GMS HOW-TO GUIDE

The RFU's Game Management System (GMS) is the primary platform to support the grassroots game in England. A multi-functional system, GMS has a variety of modules that allow the appropriate volunteers to manage their specific club tasks. As a Club Safeguarding Officer (CSO), you will have several tasks that are managed through GMS.

If you are ever unsure about how to carry out a task on GMS, and the information you need is not signposted to in this document, the most effective way to access help and support is to get in touch with the GMS help portal. If you still cannot find the answer to your question, then please get in touch with the GMS help team, by submitting a help request via SCRUM. By raising a help request, you are also helping the team understand what common issues volunteers such as yourself face, which will help the team develop their supporting resources in the future.

We have signposted below to articles that cover some common tasks and responsibilities CSOs face.

HOW TO PROCESS A DBS CHECK

In order to carry out a DBS application, you will need to hold the role of either Safeguarding Officer or Safeguarding Assistant and permission level 2 or above. If you're not set up in this role on GMS, please contact the appropriate administrator in your club to arrange this.

To find out how to set up a DBS check, please see the GMS 'How to apply for a DBS' help article.

COMPLETING THE ANNUAL SAFEGUARDING AUDIT

The Club Safeguarding Self-Audit is mandatory for all clubs who offer Age-Grade activities, or who wish to have 17-year old's playing up into the adult game (information on this can be found in Regulation 21, point 21.1.6).

The audit consists of 20 questions and should be completed by the CSO, the assistant CSO or another officer with level two permission or above. Level two permission is required to access the GMS questionnaire tab, which is under the Organisation Profile Module.

To find out how to complete the annual safeguarding audit, please see the GMS 'How to complete the Club Safeguarding Audit in GMS' help article.

If you do not have this level of permission, or if your club is not recognised as a club that offers Age-Grade rugby, then please complete a SCRUM request for this.

If you are ever experiencing difficulty with the Safeguarding Audit, you can email your questions to safeguarding@rfu.com, or complete a SCRUM request.

CHECKING THE AWARDS AND QUALIFICATIONS OF CLUB MEMBERS

As the Club Safeguarding Officer, at times, you will need to check the awards and qualifications of your club's members. This is to ensure that people are completing the appropriate training for their role and that you are aware of when this training needs refreshed.

Ensuring that the workforce at your club is appropriately trained is a vital aspect of safer recruitment, and you should ensure that you work closely with your club's volunteer coordinator (or equivalent) in managing this.

To find out how to check the awards and qualifications of volunteers, please see the GMS 'How to run a report' help article.

RETRIEVING EMERGENCY CONTACT DETAILS

If you or someone from your club ever needs to recover emergency contact details for a child, these can be found on GMS. CSOs should note that it is important for the club to be proactive in acquiring emergency contact details for all children at the club, as well as medical information and allergens. All clubs must keep full and updated records of all children's emergency contact information readily available in case of emergency. This can be through internal records at the club or via GMS.

For emergency contact details to be available on the child's GMS profile, they must have a parent or guardian linked to their account. Clubs should encourage parents to ensure that their child's profile on GMS has appropriate emergency contact details and that these are kept up to date.

To find out how to access emergency contact details, please see the GMS 'Retrieving emergency contact details' help article.

CONTACT US

SAFEGUARDING@RFU.COM

VISIT OUR WEBSITE

www.englandrugby.com/
governance/safeguarding