



Six ways of well-being:

Keep connected – to those around you, and make those connections you promised you would


Keep learning – from others, what you hear and see, and share your knowledge too

Be active – take some active time for yourself, solo or in company, but make sure it's for you!

Take notice – easy one to do is to notice the change in the seasons, obvious one is the plant life around us, but it could be as simple as what people are wearing as the weather changes, the odd shape of the clouds, etc.

Give – a hard one to suggest to people who already give so much of their time but acknowledge what you do give.

Be kind – use kind words and encourage others to do the same.

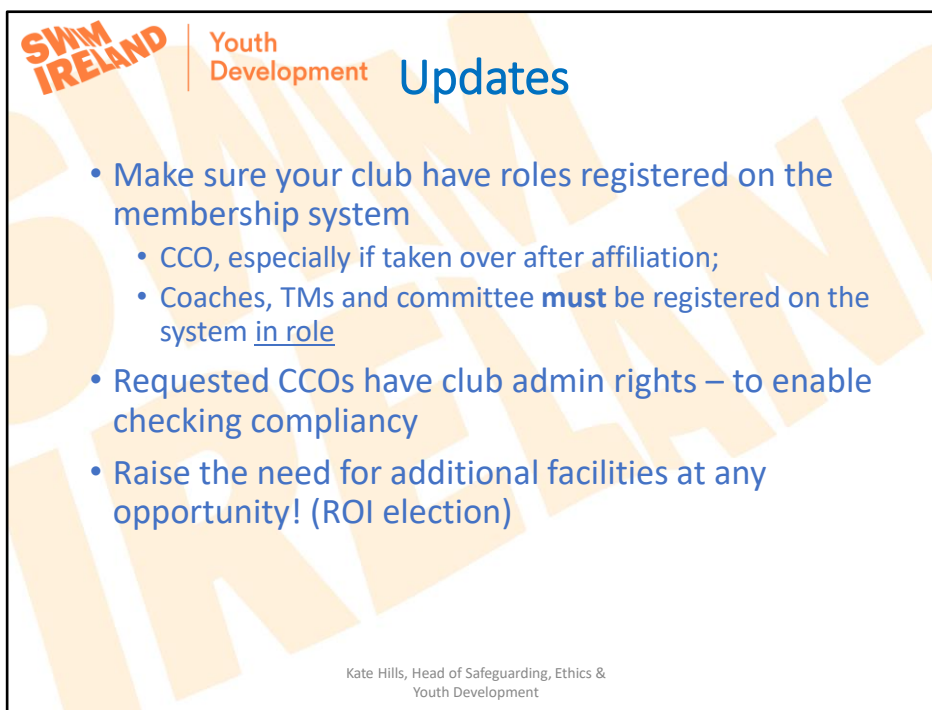


Youth
Development

Today's Topics

- Updates
- CMT
- Discussion – CCO role in complaints
- Dates

Kate Hills, Head of Safeguarding, Ethics & Youth Development



The slide features the SWIM IRELAND logo in orange and blue at the top left, followed by the text 'Youth Development' in orange and 'Updates' in blue. The background has a large, faint 'SWIM IRELAND' watermark. The main content is a bulleted list of updates, and the footer identifies the speaker as Kate Hills, Head of Safeguarding, Ethics & Youth Development.

SWIM IRELAND | Youth Development **Updates**

- Make sure your club have roles registered on the membership system
 - CCO, especially if taken over after affiliation;
 - Coaches, TMs and committee **must** be registered on the system in role
- Requested CCOs have club admin rights – to enable checking compliancy
- Raise the need for additional facilities at any opportunity! (ROI election)

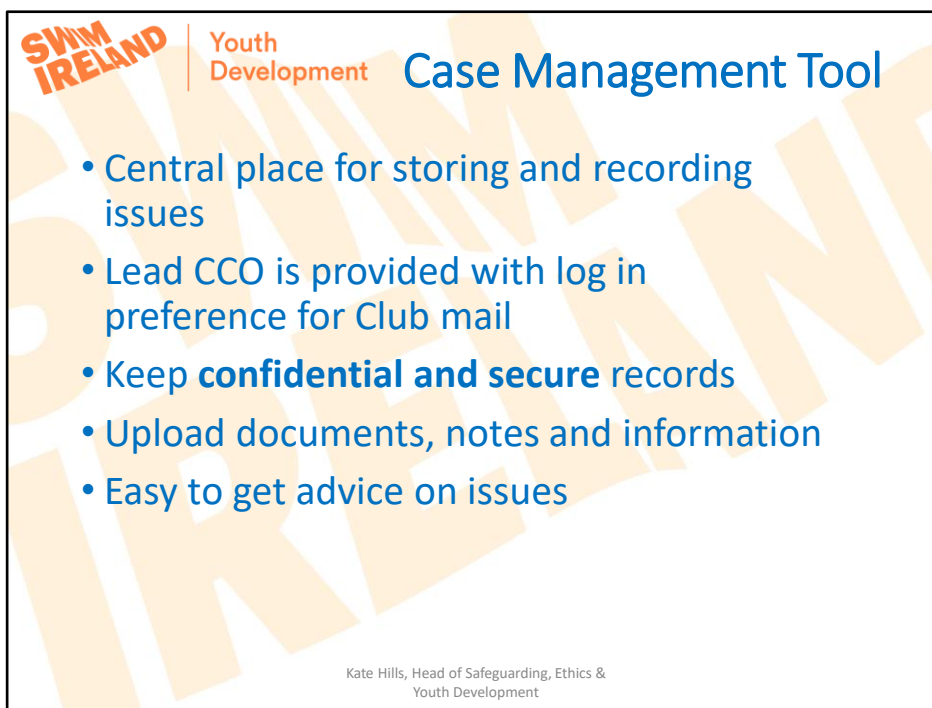
Kate Hills, Head of Safeguarding, Ethics & Youth Development

Registered roles on the system – clubs are failing to add in additional roles e.g. all coaches and teachers working in the club **MUST** be on the system in their role; same for TMs, officials etc.

CCOs who have been updated are not being added – outgoing CCOs are still in position this is outdated information; same applies to committees.

Requested club admin rights for CCOs to be able to check the club members for compliancy – there is too much not being checked.

Given the opportunity (election) – raise the need for additional pool facilities in your area

A presentation slide for the 'Case Management Tool' (CMT) under the 'SWIM IRELAND Youth Development' banner. The slide features a list of five bullet points in blue text. At the bottom, it identifies the presenter as Kate Hills, Head of Safeguarding, Ethics & Youth Development. The background has a faint, large watermark that reads 'SUPPORTING SWIM IRELAND' in a light orange color.

SWIM IRELAND | Youth Development **Case Management Tool**

- Central place for storing and recording issues
- Lead CCO is provided with log in preference for Club mail
- Keep **confidential and secure** records
- Upload documents, notes and information
- Easy to get advice on issues

Kate Hills, Head of Safeguarding, Ethics & Youth Development

Brief overview of CMT. Encourage all CCOs to have access – this makes dealing with issues much more secure and confidential.

Access the information in the Safeguarding Resources section: [Information-and-Guide-Clubs-January-2024.pdf](#)

SWIM IRELAND | Youth Development **Case types & Severity**

Three Types of Cases

- Safeguarding
- Disciplinary
- Equality


There are three 'types' of cases which can be recorded (see above). Some of the dropdown lists depend on which type is selected.

Three Levels of 'Severity'

- Advice (no workflow)
- Level 1
- Level 2

Kate Hills, Head of Safeguarding, Ethics & Youth Development

Types of cases, we usually denote everything we are dealing with as Safeguarding. The level of severity is straightforward – useful to note advice given to identify patterns in information gaps; level 1 is then most other issues; level 2 is kept for issues that are reported to the statutory authorities.



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Information needed

Case details

- Date and time of report
- Details of person making report to you
- Victim and SOC
- Primary category of concern (may need to add after save and edit!)
- Club – rest will auto complete
- Discipline
- Source – e.g. child, parent, coach etc

Threshold – Advice, 1 or 2

Internal level – L, M or H

Details of Victim and SOC (if threshold is set to 1 or 2)

Links

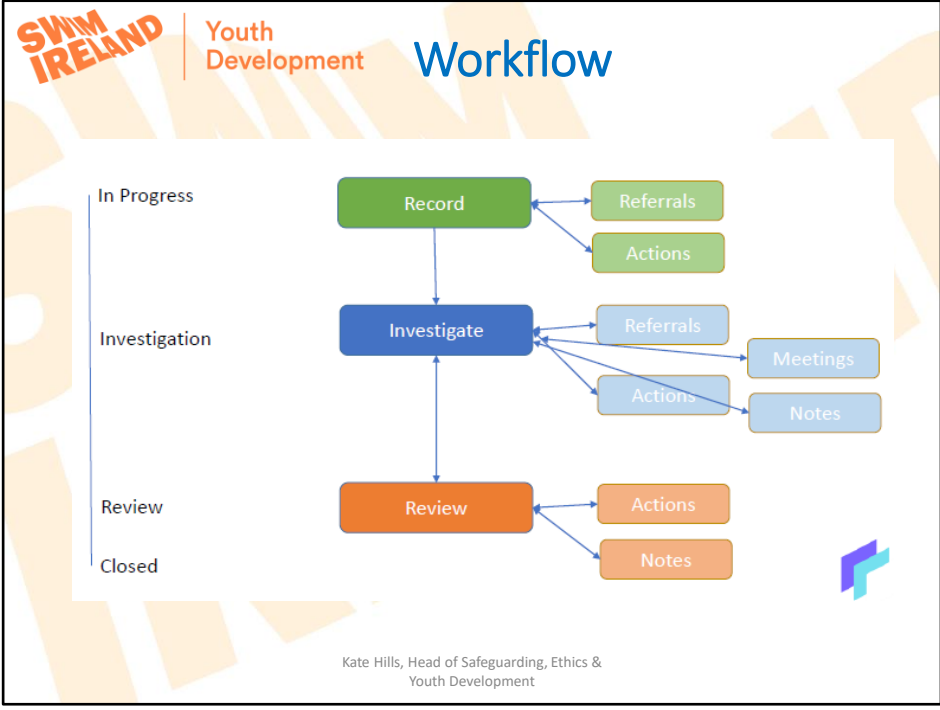
Attachments

Investigation Diary

Kate Hills, Head of Safeguarding, Ethics &
Youth Development

CMT information needed and notes can be found in the Safeguarding Resources section:

[Information-and-Guide-Clubs-January-2024.pdf](#)



Workflow for the CMT – CCOs basically only need to be concerned for the moment with keeping the record.

| Club Name | Who has access | Club Name | Who has access | Club Name | Who has access |
|-------------------|----------------|------------------------------|----------------|-------------------------------|------------------|
| Aer Lingus SC | CCO mail | Drogheda SC | Charlene | New Ross Swimming club | CCO mail |
| Alliance ASC | CCO mail | Dunmanway SC West | Clíodhna | Piranha SC | Need to identify |
| Armagh ASC | Emer | Cork Orcas | | Portmarnock SC | Annmarie |
| Asgard SC | CCO mail | East Cavan ASC | John | RCO - Connacht | CCO mail |
| Askeaton SC | Catherine | Ennis SC | CCO mail | Riversdale Otters ASC | Jennifer |
| Athlone SC | Edwina | Enniscorthy Slaney Sharks SC | Michelle | Shamrock Diving Club | Susan |
| Ballina | CCO mail | Enniskillen Lakelanders ASC | CCO mail | Sliabh Beagh ASC | Sylvia |
| Ballymena ASC | CCO mail | ESB Swimming Club | Vanessa | Splashworld Sharks SC | CCO mail |
| Banbridge ASC | CCO mail | Galway SC | CCO mail | St Fiaccs SC | Rachel |
| Bangor ASC | CCO mail | Kenmare Bay Swim Club | Elizabeth | Streamline Swimming Club Cobh | Michelle |
| Bluefin SC | CCO mail | Kilkenny SC | Paddy | Sundays Well SC | Vanessa |
| Castlebar | CCO mail | Kingdom SC | Jean | Swilly Seals ASC | CCO mail |
| City of Derry ASC | Ruth | Lahinch SC | CCO mail | Swim Belfast | CCO mail |
| Claremorris SC | CCO mail | Larne | CCO mail | Swim Plus SC | Marek |
| Clonard AWPC | Neasa | Leander ASC | CCO mail | Terenure SC | CCO mail |
| Coleraine ASC | CCO mail | Lecale ASC | CCO mail | Trident SC | CCO mail |
| Comans SC | CCO mail | Limerick SC | CCO mail | Trojan SC | CCO mail |
| Coolmine SC | CCO mail | Lisburn City ASC | David | Waterford Crystal SC | Ting |
| Courtown | CCO mail | Longford SC | CCO mail | Westport Swimming Club | Rita |
| Curragh Swim Team | Kel | Mid-Ulster ASC | CCO mail | Wexford SC | CCO mail |
| Dolphin swim club | Gillian | Mullingar Jets SC | CCO mail | Wicklow SC | CCO mail |
| | | NAC SC | CCO mail | | |

List of clubs with access to CMT – either through CCO email address or through the named CCO.

Let me know if you are not on the list – correct as of November 2024.



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Discussion

CCO Role in complaints and disciplinary matters

In your group:

Note 2 or 3 questions or comments about being a CCO in a C&D process

Think about what you need to know about your role e.g.

What information do you need?

When do you need to be involved?

Kate Hills, Head of Safeguarding, Ethics & Youth Development

SWIM IRELAND | Youth Development **CCO Role in C&D**

- Be notified if an immediate sanction is imposed
- Party to any hearing involving U18, including receiving complaint and responses
- Advise CDC on relevant safeguarding rules and practices
- Help U18 understand the process (not an advisor)
- Be present at a hearing or mediation
- May intervene if necessary during hearing
- Make a submission re welfare matters for any U18
- No role in decision making
- If witness other CCO must be present

C&D Procedures: 2.3 The Children's Officer page 23 onwards

Kate Hills, Head of Safeguarding, Ethics & Youth Development

[Swim-Ireland-Complaints-and-Disciplinary-Rules-and-Procedures-September-2023.pdf](#)

Should note :

Advice on poor practice sought from NCO

All club sanctions notified to Swim Ireland

SWIM IRELAND | Youth Development

Dates

CCO Forum Eleven:
Wednesday 11th December 7pm – 8pm
Thursday 12th December 1pm – 2pm

Safeguarding Training:
SG2 – 3rd December 6pm – 9pm
SG3 – 4th December 6pm – 9pm

CMT
Put **CMT** in chat

List will be on the slides in the Safeguarding Resources section

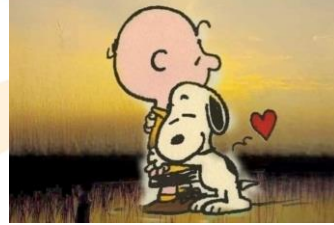
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Dates for future.

“Some believe it is only great power that can hold evil in check, but that is not what I have found. It is the small everyday deeds of ordinary folk that keep the darkness at bay. Small acts of kindness and love.”

-J.R.R. Tolkien
The Hobbit, pub. 1937

May your week be filled with good thoughts, kind people, and happy moments.



Kate Hills, Head of Safeguarding, Ethics & Youth Development