

Area of Responsibility	Yes / No	Risk – H / M / L	<b>Actions To Be Taken</b> <i>Examples, if applicable, add or delete as necessary</i>	<b>By When</b> <b>By Who</b>
<b>Safeguarding Policy</b> <ul style="list-style-type: none"> <li>Has the club has adopted the current <u>IRFU Safeguarding Policy</u> and recorded this in the minutes of an Executive/ Management Committee Meeting</li> <li>Is there a consent form for each member U-18 years of age, with parental permission, with relevant medical information and permission to participate, photographic permission and travel consent, (appendix one of IRFU Safeguarding policy)</li> <li>Are there Codes of Conduct for age-grade players and parents published and/or on view?</li> <li>Have the club collected signed Declaration of Intent for affiliated referees?</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>		<p><a href="http://www.irishrugby.ie/playingthegame/development/safeguarding/policy.php">http://www.irishrugby.ie/playingthegame/development/safeguarding/policy.php</a></p> <p>Display Codes of Conduct in clubhouse and/or on website / social media</p> <p>DoIs stored on clubhouse</p>	
<b>Policies and Procedures</b> <ul style="list-style-type: none"> <li>Have you reviewed the IRFU SG policy in relation to safety when working with YP and vulnerable adults?</li> <li>Have you reviewed policies in relation to travel, supervision, social media and photographs, travel and away trips, anti-bullying?</li> <li>Have these policies been made known to those working with Age-grade players?</li> <li>Is there a procedure in place for dealing with injuries and incidents?</li> <li>Have you reviewed, implemented and displayed/published the complaints, disciplinary and appeals procedures</li> <li>Do all those involved with youth know how to raise a concern with the CWO and/or to follow Children First / Our Duty to Care reporting process</li> </ul> <p><i>Please note: clubs are not necessarily being asked to write their own but to link to the IRFU website/policy/templates where available</i></p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>IN PROGRESS</p> <p>YES</p>		<p>Send email to all touring groups with up-to-date information and ensure appropriate vets and codes of conduct are in place,  <a href="http://www.irishrugby.ie/downloads/Travel_Hosting_Touring.pdf">http://www.irishrugby.ie/downloads/Travel_Hosting_Touring.pdf</a></p> <p><a href="http://www.irishrugby.ie/playingthegame/links_and_documents.php">http://www.irishrugby.ie/playingthegame/links_and_documents.php</a></p> <p>CWO ID template is on display in clubhouse and/or website / social media</p>	
<b>Reporting Procedures</b> <ul style="list-style-type: none"> <li>Is the reporting procedure on display throughout club e.g. website/social media/registration packs/club noticeboard etc.?</li> <li>Is the name of Club, Branch &amp; National Safeguarding Person listed and visible within club?</li> <li>Does the CWO know who the IRFU Mandated Person is?</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p>		<p>Update club website with links to IRFU policy,  <a href="http://www.irishrugby.ie/playingthegame/development/safeguarding/concerns.php">http://www.irishrugby.ie/playingthegame/development/safeguarding/concerns.php</a></p> <p><a href="http://www.irishrugby.ie/playingthegame/develop">http://www.irishrugby.ie/playingthegame/develop</a></p>	