

County Cavan Rugby Football Club

**CHILD PROTECTION POLICY &
PROCEDURES
2007**



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*

This child protection policy is based on guidelines outlined in the following documents:

Code of Ethics and Good Practice for Children's Sport, Irish Sports Council 2005.

Article 31 of the UN Convention on Rights of the Child

Child Care Act (IRL) 1991

Children's Act (IRL) 2001

Protection for Persons Reporting Act (IRL) 1998

Safety, Health and Welfare at Work (General Application) Regulations (IRL) 2007 (S.I. No. 299 of 2007)

Our Duty to Care NI, DHSS&PS 2000

Getting It Right, DHSSPS 2004

Co-operating to Safeguard Children DHSS&PS 2003

Area Child Protection Committee – Regional Child Protection Policy 2005

Irish Rugby Football Union Age Grade Rugby "Code of Ethics"

Irish Rugby Football Union (Ulster Branch) Regulations & Byelaws

The following policy statements, procedures and guidelines relate to the governance of County Cavan Rugby Football Club by its Officers, Volunteers and Staff and Players and is in addition to all Irish Rugby Football Union (Ulster Branch) Byelaws and regulations hereto in force.

Any mention of CCRFC throughout this document is taken to indicate County Cavan Rugby Football Club.

Any mention of IRFU (UB) or Branch throughout this document is taken to indicate The Irish Rugby Football Union (Ulster Branch).

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COUNTY CAVAN RUGBY FOOTBALL CLUB

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COUNTY CAVAN CHILD PROTECTION POLICY

We at **Co. Cavan Rugby Football Club** are committed to good practice, which protects children from harm. Coaching staff and volunteers accept and recognise their responsibility to provide an environment that promotes the safety of the child at all times. The club will follow the guidelines in the IRFU/Irish Sports Council document-Code of Ethics* & Good Practice for Children in Sport.

To achieve this we will endeavour to:

Develop an awareness of the issues that may lead to children being harmed.

Create an open environment by identifying a 'Designated person' to whom the children can turn to if they need to talk.

Adopt child centred and democratic coaching styles.

Adopt child protection guidelines through codes of conduct for players and all adults working at the club. Adult workers include coaches, parents and volunteers.

Ensure careful recruitment, selection and management procedures.

Ensure complaints and disciplinary procedures are included in our constitution.

Share information about concerns with children and parents and others who need to know.

Provide information as required to the management committee.

Ensure good and safe working/playing practices.

Be involved in training made available through the various agencies and strengthen links with these agencies.

Keep child protection policies under regular review.

Have procedures relating specifically to bullying, away trips, transport and use of photography

Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

*While the Code of Ethics is not a legal document it is based on the Child Care Act (IRL) 1991, Children's Act 2001 (IRL), and the Protection for Persons Reporting Act (IRL) 1998. Furthermore Ireland is a signatory to the UN Convention on the Rights of the Child, which acknowledges the right of the child to protection from all harm. Article 31 of the UN Convention on Rights of the Child recognises the "right of the child to engage in play and to have the chance to join in a wide range of activities". In order to promote this charter and in response to consultation with young people the National Children's Office (IRL) includes in its strategy the objective that "children will have access to play, sport and recreation and cultural activities to enrich their experience of childhood".

This policy was formally adopted at the 2006 AGM by all members present.

Matt Keenan, President, Co Cavan RFC

Dated

Miriam Griffin, Hon Sec, Co Cavan RFC

Dated

CHILD PROTECTION

The **Child Care Act (IRL) 1991 and Children's Act 2001 (IRL)** are based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children. Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in County Cavan and Ulster Rugby, coaches, administrators, officials, volunteer drivers, parents and young people.

AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of child protection and the ability to recognise and respond to abuse are important issues. Of primary concern for CCRFC is the issue of Child Protection of our young members within the operation of CCRFC. However, being cognisant of the indicators of abuse in respect of young members caused by others outside CCRFC is of an equal importance for the safety and well being of that child.

Co-operating to Safeguard Children 2003 formally recognises four types of abuse

Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

In addition to these CCRFC recognise that we have a responsibility to:

“Protect children from bullying and to have policies and procedures in places to do so”

Co-operating to Safeguard Children DHSSPS, 2003

INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none"> • Unexplained bruising in soft tissue areas • Repeated injuries • Black eyes • Injuries to the mouth • Torn or bloodstained clothing • Burns or scalds • Bites • Fractures • Marks from implements • Inconsistent stories/excuses relating to injuries 	<ul style="list-style-type: none"> • Unexplained changes in behaviour - becoming withdrawn or aggressive • Difficulty in making friends • Distrustful of adults or excessive attachment to adults • Sudden drop in performance • Changes in attendance pattern • Inappropriate sexual awareness, behaviour or language • Reluctance to remove clothing

Guidelines for responding to a disclosure,

- Deal with any allegation of abuse in a sensitive and competent manner through listening to and facilitating the child to tell about the problem.
- Stay calm and do not show any extreme reaction to what the child is saying and take it seriously.
- Permit the child to speak without interruption, accepting what is said.
- Reassure the child that he/she was right to tell, and that he/she will be helped.
- Alleviate feeling of guilt and isolation, while passing no judgement on the person against whom the allegation is made.
- False promises should not be made such as saying no-one else will be told.
- Indicate what should happen next, such as informing parents, club children's liaison officer reporting to statutory authority etc.
- Any and all consultations with others should be entirely confidential and should not involve investigative procedures.
- Write a detailed account of any discussion regarding alleged or suspected abuse, as soon as possible after the discussion has taken place. Send the details to the local Statutory Authorities and the Branch Designated Officer.
- Do not trivialise child abuse issues or trivialise or exaggerate what the child has told you.



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COUNTY CAVAN RUGBY FOOTBALL CLUB EQUITY POLICY

Co. Cavan RFC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and the structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. We recognise that there are certain groups who are affected by discrimination and unfairness in sport more than others. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

This policy was formally adopted at the 2006 AGM by all members present.

Matt Keenan, President, Co Cavan RFC

Dated

Miriam Griffin, Hon Sec, Co Cavan RFC

Dated

CONFIDENTIALITY STATEMENT

We at CCRFC will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Coaches inevitably gather a great deal of personal information about Players in the course of a working relationship. Coach and Players must reach agreement as to what is regarded as confidential information i.e. not divulged to a third party without the express approval of the Player.

Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a "right to know", relating to Players when relevant to the following:

- evaluation of the Player for competitive selection purposes;
- pursuit of disciplinary action involving Players;
- pursuit of disciplinary action by the UBIRFU, I.R.F.U. or statutory bodies involving fellow coaches in alleged breaches of this Code of Ethics.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm. (See appendix 12)

ANTI-BULLYING STATEMENT

Coaches should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at CCRFC be they child, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. (See Anti-Bullying guidelines appendix 13 for more details.)

DESIGNATED PERSON

The Designated person within County Cavan RFC, is

NAME Sean McKiernan

Telephone: 087 6617032

The Designated Officer shall be made known to young members, coaches and parents alike involved in CCRFC activities; as the designated person to whom concerns will be addressed. If the concern is about the designated person please report to Matt Keenan, CCRFC President

Procedures for recording/ dealing with incidents/accidents will be outlined later in this policy document.

SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / COACHES

- CCRFC makes every effort to ensure that Volunteers and coaches are carefully selected and appropriate training is provided for those selected.
- All new coaches/ volunteers working with children or young people must complete an application form. (see **appendix 1**)
- **ALL** volunteers/coaches must agree to abide by the CCRFC Child Protection Policy and all are required to sign a pro-forma stating this. (see **appendix 1**)
- Any concerns or objections with regard to suitability of a coach must be submitted to the "designated person". These matters will be raised with the Case management review committee with appropriate action taken including a formal response in writing to the concerned party if required.

TRAINING FOR VOLUNTEERS/COACHES

- IRFU (UB) approved coach development sessions for volunteers/coaches are scheduled each year/season and ALL participants are expected to qualify to at least *Mini-rugby or Foundation level*.
- Appointment of volunteers /coaches will be on the basis of their current or previous experience either playing or coaching Rugby.
- Education and training in the basics of child protection will apply to all coaches/volunteers/management committee members working with the children. CCRFC are committed to reviewing our current Child Protection Policy and updating where necessary.

Child protection training should include

- Basic awareness of child protection issues
- Our organisation's child protection policies and procedures including our Code of Ethics
- Ensuring that all new coaches have received and signed their agreement to comply with our Code of Ethics. This opportunity should also be made available to other volunteers to enable a culture of a child-focused club to prevail.
- All staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/ volunteers and in line with changing legislation.
- Training courses currently provided by IRFU (UB) are;

Coaching:

- Introduction to Rugby
- Mini- Rugby
- Foundation level
- Level 1
- Level 2
- Level 3

Refereeing:

- Associate Referees
- Schoolboy Referees
- Newcomers Course
- Level 1
- Level 2
- Level 3

SUPPORT & SUPERVISION

CCRFC recognises that it is good practice to set up a system of support & supervision of staff/volunteers. This will enable staff/volunteers to become more effective by identifying training needs and dealing quickly with difficulties. Volunteers will be offered regular opportunities to review their experiences at CCRFC and to identify any training or further support they require.

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:-

- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witness's etc.
- Fill in 3 copies of the Accident Form (see **appendix 3**) for **ALL** accidents.
 - Forward 1 copy to IRFU (UB) Designated person for record keeping/ action required, where the accident involves hospitalisation.
 - Forward 1 copy to CCRFC Designated person for record keeping/ action required.
 - One copy of form to incident book/folder.
- Make contact with parents/guardians

GUIDELINES FOR REPORTING ALLEGATIONS/ INCIDENTS/CONCERNS

- It is important to remember that reporting suspected child abuse in good faith is not the same as making an accusation of abuse i.e. reporting does not mean accusing.
- Responsibility for the investigation of child abuse cases suspected or otherwise, lies with the Statutory Authorities (social services and the police). Responsibility for monitoring and co-ordinating the management of such cases also rests with the Statutory Authorities.
- It is not appropriate for individuals, Clubs or Branches to carry out internal investigations into cases where child abuse is suspected.
- Any person who knows or suspects that a child is being harmed or is at risk of being harmed has a duty to convey his/her concern to the Statutory Authorities.
- An Official against whom an allegation of abuse has been made should be informed that this is not an accusation and that the procedures being undertaken are in accordance with statutory guidelines.
- He or she should be assured that all information will be dealt with in a sensitive and confidential manner within the Club or Branch.
- The Official should be made aware of the general nature of any allegations made against him/her (except in the case of child sexual abuse allegations) and of any allegation being made known to the Statutory Authorities.
- The Official concerned should be afforded the opportunity to present a formal response to the allegation to senior personnel in the Club or Branch. From this point onwards the matter should only be dealt with by the Statutory Authorities.
- In the case of an allegation of child sexual abuse, it will be necessary to withhold the name of the child and the precise details of the allegation, in the interest of confidentiality and child protection.
- Where possible inform the parents/guardians of the child unless in doing so the child will be further endangered.

Dealing with a concern

It may be appropriate for a person to discuss concerns they have with another person in the club (e.g. Children's officer or the Youth Convenor), or should the concern relate to this person, then a senior official of the Club or Branch should be notified of the concerns. It is advisable that all inquiries are made directly to the local Statutory Authorities.

The type of discussions referred to in above would most likely happen in cases where no specific allegation of child abuse has been made, but the concern is based on emotional behaviour and/or physical indications of a particular child.

Within a school, concerns relating to child abuse must be reported immediately to the Principal who has the responsibility to pass the concern onto the teacher designated for child protection.

When matters regarding the safety of children arise (except in the event of abuse) in the Club scenario, it will also be necessary for a Senior Club official to be informed of the allegations made, so that suspension of the person against whom the allegations have been made, from activities which involve age-grade players, may be carried out until the conclusion of an investigation by the Statutory Authorities. To this end each club should designate a senior club official to act in this role.

Actions (by IRFU (UB) or Club)

- In the case of a suspension, the official being suspended should be formally notified by senior personnel within the respective Club or Branch.
- Record all incidents reported or observed on an Incident Form (**see appendix 4**). All concerns and allegations made should be carefully recorded. Confidentiality should be maintained at all stages. Communicate only on a "need to know basis"
- 1 copy to the respective club or Branch designated person within 24 hours
- The respective Branch or club designated person will be responsible for storing any report in a safe and secure environment
- The club/centre designated officer will also be responsible for forwarding information on to the Branch Designated officer for monitoring purposes and on occasion's advice.

See Appendix 6 if the concern is about the behaviour of a member of CCRFC or the IRFU (UB).

See Appendix 7 if concern is about possible abuse outside the organisation.

Important Points.

- Should you witness or receive information that leads you to believe that a serious breach of this Code has occurred, in addition to observing the Reporting Procedures defined in paragraph 16, you are required to bring the matter to the attention of the relevant management body, be it Club, Branch or Union. No further action is to be taken on your part, and no information is to be provided to others, save as provided below.
- If you have evidence of an illegal activity that directly relates to the Game, you are obliged to inform the Gardai or Police Service of Northern Ireland as appropriate and you should notify the Branch and the I.R.F.U. of that fact.
- You are not to discuss the matter with persons not already involved except with the express permission of the investigating authorities.
- You are required to give every assistance possible to the Gardai, or Police Service of Northern Ireland or to the appropriate Committee of the Irish Rugby Football Union in the investigation of the matter, and to assist with any necessary steps being taken by them in relation to the matter.
- Should a member of the I.R.F.U. make or repeat false allegations against a fellow member, then the former should be held liable under Law 17 (e) v. (which allows for the imposition of penalties) sub-section (v) which states “.....or any alleged conduct by any of the fore-going detrimental to the best interest of the Union or of the Game....”

All Clubs affiliated to the I.R.F.U. (Ulster Branch) are required to ensure that all their members and officials are aware of the requirement of this policy. Clubs and/or Officials found to be in breach of this Code will be required to provide an explanation to the I.R.F.U. who, where appropriate will impose disciplinary action under Law 17 (e) v.

(IRFU Age Grade “Code of Ethics”)



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USEFUL NUMBERS

- Health Service Executive (HSE) North Eastern Community Care Area:
 - 049 4377305/06 Ask for Duty Social Worker
 - Child Care Manager, Cavan/Monaghan Child Care Services, Local Health Care Unit, Rooskey, Co. Monaghan 047 30475
 - Regional Child Care Office, Aerbridge House, Dunshaughlin Business Park, Dunshaughlin, Co. Meath 01 8250907
- ISPCC Head Office 01 678 9012
- ISPCC Monaghan Regional office 047 84420

www.there4me.com – a confidential advice website for teenagers

www.ispcc.ie

www.childline.ie

- Cavan Garda Station 049 4368800
- Childline Freephone 1800 666 666 www.childline.ie
- Coaching NI 028 90 686940
- Child Protection in Sport Unit 028 90355756

AVAILABILITY OF INFORMATION

It is important that there is a free flow of information between IRFU (Ulster Branch) it's Staff, members and Clubs as well as coaches/volunteers, children and parents, in terms of promotion of Rugby and what we aim to achieve in relation to your child.

Parents should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of IRFU (UB) policies will take place through meetings with members and Clubs as well as coaches/volunteers and feedback from children and parents.

CCRFC will regularly review its policies and procedures through meetings with members as well as coaches/volunteers and feedback from children and parents.

Disclaimer:

This Policy is issued by the IRFU (UB) and CCRFC to assist, guide and encourage its Members and Clubs in achieving best practices for the benefit of all involved in the Game of Rugby. Members and Clubs should however take their own advice as may be appropriate. The IRFU (UB) or CCRFC cannot accept responsibility for supervising Members and Clubs and in particular disclaim liability for damage, loss or injury to person or property arising from any neglect, default or omission by any Members and Clubs or person acting on behalf of any Members and Clubs.

APPENDIX 1:

COACHING / VOLUNTEER APPLICATION FORM

RECRUITMENT PROCEDURES FOR CCRFC

Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care
- Co-operating to Safeguard Children, 2003
- IRFU(UB) Guidelines

County Cavan RFC relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in Rugby would not exist.

CCRFC will ensure good recruitment procedures by;

- **Defining the role the individual is applying for (job specification).**
- **Recommend that a person applying for any post of responsibility within the IRFU (UB) or the club complete the relevant form (see Appendix 1).**
- **Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)**
- **Setting a probationary period (6 months for staff or long term volunteers).**
- **Interviewing the individual either formally or informally by two members.**
 - **Assessing the individual's experience of working with children or young people and knowledge of child protection issues.**
 - **Assessing their commitment to promoting good practice.**
 - **Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. is they authoritarian or too relaxed in their approach.**

[Internal Coaching Application Form \(Appendix 1\).xls](#)

Confidential

The following person:

has expressed an interest in working with County Cavan RFC (CCRFC).

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES

NO

If you have answered **YES** we will contact you in confidence.

Signed: _____ Date:

Print Name: _____

Position: _____ Organisation:

APPENDIX 2

GUIDELINES FOR GOOD PRACTICE & CODE OF CONDUCT

GOOD AND SAFE WORKING / PLAYING PRACTICES

Throughout the following the expression “Coach” whether used in the singular or the plural shall include all teachers/coaches/referee’s, assistants and other helpers whose activities are connected with the disciplines regulated by the IRFU (UB). Where the context of the Code admits the expression Coach this may also include Officials.

The purpose of the CCRFC and IRFU (Ulster Branch)’s Child Protection policy is to establish and maintain standards for Officials and to inform and protect members of the public using our services.

Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. Individuals who are members of the CCRFC and/or IRFU (UB) are deemed to have assented to the Child Protection policy and as such, recognise and adhere to the principles and responsibilities embodied in it.

The Child Protection policy creates a framework within which Age Grade Coaches, when engaged in coaching – in the fullest sense of the expression - should always work. It has been written as a series of guidelines rather than a set of instructions.

However, violations of the Child Protection policy may result in complaints being made to the CCRFC or IRFU (UB) and, in which case, the relevant committee in determining whether a conduct complained of has brought the sport into disrepute or amounts to a violation of the IRFU (UB) Bye-laws or CCRFC Club Constitution. This committee will then consider the Child Protection policies provisions when assessing the guilt of individuals against whom complaints have been made and/or the appropriate sanctions to apply.

Issues of Competence

(a) Coaches shall confine themselves to practice in those fields of Coaching in which they have been trained/educated, and which are recognised by the I.R.F.U. as being valid.

Valid areas of expertise are those directly concerned with Rugby coaching. Training includes the accumulation of knowledge and skills through both formal Coach Education courses and by experience at a level of competence acceptable for coaching practice.

(b) Coaches should regularly seek ways of increasing their professional development and self awareness.

(c) Coaches should welcome evaluation of their work by colleagues and be able to account to Players, Clubs, Branches and the I.R.F.U. and colleagues for their actions.

(d) Coaches have a responsibility to themselves and their Players to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or withdraw from coaching whether temporarily or permanently.

County Cavan RFC and IRFU (Ulster Branch) will ensure...

- Proper supervision of children within CCRFC with an appropriate ratio of coaches: children. This may vary depending on nature and location of activities along with ability and ages of the children.
- Use of proper, recommended equipment including.
- Sport specific guidelines
- identification markers/ cones, clearly visible
- playing /coaching surfaces, free from debris
- Use of equipment only when supervised by a coach.

- A clearly defined area of play/ in bounds, fenced and safe from vehicular traffic.
- Public Liability Insurance in place, covering all members of CCRFC and the IRFU (UB).
- Only children within same/ similar age bands will be selected for team playing/ coaching.
- A first aider and first aid kit on hand in event of an accident, with accident/ incident book to be marked up at every relatively serious accident. NB All accidents will be reported to parents at collection.
- In the event of transport being required this will be provided and supervised by coaching/ volunteers in possession of driving license and roadworthy vehicles only. Permission must be sought from parents prior to any transport being facilitated. **(See Appendix 10)**
- A safe environment for members
- Ongoing training and information for Leaders
- Implementation of policy and procedures in line with guidance from Our Duty to Care and the Code of Ethics & Good Practice for Children's Sport
- Facilitation of open discussion on member protection issues
- Support to members who report accusations of abuse
- Suspected abuse information treated confidentially
- Appropriate action is taken if members breach standards of reasonable behaviour
- The establishment and maintenance of a coaching register
- The setting of standards of good practice
- The designated officer has knowledge of statutory child protection procedures and their responsibility in reporting concerns from Co-operating to Safeguard Children DHSSPS
- That parents are kept informed, therefore parents should have access to the club's policy guidelines for away trips / overnights **(see appendix 8)** and the use of photography and video equipment. **(see appendix 9)**

The implementation of good and safe working practice is the mutual benefit of the member, the local area and community as a whole.

County Cavan RFC and IRFU (Ulster Branch) have the right to:

- Expect all leaders to comply with its Code of Conduct
- Expect all youth members to maintain standards of reasonable behaviour
- Take appropriate action if members breach the Code of Conduct or Child Protection Policy
- Expect all members to undertake appropriate training when advised to
- Expect all members to report any faulty equipment to club senior official
- Expect leaders will not abuse members physically, emotionally or sexually
- Take appropriate action in the event of accusations
- Acquire pre-employment checks on all coaches/volunteers
- Maintain records on individuals in line with advice from the data protection agency i.e. only hold records on individuals that they have a justifiable reason for holding.

The Coaches Charter

All coaches & volunteers are encouraged to demonstrate exemplary behaviour in order to protect children in their care and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within our club.

- As a Coach/volunteer within this club I, the undersigned, agree to the following charter
- Coaches should respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Coaches should place the well being and safety of the child above the performance. They should follow all guidelines laid down by CCRFC and/or the IRFU (UB).
- Coaches should develop an appropriate working relationship with children based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches should encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches should hold up to date and nationally recognised IRFU coaching qualifications and hold appropriate insurance cover.
- Coaches should ensure that activities they direct or advocate are appropriate for the age, maturity and ability of the individual.
- Coaches should at the outset clarify with performers (and where appropriate with their parents) exactly what is expected of them and what players are entitled to expect from their coach. A simple checklist may sometimes be appropriate.
- Coaches should co-operate fully with specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
- Coaches should always promote the positive aspects of Rugby (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Coaches should consistently display high standard of behaviour and appearance. They should be an excellent role model – this includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people
- Coaches should always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets)
- Coaches should treat all service users equally, and with respect and dignity
- Coaches should always put the welfare of each child/young person first, before winning or achieving goals
- Coaches should maintain a safe and appropriate distance with service users (e.g. it is not appropriate to have an intimate relationship with a child or to share a room, tent, shower/bath or changing facilities with them)
- Coaches should build balanced relationships based on mutual trust which empowers children to share in decision-making
- Coaches should make sport fun, enjoyable and promoting fair play
- Coaches should ensure that if any form of manual/physical support is required, it is provided openly and according to agreed guidelines. If physical support is needed, talk aloud to the child/young person explaining what you are doing and why as it is difficult to maintain hand positions when a child is constantly moving. Children/young people should always be consulted before they are touched and their agreement gained. Parental/carer views about manual support a should always be carefully considered

- Physical contact for testing or para-medical purposes must only be done in public and should be appropriate in nature. Any doubts of a medical nature should be passed on to a suitably qualified medical person.
- Coaches should involve parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- Coaches should ensure that if mixed teams are taken away, they should always be accompanied by a male and female coach. Be aware of the potential for same gender abuse by male adults of boys and female adults of girls.
- Coaches should ensure that at tournaments or residential events, adults do not enter children's rooms, invite or permit children into their rooms or become involved in unobserved or unsupervised 1:1 situations with children and young people
- Coaches should give enthusiastic and constructive feedback, encouraging achievements rather than negative criticism
- Coaches should recognise the developmental needs and capacity of children/young people, including those with a disability – avoiding excessive training or competition and not pushing them against their will
- Coaches should secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Coaches should keep a written record of any injury that occurs, along with the details of any treatment given
- Coaches should request written parental consent if club officials are required to transport young people in their cars and not doing so without the presence of a second adult
- Coaches should keep a written record of any inappropriate body contact with a child
- Coaches should immediately report any accusations made against you or your colleagues
- Coaches should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at CCRFC be they child, coach, volunteer or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. (See Anti-Bullying policy for more details.)

Practices coaches /volunteers should avoid

- Avoid spending any time alone with children/young people away from others.
- Never take children/young people to your home.

Practices never to be sanctioned by coaches/volunteers

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room/tent/changing room/bath or shower with a child/young person

- Allow or engage in any form of inappropriate touching
- Allow children/young people to use foul, sexualised or discriminatory language unchallenged
- Make sexually suggestive comments to a child/young person, even in fun
- Reduce a child/young person to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Undertake personal care for children/young people. Ensure that a parent or carer is responsible for personal care.
- Invite or allow children to stay with me at my home, unless as part of a pre-arranged tournament hosting agreement or as a friend of my own child. But always with parents permission.

I understand any misdemeanours or breach of this code will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club.

Dismissals can be appealed by the coach / volunteer with final decisions taken by the club committee.

Emergency Action/First Aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures (Appendix 16).

This will include

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

CODES OF CONDUCT FOR CHILDREN/YOUNG PEOPLE

Children are expected to:

- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach.
- Take care of equipment owned by the club.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying or persistent use of rough and dangerous play.
- Show respect to other youth members and leaders
- Keep themselves safe
- Report inappropriate behaviour or risky situations for youth members
- Play fairly
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat
- Not use violence

Children/Young people have the right to:

- Be safe
- Be listened to
- Be respected
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the IRFU (UB) or club. Parents will be informed.

Dismissals can be appealed by the child/parent with final decisions taken by the IRFU (UB) or club committee.

CODES OF CONDUCT FOR PARENTS

Parents are expected to:

- Complete and return the Health and Consent Form pertaining to their child's participation with CCRFC and IRFU (UB). There is a **legal requirement** for parental consent. (See appendix 5)
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves etc...
- Ensure that proper footwear and protective equipment are worn at **ALL** times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session
- Encourage their child to play by the rules and teach them that they can only do their best
- Behave responsibly on the sidelines
- Show appreciation and supporting the coach
- Ensure their child is punctual
- Be realistic
- Provide their child with proper clothing and equipment
- Ensure their child's hygiene and nutritional needs are met
- Accept the official's judgement
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club
- Promote their child's participation in playing sport for fun

Parents/Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the club
- Complain if they have concerns about the standard of coaching

Any misdemeanours and breach of this code of conduct will be dealt with immediately by a CCRFC or IRFU (UB) official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend competitions if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the CCRFC or IRFU (UB) officials regrettably asking the child to leave the IRFU (UB) activity or club.

APPENDIX 3

ACCIDENT REPORT FORM

APPENDIX 4

INCIDENT FORM

(An incident could be a child protection issue, theft, bullying, a child running away, abuse from a member of another team etc.)

County Cavan RFC
IRFU (Ulster Branch)

Incident Form

Club or Agency:
Your name:
Your position:
Are you reporting your own concern or that of someone else? Own concern: <input type="checkbox"/> Other person's concern: <input type="checkbox"/> Name: Contact details:
Child's name:
Child's address:
Parents/carers names and address:
School:
Child's date of birth:
Date and time of any incident:
Your observations/What prompted concerns:
Exactly what the child said and what you said: (Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)
Has anyone been named as an alleged abuser?
Action taken so far:
Have the child's parents/carers been informed: Yes: <input type="checkbox"/> No: <input type="checkbox"/>

External agencies contacted (date & time)	
Garda/Police yes/no	If yes – which: Name and contact number: Details of advice received:
Social services yes/ no	If yes – which: Name and contact number: Details of advice received:
Ulster Branch IRFU yes/no	Name and contact number: Details of advice received:
Local Council/Education Dept yes/no (If appropriate)	If yes – which: Name and contact number: Details of advice received:
Other (e.g. ISPCC)	Which: Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

NB A copy of this form should be sent to social services after the telephone report and to the IRFU (UB) Designated Officer for monitoring purposes.

APPENDIX 5

Consent Forms

PLAYER PROFILE & PARENTAL/GUARDIAN CONSENT FORM

Anything written on this form will be held in confidence. Our coaches need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend for training and playing sessions.

Player details:

Surname:	
First Name:	
Address:	

Home Phone:		E-Mail:	
Mobile:		Fax No:	
Passport No:		Playing position:	
D.O.B.:		Club:	
Place of Birth:		Province:	
School:			

Medical Info

KIT INFO

Height:		m		cm	
Weight:				kg	

Sizes
(M/L/XL/2XL/3XL)

Tracksuit:	
T-shirt/polo:	
Jersey:	
Shorts:	

GP Name:	
GP Number:	
Med Condition:	
Med Required:	

Family Contact Information 1

Contact Name:		Home No:	
Address:		Work No:	
		Mobile:	
		Fax No:	

Family Contact Information 2 (If 1st contact unavailable)

Contact Name:		Home No:	
Address:		Work No:	
		Mobile:	
		Fax No:	

Photographic/Video Permission

I hereby consent to IRFU (Ulster Branch) or its agents photographing or videoing my involvement in the Ulster Age Grade Development Squads Programme

.....
(player)

.....
(Parent/Guardian)

I will inform the coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the above named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

I have been made aware that CCRFC have developed a child protection policy & they are committed to ensuring the safety of my child by having;

- **A coaches/volunteer charter**
- **Clear recruitment policy which includes vetting all coaches & volunteers**
- **Guidelines for transporting children**
- **A photography policy**
- **An anti-bullying policy**
- **Disciplinary procedures**
- **A designated person for child protection**
- **Guidelines on confidentiality**

County Cavan RFC and The IRFU (Ulster Branch) is committed to ensuring that any information gathered in relation to our youth squads/academies meets the specific responsibilities as set out in the Data Protection Act 1998. The IRFU (UB) development officer will store the above information on their youth squad/academy data base for a maximum of 5 years. (See appendix 14 of the IRFU (UB) Child Protection Policy for further details)

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities.*

Signature Child

Signature Parent/Guardian

Print Name Date

Please return this form to the relevant Coach or Manager of your age group

* Parental consent is defined by the children (NI) Order 1995 Article 6 (i)

Natural mother always has parental responsibility.

Natural father gains parental responsibility;

- If married to the mother at the time of birth or subsequently marries her
- Through an agreement witnessed by solicitor or a Parental responsibility Order
- Post 15 April 2002 if the jointly register the baby's birth.

APPENDIX 6

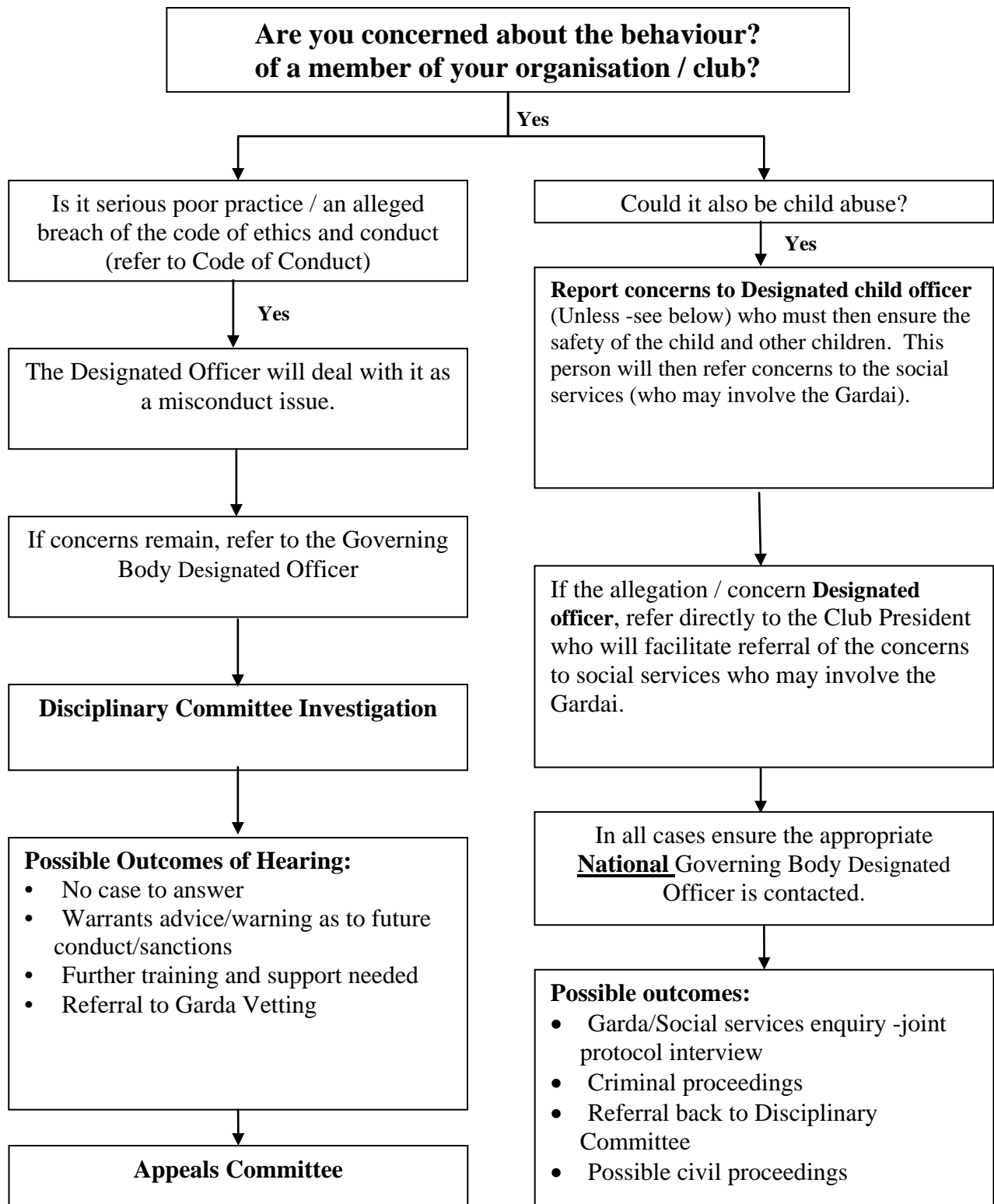
REPORTING PROCEDURES RELATING TO BEHAVIOUR OF A MEMBER/VOLUNTEER OF County Cavan RFC or IRFU (Ulster Branch)



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*





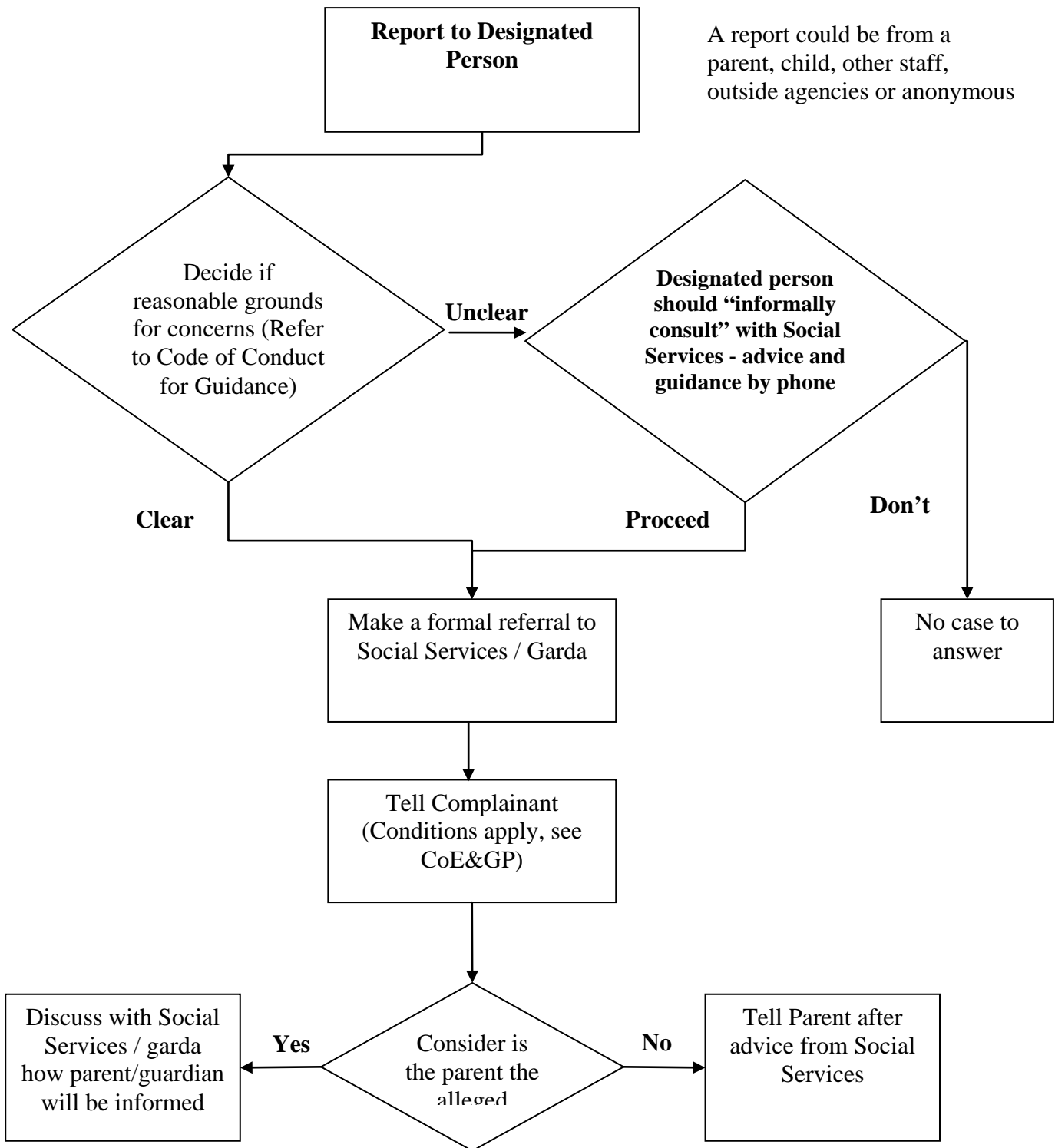
If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the ISPCC on 01 676 7960 or Childline on 1800 666 666). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the CCRFC or club's Disciplinary Committee.

APPENDIX 7

REPORTING PROCEDURES IF CONCERN ABOUT BEHAVIOUR EXTERNAL TO CLUB

WHAT STEPS NEED TO BE TAKEN WHEN REPORTING CONCERNS

When the complaint is about possible abuse outside the organisation



APPENDIX 8

GUIDANCE FOR AWAY TRIPS



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*





GUIDANCE FOR AWAY TRIPS

Away Trips

Travelling to away fixtures is a regular event for many junior clubs. Trips may vary from short journeys across county to play another local team or involve more complicated arrangements involving overnight stays. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

- **Children** – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what sports kit they need to bring with them.
- **Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues that the team manager should be aware of. Parents should also have the name and contact details of the team manager in the event of an emergency.
- **Other coaches / volunteers** – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary.

Transport

More detailed transport guidelines are available in appendix 10, but the following are some basic points:

- Ensure the driver has an appropriate and valid driving licence.
- Allow an appropriate length of time to complete the journey.
- Consider the impact of traffic and weather conditions.
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure leaders and children wear seat belts.
- Check there is appropriate insurance for the journey.
- Clarify supervision requirements with other leaders. The driver should not be considered as a supervisor during the journey.
- Ensure that the vehicle is road worthy.

Ratio

Dependent on the age the ratio of adult to child may vary but what ever is considered appropriate would generally need to be increased when travelling away from home.

Insurance

In addition to the mini-bus / car insurance, the team manager needs to ensure that the Ulster Branch IRFU or clubs general insurance covers travel to away events.

Emergencies

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available.

The leader should have access to a mobile phone and contact details for all the children.

The above are only basic points of advice and are not comprehensive guidelines. For more detailed guidelines see Safe Sport Away.

Hosting

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience at a competition. The whole area of hosting though can create a great deal of concern for parents, children and the hosts. It is in response to these concerns that we have drawn up the following guidelines.

Being a host can be a particularly challenging role, but also very rewarding. A host should be provided with as much information about the child/children staying with them and details of the competition. They in turn should agree to provide references and be vetted when this is available. With the introduction of the Criminal Records Bureau, Disclosure Scotland and the Protection of Children Service, access to vetting for sports clubs organising events within England, Scotland, Wales or Northern Ireland should be achievable.

When arranging for events/trips abroad, the club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

Child/Youth Member

Right To:	Responsibility
<ul style="list-style-type: none"> • Be safe • Have any concerns listened to • Be respected by their coach and host family • Have easy access to phone contact with the trip organiser • Have a list of events (itinerary) • Regular group meetings with other young people • Have their religious needs facilitated • Have prior knowledge of the climatic variation to enable them to bring adequate clothing • Be made aware of the codes required for phoning home • Maps of the local area • Have the currency of the country they are visiting explained to them • Be made aware of collection and drop off arrangements 	<ul style="list-style-type: none"> • Show respect to their host families • Show respect to other youth members and their leaders • Keeping themselves safe • Reporting inappropriate behaviour or risky situations • Attending any prior planning meeting to ensure they are fully informed of the plans • Maintain the sport's reputation by adhering to their code of conduct • Discussing their dietary needs with the host family (though it is the parent's/organiser's responsibility to ensure this information is passed on in advance) • Maintain the accommodation to the standard set by the family • Be aware that they are acting as an ambassador for their sport and on occasions their country • Dependent on arrangements with parents, manage their own money

Coach/manager

Right To:	Responsibility
<ul style="list-style-type: none"> • Have support form their UBIRFU if reporting any concerns about the arrangements • Be protected from abuse by children/youths, other adults, members or parents involved in the trip • Not be left vulnerable when working with children • Receive the relevant information from parents/guardians in advance of the trip i.e. <ul style="list-style-type: none"> - Dietary needs - Any personal care needs - Emergency contact numbers - Signed medial consent form/permission form - List of any medication/allergies - E111 form completed (EU visits) • Be respected by the children in preparation for and during the trip • To have any personal “out of pocket” expenses reimbursed • To be able to apply sanctions in line with the CCRFC/UBIRFU guidelines and discussed prior to the trip • To have time off i.e. that another adult is the point of contact for an emergency rather than one individual all the time 	<ul style="list-style-type: none"> • To plan well in advance of the trip • Check UBIRFU guidelines • Gather information on destination and venue (if possible carry out a risk assessment) • Facilitate information meetings prior to the trip for parents and children • Maintain confidentiality about sensitive information • Be a role-model during the trip (disciplined/committed/time keeping) • Fostering team work to ensure the safety of youth members in their care • Respond to children/youth members’ statements and concerns • Record any complaints or accidents on relevant documentation • Provide the children, parents and host with an itinerary of events • Have clear arrangements for collecting and transporting children during the trip • Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance • Check adequate insurance cover is arranged • Ensure they have received the relevant documentation from the child’s parents/guardians • To inform parents and children of standards of behaviour required and possible sanctions • To ensure that there is an appropriate adult/child ratio • To submit a report to club after the trip • Make parents and children aware of photographic policy and obtain parent’s signature (or include on permission form)

Parents/Guardians

Right To:	Responsibility
<ul style="list-style-type: none"> • Know their child is safe • Be informed of any problems or concerns relating to their children • Be informed if their child is injured • Have their consent sought prior to the trip • Contribute to the decisions in planning the trip (when appropriate) • Have knowledge of where their child is staying and with whom • Have a contact number for their child's hosts and trip organiser • Have a detailed itinerary of events that their child will be taking part in 	<ul style="list-style-type: none"> • To be aware of the Code of Conduct for children, coaches and hosts • To agree sanctions with the coach and child prior to the trip • Ensure the child has appropriate spending money • To pay for relevant costs prior to their child going on the trip • Provide the coach with all relevant documents and emergency contact number • Ensure the child has a passport (if required) prior to the trip • Provide appropriate clothing to meet the needs of the child while away from home • Drop off and collect their child at agreed time • Encourage their child to play by the rules

Hosts

Right To:	Responsibility
<ul style="list-style-type: none"> • To be treated with respect by the children, coaches and parents • To have prior knowledge of any special requirements e.g. <ul style="list-style-type: none"> - Medical - Food - Religious -Transport - Mobility • To have telephone contacts, lists of parents and coaches in the event of an emergency • To be financially reimbursed for any expenses (when agreed) • To be informed of competition details • To have clearly defined roles prior to the event • To be consulted about any change in plans 	<ul style="list-style-type: none"> • To have agreed to a Code of Conduct • To consent to checks/references being sought into their appropriateness of being hosts • To provide a safe and supportive environment for the children while they are hosting them • To attend host family meeting prior to and during the competition of arranged • To provide the child with a positive experience of staying way from home and possibly a different culture

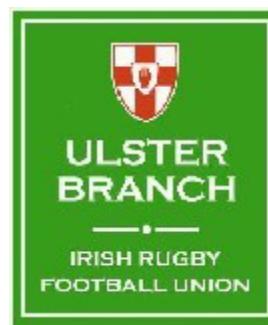
Overseas Trips

When arranging for events / trips abroad the club will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility

of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected.

APPENDIX 9

PHOTOGRAPHY & VIDEOING GUIDANCE



PHOTOGRAPHS AND IMAGES OF CHILDREN

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X who lives at y, is a member of the z gymnastics club and who likes a certain music group. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

CCRFC have decided that we needed to develop a policy in relation to the use of images of young people on our website and in other publications. We have considered the type of images that are suitable and that appropriately represent our sport, without putting children at increased risk. We have ensured that parents support this policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

By increasing the awareness of the potential risks and taking appropriate steps the potential for misuse of images can be reduced.

CCRFC will:

- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Guidance:

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for the child’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A Child’s Permission Form is one way of achieving this.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the sport. A Parental Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there are clearly some sports activities - swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your child protection procedures, ensuring both your sports child protection officer and the Social Services and/or Police are informed.

CCRFC have;

- Established the type of images that appropriately represent the sport for the Web and other media.
- Thought about the level of consideration we give to the use of images of children in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in the web site.

Guidelines for Use of Photographic Filming Equipment at Sporting Events CCRFC will

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the official photographer with identification which must be worn at all times.
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Not allow unsupervised access to children or one to one photo sessions at events.
- Not approve/allow photo sessions outside the events or at a child's home.
- Ensure that if parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- Inform children and parents that if they have concerns they could report these to the organiser.
- Encourage anyone with concerns regarding inappropriate or intrusive photography to report these to the event organiser or official and recorded in the same manner as any other child protection concern.

APPENDIX 10

TRANSPORTING OF CHILDREN



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*



Guidelines on transporting a child or young person in your car

The issue of transporting children has become very sensitive for sports leaders and parents. Many coaches argue that their club could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to events in a private car.

The CPSU and guidance from the Sports Council for Northern Ireland encourages coaches not to take children on journeys alone in their car. This view has been taken as our knowledge has grown of how those who want to harm children has developed. The vast majority of coaches and volunteers will help out through their genuine desire to see children or their particular sport develop. Unfortunately we must face the reality that a minority of others will join a sports club to gain access to children and create an air of acceptability about their role, justifying their close contact with children.

Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in training and competition.

If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that CCRFC recommend should be put in place to minimise the risk:

- The driver like all coaches / volunteers who have access to children in our organisation should have agreed to a Garda check being carried out on them. The club should also have sight of the driver's licence to ensure there are no endorsements.
- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans
- The driver (and club) must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- The driver should attempt to have more than one child in the car.
- When leaving children off after a match or training session coaches / volunteers should alternate which child is dropped off last. Ideally two child would be left off at an agreed point i.e. one of their family homes.
- The person who leaves children home should be alternated; this would reduce the risk of any one individual from always being alone with the child.
- The driver should have a point of contact and mobile phone should they break down.
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within our club then the child is more likely to talk to another person if they are feeling uncomfortable about a situation.
- Children should wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.
- Late collections. These can present our club and coaches with particular difficulties. Parents/guardians will be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Our club should have contact numbers

for parents/guardians and if possible be provided with an alternative contact number. Parents/guardians should have a contact number for the club/coach to inform them of emergencies and possible late collections.

Like all advice these procedures will only reduce the risk and still the best advice is to avoid transporting children alone in a car.

APPENDIX 11

Equal Opportunities Policy for CCRFC



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*

Equal Opportunities Guidelines for County Cavan RFC

- County Cavan RFC are committed to a policy of equal treatment of all members and requires all members of whatever level of authority to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically Discrimination is prohibited by:
 - Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
 - Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements of others.
 - Imposing on individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
 - Victimisation of an individual
 - Harassment of an individual, by virtue of discrimination
 - Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Branch recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- CCRFC commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against CCRFC's policy, any members offending will be dealt with under the disciplinary procedure.
- County Cavan RFC commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

APPENDIX 12

GUIDELINES ON CONFIDENTIALITY



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*



GUIDELINES ON CONFIDENTIALITY

Confidentiality, who needs to know what?

Our organisations have a clear statement about confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or family situations will not be talked about or passed on to others without their consent.

However, the legal principle that 'the welfare of the child is paramount' means that considerations of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis. Your statement of confidentiality should make this clear.

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing:

- the person responsible for child protection in our organisation;
- where relevant, a statutory child protection agency;
- the parent of the child;
- The alleged perpetrator.

Informing the parents of a child about whom you are concerned will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency.

Any individual under suspicion whether or not she is a staff member or volunteer within your group has a right to be notified of the cause of the concern. This is another matter that will need careful consideration and should only be undertaken in consultation with a statutory agency.

Depending on the outcome of our initial inquiries, staff and other agencies who have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. The statutory agency will keep you right about who should be told, when they should be told, and the kind of information which it is appropriate to share.

All information of a personal nature will be stored in a safe and secure setting. Those who will be given access to this information will be;

- CCRFC & IRFU(UB) Designated officers
- CCRFC & IRFU (UB) age-grade squad Managers/Youth & Minis Convenor for mailing addresses, fees etc.
- CCRFC & IRFU(UB) age-grade coaches and Rugby Development staff for information relating to a child ability to participate in an activity/residential

Please also see data protection policy for more information. (Appendix 14)

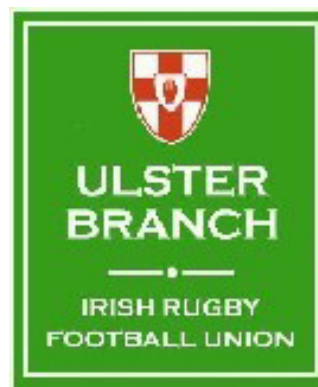
APPENDIX 13

ANTI-BULLYING GUIDANCE NOTES



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*



ANTI-BULLYING GUIDANCE NOTES

For the Individual

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect for every individual's feelings and views
- Recognise that everyone is important and that our differences make each of us special
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

Bullying

- Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:
 - physical pushing, kicking, hitting, pinching etc
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
 - sectarian/racial taunts, graffiti, gestures
 - sexual comments and /or suggestions
 - unwanted physical contact
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying – the child, the parent, the coach, the sport's official
- Ulster Branch IRFU will encourage clubs establish forums, including children, parents & coaches, to address, monitor and stop bullying
- Commitment to the early identification of bullying and prompt, collective action to deal with it
- Children should be encouraged to take a role in stopping bullying in the club and UBIRFU age-grade squads
- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools)
- Coaches will have access to appropriately trained staff for support when dealing with bullying

Support to the Child

- Children should know who will listen to and support them
- Any advice and assistance should be given by an experienced coach
- Children should have access to Helpline numbers
- Children should be told what is being recorded, in what context and why
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children to approach adults
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying

- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided

Support to the Parents

- Parents should be advised on CCRFC policy and practice about bullying
- Any incident of bullying will be discussed with the child's parent(s)
- Parental advice on action will be sought and agreements made as to what action should be taken
- Information and advice on coping with bullying will be given
- Support should be offered to the parent(s) including information on other agencies or support lines.

Appendix 14

Data Protection



COUNTY CAVAN RUGBY FOOTBALL CLUB

Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925



Data Protection

County Cavan RFC and The IRFU (UB) are committed to ensuring that any information gathered in relation to our youth squads/academies meets the specific responsibilities as set out in the Data Protection Act 1998.

To achieve this we have drawn up the following guidelines:

- All Development Officers will use the same registration form to ensure consistency of information and that the child/guardian is made aware of why we require the information. (see appendix 5)
- The names and addresses of children and guardians are only gathered for the purpose of maintaining player records throughout our representative age-grade structures.
- That the information requested is relevant to the needs of the database and to ensure we adhere to good child protection practices.
- We will make every effort to ensure the information entered onto the database from paper records are accurate and kept up to date. The paper record will be stored in a secure place & to the same standards as the data base.
- The IRFU (UB) will only keep a child's information on the database for up to 5 years.
- The database will be maintained centrally and will only be accessed by eligible staff members.
- The database or any individual's name and address will not be forwarded to a third party without the prior permission of the child and guardian.

Appendix 15

Complaints & Grievance Procedure



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*

Complaints Policy

There may be an issue that arises which does not constitute action within a child protection policy, but that is of sufficient concern to warrant action by the Club Committee. For example, a complaint from a parent about the conduct of a volunteer and offensive language, this requires addressing through some sort of formal action. By promoting clarity in terms of processes for dealing with complaints or grievances we believe will enable a transparency that gives confidence in our organisation's commitment to providing quality and safe services.

Disciplinary Policy

We believe that our guidelines in terms of a code of conduct and good practice will dictate appropriate and acceptable behaviour, but without any system of regulating this there is no clarity for staff/volunteers, parents or children about what may happen if they do not follow the guidelines

Grievance Policy

The purpose of this policy is to ensure that every member has the opportunity to resolve problems in a consistent and fair manner, if in exceptional circumstances the problem has remained unresolved after discussion.

Complaints Procedure

Any member, parent, child or interested party who believes the conduct of another member is contrary to that agreed by the CCRFC, or whose conduct is likely to bring the CCRFC into disrepute, may inform any member of the Club Committee in writing.

It is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency.

An accurate note should be made of:

- date and time of the incident or disclosure
- parties who were involved
- any action taken by the organisation to investigate the matter
- any further action e.g. suspension of a worker
- where relevant, reasons why there is no referral to a statutory agency

The record should be clear and factual as it may be needed by child protection agencies investigating the incident and may, in the future, be used in evidence in court (the organisation should not investigate the issue if it is a child protection matter). The record will be stored securely and shared only with those who need to know about the incident or allegation. Keeping such a record may also help to protect our organisation.

Consideration has also been given to the Data Protection Act 1998 which requires that personal information is obtained and processed fairly and lawfully; only disclosed in appropriate circumstances; is accurate, relevant and not held for longer than is necessary; and is kept securely. The Act allows for the disclosure without the consent of the subject in certain conditions, including

for the purposes of the prevention or detection of crime, or the apprehension or prosecution of offenders. The need to safeguard children from harm should be considered within these parameters and is also addressed under Article 8 of the European Convention on Human Rights whereby the disclosure of information would usually be for “the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime.... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose”

A meeting of the Club Disciplinary Committee shall be held within *10 days* after the complaint has been received. All parties involved will be invited to attend individually to speak to the Club Disciplinary Committee.

The Disciplinary Committee shall inform in writing both the member who made the complaint and the member who is the subject of the complaint of their decision with 5 days of a decision being made.

Disciplinary Procedure

Where a complaint is deemed of appropriate severity by the Club Disciplinary Committee, the Disciplinary Committee have the right to invoke the disciplinary procedure.

The Disciplinary Committee will have the following options at its disposal under the disciplinary procedure:

1. Impose a fine where applicable. The member being fined will be informed in writing of the amount, and the date by which it must be paid. All fines will be paid to the Treasurer. Failure to pay will result in further disciplinary options being invoked.
2. Recommend the member undertakes a period of re-training or re-education if applicable.
3. Impose a period of suspension for a defined period.
4. Terminate the membership of the person as outlined in the constitution.
5. Inform social services / Garda if the reason for the termination was in relation to Child Protection.

During the period of suspension the member is suspended from all activities at or on behalf of CCRFC and therefore shall be ineligible to participate as a member of the Club.

The member shall be informed in writing of the reasons for the suspension and the date from which the suspension shall commence. The Disciplinary Committee shall inform all the members in writing of the suspension. The member may invoke the appeals procedure.

The Disciplinary Committee has the power to reinstate the suspended member if the decision of the appeal procedure finds in favour of the member and the Honorary Secretary shall inform the member in writing of the date from which he/she is reinstated.

Notification of the disciplinary action taken and the outcome of any appeal will be forwarded to the UBIRFU.

Grievance Procedures

CCRFC seeks to create a working environment that is as harmonious as possible where effective working relationships are maintained.

Eligibility

This policy applies to all the Organisation's members.

Definition of a Grievance:

- A grievance is a complaint made by a member about their treatment at the club or any matter related to the organisation affecting the member.
- A member cannot bring a grievance about a managerial decision, but may do so if they believe that the decision or the process used to reach the decision was incompatible with the Organisations policies or applied in a discriminatory or unreasonable fashion.
- It is not possible to raise a grievance against an agreed Organisational policy or against a piece of legislation or statutory regulation which the Organisation is required to follow.

USE OF GRIEVANCE POLICY

The policy is designed to allow an initial informal discussion at which it is hoped the majority of grievances will be settled. Grievances should be resolved as close to the event as possible, to minimise disruption and upset, and where possible resolved informally. If an informal settlement of the grievance is not possible, it will be dealt with under the formal procedure.

If you have a grievance but are uncertain as to what action you might take, or if your grievance involves sensitive issues, you should seek advice from your CCRFC official.

In the event of any difference arising, which cannot immediately be resolved, then whatever practice or agreement existed prior to the difference shall continue pending a settlement or until the agreed procedure has been exhausted.

Since grievance cases are often complex, guidance notes and procedures to be followed on the use of the procedure have been drawn up to expand on some of the steps in the procedure.

Procedure:

The procedure has been written so that complaints are dealt with through the line management structure. If you wish to make a complaint, you should firstly raise the matter with your line manager/senior coach.

If, however, the complaint is against your line manager/senior coach and you feel unable to raise the complaint with him/her you should raise the matter with your next senior line manager.

- **Informal Stage**

You should inform your line manager that you have a grievance and that you wish to discuss it with him/her. This informal notification should take place as soon as possible and, in normal circumstances, within fifteen working days of the event or circumstance which has given rise to the grievance.

After seeking advice from the CCRFC official, your line manager will talk to you about your grievance within a further ten working days after receiving the informal notification.

Within five working days of this discussion, you will be advised in a short informal note of any action s/he proposes to take to resolve the grievance.

- **Formal Stage**

If you believe that the grievance has not been satisfactorily resolved at the informal stage then you may submit a written statement of the grievance to your Club Chairperson setting out the areas of dissatisfaction with the earlier decision. You should do this within ten working days of receiving your line manager's response.

Your Chairperson will discuss the original grievance with a representative from the CCRFC and will investigate the grounds of the complaint, meeting with witnesses and reviewing all documentation as appropriate.

Your Club Chairperson along with the CCRFC official will meet with you within fifteen working days of receiving your written statement, to consider the grievance.

S/he will give you their decision in writing within five working days of this meeting.

- **Appeal**

If the response at the end of the formal stage does not satisfactorily resolve the grievance, you may appeal against the decision.

You do this by giving written notification of the reasons for your dissatisfaction to the member of the CCRFC responsible for your function within fifteen working days of receiving the written response.

This notification should be copied to your Club Chairperson. The paperwork form the previous stages will be passed to NGB Chairperson who will decide, after consultation with NGB Executive Group colleagues, which NGB member (or other senior member of staff not previously involved in the grievance) should handle the appeal.

The NGB Group member (or senior nominee) handling your appeal will arrange a meeting to consider your appeal.

The meeting should be held within twenty working days of the receipt of your written request. The NGB member (or senior nominee) handling your appeal will decide whether or not your grievance has been substantiated and if so what action should be taken. This decision will be communicated to you, in writing, within five working days of the appeal being heard.

- **Time Limits**

Throughout the procedure, there are time limits which must be adhered to. The time limits are upper limits and efforts should be made to deal with matters as quickly as possible. However, in exceptional circumstances, with the agreement of both parties, the time limits may be extended, e.g. due to the unavoidable absence of key individuals.

For further advice contact:

Sport Dispute Resolution Panel

Francis House

Francis Street

London

SW1P 1DE

020 7854 8590

Appendix 16

First Aid & Safety Procedure



COUNTY CAVAN RUGBY FOOTBALL CLUB

*Swellan Park, Swellan, Cavan.
Telephone: 00 353 (0)49-433 2925*

First Aid Arrangements – County Cavan Rugby Football Club

County Cavan RFC will endeavour to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions. This will comprise suitably trained First Aid person and appropriate equipment and facilities.

- Managers of age-grade squads will seek volunteer(s) who are willing to train as a qualified ‘first-aider’ or ‘appointed person’ for each CCRFC location. Where this is not possible, other local arrangements will need to be identified and organised. UBIRFU recommends the quota of first aid persons against the number of members on the premises as:

Under 25 = 1 x appointed person

25 - 49 = 2 x appointed persons

50 - 99 = 1 x first aider & 1 x appointed person

Over 100 = A first aider at a ratio of 1-50

Where only one first aider (or appointed person) is required another must be made available to provide cover during holiday periods and unforeseen absences.

- The names and contact details of the first-aiders must be notified to all members at a County Cavan RFC location. Details should be displayed at prominent locations
- The role of the ‘appointed person’ is to take charge of an emergency situation until trained assistance can be called. Where possible appointed persons should be given emergency first aid training (Advice from Coaching NI on approved courses) which last approx. 1 day and briefly covers:

(1) What to do in an emergency (2) Cardio-pulmonary resuscitation

(3) First aid for the unconscious casualty

(4) First Aid for the wounded or bleeding

- The first-aiders must all be trained by an approved body such as Order of Malta, Civil Defence or the Irish Red Cross. Copies of the certificates must be retained by the appropriate club manager.
- The certificates are valid for 3 years and arrangements must be made for first-aiders to receive refresher training before the current certificate expires.
- First-aiders **are not authorised** to administer any forms of medication. Any members reporting to the first-aider that they require such treatment must be referred to their own doctor.
- The name of our First Aid person is:

-
- All first aid boxes must have a white cross on a green background. Similarly, first aid facility/room should be easily identifiable by white lettering or a white cross on a green background.
 - The First Aid signs should be placed where they can be seen (not obstructed from view) and easily identified.
 - First-aiders will have access to fully stocked first-aid boxes. These are to contain only (the following is only guidance and each organisation must review their own needs as there is no set regulations as to what a first aid box should contain):
 - Guidance note explaining first aid at work (Such as first aid at work by the HSE)
 - Pad and Pencil - to record condition of person requiring first aid.
 - 20 individually wrapped sterile adhesive dressings of assorted sizes

- 2 sterile eye pads, with attachments
 - 6 individually wrapped triangular bandages
 - 6 safety pins
 - 6 medium sized, individually wrapped sterile un-medicated wound dressings
 - 2 large, individually wrapped sterile un-medicated wound dressings
 - 3 extra large, individually wrapped un-medicated wound dressings
 - 2 pairs of disposable gloves.
 - Surgical tape
 - Medical Scissors
 - Face Shield - very basic such as 'Resuci Aid'
- First aid boxes **must not** contain any medications such as pain killers, creams or eye ointments. Other items such as protective clothing/equipment can be used e.g. disposable gloves, vent-aids.
 - A list of the required contents (as above) and the name of the appointed person or first aider should be kept within the first aid kit. First-aiders and appointed persons will be responsible for ensuring that the boxes are regularly checked and restocked if necessary.
 - Most of our facilities do not have a designated first aid room; however there should be a room available which could be converted for first aid purposes if required.
 - Notices must be displayed within each County Cavan RFC building informing people of the means of summoning first aid assistance and of the location of the first aid box.
 - For visitors to the Club premises, the host will be responsible for calling first aid if required. If the visitor is to be unaccompanied, the host should ensure that they are familiar with the means of calling for assistance.
 - Many members are required to coach away from their club. Where this is the case those members should ideally be given 'emergency first aid training' and carry a First Aid Kit in the car. If an emergency arises the County Cavan RFC representative will then be able to cope with the situation.
 - The training and first aid kits should be made available by the line manager / budget holder.
 - Some members carry their own medications such as inhalers for asthma or 'Epipens' which contain injectable adrenaline for the treatment of severe allergic (anaphylactic) reactions, for example to peanuts. These medications are prescribed by a doctor. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.
 - Medicines legislation restricts the administration of injectable medicines. Unless self administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a suitably trained lay person is permitted to administer it by injection for the purpose of saving life. The use of an Epipen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epipen if they are dealing with a life threatening emergency in a casualty who has been prescribed and is in possession of an Epipen and where the first aider is trained to use it.

Legislation

- **Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)**

Appendix 17

Advice to Club's





Structure, Rules and Regulations.

Once a commitment to the code of Ethics and Good Practice for Children's Sport has been enshrined within the organisation's constitution then all rules and regulations will arise from this. The way we work with children, how we behave around them and our attitudes towards them will contribute to the way young people feel about themselves. An examination of existing structures, rules and regulations should help provide a framework for creating and maintaining a child-centred approach within the organisation.

The structures and the committee:

- Age Grade Committee members should ideally sit for a **fixed period** of time - 3 years to encourage a regular turnover of the committee members.
- The committee should have a **mix of experienced** and new members.
- Ensure committee members have **clear defined roles** and responsibilities and that members operate only within these roles. Avoid situations where one or more member(s) operate in isolation from the committee or agenda.
- A database of **record keeping** should be established that allows confidentiality, but continuity between changing committee members - where files are kept, who sees them and how long are files kept for?
- List a **calendar of meetings** and circulate to clubs and all members in advance of season.
- Members should **sign an annual membership** form that includes signing up to the Code of Conduct (attached) and related regulations.
- Include in the rules and regulations a copy of the complaints, disciplinary and appeals procedures that members should also sign up to.
- Members should be aware that failure to comply with rules and regulations could result in exclusion from the committee.

Rules and regulations:

- Always have appropriate **adult: child ratios** (review this with insurance company)
- List all **procedures** for away trips for junior members.
- Members under 18 years of age must be allowed to wear **protective gear** - IRFU should list all necessary gear.
- Members under 16 years of age should not play on more than **one team** in any one season without parental or guardian consent.
- List any criteria for selection to squads - regional; provincial and national.

Rules relating to Sport Leaders:

- Always try to **work with other adults** present and avoid situations where you're left alone with individual children.
- Set out **rules for** any necessary **contact** (physical) e.g. scrum and tackle. Let parents know of these conditions so that behaviours can't be misinterpreted.
- Try to **encourage parents** to take responsibility for their children in changing rooms and where parents are not available ensure that leaders supervise in pairs.
- Ensure that **travel arrangements** are set out in advance and known by all and where possible leaders should not travel alone with children.
- Where mixed teams compete away from home ensure the group is accompanied by at least **one male and one female** adult (preferably parent).
- Always ensure the **well being** and **safety** of the players at all times.

Avoid:

- Spending excessive amounts of time with a participant away from others.
- Taking young people on journeys alone in the car.
- Taking young people to your home.
- Taking sessions alone.

Never:

- Engage in rough **physical or sexually provocative games** including horseplay.
- **Share a room** with a young person alone on away trips.
- Permit or engage in any form of **inappropriate touching**.
- Permit children to use **inappropriate language** unchallenged.
- Make **sexually suggestive comments** to a child, even in fun.
- Allow allegations made by a child to go **unchallenged, unrecorded** or not acted upon.
- Do **things of a personal nature** that a child can do for themselves.
- Agree to **meet a player on your own**.
- **Undertake any form of therapy** (Hypnosis etc.) in the training of young people.
- **Exert due influence** over a participant in order to obtain personal benefit or reward.

Procedure for clubs:

- Each club should have **clear procedures** for responding to reports or concerns relating to the welfare and safety of children.
- Clubs must ensure that all procedures regarding safety in sport for children must be **available and visible** to all members in the club.
- All sports leaders, children, parents/guardians should be **aware of how to report** and to whom concerns should be reported within the club.
- Copies of the Code of Ethics and its accompanying leaflets for Parents, Coaches and Club Committees should be **widely distributed** within clubs and organisations.
- Copies of the Statutory Authority guidelines should be **available** in all sports clubs/organisations.
- Everyone involved in child protection matters should be aware of their responsibility to work in **co-operation** with the statutory child protection authorities.

Recruitment and Selection

Research has shown that most leaders who work with young people are motivated by their desire to put something back into their sport. Yet it is important that we acknowledge that some adults have the potential to take advantage of the position they hold. Therefore it is important that all reasonable steps are taken to ensure that the appropriate people are involved with younger members of your club.

Tips for recruiting:

- **Clubs will be responsible** for the recruitment of volunteers and therefore must ensure that they have policies and procedures in place to ensure that candidates will be suitable for working with under age participants.
- Whenever possible try to **recruit male and female** volunteers/ leaders in equal numbers.
- Select leaders with **appropriate skills** and experience or provide necessary training.
- Ensure that there are **clear roles and responsibilities** for volunteers.
- **Training** should be provided for all newly recruited personnel e.g. coaching courses (Mini Rugby; Foundation; Level 1; Level 2 and Referees) and training to work with young People
- Keep all application forms on file and **ratify all appointments** with the Club Management Committee.
- Be sure that volunteers are aware of any **special needs participants** within your club and that they are confident to deal with additional demands.

- Ensure that new members are aware that failure to comply with rules and regulations of the club could result from **exclusion** from the club.
- Give **feedback** as often as possible.
- Ensure that **recruitment procedures and policies** are available and accessible to all interested e.g. potential candidates and parents.
- The Club Management Committee is **responsible** for the under age section and therefore must ensure policies are in place and adhered to.
- All those recruited to work with children or young people should complete an application form that includes a self declaration section and permission to be vetted via the Protection of Children (NI) service. This process is administered by the IRFU (UB).

All of these steps are necessary to ensure good practice and a thorough selection procedure is one of the few methods a club has of assessing the suitability of applicants to work with young people. Clubs and Branches should use the same recruitment procedure and the more routine these procedures become, the less intimidated applicants become.

When it becomes an established procedure for all members, including volunteers, it can be considered another step in the creation and maintenance of good practice for the protection of all members.