian has given permission
9.	Changing room and toilet areas	Inappropriate behaviour by another child or adult	Medium	<ul style="list-style-type: none"> • Instructors, helpers and other staff are not allowed to use the changing room facilities during the course day. Instructors and helpers have their own area in the store for changing

				<ul style="list-style-type: none"> • During the times when children are using the changing facilities, staff will monitor the areas in pairs on a regular basis • During the course day, staff must never access the changing area on their own • Children will feel comfortable to report to member of staff if there is any appropriate behaviour occurring in the changing area • It is made clear to the children on the course what the inappropriate behaviour is. • There is a BSC disciplinary procedure in place for any inappropriate behaviour by other sailors.
10.	Storage or publication of photos of children	Risk of pupil images being accessed and used inappropriately.	Medium	<ul style="list-style-type: none"> • Parental consent to take photos of children is obtained by the club on course application form. • Instructors are made aware of any children in his or her level who do not have permission to be in photos • Photos taken by Instructors are removed from personal devices at the end of each day. • Photos are stored securely on the club media storage space. • Children's names are not published with photos uploaded to the BSC website or facebook page. • Children are made aware that they are not permitted to take inappropriate photos of fellow sailors.
11.	Data Protection	Risk of personnel information regarding pupils being accessed and used inappropriately.	Low	<p>In line with GDPR:</p> <ul style="list-style-type: none"> • Confidential documents relating to children on courses are stored securely in the club. • Hard copies are stored in a locked office in the club. • Soft copies are stored in a secure online database. Documents are shared with staff on a need to know basis.
12.	Use of the school premises by outside groups/individuals.	Risk from other adults	Medium	<ul style="list-style-type: none"> • Access to the club will not be granted to any outside group for use during the course day, from 10.00am to 5pm.

13.	Children not collected from after course activities e.g. Marconi Training	Risk from other pupils Risk from other adults	Medium Medium	<ul style="list-style-type: none"> • In the case of club related activities, all parents are made aware of the finishing time of activities and that pupils must be collected on time. If a pupil is not collected on time the instructor(s) in charge must make contact with the parents. • In the event of an instructor being unable to make contact with either a parent or a nominated emergency contact, the instructor shall ring the TUSLA Duty Social Worker for advice, record details of same and take the appropriate action as advised.
14.	Parental/Guardian Involvement in club/course activities.	Risk of child being harmed in the school by another adult.	Low	<ul style="list-style-type: none"> • Where parents visit the club to take part or assist in club activities on a one off or irregular basis the responsibility for supervision and care of pupils rests with the relevant member of staff e.g. Junior Disco . • Where parents visit the club to take part or assist in club activities e.g. regular sailing leagues, on regular basis they will be required to undergo vetting through Irish Sailing.
15.	Use of external coaches/instructors during off-site activities (eg sailing events at other clubs)	Harm from unknown adults at the venue	Medium	<ul style="list-style-type: none"> • All instructors will exercise their Duty of Care to sailors during club activities undertaken off site. • Organisers of off-site activities involving the use of external coaches/instructors must receive confirmation in writing form the host organisation that their coaches/instructors have suitable vetting.

Baltimore Sailing Club's Safeguarding Risk Assessment and Child Safeguarding Statement has been developed in line with requirements under the **Children First Act 2015**, the **Children First: National Guidance for the Protection and Welfare**, the guidelines contained in the **"The Code of Ethics and Good Practice for Children's Sport in Ireland"** and **Irish Sailing Guidelines**.

This document shall be reviewed as part of the club's annual review of its Child Safeguarding Statement.