

**Club Safeguarding Audit
Lancashire CB 2016-2017**



Section 1: Club Information	
Name of Club:	
Date of visit:	
Last Audit Visit Date (if applicable):	
Name of club contact and contact details:	
Constituent Body:	
RDO:	
CBSM:	
Number of Mini, Midi and Youth members:	
Number of Mini, Midi and Youth Coaches:	
Girls/Women's section (number of girls):	
Other rugby sections:	
Website address(es):	
Club Accreditation/Seal of Approval obtained?	
Date of review:	
Club Safeguarding Officer (CSO) Name and Contact details:	
Club Committee involvement: (executive / management)	
Training Courses attended (with dates):	
Access to RugbyFirst?	
Are you aware of Safeguarding resources on RFU website?	
Is there a clear indication at the club of the identity and contact details of the CSO?	
Deputy CSO: Name and contact details:	
Training Courses attended (with dates):	

**Club Safeguarding Audit
Lancashire CB 2016-2017**



Access to RugbyFirst?:	
To be completed by CBSM:	
Actions to be taken	
By whom	
By when	

Section 2: Club Safeguarding Policy

Is there a Club Safeguarding Policy?	
Is it <ul style="list-style-type: none"> • On the club website? • On display at the club? 	
Has the policy been adopted in accordance with the club constitution?	
Date of last review: <i>(Policies should be reviewed at least every three years)</i>	
Does it include reference to the following: <ul style="list-style-type: none"> • Changing room/showers protocol • Photography • Recruitment • Anti-bullying • Tours • Websites/Electronic Communications 	
In terms of the above bullet points, do safeguarding practices at the club reflect the policy?	
To be completed by CBSM	
Actions to be taken	
By whom	
By when	

Section 3: Club Communication, Websites and Social Media

How are your members (parents/children/executive) kept informed	
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**Club Safeguarding Audit
Lancashire CB 2016-2017**



about policies, club safeguarding officer details and other general club information?	
Does communication to children (U18) go via a parent and is the bcc option used?	
Is there a club website and if so is it monitored by an appropriately vetted club official?	
Does the club run independent website pages per age group?	
Do these pages require password access?	
Are social networking sites used as a communication tool by the club?	
If so is it monitored by an appropriately vetted club official?	
Is there a policy about how to use social networking sites appropriately? Is it well communicated to coaches and team managers?	
To be completed by CBSM	
Actions to be taken	
By whom	
By when	

Section 4: Safeguarding Incidents

Have you had any safeguarding incidents or concerns this season?	
Have you had any issues of poor touchline (parental, spectator or coach) behaviour?	
How have you dealt with them?	
Did you inform the CBSM or the RFU of any incidents or concerns?	
On reflection, could you have dealt with the incident or concern differently?	
What support might have helped you deal with the issues?	
To be completed by CBSM	
Actions to be taken	

**Club Safeguarding Audit
Lancashire CB 2016-2017**



By whom	
By when	

Section 5: DBS checks and Recruitment

Do all your adults who work unsupervised with children have current CRB/DBS checks?
(Including coaches, team managers, first aiders)

Is your Children's Workforce List up-to-date?

Do you have enough CRB/DBS checked coaches for the number of children?

Do you have any licensed coaches?

Do you have any problems using the e-DBS application system?

Is your volunteer recruitment process defined and communicated to all age groups?

How do you ensure continuing safe practices once a volunteer has completed their CRB/DBS check?

To be completed by CBSM

Actions to be taken

By whom

By when

Section 6: Training

Have you held a Play It Safe course at your club?
(Number of courses held and dates)

Have all your coaches/team managers attended such a course?

Are all your coaches suitably qualified?

Do you review coaches training qualifications regularly?

To be completed by CBSM

**Club Safeguarding Audit
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Actions to be taken	
By whom	
By when	

Section 7: Tours

Has any of the club age groups been on tour recently, if so when and where?

Did you obtain the appropriate permissions prior to travel?

Were risk assessments completed?

Was the tour checklist completed and signed by the CSO?

To be completed by CBSM

Actions to be taken

By whom

By when

Section 8: Age grade dispensations

Are the Age Grade dispensation requirements understood?

Do you keep clear, signed records of any dispensations made by the club in accordance with regulation 15?

Are assessments made by an appropriately qualified coach for player's playing out of age grade?

Do you need CBSM support for any potential dispensation requests to the RFU?

To be completed by CBSM

Actions to be taken

By whom

By when

**Club Safeguarding Audit
Lancashire CB 2016-2017**



Section 9: Discipline	
Have the club held any U18 disciplinary hearings this season?	
Did the Club Safeguarding Officer attend?	
Was the process/procedure child centric?	
To be completed by CBSM	
Actions to be taken	
By whom	
By when	

Section 10: First Aid/Emergency Access	
Is there clear access for emergency vehicles?	
Does the club have appropriate first aid cover?	
Is there easy access to first aid equipment?	
Does the club have a First Aid Coordinator?	
How do coaches know which players in their age group have any relevant medical conditions (epilepsy, asthma, diabetes, aspergers etc)? How would the Emergency Services access this information if needed?	
To be completed by CBSM	
Actions to be taken	
By whom	
By when	

Comments (to be completed by CBSM)
For example give your comments on the following:

**Club Safeguarding Audit
Lancashire CB 2016-2017**



The overall ethos of the club Examples of good practice			
Examples of poor practice and CBSM recommendations			
Safeguarding Officers views on their role and the support they get from club management			
Comments from parents and young people on their views of the club			
Summary of Actions to be taken/Recommendations			
Action point:	Further Actions/How?	By whom?	By when?

Signed Carol Baker Lancashire CB
Constituent Body Safeguarding Manager

or

Signed Deputy CBSM Lancashire

Signed.....
 Club Safeguarding Officer

Signed.....
 Club Official

Date.....