



CLUB SAFEGUARDING ACTION PLAN

The role of the Club Welfare Officer is the coordinator of the safeguarding plan on behalf of the club, they are not solely responsible for implementing all of the actions below but should work with others to achieve these safeguarding goals. The CWO should give regular progress reports to the club management on the progress of the plan. The primary focus for the CWO should be in acting as an advocate for mini and youth players once the essential steps have been achieved.

In order to be compliant with legislation and standards in the area and to receive the Club Support Scheme Funding from the IRFU, Clubs must achieve the following criteria:

- 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 are provided by IRFU). This is to be reviewed every 2-years in line with IRFU review of safeguarding documents and standards
- Clubs confirm by email that this is complete to your Spirit of Rugby Officer (annually)
- Ensure parents have access to the Child Safeguarding Statement and that coaches know what is in it (templates can be supplied by IRFU). **Statements should be specific to your club.**
- 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 every **2-years** through the Club Welfare Officer using the IRFU Registration system that includes the signed Declaration of Intent
- All coaches/volunteers to complete the **IRFU Safeguarding Award**.
- Other training options include the Child & Family agency/ SNI introductory online training, <https://childrenfirstuniversal.hseland.ie> / <http://courses.sportni.net/> and SG1 training in their Local Sports Partnership OR Safeguarding Children and Young People Workshop through Sport Northern Ireland

The Club Action Plan overleaf is to assist with the implementation of safeguarding standards and to create a safe, fun and positive playing environment for all age-grade players so that they continue to play rugby into their adult life. It is a guide for the Club Welfare Officer who will coordinate the plan on behalf of the club. Please see:

<https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/what-is-spirit/> for further information or contact the Spirit of Rugby Officer in your Branch for assistance.

- Connacht – Luke Murphy: luke.murphy@connachtrugby.ie
- Leinster – Stephen Gore: stephen.gore@leinsterrugby.ie
- Munster – Emily O'Leary: emilyoleary@munsterrugby.ie
- Ulster – Kerry Spence: kerry.spence@ulsterrugby.com

Red

Must be done as a matter of priority (non-compliance may affect compliance with legislation and/or payment of the Club Support Scheme)

Yellow

Good Practice – should be in place

Green

Best Practice – creates best environment for Age-grade Players

Irish Rugby Football Union

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RED

- Club to appoint Club Welfare Officer
- CWO vetted through IRFU online registration system
- CWO trained in SG1 & SG2 (speak to Branch Spirit of Rugby Officer)
- CWO ID Template published (in clubhouse and/or on website)
- Risk Assessment brought to committee for completion (every 2-years)
- Child Safeguarding Statement published (in clubhouse and/or website after completion of RA above)
- Confirmation email sent to IRFU Spirit of Rugby Officer to say CSS is displayed
- Club to ensure **all** coaches, managers of mini and youth teams and additional helpers, staff or volunteers have completed an appropriate selection process, including the necessary vetting checks and signed Declaration of Intent or Code of Conduct prior to working with age-grade players. Use IRFU online registration system to complete every 2-years
- Gather parental consent to participate in club activities with relevant medical/behavioural information, (use IRFU online player registration where possible)
- Ensure coaches know appropriate supervision ratios. Work with club management to create parental rota if necessary
- Ensure reporting procedures are widely distributed across the club
- Ensure appropriate training is completed by coaches/volunteers and players, coaches and parents know how to make a report
- CWO delivers information session to parents at start of season (IRFU template available)
- CWO delivers information session to coaches at start of season (IRFU template available)
- Ensure there is an up-to-date section on the club website dedicated to safeguarding, club policy, template forms and links to related safeguarding information

YELLOW

- Club Codes of Conduct for age-grade players and parents on view
- CWO template displayed widely and parents/coaches to give these details to players so age-grade players know how to contact CWO
- Club has signposted parents, coaches and volunteers to relevant policies, such as anti-bullying, travel and hosting, supervision, social media etc. Links to the IRFU website can be used for this.
- Club has highlighted to parents and players how to raise a concern, including how to access the disciplinary and appeals procedure, <https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/concerns/>
- CWO to attend SG3 training
- Club to appoint deputy CWO for assistance and succession planning
- CWO acts as advisory resources to age-grade committees, coaches and volunteers on best practice in safeguarding and links with youth coordinator and coaches to ensure all those working with age-grade players have up-to-date information
- CWO ensures visiting coaches/suppliers have completed Declaration of Intent and/or Codes of Conduct(s) and club have checked references where necessary

GREEN

- 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.
- CWO includes voice of the player in the running of the club by hosting youth consultations, linking with IRFU Youth Council and/or getting older players involved in spreading welfare messages across age-grade section such as code of conduct, anti-bullying and social media policies, <https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/youth-council/>
- Club share the message of 'one-good adult', highlighting the influence trusted adults have on the young person's positive mental health, <https://www.youtube.com/watch?v=cUNil7YqPM>
- 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.
- Encourage the involvement of parents in club activities. Gather information re knowledge or skills parents/guardians might have e.g. first aid, social media, etc. and/or do up a list of 'tasks' to encourage parental involvement.
- Work with related club officers to distribute relevant age-grade information on nutrition, concussion, etc. Could use IRFU links - <https://www.irishrugby.ie/playing-the-game/nutrition/eat2compete/> or <https://www.irishrugby.ie/playing-the-game/medical/irfu-concussion-protocols/>
- Speak to players when they are leaving about 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. Link to Youth Council for how to do a youth consultation, <https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/youth-council/>
- Talk to volunteers when they finish in their role 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 in your club.

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