



**SPORT  
IRELAND**  
ETHICS

## Club Safeguarding Self-Assessment Framework

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Save your progress and complete this form later (optional).

You can read the Sport Ireland Ethics Audit Framework Privacy notice [here](#).

Create an account or login

## Introduction

As you are an affiliated body to the sport of Swim Ireland you are required to complete this Safeguarding Club Self-Assessment Framework. This process involves providing your National Governing Body with evidence that you have the relevant Safeguarding policies and procedures in place. It will also enable you to demonstrate your compliance with any obligations that your National Governing Body may have under relevant legislation/best practice in your jurisdiction (Republic of Ireland / Northern Ireland).

### **How to use this Self-Assessment Tool**

- Identify a named senior person with lead responsibility to complete this Self-Assessment Tool.
- All sections to be completed in full.
- Where response is “Fully Met”, please provide supporting evidence in the space provided.
- Supporting evidence can be provided in the following ways:
  - entering text in the evidence box; or
  - by providing a link to the relevant document or policies in the evidence box>
- Where response is “Not Met” or “Partially Met”, please provide further information in the space provided.

**1.2 In line with our NGB's guidelines, we clearly outline the role & responsibilities of the CCO & DLP/Deputy DLP. \***

- Fully Met  
 Partially Met  
 Not Met

**Evidence \***

Provide further information here

**Please Note:** on completion, this document will be submitted to your National Governing Body via this online system. Your National Governing Body will review your submission and provide you with feedback, guidance & support where necessary.

Contact details for all National Children's Officers can be found on the Sport Ireland website via the following link: <https://www.sportireland.ie/ethics/national-children-officers>

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## **Statutory Agencies Contact Details:**

### **Republic of Ireland:**

- Tusla Child & Family Agency: <https://www.tusla.ie/get-in-touch/>
- An Garda Síochána: <https://www.garda.ie/en/Contact-Us/>

### **Northern Ireland:**

- PSNI: <https://www.psni.police.uk/contact-us/>
- Gateway teams: <https://www.nidirect.gov.uk/publications/gateway-service-teams-contact-details>

**Which e-mail address should the completed form be sent to? (This might be your email address) \***

**Name & Address of Club \***

**Name of Contact Person \***

**Name of Relevant Person (Both of these roles can be filed by the same person) \***

**Date \***

**Type of Club \***

**Phone Number \***

**Are you a provider of a relevant service? \*\* \***

- Yes
- No

*\* the Relevant Person is the first point of contact in respect of the club's Child Safeguarding Statement*

*\*\* "Organisations that have statutory responsibilities under the Children First Act 2015 are those that provide a relevant service to children and young people. The types of organisations and services to which the legislation applies include.....Any work or activity which involves providing: Educational, research, training, cultural, recreational, leisure, social or physical activities to children..."<sup>1</sup>*

<sup>1</sup> Children First National Guidance for the Welfare and Protection of Children 2017, page 31:  
<https://assets.gov.ie/25844/b90aafa55804462f84d05f87f0ca2bf6.pdf>

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13% Complete

# 1. Key Safeguarding Roles

**1.1 All key Safeguarding roles have been filled, including a Relevant Person, Club Children's Officer (CCO), Designated Liaison Person (DLP)/Deputy DLP (where needed). \***

- Fully Met
- Partially Met
- Not Met
- Not Applicable

**Evidence \***

partially met, one CCO in the club

**1.2 In line with our NGB's guidelines, we clearly outline the role & responsibilities of the CCO & DLP/Deputy DLP. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

Role and responsibilities listed in safeguarding policies.  
Evidence

**1.3 Our CCO & DLP are known throughout the club & their contact details are available. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

<https://www.celticwavessc.ie>

**1.4 Our DLP has access to external advice, information and support i.e. National Designated Liaison Person, Tusla Child & Family Agency, & An Garda Síochána. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

head of safeguarding=NCO and NDLP  
Reporting and advice:

**1.5 We have a written Child Safeguarding Statement (CSS) that is publicly available and prominently displayed. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

<https://www.celticwavessc.ie>  
CCO name and picture displayed in pool area for both

**1.6 When engaging or contracting other service providers, we ensure compliance with our NGB's Safeguarding requirements is mandatory. \***

- Fully Met
- Partially Met
- Not Met
- Not Applicable

**Evidence \***

Requirements for roles-see Risk Assessment for details  
Vetting Policy

**ACTIONS - Key Safeguarding Roles**


**Action**

complete RA and  
CSS upload to GM

**Lead**

CCO and Committee  
& Secretary

**By When**

2021-12-31 


**Action**

Publish new CSS

**Lead**

Website lead

**By When**

2021-12-31 


**Action**

Appoint second CCO

**Lead**

Committee

**By When**

2022-04-30 

**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**

25% Complete

## 2. Safeguarding Training

**2.1 We ensure all relevant volunteers attend the appropriate Safeguarding training before taking up a role with the club. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

safeguarding training requirements set by NGB policy

**2.2 We follow our NGBs requirements with regard to keeping a secure record of all volunteers who have completed Safeguarding training. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

All safeguarding training must be recorded on member's profile on GM

**Action**

encourage parents to attend safeguarding

**Lead**

club committee

**By When**



**Action**

reminders about renewing training

**Lead**

Club admin, CCO, Committee

**By When**



**Action**

Succession planning-getting training done

**Lead**

Club committee


**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**

38% Complete

## 3. Child Safeguarding Policies and Procedures

### 3.1 We have a comprehensive Safeguarding Children Policy. \*

- Fully Met
- Partially Met
- Not Met

#### Evidence \*

Swim Ireland safeguarding Policy  
<https://www.swimireland.ie/about/safeguarding/safe->

### 3.2 The policy includes a clear statement on the importance of safeguarding children and their right to be protected. \*

- Fully Met
- Partially Met
- Not Met

#### Evidence \*

Swim Ireland Values and Ethos  
<https://www.swimireland.ie/files/documents/Swim->

### 3.3 Our policy is approved by the relevant committee / governing body. \*

- Fully Met
- Partially Met
- Not Met

#### Evidence \*

Policy set by Swim Ireland  
[Written into Swim Ireland constitution and Club](#)

### 3.4 Our procedures provide step-by-step guidance on what action to take if there are concerns about a child. These include how to handle a disclosure (including non-recent abuse) and how to report. \*

- Fully Met
- Partially Met
- Not Met

**Evidence \***

Recognising and Reporting Child Abuse policy  
<https://www.swimireland.ie/files/documents/Recognising>

**ACTIONS - Child Safeguarding Policies & Procedures**

**Action**

Link to swim Ireland Policies from Club

**Lead**

Website lead

**By When**

2021-09-30



**Action**

Review club ethos for safeguarding and

**Lead**

committee - by next AGM/EGM

**By When**

2022-04-30



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**





50% Complete

## 4. Additional Policies, Procedures & Guidance

The question below refers to the specified procedures contained within a club's Child Safeguarding Statement AND essential areas such as disciplinary procedures, anti-bullying policy, code of conduct for best practice, transport & general supervision, overnight & away trips, and safety etc.

**4.1 We have signed up to or implemented all relevant NGB Safeguarding policies & procedures. (If not complete, please expand)**

\*

- Complete
- Not Complete

### Expand

CCO is presently on committee  
Risk assessment and Child safeguarding statement held be CCO and club secretary

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63% Complete

## 5. Volunteer, Recruitment & Support

**5.1 In line with our NGB's Safe Recruitment policies & procedures all persons in relevant roles engaging with children have attended safeguarding and any other necessary qualifications/skills workshops for their role(s). \***

- Fully Met  
 Partially Met  
 Not Met

**Evidence \***

Roles as listed in Safeguarding policies-Training and Vetting Qualifications required

**5.2 Those responsible for recruiting/appointing volunteers in relevant roles are aware of our NGB's safe recruitment practices. \***

- Fully Met  
 Partially Met  
 Not Met

**Evidence \***

Fully met- committee follow requirements

**5.3 Where required, volunteers must complete the vetting process as per the National Vetting Bureau /Access NI. \***

- Fully Met  
 Partially Met  
 Not Met

**Evidence \***

Swim Ireland Vetting Policy- no role can be appointed without the required vetting(ANI or NVB)

**5.4 We adhere to re-vetting procedures in line with our NGB's Vetting policy. \***

- Fully Met  
 Partially Met  
 Not Met

**Evidence \***

Mandatory re-vetting of all roles after three years, members are provided with three month one month

**5.5 We have a process to risk assess concerns arising from vetting returns in line with our NGB policy. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

Swim Ireland Risk assessment Policy  
<https://www.swimireland.ie/files/documents/Membership>

**ACTIONS - Volunteer, Recruitment & Support**

**Action**

Checks on people in roles expir

**Lead**

CCO & Committee

**By When**

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**Action**

Random checks on people in roles

**Lead**

CCO & Committee

**By When**

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**Action**

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**Lead**

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**By When**

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**Action**

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**Action**

**Lead**

**By When**

75% Complete

## 6. Behaviour & Equality

**6.1 We have specific Codes of Conduct that all of our volunteers & young people must sign up to. \***

- Fully Met  
 Partially Met  
 Not Met

**Evidence \***

Swim Ireland Codes of Conduct:  
<https://www.swimireland.ie/files/documents/Codes-of->

**6.2 We have a comprehensive disciplinary process for all our members in place, in line with NGB policy. \***

- Fully Met  
 Partially Met  
 Not Met

**Evidence \***

Partially met -  
[Swim Ireland Complaints and Disciplinary summary:](#)

**6.3 We have guidance, in line with our NGB, about the unacceptability of discrimination on the grounds of a person's gender, ethnicity, sexual orientation, disability, or religion. \***

- Fully Met  
 Partially Met  
 Not Met

**Evidence \***

inclusion policy:  
<https://www.swimireland.ie/files/documents/Inclusion.pdf>

### ACTIONS - Behaviour & Equality

**Action**

Evaluate enrolment of  
 members to ensure

**Lead**

Committee

**By When**



**Action**

Appoint CDC panel at next AGM

**Lead**

Committee

**By When**

2022-04-30



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

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**Action**

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**Action**

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**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



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88% Complete

## 7. Communication

**7.1 We promote the importance of Safeguarding policies and procedures to all our members, including contact details for Statutory Agencies. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

all members and parents notified at registration of CCO person and agencies available

**7.2 Our policies and procedures inform children & young people of their right to be protected, consulted & treated with respect. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

Parents/cares are aware of young peoples code of conduct and encouraged to go through it with them

**7.3 The information we provide is age appropriate and available in different formats if required, for example, for those with specific communication needs. \***

- Fully Met
- Partially Met
- Not Met

**Evidence \***

information given is age appropriate information via poster/CCO is in child friendly format

### ACTIONS - Communication

**Action**

Evaluate the welcome information given to

**Lead**

Committee

**By When**



**Action**

Consider information given to returning

**Lead**

Committee

**By When**



**Action**

ensure individual squads have

**Lead**

CCO & Coach

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

**By When**



**Action**

**Lead**

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**Action**

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