

FAIRFORD RUGBY FOOTBALL CLUB EXTERNAL COACHING PROVIDER SAFEGUARDING & COMPLIANCE FORM

UNDER 18 ACTIVITY 2026/27

To be completed before an external organisation delivers coaching or other organised activity involving children/young people at FRFC. The provider should complete this form and return it with any documents requested by the club. Requirements should be checked according to the nature of the activity and each person's role.

1. PROVIDER DETAILS

Company / organisation name:	Company registration no. (if applicable):
Address:	Website:
Main contact name:	Telephone:
Email:	Date(s) / period of activity at FRFC:

2. ACTIVITY DETAILS

Type of coaching / activity:	FRFC team / age group:
Expected number of participants:	Lead coach / session lead:
Location / pitch / facility:	Usual session times:

Will any provider staff be left in sole charge of children? ☐ Yes ☐ No Will changing rooms / overnight activity / transport be involved? ☐ Yes ☐ No

3. NAMED STAFF / COACHES ATTENDING

Name	Role	DBS appropriate to role	Safeguarding training	Coaching qualification	First Aid (if applicable)	FRFC checked
	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A
	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A
	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A
	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A
	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A	☐ Yes ☐ N/A

If personnel change, the provider must notify FRFC before the replacement/new person undertakes activity with children.

4. PROVIDER SAFEGUARDING & SAFETY ASSURANCE

Requirement	Confirmed	Evidence / expiry date	FRFC check
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Current safeguarding / child protection policy available to FRFC	☐ Yes ☐ N/A		☐
Named safeguarding lead / DSL and contact details supplied	☐ Yes ☐ N/A		☐
Appropriate safer recruitment and vetting processes are in place	☐ Yes ☐ N/A		☐
Appropriate DBS checks have been completed for roles that are eligible / require them	☐ Yes ☐ N/A		☐
Relevant safeguarding training is current	☐ Yes ☐ N/A		☐
Coaches hold qualifications appropriate to the activity being delivered	☐ Yes ☐ N/A		☐
Public liability / professional indemnity insurance is current and appropriate	☐ Yes ☐ N/A		☐
Risk assessment for the planned activity has been completed / supplied	☐ Yes ☐ N/A		☐
First-aid and emergency arrangements are agreed with FRFC	☐ Yes ☐ N/A		☐
Accident / incident reporting arrangements are understood	☐ Yes ☐ N/A		☐
Provider will comply with FRFC safeguarding procedures and relevant RFU requirements while delivering activity at FRFC	☐ Yes ☐ N/A		☐

5. SAFEGUARDING REPORTING

Any safeguarding concern, disclosure or allegation arising during activity at FRFC must be reported promptly to the FRFC Safeguarding Officer or Assistant Safeguarding Officer, as well as following any applicable provider safeguarding procedure. Do not investigate the concern yourself. Record factual information and preserve confidentiality.

FRFC Safeguarding Officer: Sandra Lewis — 07900 635657
Assistant Safeguarding Officer: Louise Little — 07497 506473

Where appropriate, safeguarding concerns should be referred through the RFU safeguarding route. If a child or other person is in immediate danger, call 999.

6. PROVIDER DECLARATION

- ☐ I confirm that the information supplied is accurate and that the organisation will notify FRFC of any material change before or during the period of delivery.
- ☐ I confirm that all personnel supplied to work with children are suitable for the duties they will undertake and have completed the checks/training applicable to their roles.
- ☐ I understand that FRFC may request supporting evidence and may prevent an individual from undertaking activity where required safeguarding or safety assurances have not been provided.

Name of authorised provider representative:	Position:
Signature:	Date:

7. FRFC AUTHORISATION – CLUB USE

Checked by:	Role:
Approved to deliver activity: ☐ Yes ☐ No	Date:
Conditions / actions required before delivery:	Review / expiry date:

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