



User Guide to Sport Ireland Club Safeguarding Self-Assessment Framework



SPORT
IRELAND
ETHICS

Club Safeguarding
Self-Assessment
Framework

This guide will take you through the Safeguarding self-assessment tool that you are required to complete for Sport Ireland.

It will clarify the questions asked and link back to language used within rugby as well as giving some ideas for evidence.

If, at any point, you are unsure of how to complete the self-assessment please contact the Spirit of Rugby Officer for your province:

Connacht: Luke Murphy, luke.murphy@connachtrugby.ie, 087 9023890

Leinster: Stephen Gore, stephen.gore@leinsterrugby.ie, 086 6087943

Munster: Emily O'Leary, emilyoleary@munsterrugby.ie, 087 6028090

Ulster: Kerry Spence, kerry.spence@ulsterrugby.com, +44 7767 168982

To create an account and complete the self-assessment, please go to <https://fs4.formsite.com/wqEq6U/kdea2hgpfd/index.html>

Which e-mail address should the completed form be sent to? *

Enter the email address of the Club Welfare Officer.

Name & Address of Club *

Enter the Club name and address. If no Clubhouse, list where you usually train.

Name of Contact Person *

Enter the name of the person who should be contacted in relation to the information provided in this form. This should be the Club Welfare Officer.

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Name of Relevant Person *

Enter the name of your Club Welfare Officer.

Date *

Enter today's date.

Type of Club *

Enter Rugby here.

Phone Number *

Enter the phone number for the Club Welfare Officer.

Are you a provider of a relevant service? ** *

Yes

No

Please select 'Yes'.

Although Clubs in Northern Ireland are not covered by the Children First Act 2015, they are covered under SportNI Safeguarding standards and related legislation as well as IRFU Safeguarding Policy, so they need to complete this audit.

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SECTION 1 Key Safeguarding Roles

1.1 All key Safeguarding roles have been filled, including a Relevant Person, Club Children’s Officer (CCO), Designated Liaison Person (DLP)/Deputy DLP (where needed).

Within the IRFU, these roles are filled by the Club Welfare Officer.

Fully Met	Partially Met	Not Met
<p><i>Examples of evidence that could be provided:</i></p> <ul style="list-style-type: none"> <i>provide a link to your CWO ID Template on club website or social media</i> <i>provide a link to the page on your club website or social media where the CWO contact details can be found</i> 	n/a	n/a

1.2 In line with our NGB’s guidelines, we clearly outline the role & responsibilities of the CCO & DLP/Deputy DLP.

NGB (National Governing Body) is the IRFU, these roles are filled by the Club Welfare Officer.

Fully Met	Partially Met	Not Met
<p><i>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</i></p> <ul style="list-style-type: none"> https://d2cx26qpfwuhvu.cloudfront.net/irfu/wp-content/uploads/2019/01/30143409/CWO-Sample-Role-Descriptor.pdf https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2019/01/30143418/CWO-Checklist.pdf <i>attendance at Branch induction</i> <i>attendance at Safeguarding Level 2</i> 	n/a	n/a

1.3 Our CCO & DLP are known throughout the club & their contact details are available.

Within the IRFU, these roles are filled by the Club Welfare Officer.

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Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided:</p> <ul style="list-style-type: none"> provide a link to your CWO ID Template on club website or social media provide a link to the page on your club website or social media where the CWO contact details can be found 	n/a	n/a

1.4 Our DLP has access to external advice, information and support.

Within the IRFU, this role is filled by the Club Welfare Officer, supported by the Spirit of Rugby Officer (Branch Welfare Officer) and the National Safeguarding Officer.

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</p> <ul style="list-style-type: none"> provide a link to your CWO ID Template on club website or social media https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/08/31120518/CWO-Template-Poster-21-22-Connacht.pdf https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/08/31120520/CWO-Template-Poster-21-22-Leinster.pdf https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/08/31120522/CWO-Template-Poster-21-22-Munster.pdf https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/08/31120524/CWO-Template-Poster-21-22-Ulster.pdf https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/concerns/ 	n/a	n/a

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1.5 We have a written Child Safeguarding Statement (CSS) that is publicly available and prominently displayed.

The IRFU provide clubs with a template to update and adopt.

Fully Met	Partially Met	Not Met
<i>Examples of evidence that could be provided:</i> <ul style="list-style-type: none"> <i>provide a link to the page on your club website or social media where the CSS can be found</i> 	<i>n/a</i>	<i>n/a</i>

1.6 When engaging or contracting other service providers, we ensure compliance with our NGB’s Safeguarding requirements is mandatory.

*This question **only** needs to be answered if you hire your club for summer camps or other relevant activity. Otherwise, select '**Not applicable**'.*

Fully Met	Partially Met	Not Met
<i>Examples of evidence that could be provided:</i> <ul style="list-style-type: none"> <i>explain the process you use to confirm safeguarding compliance from other service providers e.g. email them to confirm they have the relevant safeguarding requirements in place</i> 	<i>Examples of evidence that could be provided:</i> <ul style="list-style-type: none"> <i>copy and paste the information you provide to other service providers of the club’s expectations in relation to safeguarding compliance</i> 	<i>Examples of evidence that could be provided:</i> <ul style="list-style-type: none"> <i>insert an action point for meeting this criterion</i>





SECTION 2 Safeguarding Training

2.1 We ensure all relevant volunteers attend the appropriate Safeguarding training before taking up a role with the club. *

Module 2 of the IRFU Safeguarding Young Players in Rugby is appropriate training. Other acceptable training is Sport Ireland Safeguarding Level 1 or Sport NI Safeguarding Children and Young People in Sport.

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, <i>(insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media)</i>:</p> <ul style="list-style-type: none"> https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/training/ 	<p>Examples of evidence that could be provided:</p> <ul style="list-style-type: none"> explain that this is an ongoing process & that the club has started to include online Module 2 as part of the vetting process when a new volunteer starts or when volunteers change to relevant roles 	<p>Examples of evidence that could be provided:</p> <ul style="list-style-type: none"> insert an action point for meeting this criterion

2.2 We follow our NGB's requirements with regard to keeping a secure record of all volunteers who have completed Safeguarding training. *

With the implementation of the IRFU Safeguarding Young Players in Rugby training, these records will be held in Gainline.

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided:</p> <ul style="list-style-type: none"> confirm that records are stored in Gainline in line with NGB requirements 	n/a	n/a



SECTION 3 Child Safeguarding Policies and Procedures

3.1 We have a comprehensive Safeguarding Children Policy. *

All affiliated clubs are expected to adopt the IRFU Safeguarding Policy.

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (<i>insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media</i>):</p> <ul style="list-style-type: none"> provide a link to the page on your club website or social media where the IRFU Safeguarding Policy (or link to this) can be found https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093801/SAFEGUARDING-POLICY-2021.pdf 	n/a	n/a

3.2 The policy includes a clear statement on the importance of safeguarding children and their right to be protected. *

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (<i>insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media</i>):</p> <ul style="list-style-type: none"> provide a link to the page on your club website or social media where the IRFU Safeguarding Policy (or link to this) can be found https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093801/SAFEGUARDING-POLICY-2021.pdf 	n/a	n/a

3.3 Our policy is approved by the relevant committee / governing body. *

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided:</p> <ul style="list-style-type: none"> provide a link to the page on your club website or social media where the CSS can be found (signed by committee) copy and paste section from club minutes where the CSS was approved 	n/a	n/a

3.4 Our procedures provide step-by-step guidance on what action to take if there are concerns about a child. These include how to handle a disclosure (including non-recent abuse) and how to report. *

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</p> <ul style="list-style-type: none"> https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/concerns/ 	n/a	n/a

SECTION 4 Additional Policies, Procedures & Guidance

The question below refers to the specified procedures contained within a club's Child Safeguarding Statement (CSS) AND essential areas such as disciplinary procedures, anti-bullying policy, code of conduct for best practice, transport & general supervision, overnight & away trips, and safety etc.

4.1 We have signed up to or implemented all relevant NGB Safeguarding policies & procedures. (If not complete, please expand) *

All procedures & guidance can be found <https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/best-practice/>.

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Complete	Not Complete
No evidence required	Examples of evidence that could be provided: <ul style="list-style-type: none"> insert an action point for meeting this criterion

SECTION 5 Volunteer Recruitment & Support

5.1 In line with our NGB's Safe Recruitment policies & procedures all persons in relevant roles engaging with children have attended safeguarding and any other necessary qualifications/skills workshops for their role(s). *

Fully Met	Partially Met	Not Met
Examples of evidence that could be provided, (<i>insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media</i>): <ul style="list-style-type: none"> https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/training/ 	Examples of evidence that could be provided: <ul style="list-style-type: none"> explain that this is an ongoing process 	Examples of evidence that could be provided: <ul style="list-style-type: none"> insert an action point for meeting this criterion

5.2 Those responsible for recruiting/appointing volunteers in relevant roles are aware of our NGB's safe recruitment practices. *

Fully Met	Partially Met	Not Met
Examples of evidence that could be provided, (<i>insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media</i>): <ul style="list-style-type: none"> https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/recruitment/ https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093745/2021-Spirit-of-Rugby-Vetting-Policy-.pdf 	n/a	n/a

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5.3 Where required, volunteers must complete the vetting process as per the National Vetting Bureau /Access NI. *

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</p> <ul style="list-style-type: none"> https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/recruitment/ https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093745/2021-Spirit-of-Rugby-Vetting-Policy-.pdf 	n/a	n/a

5.4 We adhere to re-vetting procedures in line with our NGB’s Vetting policy. *

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</p> <ul style="list-style-type: none"> https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093745/2021-Spirit-of-Rugby-Vetting-Policy-.pdf RugbyConnect 	<p>Examples of evidence that could be provided:</p> <ul style="list-style-type: none"> explain that this is an ongoing process 	<p>Examples of evidence that could be provided:</p> <ul style="list-style-type: none"> insert an action point for meeting this criterion

5.5 We have a process to risk assess concerns arising from vetting returns in line with our NGB policy. *

This is carried out by the IRFU in line with the vetting policy.

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (insert the links below, as relevant, into your form</p>	n/a	n/a

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<p><i>as evidence or link to the document on your club website or social media</i>):</p> <ul style="list-style-type: none"> • https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093745/2021-Spirit-of-Rugby-Vetting-Policy-.pdf • https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093748/Case-Management-process.pdf 		
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SECTION 6 Behaviour & Equality

6.1 We have specific Codes of Conduct that all of our volunteers & young people must sign up to. *

Fully Met	Partially Met	Not Met
<p><i>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media)</i>:</p> <ul style="list-style-type: none"> • https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/12/16153843/Code-of-Conduct-Mini-Players.pdf • https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/12/16153846/Code-of-Conduct-Youth-Players.pdf • Declaration of Intent (on RugbyConnect) 	n/a	n/a

6.2 We have a comprehensive disciplinary process for all our members in place, in line with NGB policy. *

Fully Met	Partially Met	Not Met
<p><i>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media)</i>:</p> <ul style="list-style-type: none"> • https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093748/Case-Management-process.pdf • IRFU Disciplinary Guide 2021 	n/a	n/a

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6.3 We have guidance, in line with our NGB, about the unacceptability of discrimination on the grounds of a person’s gender, ethnicity, sexual orientation, disability, or religion. *

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</p> <ul style="list-style-type: none"> https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/what-is-spirit/ Spirit of Rugby Charter 	n/a	n/a

SECTION 7 Communication

7.1 We promote the importance of Safeguarding policies and procedures to all our members, including contact details for Statutory Agencies. *

Fully Met	Partially Met	Not Met
<p>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</p> <ul style="list-style-type: none"> provide a link to the page on your club website or social media where the IRFU Safeguarding Policy (or link to this) can be found start of season CWO briefing & updates throughout provide a link to your CWO ID Template on club website or social media provide a link to the page on your club website or social media where the CWO contact details can be found https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/concerns/ https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/09/28093748/Case-Management-process.pdf 	n/a	n/a

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7.2 Our policies and procedures inform children & young people of their right to be protected, consulted & treated with respect. *

Fully Met	Partially Met	Not Met
<p><i>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</i></p> <ul style="list-style-type: none"> provide a link to the page on your club website or social media where the IRFU Safeguarding Policy (or link to this) can be found https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/young-people/ 	n/a	n/a

7.3 The information we provide is age appropriate and available in different formats if required, for example, for those with specific communication needs. *

Fully Met	Partially Met	Not Met
<p><i>Examples of evidence that could be provided, (insert the links below, as relevant, into your form as evidence or link to the document on your club website or social media):</i></p> <ul style="list-style-type: none"> https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/young-people/ https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/youth-council/ https://d19fc3vd0jo3m.cloudfront.net/irfu/wp-content/uploads/2020/12/16155609/Is-Rugby-Fun-For-You.pdf 	n/a	n/a