



Letchworth Garden City Rugby Football Club

Legends Lane, Baldock Road, Letchworth Garden City, Hertfordshire SG6 2ER

Tel: 01462 682554 www.letchworthrugby.co.uk

Volunteer Policy

Safeguarding Coaching Teams

Letchworth Rugby Club will only recruit volunteers from known resources, i.e. Parents, Guardians, Coaches from other RFU affiliated clubs. Volunteers who are unknown to the club must be referred to the Safeguarding Officer or Club Chairman to complete an application.

All volunteers must complete the following steps as part of their induction to their chosen role.

Admin Staff

Within the 1st week of taking on the role staff must have completed the following

- Created an account on GMS.
- Completed the eLearning Introduction to Safeguarding course on GMS.
- Started the process of applying for DBS.
- Read the RFU Safeguarding Policy

The courses below are not mandatory for team admins but are highly recommended and to be encouraged.

- Play it Safe course.
- eLearning: Headcase Concussion Awareness Training on GMS.

1st Aiders

Within the 1st week of taking on the role staff must have completed the following

- Created an account on GMS.
- Completed the eLearning Introduction to Safeguarding course on GMS.
- Completed the eLearning: Headcase Concussion Awareness Training on GMS.
- Started the process of applying for DBS.
- Read the RFU Safeguarding Policy

Within 3 months or as soon as possible

- Attended a Play it Safe course.
- Attended a RFU approved 1st aide course.

1st aiders without prior 1st Aide qualifications should not be treating injuries.

Coaches

Within the 1st week of taking on the role staff must have completed the following

- Created an account on GMS.
- Completed the eLearning Introduction to Safeguarding course on GMS.
- Started the process of applying for DBS.
- Completed the eLearning: Headcase Concussion Awareness Training on GMS.
- Read the RFU Safeguarding Policy
- Be assigned a mentor from the existing coaching team.

Within 3 months or as soon as possible

- Attend a Play it Safe course.
- Completed relevant coaching qualifications.

Training coaches must never be allowed to run a match without their mentor or another fully qualified coach present on the same pitch.

The existing Coaching team must adhere to the following.

- No member of the coaching team should be speaking to or alone with Age Grade players. If you need to talk to a player away from the team, always ensure another adult is present.
- No member of the coaching team should enter a changing room, unless in an emergency and only with another adult present.
- Contact details on GMS must be up to date at all times.
- All safeguarding training must be kept up to date, i.e. DBS renewed every 3 years, eLearning headcase and safeguarding annually.

If you have any concerns about the safeguarding of a player or member of staff, please approach one of the Safeguarding team in the first instance and do not discuss it with anyone else.

If you have any questions, please feel free to contact any of the Safeguarding team. Our contact details are on the noticeboard as you enter the club house, we are available at any time.

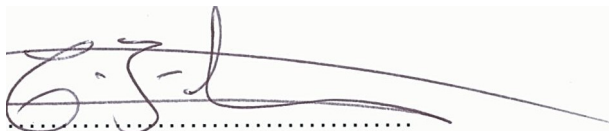
Helpful links

Safeguarding and DBS officers [Letchworth Garden City RFC - Safeguarding](#)

RFU Safeguarding Policy - [Safeguarding \(englandrugby.com\)](#)

GMS - [RFU](#)

Signed



Date. 1st September 2026

Christopher Lunnon

Chairman, Letchworth Rugby Union Football Club