



Risk Assessment Document for *(Para Equestrian Ireland)*

This risk assessment considers the potential for harm to come to children whilst they are in Para Equestrian Ireland'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").



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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	<ul style="list-style-type: none"> Safeguarding Training Policy Recruitment policy 	Para Equestrian Ireland	Coaches must have Garda vetting, completed safeguarding 1 training and show satisfactory experience. References are checked	Ongoing review to ensure coaches are up to date with requirements.
Supervision issues	Medium	<ul style="list-style-type: none"> Supervision policy Code of Conduct 	Para Equestrian Ireland	All members under 18 must have a parent/guardian present at training.	Ongoing Make all members aware of policy
Unauthorised photography & recording activities	High	<ul style="list-style-type: none"> Photography and Use of Images policy 	Para Equestrian Ireland	Permission sought on each athlete's application form. Coaches are aware of who has/hasn't given permission	Ongoing Review Ensure all application forms have a tick box for use of photography
Behavioural Issues	High	<ul style="list-style-type: none"> Code of Conduct Safeguarding Training Policy Complaints & Disciplinary policy 	Para Equestrian Ireland	Ensure all athletes have signed Code of Conduct.	Ongoing Review Make members aware of HSI Complaints/Disciplinary Policy
Lack of gender balance amongst coaches	Medium	<ul style="list-style-type: none"> Recruitment Policy Supervision policy 	Para Equestrian Ireland	We have one male and one female coach	Ongoing Review
No guidance for travelling and away trips	High	<ul style="list-style-type: none"> Travel/Away trip policy Code of Conduct Permission Forms 	Para Equestrian Ireland	Ensure all athletes and people travelling with Para Equestrian Athletes have signed Code of Conduct and permission forms for U18.	Ongoing – Adjust HSI Travel and Away policy template to suit Para Equestrian needs
Lack of adherence with misc procedures in Safeguarding policy (i.e. mobile, transport)	High	<ul style="list-style-type: none"> Safeguarding policy Complaints & disciplinary policy 	Para Equestrian Ireland	Ensure all coaching team, Chef d'Equipe, training coordinators and grooms have the appropriate Safeguarding 1 and Garda Vetting.	Ongoing Review Familiarise members with HSI Complaints/Disciplinary Policy
COMPLAINTS & DISCIPLINE					
Lack of awareness of a Complaints & Disciplinary policy	High	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Para Equestrian Ireland	Policy in place but not known to members. See further actions.	Ongoing Review Familiarise members HSI
Lack of awareness of a Complaints & Disciplinary policy	High	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Para Equestrian Ireland	Policy in place but not known to members. See further actions.	Ongoing Review Familiarise members HSI



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Difficulty in raising an issue by child & or parent	High	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Para Equestrian Ireland	<i>Policy in place but not known to members. See further actions. Trained Safeguarding Offices in place to deal with raised issues.</i>	<i>Ongoing Review Familiarise members HSI Complaints/Disciplinary Policy</i>
Complaints not being dealt with seriously	High	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Para Equestrian Ireland	<i>Policy in place but not known to members. See further actions. Trained Safeguarding Offices in place to deal with raised concerns.</i>	<i>Ongoing Review Familiarise members HSI Complaints/Disciplinary Policy</i>
REPORTING PROCEDURES					
Lack of knowledge of organisational and statutory reporting procedures	High	<ul style="list-style-type: none"> Reporting procedures/policy Coach education policy Code of Conduct /Behaviour 	Para Equestrian Ireland and HSI	<i>Trained Children's Officer at National Level. Safeguarding training requirements in place</i>	<i>Ongoing Review Make sure NCO and DLP details are on website.</i>
No Mandated Person appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	HSI	<i>MP appointed by Horse Sport Ireland and known to Safeguarding Officers in Para Equestrian</i>	<i>Ongoing Review</i>
No DLP Appointed	High	<ul style="list-style-type: none"> Reporting procedures/policy 	HSI	<i>Our secretary is currently waiting to complete Safeguarding 3 to assume the role of DLP</i>	<i>Ongoing & Review</i>
NCO Appointed	Low	<ul style="list-style-type: none"> Reporting procedures/policy 	Para Equestrian Ireland	<i>Current National Children's Officer is up to date and nominated to H.S.I</i>	<i>Ongoing & Review</i>
Concerns of abuse or harm not reported	High	<ul style="list-style-type: none"> Reporting procedures/policy Safeguarding Training Policy 	Para Equestrian Ireland	<i>Safeguarding training requirements in place to inform people of types of abuse, how to recognise signs, how to report etc</i>	<i>Ongoing Review Continue to educate members on Safeguarding policies and procedures</i>
Not clear who young people should talk to or report to	High	<ul style="list-style-type: none"> Code of Ethics Document Safeguarding Training Policy 	Para Equestrian Ireland	<i>NCO trained and appointed</i>	<i>Ongoing Review Ensure NCO is known. NCO contact details to be added to website</i>
FACILITIES					
Missing or found child on site	High	<ul style="list-style-type: none"> Missing or found child policy 	Para Equestrian Ireland	<i>No policy in place at the moment. Currently just inform Gardai if a child is missing</i>	<i>Ongoing Review Create Missing or Found Child Policy</i>
RECRUITMENT					



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Recruitment of inappropriate people	Low to Medium (Limited Volunteers)	<ul style="list-style-type: none"> Recruitment policy 	Para Equestrian Ireland	<i>Ensure all coaching team, Chef d'Equipe, training coordinators, grooms and anyone with direct access to underage/vulnerable members have the appropriate Safeguarding 1 and Garda Vetting.</i>	<i>Ongoing training If the person is new and unknown, 2 references are necessary to be checked</i>
Lack of clarity on roles	High	<ul style="list-style-type: none"> Recruitment policy 	Para Equestrian Ireland	<i>Coaches and Grooms are experienced in their roles. Limited volunteers and roles are verbally communicated.</i>	<i>Ongoing Review Ensure all personnel are aware of what is expected of them and what their responsibilities are. Ensure Chef d'Equipe relevant experience.</i>
Unqualified or untrained people in voluntary roles	High	<ul style="list-style-type: none"> Recruitment policy 	Para Equestrian Ireland	<i>Safeguarding officers must complete relevant training</i>	<i>Ongoing Review Coaches, Grooms etc must have relevant experience</i>

COMMUNICATIONS AND SOCIAL MEDIA

Lack of awareness of 'risk of harm' with members and visitors	High	<ul style="list-style-type: none"> Child Safeguarding Statement Training policy 	Para Equestrian Ireland and HSI	<i>Communicate Child Safeguarding Statement</i>	<i>Ongoing Review every 2 years in conjunction with Risk Assessment</i>
No communication of Child Safeguarding Statement or Code of Conduct to members or visitors	High	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute 	Para Equestrian Ireland and HSI	<i>Communicate Child Safeguarding Statement</i>	<i>Ongoing Review Add Child Safeguarding Statement to website and Code of Conduct</i>
Unauthorised photography & recording of activities on the affiliates social media account	High	<ul style="list-style-type: none"> Photography and Use of Images policy 	Para Equestrian Ireland	<i>Permission sought on each athlete's application form Para Equestrian Ireland's social media sites have restricted and controlled access.</i>	<i>Ongoing Review Considering ensuring those with access to Social media sites complete Safeguarding 1 Training</i>
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 	Para Equestrian Ireland	<i>Members must sign a Code of Conduct</i>	<i>Ongoing Review Seek to adopt Dressage Ireland's social media policy</i>

GENERAL RISK OF HARM

Harm not being recognised	High	<ul style="list-style-type: none"> Safeguarding policy Child Safeguarding 	Para Equestrian Ireland	<i>Safeguarding requirements are in place</i>	<i>Ongoing Review Add policies to website</i>
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Harm caused by - 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 	Para Equestrian Ireland	<i>Safeguarding requirements are in place</i>	<i>Add policies to website</i>
General behavioural issues	High	<ul style="list-style-type: none"> ▪ Code of Conduct 	Para Equestrian Ireland	<i>Safeguarding requirements are in place Athlete Code of Conduct in place</i>	<i>Add policies to website Add Code of Conduct for Coach and Parents/Guardians</i>

This Risk Assessment document has been discussed and completed by **PARA EQUESTRIAN IRELAND** on: **10th March 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. Cassandra Morris

Name: Cassandra Morris

Role: National Children's Officer

Date: 10th March 2018

Signed. Helen Kearney

Name: Helen Kearney

Role: PEI Secretary

Date: 10th March 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)