



CLUB SAFEGUARDING ACTION PLAN (SEASON 2018-2019)

In order to be compliant and to receive the Club Support Scheme Funding from the IRFU Clubs must, as a minimum, achieve the following criteria under Safeguarding:

- Clubs are required to **appoint a Club Welfare Officer** to implement the IRFU Safeguarding Policy. Club Welfare Officers should be **vetted** and **trained** to SG2 standard (Sport Ireland/Sport NI).
- Clubs are required to carry out a safeguarding risk assessment and sign and publish their Child Safeguarding Statement as a result (templates provided by IRFU). Confirm by email that this is done to your Spirit of Rugby Officer
- Display the CWO ID template (template supplied by IRFU)
- **All Age-Grade volunteers** (e.g. coaches, manager, team assistants) that work regularly and continuously (or that their role is a necessary part of working) with young people and/or vulnerable adults **must be vetted before they start**; this process must be carried out through the Club Welfare Officer using the **IRFU Clubhouse** system and an **annual Declaration of Intent** must be signed.
- All **coaches/volunteers** should complete Child & Family agency/ SNI introductory online training, <https://childrenfirstuniversal.hseland.ie> OR <http://courses.sportni.net/>

Please see <http://www.irishrugby.ie/playingthegame/development/safeguarding/recruitment.php> for further information or contact the Spirit of Rugby Officer in your Branch for assistance.

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The following is a guide as to the list of the duties for the Age-Grade section(s) of the Club **to be coordinated** by the Club Welfare Officer

- Key **Red** Must be done as a matter of priority (non-compliance may affect payment of the Club Support Scheme Funding and/or compliance with legislation)
- Yellow** Good Practice – should be in place
- Green** Best Practice – should be working towards to fully implement a safe and fun environment for age-grade rugby

COMPLIANCE

Area of Responsibility	Happening in the Club Y/N	Evidence	To Be Done By Who	To Be Done By When
Club Welfare Officer (CWO) <ul style="list-style-type: none"> • Appoint CWO • CWO vetted and IRFU Clubhouse system details up to date • CWO trained to SG2 minimum • CWO ID Template published • Safeguarding Risk Assessment completed by committee and Child Safeguarding Statement signed – confirmation email sent to IRFU Spirit of Rugby Officer 				
Ensure all Age-Grade volunteers have completed an appropriate selection process, including the necessary vetting checks <ul style="list-style-type: none"> • Signed Declarations of Intent – to be completed annually and stored securely on IRFU Clubhouse system • Vetting and ID check completed prior to start and renewed every 3 years through IRFU Clubhouse system 				
Training and Information <ul style="list-style-type: none"> • CWO to attend SG3 training • Details of all Age-Grade volunteers up to date, and held in line with data protection, on IRFU Clubhouse system • Appropriate safeguarding training arranged for all Age-Grade volunteers (including delivering the 'Start of Season' presentation and online reporting module) • Database of all trained personnel maintained, including dates and details of training • All Age-Grade Head Coaches/Section Leaders (or similar) to complete safeguarding online training and to attend SG1 training 				

POLICY IMPLEMENTATION

Area of Responsibility	Happening in the Club Y/N	Evidence	To Be Done By Who	To Be Done By When
<p>Safeguarding Policy Ensure that the club has adopted the current IRFU Safeguarding Policy</p> <ul style="list-style-type: none"> Ensure that this is recorded on the minutes of an Executive Management Committee Meeting Update Club Constitution/Memorandum and Articles, if needed 				
<p>Member Records Ensure records on each Age-Grade Member are up-to-date and held in line with data protection, including any special needs of the child that should be known to leaders:</p> <ul style="list-style-type: none"> Evidence of parental consent form with relevant medical information and permission to participate Records maintained on IRFU Clubhouse system in conjunction with Club Registrar Codes of Conduct for age-grade players and parents on view 				
<p>Safer Sport</p> <ul style="list-style-type: none"> Retain copies of signed Code of Conduct/Declaration of Intent for referees Seek copies of reference forms for visiting/unknown coaches if applicable 				
<p>Policies and Procedures Ensure that the club rules and regulations include safeguarding policies as outlined in IRFU Safeguarding Statement including evidence of:-</p> <ul style="list-style-type: none"> an anti-bullying policy a safety statement - including evidence of risk assessment, templates and incident form rules in relation to traveling with children, supervision and physical contact, social media and photographic guidelines safeguarding specific complaints, disciplinary and appeals procedures for club welfare concerns <p><i>Please note: clubs are not necessarily being asked to write their own but to link to the IRFU website/policy/templates where available</i></p>				

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<p>CWO influences policy in relation to Age-Grade Players with the club's management by sitting on Executive/Management Committee or by having access to meetings. This can be done in conjunction with Mini Co-ordinator, Youth Co-ordinator, etc</p>				
<p>Reporting Procedures Ensure that reporting procedures are widely distributed across the club</p> <ul style="list-style-type: none"> • Evidence of reporting procedure on display throughout club e.g. website/social media/registration packs/club noticeboard etc • Name of Club, Branch & National Safeguarding Person listed and visible within club (IRFU can provide template for ID poster/cards) <p>Ensure that the process for dealing with allegations against club volunteers, in particular those working with Age-Grade members, is known to club management</p>				
<p>Member Numbers Monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or adult coaches/volunteers:</p> <ul style="list-style-type: none"> • Speak to players when they are leaving and record their reasons for leaving. Try to spot trends and/or potential harmful issues that might arise as a result of poor coaching or team practices • Talk to volunteers when they finish in their role, record their reasons and where necessary make changes to the roles of volunteers, training and/or support they receive. This can be done in conjunction with the Volunteer Officer. 				

CHILD-CENTRED ETHOS

Area of Responsibility	Happening in the Club Y/N	Evidence	To Be Done By Who	To Be Done By When
<p>Voice of the Child Ensure that the Age-Grade members have a voice in the running of their club, to include:</p> <ul style="list-style-type: none"> • Evidence of consulting with players in relation to the Age-Grade activities in the club • Involvement of older players in spreading welfare messages across the Age-Grade sections e.g. anti-bullying, code of conduct and additional welfare policies 				

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<p>Expressing Concerns Ensure that there are steps Age-Grade Members can take to express concerns about their sports activities and experiences.</p> <ul style="list-style-type: none"> Evidence that Age-Grade Members know the name of the CWO and how to contact them Display anti-bullying posters around the club (potential resources from the CPSU) Share the message of 'one-good adult', highlighting the influence trusted adults have on the young person's positive mental health Develop an Age-Grade friendly version of the reporting process and ensure that this is available in the club Have information available in a variety of formats to allow for the inclusion of young people with a disability and/or special needs, etc. 				
<p>To influence policy and practice which creates and sustains a child-centred ethos, and to prioritise children's needs, the CWO is consulted about changes in the club – Age-Grade rules, disciplinary procedures and other related policies</p>				

INFORMATION AND ADVICE

Areas of Responsibility	Happening in the Club Y/N	Evidence	To Be Done By Who	To Be Done By When
<p>Awareness Raising Promote awareness of safeguarding and the safeguarding statement among Age-Grade volunteers, Age-Grade Members and their parents/guardians.</p> <ul style="list-style-type: none"> CWO delivers 'Start of Season' presentation to Age-Grade volunteers and parents. This includes season outline, reference to the LTPD model, safety information and safeguarding information Ensure there is an up-to-date section on the club website dedicated to safeguarding, club policy and template forms 				

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<p>Creating and Maintaining Understanding</p> <p>Host regular information meetings for the Age-Grade Members and their parents/guardians:</p> <ul style="list-style-type: none"> Ensure policies, codes of conduct, procedures around travel & supervision, disciplinary and reporting concerns are made known to Age-Grade Members and their parents/guardians 				
<p>Appropriate Involvement</p> <p>Encourage the appropriate involvement of parents/guardians in the club activities in conjunction with the Volunteer Officer:</p> <ul style="list-style-type: none"> Gather information in relation to knowledge or skills parents/guardians might have e.g. first aid, social media, etc Provide a parents rota for supervision where necessary and/or do up a list of 'tasks' to encourage parental involvement 				
<p>Club Resource</p> <p>To act as an advisory resource to Age-Grade volunteers and other club volunteers on best practice in Age-Grade rugby:</p> <ul style="list-style-type: none"> Liaise with Youth Co-ordinator so that they can monitor that the LTPD philosophy is being practiced by all adults Ensure that the Mini Co-ordinator and Youth Co-ordinator have distributed up-to-date information (as relevant to the age of their players) from the IRFU and Branch, including: mini-rugby philosophy & LTPD, nutrition and mental health information, research etc. 				

LTPD – refers to Long Term Player Development model that governs coaching, see http://www.irishrugby.ie/playingthegame/coaching/development_coachingpathways.php for further information.