



AS AT .....4<sup>TH</sup> OCT 16

Priority	Responsibility Compliance and Policy Implementation	Happening in the Club Y / N	Evidence	If Not happening what is required / Further Improvement	By When By Whom
<b>1</b>	Ensure the club has adopted the IRFU Safeguarding Policy.	Y	Written into CWP 2016		
<b>1</b>	Ensure records on each age-grade member are up-to-date and held in line with data protection, including any special needs of the age-grade player that should be known to leaders.	Y	GD uploaded records 19/9/16		
<b>1</b>	<ul style="list-style-type: none"> <li>Evidence of parental consent form with relevant medical information and permission to participate.</li> </ul>	Y	All age grade groups have completed registration forms with data/parental consent		
<b>1</b>	<ul style="list-style-type: none"> <li>Records stored online and secured in 'clubhouse'.</li> </ul>	Y	GD uploaded records 19/9/16		
<b>1</b>	<ul style="list-style-type: none"> <li>Codes of Conduct for age-grade players on view.</li> </ul>	Y	Community Rugby Handbook & Youth DOI circulated		

BALLYMENA RFC SAFEGUARDING ACTION PLAN- SEPTEMBER 2016

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1	To ensure each Age-Grade Leader has completed an appropriate selection process, including necessary vetting	y	Apdx 9 of Club WP		
1	<ul style="list-style-type: none"> <li>Signed Codes of Conduct with Self-Declaration questions stored securely on 'clubhouse', successfully completed.</li> </ul>	Y	Access NI checks completed and renewed every 3 years		
1	<ul style="list-style-type: none"> <li>Vetting invite issued and ID check complete through 'clubhouse'.</li> </ul>	Y	Yes 19 Sep 16		
1	<ul style="list-style-type: none"> <li>Copies of Declaration of Intent held for each volunteer.</li> </ul>	Y	Hard copies held CWO and uploaded to "Clubhouse"		
1	<ul style="list-style-type: none"> <li>Copies of reference forms for visiting / unknown coaches.</li> </ul>	Y	Affiliated club referees used for all Youth games		

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1	<p>To ensure reporting procedure is widely distributed in the club:</p> <ul style="list-style-type: none"> <li>• Evidence of reporting procedure on website/displayed within club premises.</li> <li>• Name of National Safeguarding Officer listed within club.</li> <li>• Name of Branch Welfare Officer listed within club.</li> </ul>	Y	Club CWO Notice board in foyer of clubhouse & Community Rugby Handbook		
1		Y	Club CWO Notice board in foyer of clubhouse		
1		Y	Club CWO Notice board in foyer of clubhouse & CWP section 22		
2	<ul style="list-style-type: none"> <li>• Process for dealing with allegations against Sports Leaders known to club management</li> </ul>	Y	CWP Section 10, 11		

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3	To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by age-grade players or adult volunteers				
3	<ul style="list-style-type: none"> <li>• Use “clubhouse” to monitor drop out at end of season.</li> </ul>	N			
3	<ul style="list-style-type: none"> <li>• To randomly complete exit interview with at least 6 players each season.</li> </ul>	N			
3	<ul style="list-style-type: none"> <li>• Complete exit interview with volunteer.</li> </ul>	N			

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2	To ensure that the age grade players have a voice in the running of the club to include:				
2	<ul style="list-style-type: none"> <li>Evidence of consulting with players in relation to the age grade activities in the club.</li> </ul>	N			
2	<ul style="list-style-type: none"> <li>Use of older age-grade players to consult welfare messages across the age grade sector – anti-bullying, code of conduct and additional welfare policies.</li> </ul>	N		U12 / U14 / U16 7 U18 to be invited to nominate 2 x players to represent them at a meeting of the Community Rugby Committee twice annually (one at start/one at end of season).	Dir Com Rugby 31/3/17

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3	To ensure that there are steps age-grade players can take to express concerns about their sports activities and experiences:  • Evidence that age grade players know the name of the CWO and contact details.	Y	Club CWO Notice board in foyer of clubhouse & Facebook		
2	• Do they know the message of 'one-good adult', highlighting the influence trusted adults have on the young person's positive mental health?	N			
3	• Are bullying posters displayed around the club?	Y	Displayed on club CWO notice board (from Sport NI child protection unit)		
2	• Is there an age-grade-friendly version of the reporting process available in the club?	Y	Community Rugby Handbook		
2	• Is information in a variety of formats to allow for inclusion of age grade players with disability and / or special needs.	Y	"The Magnificent 7" / Community Rugby Handbook		

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3	<p>To influence policy and practice within the club in order to prioritise age-grade players' needs:</p> <ul style="list-style-type: none"> <li>• Does CWO sit on / have access to the club's management committee.</li> </ul>	Y	Community Rugby Committee		
2	<ul style="list-style-type: none"> <li>• Is CWO consulted about changes in the club, age grade rules, disciplinary procedures and other related policies?</li> </ul>	Y	Community Rugby Committee		



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3	<p>To promote awareness of the safeguarding statement within the club, among age grade members and their parents/guardians.</p> <ul style="list-style-type: none"> <li>• Start of season presentation given by CWO.</li> </ul>	Y	10/9/16 CWO presentation to Age Grade Coaches. CWO spoke at Youth Registration evening 28/9/16		
3	<ul style="list-style-type: none"> <li>• Section on the club website dedicated to safeguarding, club policy on website and template forms.</li> </ul>	N		Need to develop social media and web site formats	

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3	To host regular information meetings for the age grade players and their parents/guardians so that parents and players know what is expected	N			
3	<ul style="list-style-type: none"> <li>• Presentation includes season outline, reference to LTPD model, safety information and information re safeguarding policies.</li> </ul>	N			
3	<ul style="list-style-type: none"> <li>• Policies made known to parents, codes of conduct, travel and supervision, disciplinary and reporting concerns.</li> </ul>	Y	Web site / Community Rugby Handbook / Notice Boards		

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2	To encourage the appropriate involvement of parents/guardians in the club activities:  Gather information in relation to knowledge or skills parents might have, first aid, social media etc.	N/A			
3	Parents rota for supervision.	Y			
3	Arrange appropriate training for all volunteers.				
3	Maintain database of all trained personnel, including details of training and dates of training.				

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2	To act as an advisory resource to Sports Leaders on best practice in age grade rugby:  • Ensure volunteers have up-to-date information from IRFU, including mini-rugby philosophy and LTPD, nutrition and mental health information / research.	Y			
3	• Observe that the 'LTPD' philosophy is being practiced by all adults working with age grade players.	Y			

- . LTPD – refers to Long Term Players Development model that governs coaching – see [www.irishrugby.ie/playingthegame/coaching/development\\_coaching\\_pathway.php](http://www.irishrugby.ie/playingthegame/coaching/development_coaching_pathway.php) for further information.

- . CWO refers to Club Welfare Officer.