

# SAFEGUARDING RISK ASSESSMENT


This risk assessment considers the potential for harm to come to children whilst they are in the care of this club and gives the required policy, guidance or process documents required to alleviate these risks. This risk assessment has been carried out prior to the publication of the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015). In this context and in accordance with the requirements of *Section 11 (1) of the Children First Act 2015*, that states "as a provider of a relevant service we will undertake an assessment of any potential harm to a child while availing of the service"; the risk is of abuse and not general health and safety risk. This risk assessment is also in accordance with *Sport Northern Ireland's Club Framework for Safeguarding Standards in Sport and as such can be used by the IRFU's constituent Provinces and clubs.*


The risk assessment indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks. *The list of risks identified and procedures to manage these risks are listed in relevant categories overleaf and are based on the IRFU Safeguarding Guide.*

## Responsibilities

- The club has **appointed a Club Welfare Officer** to implement the Child Safeguarding Statement and IRFU Safeguarding Policy and to monitor the implementation of the associated Safeguarding Guide
- The Club Welfare Officer holds the role of Relevant Person for the organisation's Child Safeguarding Statement and links with the nationally appointed Mandated Person of the IRFU
- This risk assessment has been completed with Club Welfare Officer and other members of Club Committee
- The Committee recorded this risk assessment at the September 2023 club meeting and published a Child Safeguarding Statement thereafter.
- All Age-Grade staff and volunteers (e.g. coaches, manager, team assistants) working regularly and continuously with minis or youths (or where their role is a necessary part of working) with young people and/or vulnerable adults have been vetted and have signed the Declaration of Intent.
- The IRFU has a Mandated Person and their contact is listed in the Child Safeguarding Statement.
- The CSS and related policies are available to parents and the public through the Club Welfare Officer

*This document was completed by the Club Welfare Officer on behalf of the Club Committee and approved by the Committee in September 2023. On completion of this the club will now complete and publish the Child Safeguarding Statement signed by Officers of the Club*

  
John McNamara  
Signed by Chair

  
Eoghan O'Byrne  
Signed by Club Welfare Officer

*The Risk Assessment was undertaken on the 24th August 2023 and will be reviewed in September 2025 in line with updated Safeguarding Policies*

## Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

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The prevention of harm requires both awareness and practical implementation of the policies and procedures listed below put in place to manage risks identified by IRFU to keep children safe from harm as defined in legislation.

### Risk Assessment

Risk Identified: Club and Coaching Practices	Level	Procedures in Place	Monitoring of Risk
<p><b>Risk if relevant staff and volunteers are not aware of the safeguarding policy as it relates to club and coaching practices</b></p> <p><u>Considerations</u></p> <ul style="list-style-type: none"> <li>• Risk of harm if there is not a <b>consent form</b> for each player U-18 years of age, with parental permission, with relevant medical information and permission to participate, photographic permission and travel consent, (use template in IRFU Registration system Rugby Connect)</li> <li>• <b>Codes of Conduct</b> for age-grade players and parents published and/or on view</li> <li>• Risk of harm if staff and volunteers do not know policies in relation to <b>supervision, social media and photographs</b></li> <li>• Risk of harm if staff and volunteers are not aware of <b>travel and away trips</b> procedures</li> <li>• Risk of harm of abuse, including <b>online</b>, through <b>bullying</b> and inappropriate use of social media</li> </ul> <p>These policies have been made known to those working with Age-grade players and available through registration process for parents</p>	High	<p><b>Safeguarding Policy</b> - <a href="https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/safeguarding-policy/">https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/safeguarding-policy/</a></p> <p><b>Codes of Conduct</b> - <a href="https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/12/16153845/Code-of-Conduct-Parents.pdf">https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/12/16153845/Code-of-Conduct-Parents.pdf</a></p> <p><b>Bullying</b> <a href="https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/08/31120508/Anti-Bullying-Statement.pdf">https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/08/31120508/Anti-Bullying-Statement.pdf</a></p> <p><b>Social media guidance</b> - <a href="https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/08/31120545/Stay-Safer-Online.pdf">https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2021/08/31120545/Stay-Safer-Online.pdf</a></p> <p><b>Travel guidance</b> - including hosting and away trips <a href="https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/09/25120840/Travel-touring-hosting.pdf">https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/09/25120840/Travel-touring-hosting.pdf</a></p>	<p>CSS and Codes on display in clubhouse / on website / social media</p> <p>Information sessions to parents, coaches and members, includes codes of conducts</p> <p>Anti-bullying statement is on display – on display in clubhouse / on website / social media</p>
<p><b>Risk Identified: Communication</b></p>			
<p><b>Risk of harm if not communicating with staff, volunteers, parents and players</b></p> <p><u>Considerations</u></p> <ul style="list-style-type: none"> <li>• Child Safeguarding Statement and safeguarding policies communicated to members and staff so there is high awareness of safeguarding information</li> <li>• CWO ID template visible and communicated to parents and volunteers so contact can be made if harm is identified</li> <li>• Safeguarding information made available on sign up so that parents and players know standards of behaviour</li> </ul>	High	<p>IRFU Policy and Child Safeguarding Statement visible on website and available to all parents on registration process - <a href="https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/safeguarding-policy/">https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/safeguarding-policy/</a></p> <p>ID template distributed to Spirit staff and made available to CWOs</p> <p>Policy is available through Rugby Connect membership registration</p>	CWO ID

Risk Identified: Recruitment	Level	Procedures in Place	Monitoring
<b>Risk of recruiting inappropriate people to work with young people</b> <b>Considerations</b> <ul style="list-style-type: none"> <li>There is a CWO that is vetted and trained to SG2 standard</li> <li>All relevant <b>Age-Grade coaches and volunteers</b> successfully completed the necessary vetting requirements</li> <li>All relevant Age-grade volunteers signed Declarations of Intent that clearly outlines their role</li> <li>Age-grade section have put in place adequate <b>supervision</b> processes in accordance with IRFU Safeguarding Policy</li> <li>Copies of reference for visiting / unknown coaches if applicable are sought</li> </ul>	<p>High</p> <p>High</p> <p>High</p>	<b>Recruitment Policy</b> , <a href="https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/recruitment/">https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/recruitment/</a> Audit of Rugby Connect for outstanding <b>vets</b> weekly, emails Spirit of Rugby Officer as necessary for update. CWO to check with head coaches that adequate <b>supervision</b> is in place according to guidelines, <a href="https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/09/25120828/Supervision-Safety.pdf">https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2020/09/25120828/Supervision-Safety.pdf</a>	Vetting and DoI renewals every 2-years through Rugby Connect, CWO has access to confirm coach/volunteer has completed their vet

Risk Identified: Complaints/ Concerns	Level	Procedures in Place	Monitoring
<b>Risk of harm if complaints and reporting procedures are not in place</b> <b>Considerations</b> <ul style="list-style-type: none"> <li><b>Risk of harm (physical, emotional, sexual abuse or neglect) of a child by a coach/volunteer/child</b> if reporting procedure not known</li> <li>Name of Branch &amp; National Safeguarding Person is listed and visible within club</li> <li>The IRFU Mandated Person is listed on the CSS</li> <li>Parents know how to raise a concern</li> <li>Age-grade member can make their concerns known</li> <li>Coaches/Volunteers know how to deal with complaints and raise a concern using case management form and/or contact with Spirit of Rugby Officer</li> </ul>	<p>High</p> <p>Med</p> <p>High</p> <p>High</p> <p>High</p> <p>Med</p> <p>Med</p>	<b>Reporting Procedures -</b> <a href="https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/concerns/">https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/concerns/</a> <b>Parents information -</b> <a href="https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/parents-guardians/">https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/parents-guardians/</a> <b>Case Management Reporting Form</b> <a href="https://forms.office.com/FormsPro/Page/ResponsePage.aspx?id=IRvazqodokKeM5uIrGDeIERAZC3HTJNIFmj9hBUz8ZUMIIVSjQxNjEzUTO4MFRRMVBI0VpXSTBGUi4u">https://forms.office.com/FormsPro/Page/ResponsePage.aspx?id=IRvazqodokKeM5uIrGDeIERAZC3HTJNIFmj9hBUz8ZUMIIVSjQxNjEzUTO4MFRRMVBI0VpXSTBGUi4u</a> <b>Young People rights and reporting procedures -</b> <a href="https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/young-people/">https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/young-people/</a>	Necessary links to IRFU policy are displayed within CSS Spirit Officers deliver training regularly
<b>Risk of harm when using facilities</b> <b>Considerations</b> <ul style="list-style-type: none"> <li>If hiring facilities has the squad / club</li> </ul>		<b>Facilities Information -</b> <a href="https://www.irishrugby.ie/playing-the-game/medical/">https://www.irishrugby.ie/playing-the-game/medical/</a>	

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<p>checked that appropriate safeguarding procedures have been put in place</p> <ul style="list-style-type: none"> <li>• Anti-bullying statement is made available to all for display and distribution to children and parents at camps, etc.</li> <li>• Appropriate medical procedures are in place at the facility</li> </ul>		<p>Coach/club member hiring facility to request CSS and/or safeguarding policy, along with anti-bullying statement and CWO ID templates</p> <p><a href="https://www.irishrugby.ie/playing-the-game/medical/">https://www.irishrugby.ie/playing-the-game/medical/</a></p>	
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Risk Identified: General	Level	Procedures in Place	Monitoring
<p><b>Risk of untrained people working with young people</b></p> <p><u>Considerations</u></p> <ul style="list-style-type: none"> <li>• Safeguarding personnel completed all Sport Ireland / SNI safeguarding training and other necessary staff and volunteers received appropriate safeguarding training as per IRFU training factsheet</li> <li>• Risk of harm (physical, emotional, sexual abuse or neglect) of a child by a staff/volunteer/child if coaches are not trained</li> <li>• Coaches completed safeguarding training presentation with Spirit Officer and/or SG1</li> <li>• Coaches working with Age-grade squads are appropriately trained for the level of rugby they are coaching</li> </ul>		<p><b>Training Policy,</b></p> <p><a href="https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/training/">https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/training/</a></p> <p>Spirit staff send out link to online training</p> <p>CWO to link with Spirit of Rugby Officer for course facilitation of face-to-face module after coaches have completed first 2 modules on Gainline</p>	<p>Coaches training recorded in Gainline and Rugby Connect</p>

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