

# Old Laurentian RFC

## Safeguarding & Safer Recruitment Pathway

2025 to 2026





# Safeguarding and RugbySafe

[www.englandrugby.com/governance/safeguarding](http://www.englandrugby.com/governance/safeguarding)

## Your Safeguarding team at OLRFC



### **SAFEGUARDING LEAD**

Tash BOOTH  
[safeguard@olsrugby.com](mailto:safeguard@olsrugby.com)



### **ASSISTANT SAFEGUARDING LEAD**

Lindsey McKERRLIE



### **ASSISTANT SAFEGUARDING LEAD**

Alex WOODCOCK RICHARDS



### **SAFEGUARDING OFFICER**

Sarah WOLSEY



### **SAFEGUARDING OFFICER**

Elaine SKATES



### **SAFEGUARDING OFFICER**

Stuart BAGE



### **SAFEGUARDING OFFICER**

Lynsey BUNYARD

Could this  
space be you?

We are always  
looking for  
safeguarding officers  
within the club to  
ensure the safety  
and wellbeing of  
those who attend.

The safeguarding team would like to say a massive thank you, to the previous safeguarding lead, Sarah who is handing over "the reins" to Tash.

At OLRFC we ensure that all our coaches and volunteers are recruited via the 'Safer Recruitment' pathway, have enhanced DBS checks in place and are competent to perform the role they are in.

We have a club safeguarding policy in place and a copy of this can be found on our website and also M&J notice board in the clubhouse.

We believe that the key factors in a Rugby environment include:

- Quality coaching, CPD and training for all players and volunteers
- Safeguarding training for all volunteers
- RFU Regulation 15 and Codes of Practice in place
- Half Game rule adherence
- Accurate and timely recording of incidents and accidents via our automated system
- Trained first aiders
- Photo consent in place for all players

We also thank you for supporting the NO SMOKING/VAPING ON THE TOUCHLINE policy for age-grade rugby.

<https://www.englandrugby.com/run/rules-governance/rfu-rules-and-regulations/regulation-15-age-grade-rugby>



# Safeguarding and RugbySafe

[www.englandrugby.com/governance/safeguarding](http://www.englandrugby.com/governance/safeguarding)

Safeguarding is everyone's responsibility. Anyone in rugby can report a concern to either their Club Safeguarding Officer, or the RFU, via [safeguarding@rfu.com](mailto:safeguarding@rfu.com).

All player/parents must complete full registration via GMS, and include emergency contact numbers and any medical conditions or allergies relevant to the player should they fall ill or have an accident/injury.

It is the responsibility of the player/parent to ensure these details are kept up-to-date on GMS and that coaches/volunteers are aware.

Rugby is not without risk and parents or nominated adults are expected to remain at the club whilst their child is playing or training.

Please see our 'Parental Attendance Policy' located on our website. In summary, all children from micros-U14's must have a parent/guardian or responsible adult present at all times when they are participating in rugby activities at our club or at another club (another responsible adult can be nominated by parents if they cannot attend). Parents do not necessarily have to be pitch side at all times if they have siblings on other pitches, but they must be present at the club and immediately contactable.

Players from U15's upwards can transport themselves to and from home sessions if their parents agree but all parents/guardians must be available on the end of a phone to attend swiftly if they receive a call so all GMS emergency contact information and secondary contact information must be up-to-date and accessible.

Players from U15's upwards can attend away games/matches/tournaments without parents as long as parents have agreed with another responsible adult that will be present to take full responsibility for them during this period (this may include a coach or other volunteer if they agree to do so).

We also ensure our young players are not involved in too much contact rugby, so please keep coaches informed of any other rugby played elsewhere.

## Adult Mental Health First Aider's

Sarah Wolsey and Stuart Bage

TEAMWORK

RESPECT

ENJOYMENT

DISCIPLINE

SPORTSMANSHIP



ALL INJURIES & INCIDENTS SHOULD BE REPORTED VIA the HOWDEN Proactive Incident Reporting App: [Click here!](#)

RugbySafe Lead

Chris Booth

[chris.booth1973@hotmail.com](mailto:chris.booth1973@hotmail.com)

(m) 07739 797614

To contact RFU  
Safeguarding, scan  
the QR Code



To contact RFU  
Speak Up, scan the  
QR Code



RugbySafe, supported by Simplyhealth, is the RFU's overarching player safety and wellbeing programme. It puts player welfare at the heart of the game and covers how to organise and manage the game so that it is played in a safe and enjoyable manner.

## KEEP YOUR BOOTS ON!







# Code of Conduct and Behaviour

Safeguarding is everyone's responsibility. Anyone in rugby can report a concern to either their Club Safeguarding Officer, or the RFU, via [safeguarding@rfu.com](mailto:safeguarding@rfu.com).

## Code of Conduct for M&J Players

Playing for an OLRFC team, and for the team to win, is the most fundamental part of the game but we do not believe in winning at any cost!

Fair Play and respect for all others in the game is fundamentally important

Every OLMJ player should:

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina
2. Give maximum effort and strive for the best possible performance during a game, even if the team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly younger players and supporters.
4. Avoid all forms of gamesmanship and time wasting.
5. Always have regards to the best interests of the game
6. Not use inappropriate language
7. Respect the Game Coach



## Code of Conduct for Parents and Spectators

Parents/Spectators have a great influence on children's enjoyment and success in rugby. All children play rugby because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at rugby within the club it is important to reinforce the message to parents/spectators that positive encouragement will contribute to: Children enjoying rugby, A sense of personal achievement, Self Esteem, & Assist to improve the child's skills and techniques

As an OLMJ parent/spectator your expectations and attitudes have a significant bearing on a child's attitude towards: Other players, Officials, Coaches & Spectators.

OLMJ Parents/spectators within our club should always be positive and encouraging towards all of the children and not just their own.

OLMJ Parents/spectators should: 1. Applaud the opposition as well as your own team, 2. Avoid coaching the child during the game, 3. Not shout and scream, 4. Respect the Game Coach's decision, 5. Give attention to each of the children involved in rugby and not just the most talented, 6. Give encouragement to everyone to participate in rugby, 7. Never enter the playing area. If a parent has any concerns they should speak to their child's coach and not with the Game Coach.

**Any parent/spectator in breach of the Code of Conduct or bringing the club in to disrepute may be asked to remove themselves from the training session/fixture immediately.**

**Misconduct could lead to suspension and in exceptional circumstances, where the behaviour is deemed by the OLMJ Committee as wholly unacceptable or their behaviour has been persistent, ongoing or disruptive, the club reserves the right to request that a parent/guardian/supporter no longer attends training or fixtures.**

### As members of the Old Laurentian RFC Rugby family we ALWAYS....

- Support positively and applaud good play
- Respect officials and opposition players
- Remember that children are playing to have fun
- Behave as good role models on the touchline
- Congratulate the opposition and make their supporters welcome

### As members of the Old Laurentian RFC Rugby family WE NEVER....

- Force our child to play rugby
- Stray from the touchline onto the pitch
- Verbally abuse match officials, players or other spectators
- Threaten, intimidate or use bad language





# Headcase / defib / policies

**ALL PARENTS ARE REQUESTED TO COMPLETE THE HEADCASE PACKAGE ON THE RFU SITE**

[www.englandrugby.com/participation/playing/headcase](http://www.englandrugby.com/participation/playing/headcase)

**RECOGNISE, REMOVE and**  
If in doubt, sit them out!

**HEADCASE**

**STOP!**  
Check for concussion

www.englandrugby.com/headcase  
Rugby Football Union. The RFU and the words 'England Rugby' are official registered trademarks of the Rugby Football Union.

**RECOGNISING CONCUSSION**

Priority is to **RECOGNISE & REMOVE** anyone with suspected concussion. Concussion should be suspected if one or more of the following visual clues and signs, symptoms are present.

**VISUAL CLUES & SIGNS**  
(What you can see)

Any one of the following can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground / Slow to get up
- Unsteady on feet / Balance problems or falling over / Incoordination
- Grabbing / Clutching of head
- Dazed, blank or vacant look
- Confused / Not aware of plays or events

**SYMPTOMS OF CONCUSSION AT OR SHORTLY AFTER INJURY**  
(What the player might tell you / what you should ask about)

Presence of any one of the following can indicate a possible concussion:

- Loss of consciousness
- Headache, or "Pressure in head"
- Seizure or convulsion
- Dizziness or balance problems
- Confusion
- Difficulty concentrating or feeling like "in a fog"
- Nausea or vomiting
- Drowsiness, feeling slowed down, fatigue or low energy
- More emotional or sad
- Blurred vision, or sensitivity to light or noise
- Nervous, anxious or irritable
- Difficulty remembering or amnesia
- Neck Pain
- "Don't feel right"

**THE IMMEDIATE DO'S AND DON'TS FOLLOWING A SUSPECTED CONCUSSION**

**DO**

- Be removed from play immediately.
- Get assessed by an appropriate Healthcare Professional onsite or access the NHS by calling 111 within 24 hours of the incident.
- Rest & sleep as needed for the first 24-48 hours – this is good for recovery. Easy activities of daily living and walking are also acceptable.
- Minimise smartphone, screen and computer use for at least the first 48 hours. Limiting screen-time has been shown to improve recovery.

**DO NOT**

- Be left alone in the first 24 hours.
- Consume alcohol in the first 24 hours and/or if symptoms persist.
- Drive a motor vehicle within the first 24 hours (Commercial drivers (HGV etc.) should seek review by an appropriate Healthcare Professional before driving).

**FIRST AID**

Remember, in all cases, the basic principles of first aid should be followed:

- Safe approach
- Do not move the player until safe to do so
- Apply basic first aid principles first and check airway, breathing, and circulation
- Assess for spinal injury
- Do not remove headgear if a neck injury is suspected unless trained to do so
- If any danger signs DIAL 999 and CALL AN AMBULANCE

**RED FLAGS**

Reported or observed 'red flags' could indicate a potentially more serious head injury. They include:

- Loss of consciousness due to injury
- Deteriorating consciousness
- Increasing confusion or irritability
- Double vision
- Seizure or convulsion
- Repeated vomiting
- Severe neck pain

The full list of Red Flags are in the **Extended Guidelines** in the HEADCASE toolkit.

**RECOVER & RETURN**  
Graduated Return to Activity & Sport (GRAS) programme

**STAGE 1: Initial Relative Rest**  
24 - 48 hours after concussion

**STAGE 2: Return to Daily Activities & Light Physical Activities**  
Following 24 - 48 hours initial rest period (min 24 hours after concussion event)

**STAGE 3: Aerobic Exercise & Low Level Body Weight Resistance Training**  
When symptoms allow e.g., mild symptoms are not worsened by daily activities/light physical activities

**STAGE 4: Rugby-Specific Non-Contact Training Drills & Weight Resistance Training**  
No earlier than Day 8

**STAGE 5: Full Contact Practice**  
No earlier than Day 15

**STAGE 6: Return to Play**  
No earlier than Day 21

**IF ANY of the 'red flags' are present, the player should receive urgent medical assessment from an appropriate Healthcare Professional onsite or at an A&E Hospital Dept, via emergency ambulance transfer if necessary.**



The Defib can be found on the side of the gym next to the clubhouse door. Instructions for use are on it

## OLRFC POLICIES 2025 to 2026

**All policies can be found on our website.**

**We have them in place for :**

**Discipline, Safeguarding, Safeguarding Adults, Transgender Players, Complaints, Photo/media, Half Game Rule Sanction, Blades & Mouth Guards, Equality and Parental Attendance.**

[Click here for more information](#)



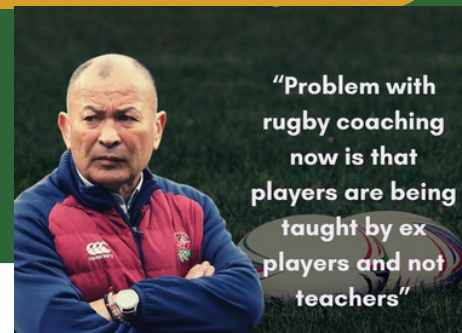


# Volunteer Pathway 2025–2026

Safeguarding is everyone's responsibility. Anyone in rugby can report a concern to either their Club Safeguarding Officer, or the RFU, via [safeguarding@rfu.com](mailto:safeguarding@rfu.com).

## New Volunteer / Coach Recruitment Process

Firstly, a big thank you from the Old Laurentian RFC Committee for considering volunteering your time to contribute to the continued successful running of the club. Please find below a step-by-step guide on how to accomplish this successfully and also how to renew your DBS status (Renewals are step 4 onwards only)



### STEP 1. (New volunteers only)

- The potential coach/volunteer to identify the role of interest / suitability
- If the role is in coaching, please initially speak to the Lead Coach of the age group you wish to be involved with
- If you have no preference on age group, then speak with OLRFC Committee, who can advise on role availability and where support is most required
- Refer to club website and read Club Safeguarding Policy, located in the 'Info' section.

### STEP 2. (New volunteers only)

- Complete an England Rugby Volunteer Form located at <https://rfu.widen.net/view/pdf/un6yhox1ti/Safeguarding-volunteer-application-form.pdf?u=hjokav>
- Return completed form to Club Lead Safeguarding Officer via email [safeguard@olsrugby.com](mailto:safeguard@olsrugby.com)

[CLICK HERE for form](#)

### STEP 3. (New volunteers only)

- Complete GMS (Game Management System) registration (if you don't already have one), located at <https://gms.rfu.com/GMS/Dashboard/Organisation/457475> (England Rugby GMS login). Without this registration, an England Rugby DBS check cannot be conducted. Please make sure any GMS registrations are affiliated to Old Laurentian RFC. If you have a child at the club who is registered, then you have likely created yourself an account already.

[CLICK HERE to access GMS](#)

### STEP 4.

- Upon completion of the GMS registration (or if you already have a GMS record) please complete the mandatory 'e-learning Safeguarding Awareness Course'. *(As per RFU Regulation 21 (21.2.3), it is a requirement for ALL applicants (even renewal applications) to complete the RFU's eLearning Introduction to Safeguarding training course PRIOR to any DBS application)*

[CLICK HERE to access the GMS course finder](#) (select virtual courses)

This course is mandatory and takes around 30 min.

- Please contact the safeguarding team via email [safeguard@olsrugby.com](mailto:safeguard@olsrugby.com) to organise a DBS submission. You will require the following documents:

*One document from Group 1 and 2 further documents from Group 2 (at least one document from Group 2 must show your current address)*

- 1) Passport, Driving Licence or Birth Certificate
- 2) Driving Licence, Birth Certificate, Marriage/Civil Partnership Certificate, Forces ID Card, Firearms Licence, Mortgage Statement from last 12 months, Bank Statement from last 3 months, Credit Card Statement from last 3 months, P45 or P60, Council Tax Statement from last 12 months, Utility bill from last 3 months

- Once the DBS have been received by the club you will be added to the volunteer/coaches social media pages and groups which contain all relevant documentation and communication for all volunteers and coaches

## COACHES

In order to offer quality coaching to our members and to maintain the high standards of coaching in our club, there is an expectation that at a minimum you complete a yearly England Rugby CPD course and ideally any other relevant England Rugby courses (detailed on GMS) applicable for your relevant age-group. Additional optional courses will also be available and all courses are always fully funded by the club.

We recommend all coaches/volunteers/players/supporters complete:

- eLearning: Headcase Concussion Awareness Training
- eLearning: Tacklesafe

<https://gms.rfu.com/GMS/coursefinder>