

Omagh RFC – Club Operations Manual

2.3 Safeguarding Operation & Administration

2.3.1 The Club

- The club abides by the IRFU Safeguarding Policy
- Coaches must sign an agreement with the club that includes signing up to the IRFU Safeguarding Policy, (see **appendix 2.3.1: IRFU Safeguarding Policy**).
- The club will select coaches with the appropriate skills and experience.
- Training will be provided for all newlyrecruited personnel e.g. courses for coaches and referees and/or training to work with Age-Grade Players, e.g. Safeguarding and/or Safe Rugby.
- The club will maintain an appropriate adult/child ratios for training and supervision
- The club will outline the procedures to be followed for away trips for Age-Grade Players. (see **appendix 2.3.2: IRFU Guidelines on Supervision and Safety**)
- The club will ensure that Age-Grade Players will follow IRFU guidelines in relation to the wearing of protective gear.
- The club will ensure Age-Grade Players should not play on more than one team in any one season without prior parental written consent.
- The club will ensure that the criteria for the selection of Age-Grade squads is available to players,parents and guardians.
- The club will be conscious of the health of Age-Grade Players and will follow the IRFU guidelines on nutrition and supplementation, smoking and alcohol abuse (see **appendix 2.3.3: Age-Grade Players and Alcohol, Smoking and Supplements**)
- The club will endeavour to contribute positively to the Age-Grade Player’s mental health while participating in club activities (see **appendix 2.3.4: Positive Mental Health**).
- The club wish to emphasize that bullying is not acceptable in any form and are committed to dealing with and reducing, incidences of bullying within the club environment.(see **appendix 2.3.5: Omagh RFC Rugby Club Statement on Anti Bullying**)
- The club will publish and make known the procedures for responding to reports or concerns relating to the welfare and safety of Age-Grade Players and will ensure that all coaches, Age-Grade Players, parents/guardians are aware of how to report and to whom concerns should be reported within the club.(see **appendix 2.3.6: Management for Reporting an Alleged Incident of Concern involving Age-Grade Players in Omagh RFC Rugby Club**)
- The club will ensure that all procedures regarding safety in sport for Age-Grade Players will be available and visible in the club.

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Copies of this Safeguarding Policy and its accompanying appendices and guidelines for Age-Grade Players, Parents/Guardians, Coaches and Club Committees and officers will be made available within the club and on the club website.

2.3.2 Executive Committee

It is the role and responsibility of every officer of the club, to ensure that the spirit of this policy is promoted, implemented and monitored successfully.

2.3.3 Club Welfare Officer

The Club Welfare Officer is the person appointed by OMAGH RFC to implement the directions of the IRFU National Safeguarding Officer and Ulster Rugby Welfare Officer and to follow the policy for Age-Grade Players of the IRFU. The Club Welfare Officer is a member of the Executive Committee of Omagh RFC (see **appendix 2.3.7: The Role of the Child Welfare Officer**).

2.3.4 Coaches

All age grade rugby coaches in Omagh RFC are volunteers and the age grade programme in the club would not exist without the time and enthusiasm they invest in our players. All coaches have a responsibility for our Age-Grade Players and must commit to and follow the requirements and best practice as set out in this Safeguarding Policy. In addition coaches are asked to:

- a) Participate in education and training relating to their activities with Age-Grade Players;
- b) Remain competent to provide safe and rewarding experiences for Age-Grade Players;
- c) Complete and submit an application to be vetted by the Garda Central Vetting Unit through the IRFU at three yearly intervals.

All coaches must sign a declaration of intent at the beginning of each season to abide by the IRFU Code of Conduct (see **appendices 2.3.8: Declaration of Intent for Coaches and appendix 2.3.9: Code of Conduct for Coaches**).

2.3.5 Vetting

In conjunction with the measures outlined in the IRFU Code of Conduct as well as a commitment to training and adherence to the this Safeguarding Policy, OMAGH RFC oblige all age grade coaches and **Change log:**

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referees to undergo a vetting check to be conducted by the Garda Central Vetting Unit. The club may request a vetting check at any stage during the involvement of an age grade coach or referee in club activities. The club will work with the IRFU National Safeguarding Officer without delay in relation to a risk assessment of the criminal record and convictions (for violence, abuse or neglect of children and related offences) of each or any of its age grade coaches and referees. (see **appendix 2.3.10: IRFU - Garda Vetting Process & Identity Check**).

2.3.6 Supervision and Safety

OMAGH RFC has a registration system in place to register the details of all Age-Grade Players, coaches and referees. The club participate in the IRFU insurance, which is limited in nature and extent, and covers all registered players. The club will endeavour to adhere to recommended adult: child supervision ratios to ensure that all activities are properly supervised. (see **appendix 2.3.2: IRFU Guidelines on Supervision and Safety**).

The club is anxious when travelling with Age-Grade Players, to ensure all arrangements are in place and communicated to all involved, particularly players, and parent/guardians, before the event. (see **appendix 2.3.11: IRFU Guidelines on Travelling with Age-Grade Players**)

2.3.7 The Referees

OMAGH RFC has a number of volunteers who act as referees. Referees appointed by OMAGH RFC agree to abide by the IRFU Safeguarding Policy and in particular the IRFU Code of Conduct for Age-Grade Rugby. Referees involved in age-grade rugby are subject to vetting procedures similar to coaches. All OMAGH RFC referees must sign an agreement to abide by the IRFU Safeguarding Policy. (see **appendix 2.3.12: Code of Conduct for Referees**).

2.3.8 Parents

The club recognises the important role that parents and guardians play in the development of their son or daughter through sport and rugby in particular. The club will request the parents/guardians of Age-Grade Players to give their consent for their son or daughter to participate in club activities in line with the

IRFU's Safeguarding Policy (see **appendix 2.3.13: Omagh RFC RC Parental/Guardian Consent Form**). Parents/Guardians will receive a copy and will be asked to abide by the code of conduct for parents/guardians (see **appendix 2.3.14: Code of Conduct for Parents/Guardians**).

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2.3.9 Players

Players will be encouraged to play for enjoyment to the best of their ability. They will be asked to do their best for the game, their team and their club. (see **appendix 2.3.15: Code of Conduct for Age-Grade Players**).

2.3.10 Spectators

Spectators can contribute to the enjoyment of the game and should encourage Age-Grade Players from both club and visiting teams. OMAGH RFC will publicise on our website and in our clubhouse a charter for spectators attending training sessions or club games at home or away. (see **appendix 2.3.16: Spectators Charter**)

2.3.11 Age-Grade Player Protection

OMAGH RFC undertake that should an Age-Grade Player be at risk of harm, it is the duty of those in a position of responsibility to take the necessary steps to minimise and/or help to remove the risk and to ensure that all procedures are undergone in accordance with statutory guidelines.

The club encourages coaches to be aware of the signs and types of abuse that may be experienced by children and younger players involved with the club. Further details on categories of abuse and statutory guidelines can be found at www.irfu.ie/safeguarding or [www.tusla.ie/ children-first](http://www.tusla.ie/children-first). All those in the club concerned with the welfare of our Age-Grade Players should endeavour to have :

- Knowledge of the appropriate action and response to be taken.
- Vigilance and avoidance of situations conducive to risk.
- Open, trusting and cooperative relationships within the club and with parents / guardians and others concerned with players' welfare.

2.3.12 Addressing Concerns and Complaints

- Concern raised by an individual about Age-Grade Players or those working with Age-Grade Players should be passed on to Club Welfare Officer, who may consult with the Ulster Rugby Welfare Officer if necessary.
- Complaints or suspicions of abuse relating to an Age-Grade Player wherever and whenever arising must be reported to the Ulster Rugby Welfare Officer (unless the complaint relates to the

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Club Welfare Officer or the Ulster Rugby Welfare Officer in which case the IRFU National Safeguarding Officer must be informed directly) without delay who must take immediate steps to safeguard the Age-Grade Player and to refer the complaint or suspicion of abuse to the Statutory Authorities and to the National Safeguarding Officer.

- **Procedures for addressing concerns, making, investigating and determining complaints about abuse are outlined in the appendix 2.3 6: Management for Reporting an Alleged Incident of Concern involving Age-Grade Players in Omagh RFC Rugby Club**
- A coach, club officer or club member against whom a complaint relating to abuse of an Age-Grade Player is made to one of the statutory authorities may be asked to step aside until after the relevant determination has been made. Reasonable steps will be taken to protect Age-Grade Players.
- The National Safeguarding Officer must be notified by the Ulster Rugby Welfare Officer of all allegations of abuse relating to a coach, club officer, club member or employee and all questions from the National Safeguarding Officer must be answered immediately.
- It is not the role of the person who conveys a complaint or suspicion about abuse of an Age-Grade Player to determine the guilt or innocence of the accused but every complaint must be made and acted upon without delay.

2.3.13 Data Protection

All safeguarding documents will be kept according to, or each case of any amending legislation, the requirements of the Irish Data Protection Acts 1988 - 2003, this includes requirements for the collecting, storage and requests for personal data. (see **appendix 2.3.17: Age-Grade Players and Data Protection**)

2.3.14 Diversity, Equality & Inclusion

Omagh RFC Rugby Club (OMAGH RFC) is committed to making Rugby Football accessible and open to everyone who wishes to be involved in the game. We, as a Club, recognise the importance of, and are committed to equity, diversity, equal opportunities, fair treatment and respect to all involved in our Club. (see **Club Operation Manual Section 1.2: Omagh RFC Rugby Club Policy on Diversity, Equality and Inclusion**)

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Our Age-Grade Players with disabilities and vulnerable adults playing with our club are included in the protection provided by this Safeguarding Policy so that they can reach their full potential in rugby in a safe and enjoyable environment.

Appendices:

- App 2.3.1 IRFU Safeguarding Policy 2015
- App 2.3.2 IRFU Guideline on Supervision & Safety
- App 2.3.3 Age Grade Players and Alcohol, Smoking & Supplements
- App 2.3.4 Positive Mental Health & Age-Grade Players
- App 2.3.5 OMAGH RFC Statement on Anti Bullying
- App 2.3.6 Management for Reporting an alleged incident of concern involving Age-Grade Players
- App 2.3.7 Role of Club Welfare Officer
- App 2.3.8 Declaration of Intent for Coaches
- App 2.3.9 OMAGH RFC – Code of Conduct for Youth Coaches
- App 2.3.10 IRFU – Garda Vetting Process & ID Check
- App 2.3.11 IRFU Guidelines on Travel, Hosting & Touring with Age-Grade Players
- App 2.3.12 OMAGH RFC – Referees Code of Conduct
- App 2.3.13 Parental/Guardian Consent Form for Age-Grade Player
- App 2.3.14 OMAGH RFC – Parents & Guardians Code of Conduct
- App 2.3.15 OMAGH RFC – Age-Grade Players Code of Conduct
- App 2.3.16 OMAGH RFC – Spectators Charter
- App 2.3.17 Age-Grade Players and Data Protection

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