

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 (CWC)
January 2023 (CWC)
March 2025 (CWC)

Next review date:
March 2026

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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 Head of Safeguarding, as the National Children's Officer (NCO) is the staff liaison for the Committee and as such shall also attend Committee meetings, with no voting powers or contribution to the quorum of the Committee.

2. Committee Requirements

Each member of the Committee is required to:

- a) Have a membership of Swim Ireland
- b) Have attended the Swim Ireland approved Safeguarding Level 1 (basic)
- c) Attend Safeguarding Level 2 (Club Children's Officer) and Safeguarding Level 3 (Designated Liaison Person) courses within six (6) months of being appointed to the Committee
- d) Have a Swim Ireland vetting credential relevant to the region(s). (It may be necessary to be vetted in NI and ROI)
- e) Abide by the Leaders Code of Conduct in the Swim Ireland Safeguarding Policy

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 communication of business is as required by the Swim Ireland Memorandum & Articles of Association as a Standing Committee:

- a) The Committee is a sub-committee of Swim Ireland.
- b) The Committee reports to the Board of Swim Ireland through the Office of the CEO and the staff liaison for the Committee. The Committee Chairperson will report to the Swim Ireland Board once a year.
- c) The aim and objectives of the Committee are approved by the Board of Swim Ireland as set out within these Terms of Reference (points 5 and 6). The Committee is authorised to proceed to implement same without further approval save where such objectives are altered significantly.
- d) The Committee will provide minutes of meetings and/or information to the Offices of the CEO within ten days of meetings and prior to the implementation of any decisions.
- e) The Committee may proceed with implementing any decision if there have been no responses from the Offices of the CEO (or other Swim Ireland staff member) within ten days of the sending of the Minutes.

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- f) The Office of the CEO will review all reports received from Committees and will contact the Chairperson if she/he has any concerns arising from any report. The Committee shall decide how to proceed in the event of concerns being raised.
- g) The Committee shall provide any additional report/information requested by the Board and/or the Offices of the CEO

5. Committee Aim

The aim of this Committee is to assist in ensuring 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 Objectives

The overall objectives of the Committee are to:

- 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.

The Committee shall set out a yearly plan in line with these objectives.

7. Roles and Responsibilities of the Regionally appointed members of the Committee

The regionally appointed members of the Committee have a specific role in their regions to:

- 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
- Carry out the duties and responsibilities of a Regional Children's Officer, including specified involvement in complaints and disciplinary matters at regional level.
- Update and advise 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

8. Operational Matters

Within two months of the Swim Ireland AGM, the Committee and the National Children's Officer shall provide a report to the CEO and the Chair of the Swim Ireland Board on the planned objectives and the work targets for the year:

The Committee shall:

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- meet at least *four* times per year, (on a regular basis) to review the progress of the yearly plan and objectives. Swim Ireland will support the Committee in ongoing educational updates, as required and approved by the CEO, for Committee members.
- Elect a Chairperson, who will be responsible for chairing the meetings, setting the agenda and acting as Secretary for the Committee.
- Include a progress review of the objectives as a primary agenda item.
- Matters discussed at meetings will remain confidential unless otherwise agreed.

9. 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.

March 2025

(Board approved TOR at their meeting held on 25 March 2025)