

## Terms of Reference

### Swim Ireland Child Welfare Committee

This document describes how the Swim Ireland Child Welfare Committee is constituted within Swim Ireland and the roles and responsibilities of the Committee. It also details some operational procedures as to how the Committee should conduct its business.

Review Dates:  
September 2015  
December 2020  
July 2022

Next review date:  
January 2023

Swim  
Ireland Irish  
Sport HQ  
National Sports  
Campus  
Blanchardstown  
Dublin 15  
Tel: +353-1-625 1122  
Email: [ceopa@swimireland.ie](mailto:ceopa@swimireland.ie)



## Terms of Reference

### Swim Ireland Child Welfare Committee

The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Swim Ireland Board.

#### 1. Composition of the Committee

The Child Welfare Committee shall consist of six (6) persons of which one (1) person shall be appointed by each Regional Management Committee. The other two (2) members of this Committee may be co-opted by the four (4) appointed members of the Committee (Swim Ireland Memorandum & Articles of Association – Article 123). The co-opted members will require the approval of the Board of Swim Ireland.

The Swim Ireland National Children's Officer (NCO) shall also attend Committee meetings.

#### 2. Committee Requirements

Each member of the Committee is required to:

- a) Be a member of a Swim Ireland Affiliated Club
- b) Have attended the Swim Ireland recommended basic safeguarding course
- c) Be accepted by Swim Ireland through the relevant vetting process
- d) Sign the Leaders Code of Conduct
- e) As soon as practically possible an appointed or co-opted member shall attend the recommended Children's Officer Course.

The recommended safeguarding and children's officer courses shall be detailed in the most up to date Swim Ireland Safeguarding Policy document.

#### 3. Quorum

The quorum for members present at a meeting to conduct the business of the Committee and entitled to vote shall be 50% plus one (1) of the total number of appointed and co-opted Committee members. Accordingly, for a committee of six (6) appointed and co-opted persons the quorum is four (4).

#### 4. Communication Structure

The Committee is a sub-committee of Swim Ireland. The Committee reports directly to the Board of Swim Ireland through the CEO/Office. The objectives of the Committee are those approved by the Board of Swim Ireland within these Terms of Reference and the Committee is authorised to proceed to implement same without further approval save where such objectives are altered significantly.

The Committee must provide reports and/or information to the CEO within ten days of meetings (copying the Swim Ireland Board Secretary) and prior to the implementation of any decisions. If the Committee has not heard back from the CEO (or other Swim Ireland staff member) within ten days of the sending of the Minutes with any concerns, then the Committee may proceed to implement the decisions. The CEO will review all reports received from Committees and will contact the Officers if she/he has any concerns arising from any report. The Officers shall decide how to proceed in the event of concerns being raised.

The Committee shall provide any additional report/information requested by the Board and/or CEO.

## 5. Role

The Committee's aim is:

**To ensure that Swim Ireland operates to the highest standards of care in providing a safe and secure child-centred environment for all young people and athletes whilst participating in their sport.**

## 6. Committee Responsibilities

Specific roles for the Regionally appointed members of the Committee:

- Act as a Regional Children's Officer to advise and provide safeguarding guidance to the Connacht, Leinster and Munster Regional Management Committees and to the Swim Ulster Board
- Act as a Regional Children's Officer for the purposes of complaints or disciplinary issues at Regional level including:
  - Participate as a Children's Officer in any complaints or disciplinary matter involving a young person at Regional level
  - Advise the Regional Complaints and Disciplinary Committee on safeguarding issues arising from any complaints and disciplinary action. Where a complaint or disciplinary action involving a young person is taken at Regional level then the appointed Child Welfare Committee must be informed at the outset
- Act as Regional Children's Officer to carry out the duties and responsibilities of a Regional Children's Officer as detailed in the most up to date Swim Ireland Safeguarding Policy document.
- Update the Regional Management Committee/Swim Ulster Board and monitor the implementation of safeguarding standards at regional level
- Update the National Children's Officer on the implementation of safeguarding standards at Regional level

Specific roles for all Committee members:

- Seek to ensure that Swim Ireland policies and procedures reflect the paramount importance of safeguarding young people and athletes within their sport
- Review and monitor Swim Ireland Safeguarding Policy documents to ensure that safeguarding recommendations and requirements are met
- Provide safeguarding guidance on the implementation of safeguarding standards through receiving updates from the National Children's Officer
- Support the work of the National Children's Officer in the implementation of Swim Ireland safeguarding standards
- With the National Children's Officer assist in facilitating Forums for Club Children's Officers. At least six such Forums should be provided annually
- Pass any general concerns brought to their attention to the National Children's Officer
- Pass any concerns of possible abuse to the National Children's Officer/CEO
- Maintain confidentiality in all their dealings.

## 7. Operational Matters

Within two months of the Swim Ireland AGM, a meeting will take place between the Committee, the CEO and the National Children's Officer to agree the work targets for the year.

The Committee shall:

- meet at least *four* times per year, (on a regular basis) to review the progress of these objectives on an ongoing basis. Swim Ireland will support the Committee in ongoing educational updates, as required and approved by the CEO, for Committee members.
- Elect a Chairperson.

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- Elect a Secretary who will be responsible for ensuring maintenance of a written record of all meetings and decisions made and for corresponding on behalf of the Committee.
- Include a progress review of the objectives as a primary agenda item.
- Matters discussed at meetings will remain confidential unless otherwise agreed.

### **8. Resources**

The Committee members (including ex officio members) shall be entitled to claim mileage and subsistence expenses during their time in office pursuant to standard Swim Ireland Board policy on expenses. Accommodation expenses must be approved in advance through the Swim Ireland office who will handle all bookings.

**END.**

**July 2022**