

CARRICKFERGUS RUGBY FOOTBALL CLUB – RULES OF THE CLUB

SCHEDULE 2

CHILD PROTECTION POLICY AND PROCEDURES

Carrickfergus Rugby Football Club is committed to good practice which protects young people from harm. Members, coaches, and officials accept and recognise their responsibility under the United Nations Convention on the Rights of the Child and the Children (NI) Order 1995 to provide an environment which promotes the safety of young people at all times. In order to safeguard the young people in our care Carrickfergus Rugby Football Club have adopted the IRFU Safeguarding Policy and will ensure that all those involved in working and coaching with age graded players have signed up to the Declaration of intent (Code of Conduct) (<http://www.irishrugby.ie/safeguarding>) and have completed the appropriate vetting process prior to any engagement with age grade players.

CARRICKFERGUS RUGBY CLUB WILL ENSURE THE FOLLOWING STANDARDS ARE MAINTAINED BY ALL THOSE INVOLVED WITH AGE GRADE RUGBY :-

- Develop an awareness of the issues which may lead to young people being harmed.
- Create an open environment, by identifying a contact person to whom young people can turn if they need to talk. CHILD WELFARE OFFICER (CWO) / YOUTH CONVENOR.
- Adopt child centered and democratic coaching styles.
- Adopt child protection guidelines through codes of conduct (Declaration of Intent) for players and all adults working in the club. “Adult” may include coaches, parents, leaders and volunteers.
- Ensure careful recruitment, selection and management procedures.
- Ensure complaints and disciplinary procedures are included in our constitution.
- Share information about concerns with young people and parents and others who need to know.
- Provide information as required to the relevant management sub-committees of the Club.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Follow governing Body guidelines on good practice for coaches.

Keep the Child Protection Policy under regular review, (at least every three years).

REFERENCES

1. The Children (NI) Order 1995
2. The United Nations Convention on the Rights of the Child (Ratified 1991)
3. Our Duty to Care 1992 (DHSS)
4. The Sports Council for Northern Ireland – Fact Sheet on Child Protection.

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5. Protecting Children – A Guide for Sports people (NSPCC)
6. Junior Clubmark & Good Club Awards – Policy Sheets 1 & 4
7. IRFU Safeguarding Policy.
8. Declaration of Intent. Code of Conduct.

CODE OF CONDUCT FOR THOSE WORKING WITH YOUNG PLAYERS (COACHES, MEMBERS, VOLUNTEERS, HELPERS, ADMINISTRATORS AND OFFICIALS)

The importance that Carrickfergus Rugby Football Club places on the development and protection of young players is reflected by the inclusion of this Code of Conduct in the club's constitution and application of disciplinary procedures and the adoption of the IRFU Safeguarding Policy.

Carrickfergus Rugby Football Club recognises the right of every individual to participate in the sport of rugby, regardless of race, gender, ability religious belief, cultural identity, sexual orientation or political opinion.

The aim of this Code of Conduct is to ensure that those working with young people in Carrickfergus Rugby Football Club at all times provide a quality sporting and social programme for the junior members by working to an agreed philosophy and set of standards. Enforcement of this Code of Conduct is the responsibility of every member of Carrickfergus Rugby Football Club. Any queries about the Code should be referred to the Honorary Secretary of the Club.

ALL MEMBERS OF THIS CLUB MUST:

Respect the rights, dignity and worth of all and treat everyone equitably.

Not exert undue influence to obtain personal benefit or reward.

COACHES WITHIN CARRICKFERGUS RUGBY FOOTBALL CLUB MUST:

Place the well-being and safety of the young person above the development of performance and follow all guidelines laid down by the Governing Body of the sport. Coaches must ensure they are working at a level commensurate with their coaching qualifications and are insured.

Ensure that training is kept up to date and undertake relevant training courses.

Ensure that the activities which they are directing and advocating are appropriate to the age, maturity and ability of the young people.

Always promote the positive aspects of sport and never condone or participate in rules violation, bad sportsmanship, the use of foul and abusive language, the use of sectarian

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language and banter, the use of prohibited substances, the use of gestures, emblems, flags or salutes which could be interpreted as provocative.

Display high standards of personal behaviour and appearance and respect the club facilities and equipment.

Never overtly criticise other players or officials judgements or use language or gestures which may cause a young person to lose self-esteem or confidence.

Arrive on time for all coaching sessions, matches, competitions, social occasions and inform an appropriate person if ill or unable to attend.

Ensure that car insurance is appropriate for transporting young people to and from events if necessary. **Please note normal car insurance may not necessarily be sufficient.**

Ensure that all sports programmes will be safe, enjoyable and progressive and will cater for all young people who wish to take part.

Encourage and guide young people to accept responsibility for their own behaviour and performance and encourage young people to feel confident and comfortable in making personal choices. Use any form of physical punishment or physical force on an Age-Grade

Player, or ridicule or intimidate Age-Grade Players in any way

Ensure that attendance records are kept of all recognised club sessions and social activities with the attendance of each participant noted appropriately.

A club incident form must be used to record and accidents, injuries or untoward event.

Ensure that all those in charge of persons working with young people hold qualifications in coaching or officiating as appropriate. Any person assisting during coaching sessions, or competitions, must work under the guidance and supervision of a qualified coach.

APPROPRIATE AND INAPPROPRIATE BEHAVIOUR WHEN WORKING WITH YOUNG PEOPLE.

As a general rule, coaches, helpers and other members involved in the club must not:

- Spend amounts of time alone with young people away from others.
- Take young people alone on car journeys, however short.
- Take young people to their home.

If it should arise that such situations are unavoidable, they should only take place with the full knowledge of someone in charge in the Club and/or a person with parental responsibility for the young person.

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If physical contact is necessary, it should be done openly. Care is needed, as it is difficult to maintain hand positions if the young person is constantly moving. Some parents are becoming increasingly sensitive about touching young people and their views should be carefully considered.

Where possible, parents must take responsibility for their children in changing rooms. If groups are to be supervised in changing rooms, those responsible should always work in pairs and that gender is appropriate. If travelling to an event is necessary, make sure that verbal (preferably written) permission is given by the parents. Parents should be asked to ensure children are collected on time.

Where mixed teams are competing, they should always be accompanied/supervised by at least one male and one female adult.

COACHES AND OTHER MEMBERS INVOLVED IN WORKING WITH YOUNG PEOPLE IN CARRICKFERGUS RUGBY FOOTBALL CLUB MUST NEVER:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a young person.
- Permit or engage in any form of inappropriate touching.
- Permit young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person, even in fun.
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a young person can do themselves.
- Agree to meet a young person on their own.
- Use any form of physical punishment or physical force on an Age Grade player, or ridicule or intimidate Age Grade players in any way.

This list is not exhaustive and further examples are outlined in the Declaration of Intent.

If a young person is accidentally hurt or distressed in any manner, or the young person wishes to speak to an adult, report the incident to the CHILD WELFARE OFFICER (CWO) or the YOUTH CONVENOR at the earliest opportunity this should be subsequently followed by a brief written report of the incident if necessary and as soon as possible. The Youth Convener will liaise with the CWO accordingly. Parents should be informed of the incident / nature of distress.

REPORTING PROCEDURE

- Initial incident / accident – report at earliest opportunity to Youth Convener and CWO. Complete Appendix A for injury, Appendix B for an Observation / Disclosure / Allegation.

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- Depending on nature of incident contact with parents should be considered.
- CWO with liaise with Youth Convener and Club Management who will decide on appropriate course of action to be followed.
- If necessary consideration to inform appropriate Public Authority if necessary.
- IRFU Ulster Branch should be informed of incident / event.
- Contact will be maintained with parents / guardian to ensure they remain aware at all times of Club Action.
- Depending on Disclosure / Allegation and if appropriate Management will appoint Disciplinary Committee to investigate and report back to Management of outcome and any subsequent recommendations. (Discipline Action / Training Need required).
- Outcome of Club Action to be outlined on Appendix B.

It is important to note that any Disclosure / Allegation or Observation from a coach, parent or age grade player is treated as confidential and on a need to know basis. No further disclosure of information should be made without discussion and inclusion of the management committee.

EMERGENCY ACTION/FIRST AID

All coaches and helpers must be fully aware of the club's emergency procedures and reporting procedures and follow these at all times. In particular:

- Ensure there is access to first aid equipment.
- Make telephone contact with the parents or guardians of the player involved.
- Make telephone contact to the emergency services if necessary.
- Ensure Accident/Injury Report Form is completed as per Appendix 'A'.

POINTS OF CONTACT

Youth Convener – William Mckewon Mobile 07716308189.

Child Welfare Officer – Bill Simpson Mobile 07387377429.

USEFUL LINKS

These are outlined within the attached IRFU Safeguarding Policy.

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APPENDIX 'A'

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ACCIDENT / INJURY REPORT FORM

NAME OF PERSON INVOLVED _____

ADDRESS _____

TELEPHONE NUMBER _____

AGE/DOB _____

DATE/TIME OF INCIDENT _____

DATE/TIME AND TO WHOM REPORTED _____

LOCATION OF INCIDENT _____

DESCRIPTION OF INCIDENT _____

NATURE OF INJURIES _____

ANY TREATMENT GIVEN _____

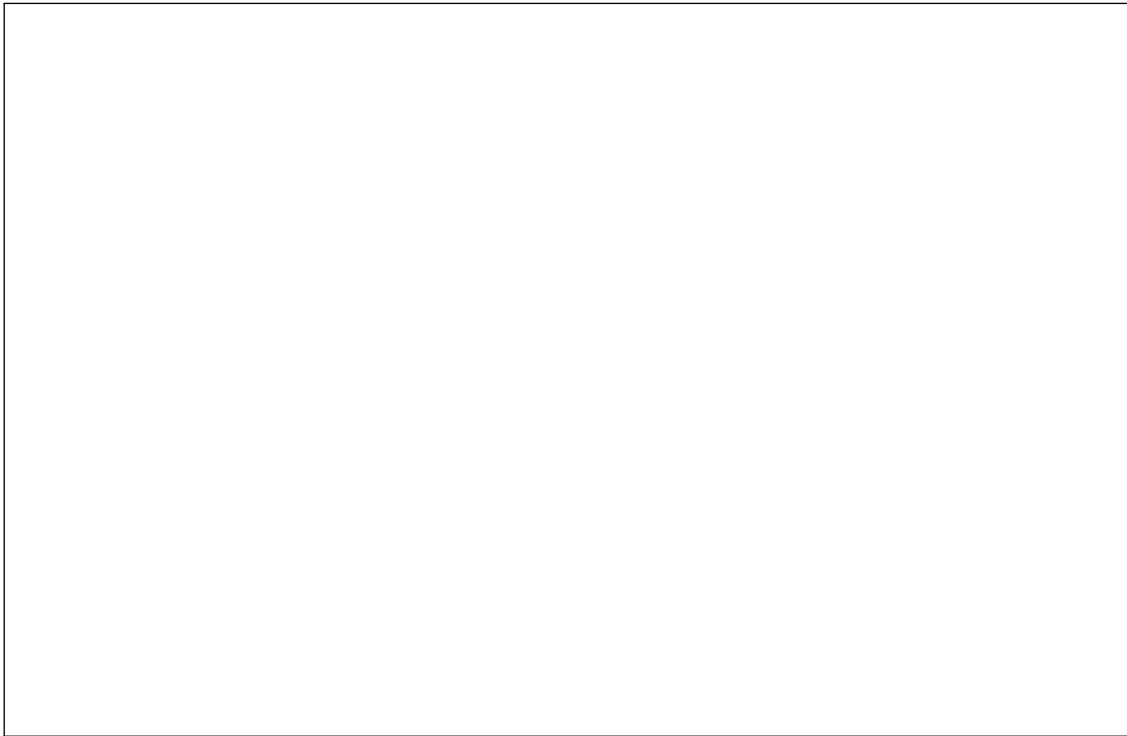
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FOLLOW-UP PROCEDURES TAKEN (Name of Hospital, Doctor etc)

NAMES OF WITNESSES _____

PARENTS INFORMED _____

DIAGRAM (if applicable)



SIGNATURE OF SUPERVISOR/COACH _____

NAME (Please print) _____

WITNESSED BY _____

NAME (Please print) _____

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APPENDIX 'B'

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OBSERVATION / DISCLOSURE / ALLEGATION REPORT FORM

NAME OF PERSON INVOLVED _____

ADDRESS _____

TELEPHONE NUMBER _____

AGE/DOB _____

DATE/TIME OF INCIDENT _____

DATE/TIME AND TO WHOM REPORTED _____

LOCATION OF INCIDENT _____

DESCRIPTION OF INCIDENT _____

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FOLLOW-UP PROCEDURES TAKEN (CWO /Youth Convener / Management)

NAMES OF WITNESSES and contact details _____

PARENTS INFORMED _____

SIGNATURE OF SUPERVISOR/COACH _____

NAME (Please print) _____

WITNESSED BY _____

NAME (Please print) _____

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CLUB ACTION / OUTCOME

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APPENDIX 'C'

**REGISTRATION FORM FOR MEMBERS OF CARRICKFERGUS RUGBY
FOOTBALL CLUB INVOLVED WITH YOUNG PLAYERS**

Name in full _____

Date of birth _____

Address _____

Telephone _____
Numbers _____

Please give details of previous experience of working with children/young persons and any appropriate courses undertaken:

Have you had any treatment for any illness which may have a bearing on your ability to work with young players? YES/NO

If yes, please explain and give details:

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Have you ever been convicted of a criminal offence, or are at the present the subject of criminal proceedings? YES/NO

If yes please explain and give details:

Are there any other relevant matters which you feel relevant to you working with young players of Carrickfergus Rugby Football Club? If so, please give details:

Signed: _____

Date: _____

DECLARATION

I have read, understood and agree to abide by the Club's Child Protection Policy and Procedures (a copy of which I have retained). I understand that failure to abide by the Child Protection Policy and Procedures will result in disciplinary action by the Club.

SIGNED: _____

DATE: _____

COUNTERSIGNED: _____

POSITION IN CLUB: _____

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TRAINING SESSION/MATCH

SAFETY CHECK LIST

Address	
Club Telephone Number	
Location of First Aid Kit	
EMERGENCY TELEPHONE NUMBERS	
Police, Fire and Ambulance	999
Hospital	
Hospital	
Youth Liaison Officer	
Coach	
Coach	

Accident/Injuries

- Do Coaching Staff know accident procedures?
- Are accident report forms available?
- Is there someone available to take charge in the event of an accident?
- Is there transport available with an appropriate number of adults in the event of an accident injury?
- Are systems in place where parents can be notified?

Pre-Session

- Is personal and public liability insurance valid?
- Is there a planned structure to the training session?
- Are players aware of objectives and learning outcomes of training session?
- Are Clubhouse facilities available in case of wet weather?
- Are cancellation procedures in place – do players know them?
- Has written parental permission be given for participation in training, competitive games and travelling?
- Have transport arrangements been arranged?
- Are players aware of starting times for training sessions/matches?
- Are you aware of individual player's medical conditions, allergies, etc, which require attention or care?
- Have players who need medication have it close at hand?
- Is training equipment – cones, balls, whistles, etc, available?
- Is First Aid Kit available?
- Are changing rooms clean and tidy?

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During Session

- ❑ Has the pitch been checked for dangerous objects?
- ❑ Have all players got appropriate protective equipment, shin guards, gum shields, protective head cover?
- ❑ Have the players been made aware of “on pitch” safety instructions and their responsibilities towards others?
- ❑ Is spare equipment kept safe during training sessions/matches to avoid tripping incidents?
- ❑ Are players properly warmed up/down at commencement and termination of sessions/matches?
- ❑ Are safe distances between players/groups employed during training sessions?
- ❑ Are spectators kept in a safe area?
- ❑ Have you kept control of players during training sessions?

Post Session

- ❑ Has all equipment been collected and accounted for?
- ❑ Has the pitch been left in a safe and tidy condition?
- ❑ Have players been advised of the importance of showering/changing after training sessions/matches?
- ❑ Have all players been safely collected by parents/guardians?
- ❑ Have you evaluated the training session/match with players and other coaches?