

Risk Assessment Document for *ILDRA*

This risk assessment considers the potential for harm to come to children whilst they are in *ILDRA's* care. 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 (covered under a separate H&S policy and risk assessment).

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/Region/National	Mitigating Factors presently In place /adhered to	Further Actions
CLUB & COACHING PRACTICES					
Lack of coaching qualification	High Risk	<ul style="list-style-type: none"> Safeguarding Training Policy Recruitment policy 	ILDRA	No coaching to taking place without presence of suitably qualified persons.	Ongoing Review Encourage upskilling and training within club
Supervision issues	Medium to Low	<ul style="list-style-type: none"> Supervision policy Code of Conduct 	ILDRA	Restrictions placed on underage riders regarding riding alone.	Ongoing Review Review rules on underage riders.
Unauthorised photography & recording activities	Medium to Low	<ul style="list-style-type: none"> Photography and Use of Images policy 	ILDRA	Consent forms used.	Ongoing Review
Behavioural Issues	High Risk	<ul style="list-style-type: none"> Code of Conduct Safeguarding Training Policy Complaints & Disciplinary policy 	ILDRA	Encourage training in safeguarding for all Ensure Athletes/Coaches and Parents have signed the relevant Code of Conduct	Ongoing Review
Lack of gender balance amongst coaches	Medium	<ul style="list-style-type: none"> Recruitment Policy Supervision policy 	ILDRA	No coaching to taking place without presence of suitably qualified persons. Try to have gender balance where possible	Ongoing Review
No guidance for travelling and away trips	Medium to Low	<ul style="list-style-type: none"> Travel/Away trip policy Code of Conduct Permission Forms 	ILDRA	Parents or guardian travel with minors. ILDRA adhere to Travel and Supervision policy guidelines	Ongoing Review
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, transport)	High to Medium	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	ILDRA	Encourage all to read policy documents and update safeguarding and vetting where needed	Ongoing Review
COMPLAINTS & DISCIPLINE					
Lack of awareness of a Complaints & Disciplinary policy	High Risk	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	ILDRA	Make policy easily available and transparent	Immediate Action Required – Make reporting procedures available to all.
Difficulty in raising an issue by child & or parent Reason: Covered above	High Risk	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications 	ILDRA	Communicate Child Safeguarding Statement Make policy documents easily	Make reporting procedures available to all.

		procedure		available	
Complaints not being dealt with seriously	Low to Medium	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	ILDRA	<i>Child protection and child liaison officer in place and training up to date.</i>	<i>Keep training up to date</i>
REPORTING PROCEDURES					
Lack of knowledge of organisational and statutory reporting procedures	Medium to High	<ul style="list-style-type: none"> Reporting procedures/policy Code of Conduct Safeguarding Training Policy 	ILDRA and Horse Sport Ireland	<i>Communicate Child Safeguarding Statement Trained Children's Officer at National level and each group at local level. Safeguarding training requirements in place</i>	<i>Ongoing Review</i>
No Mandated Person appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	Horse Sport Ireland	<i>MP appointed by H.S.I and known to ILDRA</i>	<i>Ongoing Review</i>
No DLP Appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	ILDRA and Horse Sport Ireland	<i>DLP nominated and notified to H.S.I</i>	<i>Ongoing Review</i>
No NCO Appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	ILDRA	<i>NCO in place as required under The Children First Act. NCO is known and communicated with H.S.I NSO</i>	<i>Ongoing Review</i>
Concerns of abuse or harm not reported	Medium to High	<ul style="list-style-type: none"> Reporting procedures/policy Safeguarding Training Policy 	ILDRA	<i>Communicate Child Safeguarding Statement and policies. Safeguarding training requirements in place to inform people of types of abuse, how to recognise signs, how to report etc.</i>	<i>Ongoing Review</i>
Not clear who young people should talk to or report to	Medium to High	<ul style="list-style-type: none"> Code of Ethics Document Safeguarding Training Policy 	ILDRA	<i>Make reporting procedure transparent Children's Officer appointed at National and Local Level and known to Young People who are ILDRA members</i>	<i>Ongoing Review Ongoing training Ensure that the NCO and Group CO are known. ILDRA to publish contact details of NCO and photo on website with a list of the CO from each group also.</i>
FACILITIES					
Unauthorised access to		<ul style="list-style-type: none"> Supervision policy 	ILDRA	<i>Clarify responsibilities before</i>	<i>Ongoing Review</i>

designated children's play & practice areas and to changing rooms, showers, toilets etc.		<ul style="list-style-type: none"> Coach education 		<i>session starts</i>	
Unauthorised exit from children's areas		<ul style="list-style-type: none"> Supervision policy Coach education 	ILDRA	<i>Clarify responsibilities before session starts</i>	<i>Ongoing Review</i>
Photography, filming or recording in prohibited areas		<ul style="list-style-type: none"> Photography policy and use of devices in private zones 	ILDRA	<i>Enforce policy in private changing and wet areas</i>	<i>Ongoing Review</i>
Missing or found child on site		<ul style="list-style-type: none"> Missing or found child policy 	ILDRA	<i>Refer to policy and inform Gardaí</i>	<i>Ongoing Review</i>
Children sharing facilities with adults e.g. dressing room, showers etc.		<ul style="list-style-type: none"> Safeguarding policy 	ILDRA	<i>Plan with facilities management to create a suitable child centred environment in shared facilities</i>	<i>Ongoing Review</i>
RECRUITMENT					
Recruitment of inappropriate people	Low to Medium	<ul style="list-style-type: none"> Recruitment policy 	ILDRA	Garda Vetting in place All volunteers are required to have GV, Safeguarding, references checked	<i>Ongoing Review</i>
Lack of clarity on roles	Medium to High	<ul style="list-style-type: none"> Recruitment policy 	ILDRA	<i>Training to be kept up to date.</i>	<i>Ongoing Review ILDRA to consider giving role outlines to volunteers at National Level</i>
Unqualified or untrained people in voluntary roles	Medium to High	<ul style="list-style-type: none"> Recruitment policy 	ILDRA	Garda Vetting in place All volunteers are required to have GV, Safeguarding, references checked. Coaches must have minimum training qualifications – e.g. BHS?	<i>Ongoing Review</i>
COMMUNICATIONS AND SOCIAL MEDIA					
Lack of awareness of 'risk of harm' with members and visitors	Low to High	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	ILDRA and NGB	<i>Communicate Child Safeguarding Statement</i>	<i>Ongoing Review</i>

No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	Medium	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	ILDRA and NGB	Communicate Child Safeguarding Statement	Ongoing Review
Unauthorised photography & recording of activities	Low to Medium	<ul style="list-style-type: none"> Photography and Use of Images policy 	ILDRA	Consent form to be signed by parent or guardian	Ongoing Review
Inappropriate use of social media and communications by under 18's	High	<ul style="list-style-type: none"> Photography and Use of Images policy Code of conduct 	ILDRA	Access to club social media limited. Underage Athletes are issued with a Code of Conduct	Ongoing Review
Inappropriate use of social media and communications with under 18's	High	<ul style="list-style-type: none"> Photography and Use of Images policy Code of conduct 	ILDRA	Access to club social media limited	Ongoing Review
GENERAL RISK OF HARM					
Harm not being recognised	Medium to High	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding Training 	ILDRA	Encourage training in safeguarding for all. All policies in place Safeguarding training requirements in place. Presence of CO at National level and group level.	Ongoing Review
Harm caused by <ul style="list-style-type: none"> child to child coach to child volunteer to child member to child 	High	<ul style="list-style-type: none"> Code of Ethics Safeguarding Training Policy 	ILDRA	Encourage training in safeguarding for all All policies in place Safeguarding training requirements in place. Presence of CO at National level and group level.	Ongoing Review
General behavioural issues	High	<ul style="list-style-type: none"> Code of Conduct 	ILDRA	Encourage training in safeguarding for all All policies in place Safeguarding training requirements in place. Presence of CO at National level and group level.	Ongoing Review

This Risk Assessment document has been discussed and completed by ILDR on: __ February 2018. **The risk assessment for purposes of the Children First Act 2015 and the organisations Child Safeguarding Statement will be reviewed every two years.*

Signed: _____

Name: Andrea O Carroll

Role: *National Children's Officer*

Date: March 10 2018

Signed: _____

Name: Peter O Carroll

Role: *Affiliate Chairperson*

Date: March 10 2018

Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Affiliate
- **Likelihood of harm happening** – the likelihood of the risk occurring in the Affiliate 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.
- **Mitigating Factors presently In place /adhered to** - The steps you take to alleviate risks presently
- **NGB** – National Governing Body
- **NCO** – National Children's Officer
- **MP** – Mandated Person (Appointed by the NGB as a requirement under the Children's First Act 2015)