

## Cycling Ireland Club Risk Assessment and Child Safeguarding Statement

### Procedures for completion: Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement and Risk Assessment for Cycling Clubs for to fulfil mandatory compliance with the Children First Act 2015.

Cycling Ireland supporting documentation and instructions on how your club can comply with the Children First Act 2015. This is a mandatory process that all clubs providing services to children must complete. The following are the four steps to compliance:

#### **STEP ONE - REVIEW THE RISK ASSESSMENT DOCUMENT – [See 2021 Safeguarding RA Template](#)**

The Risk Assessment (RA) has been pre-populated for you to review at your club meeting.

- Each risk identified must be ranked by you, the committee, as either Low, Medium or High. Please assess each risk thoroughly. Supporting policies and guidance have been indicated on the RA.
- You may wish to include other risks of potential harm that are specific for your club. Some risks listed may not be applicable to your club.
- After you review your Risk Assessment, minute it at your meeting and get your Chairperson and Children's Officer to sign and date it.

#### **STEP TWO - YOUR CHILD SAFEGUARDING STATEMENT – [See 2021 Safeguarding Statement Template](#)**

- Following the sign off on the safeguarding RA please review and edit the Child Safeguarding Statement, sign and date the document
- Please add your club logo
- A position called the Relevant Person is included in the Children First Act 2015 (sect 11 (3) (g), and is defined as "as a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement. For Cycling Ireland affiliated club purposes, the club safeguarding officer will be the relevant person for club child safeguarding statement.

#### **STEP THREE – DISPLAY YOUR CHILD SAFEGUARDING STATEMENT**

- As per Section 11 of the Children First Act 2015, you are required to display your Child Safeguarding Statement in a prominent place in your club (notice board, public area etc). If you have a club social media sites you must display the Child Safeguarding Statement on your club website and social media pages.
- We suggest that you also distribute your signed Child Safeguarding Statement to all parents by mail/email/web or social media on an annual basis.
- Your Child Safeguarding Statement should be displayed at your events as a temporary sign or poster.

#### **STEP FOUR – CONFIRMATION OF ADAPTION OF UPDATED CHILD SAFEGUARDING STATEMENT**

- Upon affiliation you must upload signed copies of the attached Safeguarding Risk Assessment and Child Safeguarding Statement to the Club Credentials area on our system.
- If mid-year you are choosing to engage in activities involving U18 you can must upload these documents in the 'Club Profile' area of the [Cycling Ireland membership system](#)

Email [safeguarding@cyclingleireland.ie](mailto:safeguarding@cyclingleireland.ie) if you would like further information.

**The National Safeguarding Officer for the Cycling Ireland is Donal Gillespie, Tel: 0860447735, [safeguarding@cyclingleireland.ie](mailto:safeguarding@cyclingleireland.ie)**