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March 2018

**Safeguarding policies and procedures**

1. Civil Service (NI) RFC subscribes to the objectives and policies set out in the IRFU publication ‘Safeguarding Policy for age-grade players’ issued in 2015 (<http://irishrugby.ie/downloads/IRFU_Safeguarding_Policy_2015.pdf>). This document should be used as a point of reference for more detailed information about the issues listed below.
2. The club’s policies, which are incorporated in its Constitution, follow the guidelines issued by IRFU in relation to the following topics:

**Anti-bullying:** players should respect each other and tell an adult or someone they trust including the Club Welfare Officer (CWO) if they are being bullied. Contact details for the CWO are available in the clubhouse and on the [club website](http://www.csnirfc.co.uk/contact/).

**Safety:** the club is committed to minimising opportunities for accidents or harm to happen to children; it follows the safety practices outlined in the IRFU document ‘Supervision and Safety’ in relation to players, leaders, facilities, training sessions, accidents and first aid equipment.

**Travelling:** the club subscribes to the guidance issued by IRFU on travelling in relation to passenger cars, buses, air and sea travel; it will also comply with the regulations about hosting and participating in tournaments, ensuring relevant Branch approval has been obtained.

**Supervision:** the club will ensure there are enough people to be able to cope with the number of children participating in any activity and adequately respond to an emergency. It adheres to the IRFU guideline of a minimum ratio of 1:10 for players of 11 years or older. For younger players, the ratio should increase, depending on requirements or activities.

**Social media and photos:** the club will ensure parental consent for the use of images of children in any media format. The club will work to assess and limit the risk of harmful behaviour that may arise from the publication of photos or information across the range of new media technologies. It is committed to the principles outlined in the IRFU guidelines of ‘Communication, Images and Social Networks’ <http://www.irishrugby.ie/downloads/Communication_Images_and_Social_Networks.pdf>.

**Reporting procedures:** 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 and/or IRFU. The following course of action should assist in reporting any concerns:

If someone has a concern about Age-Grade Players or those working with Age-Grade Players, it should be passed on to Club Welfare Officer who may consult with the Branch Welfare Officer if necessary. Subsequently, if there are reasonable grounds for concern (as listed by the Statutory Authorities and Section 4 of IRFU policy), the matter should be reported to the police or Social Services and the National Child Protection Officer.