

CLUB Safeguarding Action Plan (Seasons 16/17 & 18/19)



The following is a guide as to the list of the duties for the Youth Section of the Club to be coordinated by the Club Welfare Officer

Areas of Responsibility Compliance & Policy Implementation	Happening in the Club Y/N	Evidence	To Be Done By Who	To Be Done By When
Ensure the club has adopted the IRFU safeguarding policy				
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. <ul style="list-style-type: none"> • Evidence of parental consent form with relevant medical information and permission to participate • Records stored online (and secured in 'clubhouse') • Codes of Conduct for age-grade players on view 				
To ensure each Age-Grade Leader has completed an appropriate selection process, including the necessary vetting checks <ul style="list-style-type: none"> • Signed Declarations of Intent (stored securely on 'clubhouse') • Vetting and ID check complete through IRFU (clubhouse) • Copies of Declaration of Intent held for referees / parents • Copies of reference forms for visiting/unknown coaches 				
To ensure that the club rules and regulations include safeguarding policies as outlined in IRFU safeguarding statement, including evidence of:- <ul style="list-style-type: none"> • complaints, disciplinary and appeals procedures for child welfare concerns • 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, photographic guidelines • Influences policy in relation to Age-Grade Players with the club's management by sitting on management committee or having access to management meetings. This can be done in conjunction with mini-coordinator, youth coordinator, etc. 				

<p>To ensure reporting procedures is widely distributed across the club:</p> <ul style="list-style-type: none"> • Evidence of reporting procedure on web/displayed within club • Name of Club, Branch & National Safeguarding Peron listed within club • Process for dealing with allegations against Sports Leaders known to club management 				
<p>To 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. 				
<p style="text-align: center;">Area of Responsibility Child-centred ethos</p>	<p style="text-align: center;">Happeni ng in the Club Y/N</p>	<p style="text-align: center;">Evidence</p>	<p style="text-align: center;">To Be Done By Who</p>	<p style="text-align: center;">To Be Done By When</p>
<p>To ensure that the children 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 • Use of older players to spread welfare messages across the age grade sector – anti-bullying, code of conduct and additional welfare policies. 				
<p>To ensure that there are steps Age-Grade Players can take to express concerns about their sports activities and experiences</p> <ul style="list-style-type: none"> • Evidence that age grade players know the name of the CWO and contact details • Do they know the message of ‘one-good adult’ that highlights the influence trusted adults have on the young person’s positive mental health? (see website) • Are anti-bullying posters displayed around the club? • Is there an Age-Grade friendly version of the reporting process available in the club? • Is information in a variety of formats to allow for inclusion of young people with disability and/or special needs, etc. 				

<p>To influence policy and practice within the club in order to prioritise children's needs</p> <ul style="list-style-type: none"> • Does CWO sit on / have access to management committee • Is CWO consulted about changes in the club - age grade rules, disciplinary procedures and other related policies? 				
<p>Areas of Responsibility Information & Advice</p>	<p>Happeni ng in the Club Y/N</p>	<p>Evidence</p>	<p>To Be Done By Who</p>	<p>To Be Done By When</p>
<p>To promote awareness of the safeguarding statement within the club, among young members and their parents/guardians.</p> <ul style="list-style-type: none"> • Start of season presentation given by CWO • Section on the club website dedicated to safeguarding, club policy on website and template forms 				
<p>To host regular information meetings for the young people and their parents/guardians</p> <ul style="list-style-type: none"> • Presentation includes season outline, reference to LTPD model, safety information and information re safeguarding policies • Policies made known to parents, codes of conduct, travel & supervision, disciplinary and reporting concerns 				
<p>To encourage the appropriate involvement of parents/guardians in the club activities:</p> <ul style="list-style-type: none"> • Gather information in relation to knowledge or skills parents might have, 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. • Arrange appropriate training for all volunteers • Maintain database of all trained personnel, including details of training and dates of training 				
<p>To act as an advisory resource to Sports Leaders on best practice in Age-Grade rugby:</p> <ul style="list-style-type: none"> • Ensure youth coordinator has distributed up-to-date information from IRFU, including mini-rugby philosophy & LTPD, nutrition and mental health information / research, etc. • Liaise with youth coordinator so that they can monitor that LTPD philosophy is being practiced by all adults 				

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