

# Audit Policy

Swim Ireland has a comprehensive audit process across all levels of the organisation. The policy explains the different types and level of audit that is in place.

## Individual Checks (including members and individuals applying for courses)

An individual credential check is carried out where an individual is seeking to take up a role in Swim Ireland or is intending to participate in a Swim Ireland course or activity has specific requirements. Each applicant must adhere to the requirements of the role or the attending course as set out in this document, the Swim Ireland Rules and any updated information issued by Swim Ireland. Individuals should be recruited as per the recruitment policy for a role in a club or region. Individuals applying for independent membership (Associate Members) must meet our requirements prior to taking up membership where their recruitment for employment is a matter for the external organisation.

Checks are carried out automatically by our membership system when an individual is allocated a role that requires certain credentials or when applying for a course with conditional credential requirements. Only individuals with the necessary credentials can take up such a role or attend the course. Any member acting in a role without the necessary requirements is in breach of Swim Ireland rules and, in some circumstance, legislation. Any individual not meeting the requirements of a course will not be permitted to attend.

## Club Audit

The club audit applies to clubs of all aquatic disciplines. Clubs will be audited through a variety of methods described below:

### Affiliation with Swim Ireland

A club must have the requisites in place for annual affiliation. These will be set out by the Membership department. A club must adhere to its own constitution, this document, the Swim Ireland Rules and any updated information issued by Swim Ireland and may only affiliate if they meet the requirements, including registering members appointed to roles.

### Visits from Swim Ireland staff (unannounced or arranged)

Prior to or during a visit, individuals involved in the club are checked against the records held on the membership system, safeguarding measures in place are evaluated and the club checklist is completed. The checklist identifies any missing elements required and the club will be notified. Any club allowing a member to act in a role without being registered on the membership system or without the necessary credentials is in breach of our rules and, in some circumstances, legislation. Failure to address identified issues may result in disciplinary action.

### Club Mark

Club Mark is a measure of a club's achievement in governance, safeguarding and provision of the aquatic sport. The Club Mark audit identifies areas for clubs to work on and any gaps in their current operations. All the requirements set out in the Swim Ireland rules and this document must be met as a basic condition of Club Mark.

### Sport Ireland Club Audit

The Sport Ireland club audit is required annually for funding purposes and involves a safeguarding risk assessment and parent/athlete surveys. This audit is sent to each club when required and is completed online. Clubs and Club Children's Officers (CCO) will be guided through the completion of the audit by the National Children's Officer (NCO). The audit will be matched with the individual policies in this document to help clubs and regions to identify the safeguarding areas implemented.

## Regions and Associated Disciplines Audit

The four regions, Connacht, Leinster, Munster and Ulster operate under the umbrella of Swim Ireland and must adhere to this document, Swim Ireland Rules and any updated information issued by Swim Ireland. The same requirements apply to bodies operating under the umbrella of Swim Ireland, e.g. Water Polo Ireland. Any individual involved in a region or an associated discipline must be a member

of Swim Ireland and is appointed to a role on the membership system where individual audit checks are applied.

The process for auditing the four regions and any associated disciplines is undertaken through visits to regional events, collaboration with appointed Swim Ireland staff and through the Regional Children's Officer. Any region allowing a member to act in a role without being registered on the membership system or without the necessary credentials is in breach of our rules and, in some circumstances, legislation. Failure to address identified issues may result in disciplinary action.

## **National Audit**

Swim Ireland is subject to audit by Sport Ireland and Sport NI.

Sport Ireland requires details of compliancy with safeguarding legislation through its bi-annual review process and through the completion of the Sport Ireland NGB Audit.

Sport NI requires Swim Ireland to meet the Safeguarding Standards for Children in Sport, these are reviewed annually and updated in line with funding.

Both audit requirements measure Swim Ireland's implementation of safeguarding policies and procedures.