

Club Safeguarding Audit



Section 1: Club Information	
Name of Club:	OVERTON
Date of visit:	22.2.15
Last Audit Visit Date (if applicable):	9.12.12
Name of club contact and contact details:	ALAN CORNELL – CHAIRMAN
Constituent Body:	HAMPSHIRE
RDO:	KIERAN SPENCER
CBSM:	MICHELE AMOS
Number of Mini, Midi and Youth members:	130
Number of Mini, Midi and Youth Coaches:	30
Girls/Women's section (number of girls):	NA
Other rugby sections:	SENIORS
Website address(es):	OVERTONRUGBY.COM
Club Accreditation/Seal of Approval obtained?	NO
Date of review:	
Club Safeguarding Officer (CSO) Name and Contact details:	JENNIE ROSS - 07990915826
Club Committee involvement: (executive / management)	MANAGMENT
Training Courses attended (with dates):	IN TOUCH JAN 13, PLAY IT SAFE JUN 12
Access to Game Management System (previously RugbyFirst)?:	YES
Are you aware of Safeguarding resources on England Rugby website?	YES
Is there a clear indication at the club of the identity and contact details of the CSO?	YES
Deputy CSO: Name and contact details:	VICKY THOMAS - 07584321545
Training Courses attended (with dates):	In Touch Jan 13

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Access to Game Management System (previously RugbyFirst)?:	YES
To be completed by CBSM:	
Actions to be taken	Vicky to attend relevant courses
By whom	Vicky Thomas
By when	Start of next season

Section 2: Club Safeguarding Policy	
Is there a Club Safeguarding Policy?	YES
Is it <ul style="list-style-type: none"> On the club website? On display at the club? 	IN PROGRESS YES
Has the policy been adopted in accordance with the club constitution?	YES
Date of last review: <i>(Policies should be reviewed at least every three years)</i>	JAN 15
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 	YES TO ALL
In terms of the above bullet points, do safeguarding practices at the club reflect the policy?	YES
To be completed by CBSM	
Actions to be taken	Website update with current policies to be completed.
By whom	Vicky Thomas
By when	Start of 15/16 season



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Section 3: Club Communication, Websites and Social Media	
How are your members (parents/children/executive) kept informed about policies, club safeguarding officer details and other general club information?	EMAILS AND WEBSITE
Does communication to children (U18) go via a parent and is the bcc option used?	YES
Is there a club website and if so is it monitored by an appropriately vetted club official?	YES
Does the club run independent website pages per age group?	YES
Do these pages require password access?	YES
Are social networking sites used as a communication tool by the club?	YES
If so is it monitored by an appropriately vetted club official?	YES
Is there a policy about how to use social networking sites appropriately? Is it well communicated to coaches and team managers?	YES
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?	NO
Have you had any issues of poor touchline (parental, spectator or coach) behaviour?	NO
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?	

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To be completed by CBSM	
Actions to be taken	
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)	YES –SOME IN PROGRESS
Is your Children's Workforce List up-to-date?	YES
Do you have enough CRB/DBS checked coaches for the number of children?	YES
Do you have any licensed coaches?	YES FOR OLDER AGE GROUPS WHERE AGE APPROPRIATE
Do you have any problems using the e-DBS application system?	NO
Is your volunteer recruitment process defined and communicated to all age groups?	YES
How do you ensure continuing safe practices once a volunteer has completed their CRB/DBS check?	ATTENDING RUGBY READY AND PLAY IT SAFE COURSES
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)	YES. ALSO ORFC DELEGATES HAVE BEEN PLACED ON A LOCAL COURSE RECENTLY
Have all your coaches/team managers attended such a course?	YES
Are all your coaches suitably qualified?	ALL HAVE ATTENDED RUGBY READY AND

—+—

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	PLAY IT SAFE
Do you review coaches training qualifications regularly?	YES, CCC DOES THIS
To be completed by CBSM	
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?	NA
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?	YES
Do you keep clear, signed records of any dispensations made by the club in accordance with regulation 15?	YES
Are assessments made by an appropriately qualified coach for player's playing out of age grade?	YES
Do you need CBSM support for any potential dispensation requests to the RFU?	NO
To be completed by CBSM	

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Actions to be taken	
By whom	
By when	

Section 9: Discipline	
Have the club held any U18 disciplinary hearings this season?	NO
Did the Club Safeguarding Officer attend?	
Was the process/procedure child centric?	
<i>To be completed by CBSM</i>	
Actions to be taken	
By whom	
By when	

Section 10: First Aid/Emergency Access	
Is there clear access for emergency vehicles?	YES
Does the club have appropriate first aid cover?	YES
Is there easy access to first aid equipment?	YES
Does the club have a First Aid Coordinator?	YES
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?	MANAGERS ARE GIVEN A LIST BY MINI CO-ORDINATOR TO SEND TO COACHES
<i>To be completed by CBSM</i>	
Actions to be taken	
By whom	
By when	

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Comments (to be completed by CBSM)			
For example give your comments on the following:			
The overall ethos of the club Examples of good practice	Overton is a small friendly, welcoming club. There are clear visuals for Safeguarding policies on the walls of the club.		
Examples of poor practice and CBSM recommendations	No examples of poor practice, just the recommendation that the policies are all on the website for next season.		
Safeguarding Officers views on their role and the support they get from club management	The CSO feels that the committees view on safeguarding has improved and that has had a positive impact on Safeguarding at the club.		
Comments from parents and young people on their views of the club	The young people and parents around the club were all full of praise about the 'feel' and the ethos of the club.		
Summary of Actions to be taken/Recommendations			
Action point:	Further Actions/How?	By whom?	By when?
Website	All policies currently on display at the club to be accessible online.	Vicky Thomas	Start of 15/16 season
Training for ACSO	ACSO to attend next available Play It Safe course (although she has already had extensive and appropriate training from CSO and has completed the In Touch course)	Vicky Thomas	As soon as a course becomes available locally.
<p>This Audit was completed by the CSO from a neighbouring club, Winchester RFC, after appropriate training, as part of a peer mentoring trial in Hampshire to help develop CSO's in their role and to help them take ownership of the audit process.</p> <p>All aspects of the Audit have been checked and approved by the CBSM.</p>			

Club Safeguarding Audit



Signed...Celia Bailey (CSO Winchester)
pp Michele Amos.....
Constituent Body Safeguarding Manager

M.Amos

Signed...Jennie Ross.....
Club Safeguarding Officer

Signed.....
Club Official

Date.....22.2.15.....

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