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# Child Protection Policy

The Rugby Football Union (“RFU”) takes its responsibility for the welfare of children very seriously and has issued a document, the RFU Safeguarding Policy Guidance and Procedures.

This Policy identifies the responsibilities to be followed by the RFU, the Constituent Body and the Rugby Club. The Old Cranleigh Rugby Football Club confirms that it adheres to all the RFU’s Safeguarding Policies and procedures, recommended practices and guidelines and furthermore endorses and adopts the statements contained in those documents. These can be viewed at: [www.rfu.com/managingrugby/safeguardingchildren](http://www.rfu.com/managingrugby/safeguardingchildren)

## **Role of the Club**

- To appoint a Club Safeguarding Officer (CSO) who will act as the first point of contact for concerns about the welfare of young people.
- To ensure that the CSO is fully trained as per RFU regulations
- To ensure that each mini and youth age group has at least one person who has attended the “Play it Safe” course
- Informs all members, parents and children when a new CSO is appointed
- To accept that all officers and committee members have a responsibility in this area and be prepared to respond to any indication of poor practice or abuse in line with RFU Policy
- To adopt and implement a policy of Best Practice for all adults working with young people.
- To ensure that all relevant members who have regular supervisory contact with children or a management responsibility for those working with young people have up-to-date DBS checks.
- To ensure all Coaches attend relevant RFU training courses



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## Policy of Best Practice

It is the aim of the RFU and the Club that all young people enjoy the game in a safe enjoyable setting. The RFU and the Club are equally aware of the need to ensure that all individuals who provide young people with the opportunity to play are aware of their responsibilities.

The Key Principles of the RFU Welfare Policy are that:

- The welfare of the child or vulnerable adult (as appropriate) is, and must always be, paramount to any other considerations.
- All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm and should be able to enjoy their rugby in a positive, safe and enjoyable environment.
- All allegations or suspicions of abuse, neglect, harm, discrimination and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
- Children have a right to expect support, and personal and social development delivered by an appropriately recruited and vetted adult.

## Good Practice Procedures

In order to ensure that the game is enjoyed by everyone; that all young people are safe and that all adults are aware of their responsibilities when working with young people, the Club will adopt the following good practice guidance:

- Child Protection Policy is publicised to show the organisation's commitment to providing a safe environment.
- Procedures are in place to deal with complaints or concerns.
- Provide training opportunities for adults who work with young people.
- Ensure that there are Codes of Conduct and Codes of Practice in place and that all coaches are aware of and abide by the relevant codes.
- Parents/carers should be aware of what the organisation and coaches are doing and also of the correct procedures to express any concerns they may have.



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- Ensure that there is an Equity Policy and that all discrimination is challenged and prohibited.
- All adults who regularly supervise young people undertake a CRB disclosure.
- Ensure guidelines are in place to control and monitor the use of photographic images of children.
- Monitor coaches and provide them with feedback with particular reference to poor practice.
- Follow RFU Regulations with particular attention to Regulation 15 – Age Grade Rugby and Regulation 21 – Safeguarding.

## Codes of Good Practice for Coaches and Officials

Codes of Conduct will ensure that all youngsters and all the individuals who work with them will enjoy the game in a safe environment. When working with young people, coaches and officials must adopt the following guidance:

- Always be publicly open when working with young people. Avoid situations where you and an individual child are completely unobserved.
- Rugby is a physical game. Situations will occur when, in order to teach or coach certain techniques, it is necessary to make contact with the player. However the following must apply:
  - Physical handling should only be used for safety reasons or where there is no other way of coaching the technique.
  - The activity should always be conducted in an open environment and in the presence of another adult.
- Contact or touching which is inappropriate (not directly related to the coaching context) or aggressive, will not be tolerated.
- Volunteers and professionals must respect the rights and dignity and worth of all, and treat everyone with equality.
- Coaches must place the well-being and safety of the players above the development of performance. Coaches should:



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- Avoid overplaying of players (particularly talented players). All players need and deserve equal opportunity to play.
  - Remember that young people play for fun and enjoyment and that winning is only a part of it.
  - Motivate youngsters through positive feedback and constructive criticism.
  - Ensure that contact skills are taught in a safe, secure manner, paying due regard to the physical development of young players.
  - Never allow young players to train/play when injured.
  - Ensure equipment and facilities are safe and appropriate to the age and ability of the players.
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- Coaches should attend relevant RFU coach training courses.
  - Coaches should keep up to date with knowledge and technical skills and should be aware of their own limitations. Coaches should only work within the limitations of their knowledge and qualifications.
  - Coaches must ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the players.
  - Coaches should always promote the positive aspects of their sport (e.g. fair play) and never condone law violations.
  - Coaches must consistently display high standards of personal behaviour and appearance.
  - Coaches should never overtly criticise players or use language or actions which may cause the player to lose self-esteem or confidence.

## **Practice that is prohibited by the RFU and the Club**

### **Individuals should never:**

- Take young people to their home or other secluded places where they will be alone.
- Engage in rough, physical games, provocative games or horseplay with young people.
- Take part in any dynamic games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids (e.g. contact pads) this should be done with the utmost care and with due regard to the safety and well-being of the young players.



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- Share a room with a young person unless the individual is the parent/guardian of that young person.
- Allow any form of inappropriate touching (not specifically related to the coaching of the game)
- Make sexually suggestive remarks to a young person even in fun.
- Use inappropriate language or allow young players to use inappropriate language unchallenged.
- Allow allegations by a young person to go unchallenged, and unrecorded, or not acted upon.
- Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parent/carer. (Note that it is recognised that some young people will always need help with things such as lace tying, adjustment of tag belts, fitting head guards etc.)
- Cause an individual to lose self-esteem by embarrassing, humiliating or undermining him/her.
- Treat some young people more favourably than others.
- Agree to meet a young person on your own on a one to one basis.

## **Positions of Trust**

All adults who work with young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one to which the adult is in a position of power and influence by virtue of their role. In rugby union, most adults in a position of trust recognise that there are certain boundaries the coach/player relationship which must not be crossed. The relationship is no different to that between a school teacher and the pupils in their care.



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## **Changing Rooms and Showers**

Due to the number of children that attend Mini Rugby training sessions at OCRFC, it is impractical for the changing and shower facilities to be used.

It is therefore the Club's policy that all children should arrive ready to go onto the field and should return home after training to shower and change.

The use of the changing rooms and showers is allowable only in exceptional circumstances, e.g. after extremely cold training sessions where some children may need to warm up quickly.

In these circumstances, the changing room and showers will be monitored by at least 2 properly vetted adults (DBS checked).

Parents/guardians will only be allowed to enter the facilities if the child(ren) in question are unable to safely shower themselves.

## **Communications**

It is the Club's policy that coaches and support staff must not participate in direct communication with children by e-mail, telephone, on social networking sites, or by personal or frequent text messaging. Contact with players should always be via (or copied to) their parent or guardian.

If any member of the Club receives unsolicited communication directly from a child, they should not reply. Instead they should inform the Club Safeguarding officer who will discuss the issue with the child's parent/guardian.

## **Club Website / Social Networking**

The Club maintains a website, a Facebook page and a Twitter account where information and photographs can be shared with both existing members and prospective new members.

The Club recognises its legal and moral responsibility for the website, Facebook page and Twitter account and will monitor the content of all of these and any linked sites to ensure it is appropriate and that there is nothing that could harm a child either directly or indirectly.

Any photographs and videos used will be in full accordance with the Club's Video and Photography policy, and no personal information about a child will be available to people accessing the website.



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## Tours

Any tours will follow the guidance given in the RFU Touring with Children and Vulnerable Adults Safeguarding Guide which can be found on the internet at the below address.

[http://www.englandrugby.com/mm//Document/Governance/Safeguarding/01/30/34/53/tourguidance4\\_Neutral.pdf](http://www.englandrugby.com/mm//Document/Governance/Safeguarding/01/30/34/53/tourguidance4_Neutral.pdf)

This will include completion of a full Tour Risk assessment.

## Code of Conduct on the Abuse of Trust

It is everyone's responsibility at the OCRFC to report concerns.

The Club is committed to working in partnership with parents/guardians and statutory Welfare agencies in order to safeguard the young people at our club.

Above all we strive to provide a safe environment for children to enjoy their rugby, and we would encourage anyone who has any concerns, no matter how small, to report them to one of the Club Safeguarding Officers;

Martin Worsley (e-mail: [martin.worsley@wurz.org.uk](mailto:martin.worsley@wurz.org.uk))

Tel: 07984 465 862

Wendy Vincze (e-mail: [vinczefamily5@gmail.com](mailto:vinczefamily5@gmail.com))

Tel: 07886 447 279

If necessary they will assist you in completing the **Initial Issue/Concern Reporting Form** which can be found below, and this will then be passed to the Constituent Body and the RFU Safeguarding Teams.

If an incident involves the Club Safeguarding Officer you should inform the Club Chairman, the CB Safeguarding team see <http://www.surreyrugby.com/pages/pv.asp?p=surrey242> or the RFU Safeguarding team at [www.rfu.com](http://www.rfu.com).



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# Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your rugby club.

<b>Name of child/adult :</b>  <b>Male/Female</b>	<b>Address:</b>  
<b>Age/Date of Birth:</b>  	<b>Club:</b>  <b>Age Grade:</b>  
<b>What is the concern?</b> (include details of the person whose behaviour has raised concerns)	
<b>When and where did this concern/incident occur?</b>	
<b>Do you have any other comments?</b>	
<b>Your name:</b>  	<b>Club:</b>  <b>Club Role:</b>  
<b>Address:</b>  	<b>Email address:</b>  <b>Mobile Phone No:</b>  





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## What should be reported?

The welfare of the child is paramount. In order to assist the RFU and your club in upholding this principle you are asked to complete the form for any issues/concerns or incidents. When completing the form please give full names and their club roles. Concerns may be about the behaviour of any child or adult involved or spectating at your club and *could* include:

- General concerns about a child's welfare
- Concerns related to a safeguarding incident e.g. bullying or poor practice
- Concerns, Suspicions or allegations of misconduct
- Breaches of the RFU Core Values or your club Code of Conduct
- Allegations of abuse made by or against any child or adult

If you would like further detail of what should be reported please refer to the *RFU Safeguarding Policy, Procedures and Guidance* which can be found on Safeguarding pages of the RFU website.

To discuss a specific concern or issue please contact your Club Safeguarding Officer or your Constituent Body Safeguarding Manager (contact details are available on-line at <http://www.surreyrugby.com/pages/pv.asp?p=surrey242>) in the first instance.