

## **BANGOR RUGBY FOOTBALL CLUB**

### ***Safeguarding Policy Section 3.1***

## **IRFU Guidelines on Supervision and Safety**

### **Adult/Child Ratio:**

Staffing ratios are difficult to prescribe as they will vary according to activity, location and resources. The key message is to ensure that there are enough people to cope with the number of children participating in any activity and to adequately respond to an emergency.

As a guide, a ratio of 1:10 should be considered as a minimum requirement where players are 11 years of age or older. For younger players or situations involving travel, the ratio should increase depending on the requirements or the activity the group will be involved in.

#### *Considerations:*

- Age and gender of the group.
- Where girls are involved ensure a mix of male and female adults (coaches, managers and helpers/assistants).
- Type of activity (training, traveling or social) to be undertaken.
- Time involved.
- Experience of the adults involved.
- Previous experience with a group or club and likely behaviour.
- Legal requirements.
- Location of activity or event and type of travel involved.
- Suitability of the adults.

#### *Ensure:*

- Players are never left unattended.
- Adequate numbers of coaches/helpers are available to supervise all activities.
- Coaches and managers know at all times where the players are and what they are doing.
- Dangerous behaviour isn't tolerated at any stage.
- Respect for the privacy of all young people in changing rooms, showers and toilets.
- All participants are informed beforehand of what behaviour will be accepted and not accepted from them.
- Those in a supervisory role should have access to adequate first aid material and important phone numbers, *e.g.* doctor, dentist, parents for players; PSNI and ambulance.

## **The Club Facilities: Pavilion, Changing Rooms, Playing/Training Areas**

### ***Pavilion:***

#### *Inform Age-Grade Players of:*

- The areas in the pavilion allocated to them.
- The times they will be allowed in the bar areas and what areas are off limit to them.

#### *Ensure:*

- All facilities are safe and to the required standards.
- These are sufficient for the number of Age-Grade Players and Sports Leaders.

- Club Policy regarding alcohol and Age-Grade Players is clear and visible in the Club.
- All Age-Grade activities at the Club are supervised by Sports Leaders and relevant adults.
- There are sufficient medical facilities and equipment.

### ***Changing Rooms:***

*Should:*

- Always be sufficient and clean.
- Be supervised by leaders, remaining outside with easy access in case of an incident.
- Be separate changing facilities for mixed teams of boys and girls.
- Have a female adult to supervise the changing area for girls.

### ***Playing and Training areas:***

*Ensure:*

- The playing and training area(s) are clean, safe and ready before use.
- All equipment needed is clean, safe and of the standard required.
- Vehicle access to all Club Facilities, playing/training areas is kept clear at all times.
- Each team knows where their designated playing/training area is.
- All activities are safe and appropriate to the age group.
- Activities are supervised by Sports Leaders of the Club.

## **Safety Practices:**

Safe management practices not only enable the Club to run smoothly and efficiently but also help minimise opportunities for accidents or harm to children.

### ***Age-Grade Players:***

***(Refer to Section 4.2 Parts A & B: Player Registration & Parental Consent Forms)***

- Must adhere to the defined criteria for membership of the club.
- Must be entered on the Club Player Registration system (and upload to IRFU Clubhouse).
- Records must be kept on medical details and needs, and contact numbers of each player.
- All activities must be properly supervised.
- The IRFU insurance, which is limited in nature and extent, covers all registered players. It is strongly recommended that Age-Grade Players also have their own personal accident insurance cover in place.

### ***Sports Leaders:***

***(Refer to Codes of Conduct & Declaration of Intent Forms***

***for Leaders - Sections 4.1.1 & 4.1.2 and for Referees - Sections 4.4.1 & 4.4.2)***

- Must follow the recommended adult/child supervision ratios.
- Must have completed the IRFU's recruitment process, including signing the Declaration of Intent.
- Must have a clear title and area of responsibility.
- Must have attended appropriate coaching courses and related safeguarding/welfare training.

### ***Pavilion and Outbuildings:***

- All buildings used must be safe and of the required standard.
- There should be sufficient heating and ventilation at all times.
- Toilets, shower areas and washing facilities should be up to standard.
- Fire precautions must be in place and visible within the Club.
- Fire Exits and fire doors must be kept clear at all times.
- First aid facilities and equipment should be adequate.
- Equipment should be checked regularly and up to standard.
- Insurance cover must be adequate.
- Risk assessments must be complete.
- There should always be access to a phone.

***Before a training session starts:***

In addition to ensuring that the Club Facilities (Pavilion, Changing Rooms and Playing/Training areas) are fit for purpose (see earlier)

*Ensure:*

- A qualified first-aid person is accessible.
- First aid equipment and/or medical room is available.
- There is access to a phone.
- An 'Incident Log' is kept by those in a supervisory capacity for recording incidents which may occur which do not necessarily qualify as accidents or injuries requiring medical attention.
- All serious incidents or injuries are clearly recorded in the 'Incident Log', describing what happened, the circumstances, who was involved, and how the situation was resolved.
- These 'Incident Logs' should be given to the CWO for safe keeping.

***If an Accident/Incident occurs:*** Assess the situation and alert medical support if needed.

***For Minor injuries:***

- Ensure only appropriately-qualified First Aid personnel assist the injured person.
- Never give medication or drugs of any kind without professional / suitably qualified support.
- Always inform parents / guardians of the incident and actions taken as soon as possible.

***For Serious injuries:***

- When injured Age-Grade Player cannot be moved, take other Age-Grade Players away and ensure they are supervised.
- If in doubt, send immediately for an ambulance. Do not move or touch the injured Age-Grade Player unnecessarily. Keep the injured Age-Grade Player stationary until qualified medical person(s) arrive.
- Ensure access to the playing area for emergency vehicles/personnel/equipment.
- Inform the parents/guardian of the injured Age-Grade Player.
- Implement the 'Accident Reporting' procedures/policies of the Club and Branch/IRFU, see <http://www.irishrugby.ie/playingthegame/medical.php>.

***First Aid Equipment:***

- Bags and/or boxes should be clearly marked and made from suitable materials designed to protect the contents.
- Contents should only contain items which first-aid persons have been trained to use.

- There should be sufficient quantities of the items available at all times.
- Check the First Aid bag/box regularly to ensure the contents are not out of date.
- The use of all equipment, medications, bandages *etc.* should always be directed or supervised by a suitably qualified person.

Advanced First-Aid equipment, *e.g.* Defibrillator machine, must be maintained in good working order.

## **Communication, Images and Social Networks:**

The use of any images on websites and publications has raised concerns about the risks posed directly and indirectly to children and young people. Bangor RFC fully acknowledges this and strives to limit the risk of harmful behaviour that may arise due to their use through:

- Ensuring parental/ guardian agreement for the use of images/ photographs.  
(refer to Section 4.2 Part B: Parental Consent Form)
- Photographs only permitted to be taken by the Club Media Officer and approved assistant.
- Using only group or other suitable photographs in which Age-Grade Players are not named.

### **Mobile Phones**

Bangor RFC is mindful of the risks that can be associated with the use of mobile phones and offers the following guidance:

***Sports Leaders working with Mini Age-Grade Players*** should only have contact with Mini Age-Group players through their parents/guardians contact details.  
(refer to Section 4.2 Age-Grade Player and Parental Consent Forms)

***Sports Leaders working with older Age-Grade Players*** are advised to follow the IRFU guidelines listed below:

- Seek parental permission for communications (calls/text/photographs) by players and coaches//volunteers as a method of communication regarding club events.
- Encourage the use of group texting among players and parents to inform them of activities.
- Avoid prolonged non-rugby related text conversations.
- Constant communication with individual players is not necessary.
- Allow sufficient time to get information to players/parents/guardians and agree suitable times to send messages so as to not interfere with family life, work or school.
- Encourage responsible use of phones (camera/video) in certain locations of the club (*e.g.* changing rooms/toilets).

***Age-Grade Players of all age groups (directly or indirectly through parents/guardians)*** are advised of the following precautions:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or the Club Welfare Officer within the club.
- Be careful about who you give your number to and do not respond to unfamiliar numbers.
- Consider changing your phone number in cases of abuse, bullying or harassment, discuss this with your parents.

- Avoid using your phone in certain locations e.g. changing rooms - inappropriate use of a camera or phone may cause upset or offence to another person.
- Treat your phone as a valuable item to guard against theft.

### ***Club Website***

The Club website is monitored by the Club Media Officer and two other approved webmasters all of whom are Club Officials and have responsibility for vetting items before loading.

*For further information on communications, images and social network safeguarding, see*

[www.irishrugby.ie/downloads/Communication\\_Images\\_and\\_Social\\_Networks.pdf](http://www.irishrugby.ie/downloads/Communication_Images_and_Social_Networks.pdf)

<https://thecpsu.org.uk/help-advice/topics/online-safety#social-networking-whatyou-need-to-know>

[http://www.internetsafety.ie/website/ois/oisweb.nsf/page/04BB9C6373FF3C58802574D60056E59F/\\$file/Leaflet%20Low%20Res.pdf](http://www.internetsafety.ie/website/ois/oisweb.nsf/page/04BB9C6373FF3C58802574D60056E59F/$file/Leaflet%20Low%20Res.pdf)