

West Norfolk RUFC

Safeguarding Policy



1. West Norfolk Rugby Union Football Club acknowledges its responsibility to safeguard the welfare of all children involved in West Norfolk Rugby Union Football Club from harm.
2. West Norfolk RUFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorse and adopt the Policy Statement contained in that document and any successor policy.
3. A child is anyone under the age of 18 engaged in any rugby union activity. However, where a 17 year old male player is playing in the adult game it is essential that every reasonable precaution is taken to ensure his safety and wellbeing are protected.
4. The Key Principles of the RFU Safeguarding Policy are that:
 - The welfare of the child 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.
 - All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
 - Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children.
 - Children have a right to expect support, and personal and social development delivered by an appropriately recruited, vetted and managed in relation to their participation in rugby union, whether they are playing, volunteering or officiating in the community or professional areas of the sport.
5. West Norfolk RUFC recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. West Norfolk RUFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.

6. West Norfolk RUFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate.
7. The Club Safeguarding Officer is Tara Crumpler. If you witness or are aware of an incident where the welfare of a child has been put at risk you must, in the first instance, inform the Club Safeguarding Officer. They will then inform the CB Safeguarding Manager and the RFU Safeguarding Team. If an incident involves the Club Safeguarding Officer you should inform the Assistant Safeguarding Officer John Mellor or the West Norfolk Club Chairman and either the CB Safeguarding Manager or the RFU Safeguarding Team.
8. All members of West Norfolk RUFC who work with children in Regulated Activity must undertake an RFU Disclosure and Barring Service (DBS) check in accordance with RFU Regulation 21.
9. West Norfolk RUFC will ensure that all its members, whether they are coaches, parents, players or officials will comply with the Best Practice Guidance as issued by the RFU. In summary, the following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the club, the CB or the RFU:
 - Working alone with a child.
 - Consuming alcohol whilst responsible for children.
 - Providing alcohol to children or allowing its supply.
 - Smoking in the presence of children.
 - Humiliating children.
 - Inappropriate or unnecessary physical contact with a child.
 - Participating in, or allowing, contact or physical games with children.
 - Having an intimate or sexual relationship with any child developed as a result of being in a 'position of trust.'
 - Making sexually explicit comments or sharing sexually explicit material.
11. West Norfolk RUFC manages the changing facilities and arranges for them to be supervised by two DBS checked adults of the appropriate gender for the players using the facilities. West Norfolk RUFC ensures that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children.
12. West Norfolk RUFC will ensure that its coaches and team managers will receive the support and training considered appropriate to their position and role. The RFU "Managing Challenging Behaviour" Policy has been adopted and circulated amongst the club workforce both, voluntary and paid.

- 13.** Any events held on West Norfolk RUFC premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected. Any tours, overseas or domestic, undertaken by West Norfolk RUFC must comply with the relevant RFU Regulations and Guidance relating to tours.

Signed

Date

Appendix A

West Norfolk RUFC

Codes of Conduct

Coaches Code



West Norfolk RUFC Coaches of Young Players Should:

- Recognise the importance of fun and enjoyment when coaching young players.
- Most learning is achieved through doing.
- Appreciate the needs of the players before the needs of the sport.
- Be a positive role model - think what this implies.
- Keep winning and losing in perspective - encourage young players to behave with dignity in all circumstances.
- Respect all referees and the decisions they make (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.
- Provide positive verbal feedback in a constructive and encouraging manner, to all young players, both during coaching sessions and games.

West Norfolk RUFC Coaches of Young Players Must:

- Provide experiences, which are matched to the young players' ages and abilities, as well as their physical and mental development.
- Ensure all youngsters are coached in a safe environment, with adequate first aid readily to hand.
- Avoid the overplaying of the best players, by using a squad system, which gives everybody a satisfactory amount of playing time.
- Never allow a player to train or play when injured.
- Ensure good supervision of young players, both on and off the field.
- Recognise that young players should never be exposed to extremes of heat, cold, or unacceptable risk of injury.
- Develop an awareness of nutrition as part of an overall education in lifestyle management.
- Recognise that it is illegal for young players under 18 to drink alcohol.
- Ensure that their knowledge and coaching strategies are up to date and in line with RFU philosophy.
- Be aware of, and abide by, the RFU recommended procedures for taking young people on residential tours at home and abroad.
- Be aware of, and abide by, the policies and procedures outlined in the RFU Child Protection Guidance Booklet.

REMEMBER:

COACHES WORKING WITH YOUNG PLAYERS UP TO THE AGE OF 12 MUST FOLLOW THE GUIDELINES LAID DOWN BY RFU.

COACHES WORKING WITH YOUNG PLAYERS AGED 13+ MUST BE AWARE OF THE UNDER-15 AND UNDER-19 LAW VARIATIONS.

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Codes of Conduct



Parent's Code

West Norfolk RUFC Parents are Encouraged to:

- Be familiar with the coaching and training programme in order that you can ensure that your child is fully involved and the coaches are aware of their availability.
- Be familiar with the teaching and coaching methods used by observing the sessions in which your child participates.
- Be aware that the club has a duty of care and therefore, where appropriate, assist coaches with the supervision of the young players, particularly where numbers are large and there is a need to transport youngsters to away games.
- Be involved with club activities and share your expertise.
- Share concerns, if you have them, with club officials.
- Be familiar with the Good Coaches Code. In particular:

Coaches should recognise the importance of fun and enjoyment when coaching young players. Coaches should keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances.

- It is important that parents support coaches in instilling these virtues.

West Norfolk RUFC Parents Should:

- Remember that young people play rugby for their own enjoyment not that of their parents. Encourage young people to play - do not force them.
- Focus on the young players' efforts, rather than winning or losing.
- Be realistic about the young players' abilities; do not push them towards a level that they are not capable of achieving.
- Provide positive verbal feedback both in training and during the game.
- Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude.
- Always support the rugby club in their efforts to eradicate loud, coarse and abusive behaviour from the game.
- Remember young people learn much by example.
- Always show appreciation of good play by all young players both from your own club and the opposition.
- Respect decisions made by the match officials and encourage the young players to do likewise.

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Player's Code

West Norfolk RUFC Players are Encouraged to:

- **Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity for you to play the game and enjoy the rugby environment.**
- **Understand the values of loyalty and commitment to adults and team mates.**
- **Recognise that every young player has a right to expect their involvement in rugby to be safe and free from all types of abuse.**
- **Understand that if an individual or group of young players feel they are not being treated in a manner that is acceptable, then you have a right to tell an adult either at the rugby club or outside of the game.**

West Norfolk RUFC Players Should:

- **Play because you want to do so, not to please coaches or parents.**
- **Remember that skill development, fun and enjoyment are the most important parts of the game.**
- **Be attentive at all training and coaching sessions.**
- **Work equally hard for yourself and your team - both will then benefit.**
- **Recognise good play by all players on your team and by your opponents.**
- **Be a sportsman - win or lose.**
- **Play to the Laws of the Game and accept, without question, all referees' decisions.**
- **Control your emotions. Verbal or physical abuse of team mates, opponents, or match officials is not acceptable.**
- **Treat all players, as you would like to be treated. Do not interfere with, bully or take advantage of any player.**

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Spectator's Code

West Norfolk RUFC Spectators are Encouraged to:

- **Act as positive role models to all young players.**
- **Be familiar with, and abide by, the RFU Child Protection Guidance in relation to verbal and emotional abuse.**
- **Respect the rugby club with regard to spectator behaviour.**

West Norfolk RUFC Spectators Should:

- **Remember children play sport for their enjoyment not yours.**
- **Acknowledge good individual and team performance from all youngsters irrespective of the team for whom they play.**
- **Respect match officials' decisions. Remember - they are volunteers providing an opportunity for youngsters to play rugby.**
- **Never verbally abuse young players, match officials, fellow spectators or coaches. Such behaviour can create a negative environment for young players and their behaviour will often reflect this.**
- **Acknowledge effort and good performance rather than 'win at all costs' ethic.**
- **Verbally encourage all youngsters in a positive way. If you do want to Shout make sure it is 'for', not 'at' the players.**
- **Encourage all youngsters irrespective of their ability - never ridicule any individual player, regardless of the team for whom they play.**

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Match Official's Code

Match Officials Should:

- **Recognise the importance of fun and enjoyment when officiating young players.**
- **Provide positive verbal feedback in a constructive and encouraging manner during games. Emphasise the spirit of the game.**
- **Appreciate the needs of the young players before the needs of the sport.**
- **Understand the physical, social and psychological development of young players.**
- **Be a positive role model. You set an example, and as such, comments you receive should be positive and supportive.**
- **Look to self-improvement e.g. participation in Mini/Midi or National 15-a-side courses.**

Match Officials Must:

- **Recognise that the safety of young players is paramount.**
- **Explain decisions - all young players are still learning.**
- **Always penalise foul play.**
- **Play advantage whenever possible in order to let the game flow.**
- **Show empathy for the age and ability of young players.**
- **Be consistent and objective.**
- **Ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by club officials immediately.**
- **Be aware of, and abide by, the RFU Safeguarding Policies and Procedures.**



Introduction

This policy provides guidance on how our organisation¹ uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the children or young people who are members of our organisation, to behave online.

Aims

The aims of our online safety policy are:

- to protect all children and young people involved with our organisation and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care
- to provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- to ensure our organisation is operating in line with our values and within the law regarding how we behave online

Understanding the online world

As part of using the internet and social media, our organisation will:

- understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication
- be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console
- when using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines²
- regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - incorporating online bullying ('cyberbullying') in our anti-bullying policy

provide training for the person responsible for managing our organisation's online presence³

¹ If necessary, substitute 'club' or 'sports club' for 'organisation' throughout this policy.

² Take a look at the CPSU's online safety guidance – <http://thecpsu.org.uk/help-advice/topics/online-safety/>

³ The NSPCC provide an e-learning product called Keeping Children Safe Online for professionals – <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/>



Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 3 members of staff will have access to each account and password
- the account will be monitored by a designated person, who will have been appointed by the club committee
- the designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- a designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- account, page and event settings will be set to 'private' so that only invited club members can see their content
- identifying details such as a child's home address, school name or telephone number shouldn't be posted on social media platforms
- any posts or correspondence will be consistent with our aims
- we'll make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- parents will be asked to give their approval for us to communicate with their children through social media, or by any other means of communication
- parents will need to give permission for photographs or videos of their child to be posted on social media⁴
- all of our accounts and email addresses will be appropriate and fit for purpose

What we expect of staff and volunteers

- ☐ staff should be aware of this policy and behave in accordance with it
- ☐ staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- ☐ staff should communicate any messages they wish to send out to children and young people to the designated person responsible for the organisation's online presence
- ☐ staff should not 'friend' or 'follow' children or young people from personal accounts on social media
- ☐ staff should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media
- ☐ staff should not communicate with young people via personal accounts or private messages
- ☐ rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account, profile or website
- ☐ at least one other member of staff should be copied in to any emails sent to children or young people

⁴ See CPSU's topic page for further guidance on the use of photography in sport - <http://thecpsu.org.uk/help-advice/topics/photography/>



- staff should avoid communicating with children or young people via email outside of normal office hours
- emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as 'kisses' ('X's')
- any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- staff and young people must not engage in 'sexting'⁵ or send pictures to anyone that are obscene, indecent or menacing

What we expect of children and young people

- children should be aware of this online safety policy and agree to its terms
- we expect children and young people's behaviour online to be consistent with the guidelines set out in our acceptable use statement⁶
child should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we'll take the following precautions to ensure young people's safety:

- staff will avoid having children's or young people's personal mobile numbers and will instead seek contact through a parent or guardian
- we'll seek parental permission on each occasion we need to contact children or young people directly; the purpose for each contact will be clearly identified and agreed upon
- a method of accountability will be arranged, such as copies of texts also being sent to the club's lead welfare officer or to parents
- staff should have a separate phone from their personal one for any contact with parents or young people
- texts will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation
- if a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - if concerned about the child or young person, provide contact details for the club's lead welfare officer or appropriate agencies

⁵ further information and guidance for staff and parents about it can be found on the NSPCC's sexting pages - <https://nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting/>

⁶ Take a look at the CPSU's acceptable use statement for children - <http://thecpsu.org.uk/resource-library/2017/sample-online-acceptable-use-statement/>



Using mobile phones during sports activities

So that all children can enjoy and actively take part in sports activities, we discourage the use of mobile phones during such activities. As part of this policy we will:

- make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation
- inform parents of appropriate times they can contact children who are away at camps or away trips and discourage them from attempting contact outside of these times
- advise parents that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency
- explain to young people how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

Use of other digital devices and programmes

The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

If any digital devices are used as part of activities within the organisation:

- we expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policy⁷
- we'll establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm⁸

If any digital devices are used as part of activities within the organisation:

- we expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policy⁷
- we'll establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm⁸

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.



Further information for parents and carers on keeping children safe online

The following websites provide information for organisations and parents about online safety to help them protect their children from harm:

NSPCC / O2 Helpline 0808 800 5002 - www.o2.co.uk/help/nspcc/child-protection

Child Exploitation and Online Protection Centre (CEOP) - www.ceop.police.uk

Childnet - www.childnet.com

The UK Safer Internet Centre - www.saferinternet.org.uk

⁷ You can find a sample acceptable use statement and other online safety resources on the CPSU website at www.thecpsu.org.uk/help-advice/topics/online-safety

⁸ Specific advice can be sought from the O2 Helpline website at www.o2.co.uk/help/nspcc



WEST NORFOLK RUFC PHOTOGRAPHIC POLICY

Overarching Principles

West Norfolk RUFC's photography policy derives from the RFU's Policy. The basic principles are:

- **Permission:** Every parent or carer has the option to decline permission for the taking and publication of images/videos of a young person in their care. **It is assumed that parents/carers agree to the following unless they notify the team coach/manager:**
 - permission for their child's photograph to be used within the club for display purposes
 - permission for their child's photograph to be used within other printed publications
 - permission for their child's photograph to be used on the club's website
 - permission for their child to be videoed for use on the club's website
 - permission for their child's photograph to be used on the club's social media pages
 - permission for their child to be videoed for use on the club's social media pages
- **Appropriate Circumstances & Attire:** Photography/video must be undertaken in appropriate circumstances. All young people must be appropriately attired at all times.
- **Publication and Identification:** Publication should not be done in such a way that young people are identifiable; images should be published without accompanying sensitive personal details such as a young person's address.
- **Focus of the Photography:** The imagery should focus on the activity rather than any particular individual.
- **Equity Policy:** Wherever possible, imagery should reflect the diversity of the young people making up The Clubs membership.
- **Third Party Photography:** Whenever professional photographers or outside media are invited or commissioned, the Club will require identification and safeguarding measures to ensure only the proper use and dissemination of imagery.

Circumstances of photography/video

Photographs/videos of junior players are usually taken in the following contexts. This list is not exhaustive.

- **Coaching** - video may be filmed and used thereafter for coaching purposes.
- **Action photographs** - general photographs of players during a game.
- **Team photographs** - posed group photos of teams.
- **Awards and ceremonies.**
- **Press coverage** - local, national and specialist rugby media photographs/videos featuring their throughout the season. If consent is not withheld, the parent or carer permission continues throughout the season, terminating at its conclusion, unless the parent or carer notifies the squad manager and Club Safeguarding Officer, in writing, of a change of mind.

The result of withholding or withdrawing permission is that the Club reserves the right to require the parent or carer to be present throughout an event where photo/video is expected to be taken and to undertake to supervise and monitor the event for the purpose of safeguarding their child.

Focus and content of the imagery

Images taken by parents, carers, supporters and coaches at the Club's grounds, and at away games, tours and festivals where the host Club applies no stricter policy, should comply with the following restrictions:

1. The Club adopts the RFU guidelines on appropriate dress for young players. These recommend that all young people featuring in photographs/videos be appropriately dressed with outer clothing/ garments covering their torso

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between the bottom of the neck and the thighs i.e. a minimum of a vest/shirt and shorts. For formal photographs players should be properly dressed in Club kit.

2. Wherever possible the Club also undertakes to reflect the RFU Equity Policy. Accordingly, photographs/videos should represent the diversity of young people participating in rugby at the Club.

3. Photographs/video should focus on the activity rather than any particular young person. Where possible photography of young people should concentrate on small groups of players.

Sensitive Information

Photographs/videos should not include nor be accompanied by sensitive information which might enable a stranger to identify the players. Such information might include, but is not limited to, an image of the players' parent or guardian, the players full name, age, address, email address, telephone number or such personal details of the parent/guardian or the parents/guardians personal details.

Publication by the Club of Imagery

The Club must have general parent or carer permission to use an image of a young person (see above). When such permission has been given, the Club may publish photographs/videos in its own materials or via third party media organisations such as the local press. Such publication of photographs/videos will not include any sensitive information described or identified above of the young people or of their parents or carers. Where the reason for publication is an individual achievement (i.e. a players selection for a representative side, triumph over adversity), particular attention will be paid to ensuring specific permission is also secured from the young person to use their image.

Publication by Others of Imagery

The Club must have general parent or carer permission to use an image of a young person (see above).

Photography/Video by the Media or Third Party

The Club reserves the right to invite photographers from the local media or rugby specialist press to record the Clubs events. If it does so it undertakes that it will

1. Require any such photographers to register upon arrival at a Club event; to carry with them, at all times, bona fide and appropriate identification which must be produced on request and to abide by the overarching principles set out above.
2. Inform parents and participants that one or more media photographers will be present.
3. Not approve/allow unsupervised access to the players, one-to-one photography sessions with players, nor photo sessions outside the event or at any players home.

Use of photographic/video equipment by parents/guardians and adult supporters

Parents and carers are advised that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the squad manager, to an event organiser or to an official so that these may be recorded and dealt with in the same manner as any other child protection concern.

If parents or carers or adult supporters wish to take images of a game, session, or event at a Club ground, they must ascertain whether any member of the squad has had permission withheld for photography; at any other ground they must also be prepared to comply with the policy of the host Club.

In addition, wherever the Club's young players are playing photographers may be required to identify themselves and state their purpose for photography/videoing an event. They must, if advised that any visiting or host Clubs young player withholds permission for photography, cease doing so immediately unless able to come to an arrangement with that players parent or guardian.

The Club reserves the right to contact authorities in the event that any individual refuses to stop taking photographs/video or refuses to identify themselves upon challenge by the Club.

APPENDIX D

PROCEDURES

How to react to concerns about the welfare and safety of children

Safeguarding children is everyone's responsibility. This means that everyone in rugby has a responsibility to respond to any concerns that they or others, may have about a child, or the behaviour of an adult. This relates to concerns which arise both within the rugby environment and outside of the rugby environment.

Harm in the context of this policy is an action or behaviour which has a detrimental effect on a child's physical or emotional health or wellbeing. Neither poor practice nor suspicions of harm should be ignored. Whether physical, sexual, emotional, bullying or neglect, suspicions of harm should always be reported and victims supported throughout. Please refer to the flowchart for the steps to be followed. The flowchart does not distinguish between the environment in which the concerns arise whether inside or outside the rugby environment. It is also appropriate to follow this procedure for allegations of abuse by one child against another.

Signs of Harm

It is important that in the rugby environment signs of harm are not ignored. These signs may include a child:

- changing their usual routine
- beginning to be disruptive during sessions
- becoming withdrawn, anxious or lacking in confidence
- having possessions going missing
- becoming aggressive or unreasonable
- starting to stammer or stopping communicating
- having unexplained cuts or bruises
- starting to bully other children
- being frequently dirty, hungry or inadequately dressed
- displaying sexual behaviour or using sexual language inappropriate for their age
- seeming afraid of parents or carers
- stopping eating
- being frightened to say what's wrong
- not wanting to attend training or club activities, or even leaving the club

Abuse should always be taken seriously and any concerns should be reported to the CSO. In their absence the CBSM or RFU Safeguarding Team should be informed at the earliest possible opportunity. Any report must be made in writing

using the RFU Initial Issue/Concern Reporting Form. The Reporting Form may be found at englandrugby.com/safeguarding along with the contact details for all the Safeguarding Team.

Dealing with Concerns

Any member of the children's workforce who suspects abuse or neglect or hears a complaint of abuse or neglect:

- should listen carefully to the child and keep an open mind. They should not take a decision as to whether or not the abuse has taken place;
- should not ask leading questions, i.e. a question which suggests its own answer;
- should reassure the child but not give a guarantee of absolute confidentiality. The adult should explain that they need to pass on the information in accordance with this policy so that the correct action can be taken; and
- should keep a sufficient written record of the conversation. The record should include:
 - (i) the date and time;
 - (ii) the place of the conversation; and
 - (iii) the essence of what was said and done by whom and in whose presence;
- and should be signed by the person making it, using names and not initials.

All other evidence, for example, scribbled notes, mobile phones containing text messages, clothing, computers, should be kept securely with the written record (see below) and passed on when reporting the matter in accordance with this Policy.

Recording the Concern

All concerns about a child should be recorded in writing.

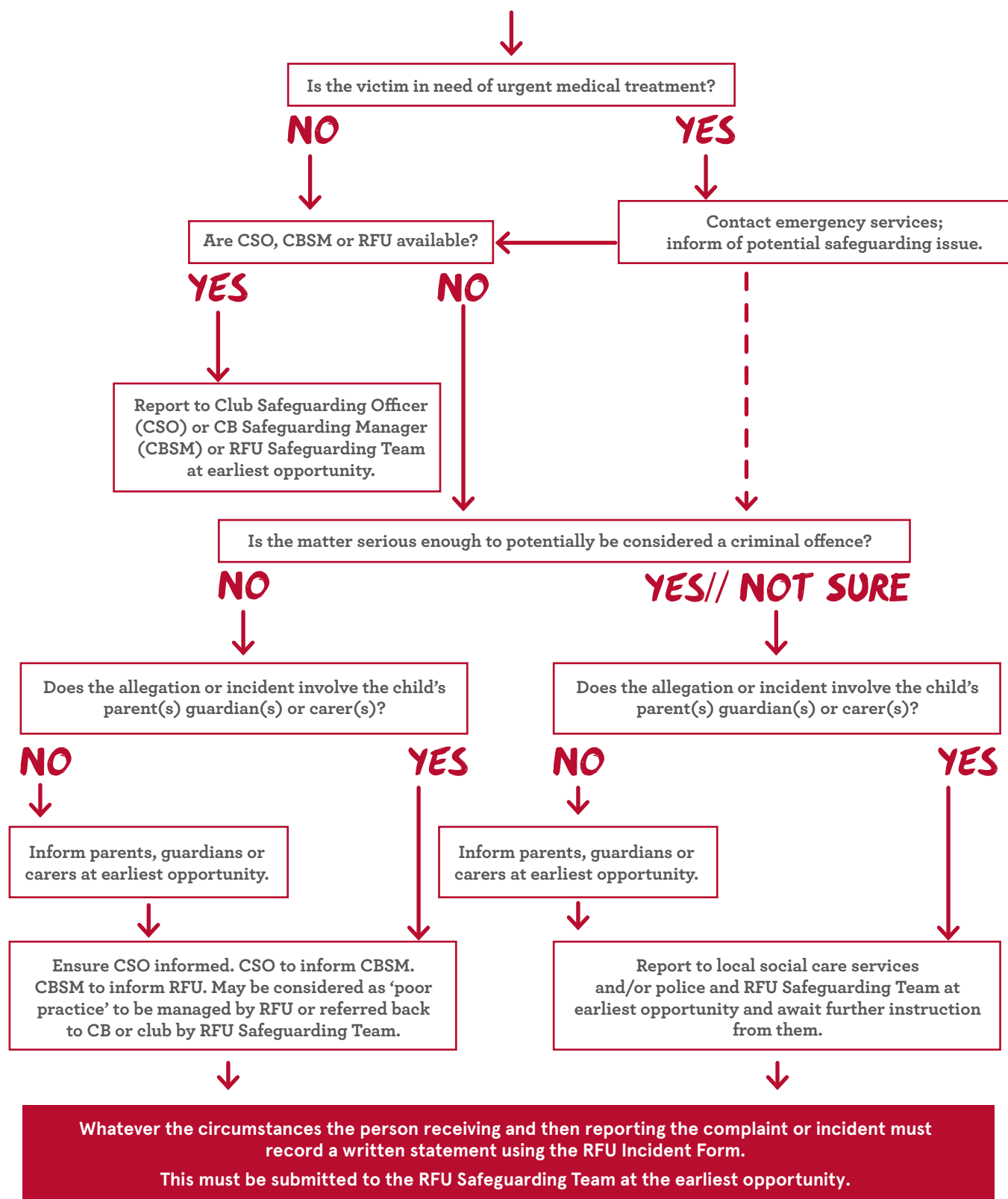
Records should be factual and signed and dated, with the name of the signatory clearly printed in writing. Records should include:

- the child's details: name, date of birth, address and family details;
- date and time of the event / concern;
- the action taken and by whom;
- the name and position of the person making the record.

An individual who becomes aware of any suspicions or concerns about the safety or welfare of a child should pass these on to the CSO as soon as possible. If they feel the child is in immediate risk of abuse then a statutory agency (local children's services or the police) should be contacted immediately. Otherwise the CSO must contact the RFU Safeguarding Team or if they are not available the CB Safeguarding Manager to report the matter or discuss how to proceed.

A child has disclosed concerning information to you OR you have witnessed OR had reported to you an incident or complaint involving the behaviour of an adult in relation to a child, which may be considered abuse or poor practice.

STAY CALM – REASSURE – NO PROMISES – FEW QUESTIONS – FOLLOW GUIDE



How the RFU will respond to suspicions or concerns

The RFU encourages and supports “whistle-blowing” and will, where appropriate, notify the statutory agencies of any allegation and work in partnership with them. RFU investigation will usually commence once the statutory agencies have completed their investigations and referred the case back to the RFU.

The wellbeing of the child must be central to any procedures involving them. The RFU will work in partnership with local children’s services and rugby clubs to support the victim and witnesses.

Incident Referral Process

Regulation 21 requires all incidents, suspicions and concerns regarding a child to be reported to the RFU Safeguarding Team as soon as possible. Once the RFU Safeguarding Team receives written notification of an incident, allegation or disclosure it will assume management of the case. If the case is being investigated by the police the RFU Safeguarding Team will liaise with them and discuss whether or not to proceed with RFU disciplinary action prior to or alongside the police investigation. The matter may also be referred to the DO (Designated Officer previously referred to as the Local Authority Designated Officer, LADO, many LAs still use this acronym) where there is an allegation made against staff or volunteers who work with children. The DO will manage the allegation and provide advice, manage the case and liaise with other agencies such as the police.

Once the RFU receives a concern, the club should take no further action until advised to do so by the RFU or relevant authority. The RFU will ensure that the club and Constituent Body are kept informed of procedure and progress.

Safeguarding investigations are handled by the RFU Safeguarding Team and presented to the RFU’s Referral Management Group (RMG) for consideration. The RMG is a cross-departmental group charged by the RFU with assessing the risk that individuals pose to children. Incidents may be referred by the RMG to the RFU discipline department.

Those under investigation

Under this policy the RFU is committed, first and foremost, to protecting the interests of the child. In the course of a referral being made to the RFU or statutory agencies, individuals who are accused of causing harm will be informed of the procedures by the RFU. They may also request at any time an update on the progress of the referral. Investigations are concluded as quickly as possible to ensure that those guilty of causing harm are dealt with expeditiously and those falsely or mistakenly accused are able to return to the game with reputation intact.

Barring from rugby union

A bar may be issued by the RFU Legal Officer in accordance with RFU Regulation 21. Please refer to the RFU Regulations found in the RFU Handbook or at englandrugby.com/regulations for further information.

The RFU has established clear processes for the handling of complaints, incidents, problems and enquiries. These are set out in RFU Regulation 21.

Complaints

If you have a complaint in relation to a safeguarding process undertaken by the RFU, the RFU’s safeguarding complaints procedure can be found at: <http://www.englandrugby.com/mm/Document/General/General/01/32/43/18/RFUSafeguardingComplaintsProcedure28.11.16English.docx>.

Safeguarding Referral Form

Date of referral		Crib Notes
Date of incident		If your concern relates to a number of incidents, or concerns which have come to light over a period of time, then please specify
Referrer details		Name/Club/Role of person submitting this form. Do not assume we know who you are
Who is this report about?		<p>It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. Please specify which & include as much personal information as you can (name, address, DOB, RFU id, school etc).</p> <p>Please also specify their role at the club (player/lead coach/treasurer/barman etc) If your concern relates to more than one person, please be specific about who they are and whether they have specific needs such as any disabilities, special educational needs or additional vulnerabilities. Continue on a separate sheet if necessary.</p>



Safeguarding Referral Form

Child's family	Mother:		If your concern involves children please supply name and contact details for the child's family and details of which parent the child lives with. Always include RFU id if they have one.
	Father:		
	Carer/Guardian:		
	Siblings:		
Are the child's family aware of these concerns?			You should tell us whether the club has spoken to the child's family about your concerns and whether they expressed a view about what should be done. Do they consent to you sharing this information for the purposes of safeguarding their child?
How do you know about the concerns you are reporting?			You might have directly witnessed something which has concerned you, or someone else may have told you about it. If so please state who and describe in detail in your own words how you have come into this information



Safeguarding Referral Form

Details of your concerns

When a concern is raised, you should not immediately embark upon an internal investigation.

This means that in the initial stages, there is no need to gather statements or interview anyone. However, you will need to establish and gather sufficient information to enable us to understand the nature of your concern. As a rule of thumb, you should be able to tell us the following information:

1. What has happened
2. Where did it happen
3. When did it happen
4. Who is involved, and who did what
5. Why did it happen

Try to report in a chronological order.

If your information has come to you from a number of individuals, please be clear about who said what

Please also detail any previous concerns about the person you are referring to.



Safeguarding Referral Form

Has the club taken any action to manage this incident?		Include things such as: Did you call Police or Social Services? Who have you have spoken to about this matter; whether you have suspended an adult in relation to the concerns; anything else you think might be relevant.
Are there any witnesses who could give any information about your concerns?		Please give details of anyone who might have witnessed anything relevant. Include their name, RFU id, contact details and information about who they are.
Are you aware of any other evidence which supports your concerns?		<p>This might include photographs or video footage. Or you may be aware that an injured person has seen a doctor or been to hospital to seek medical help.</p> <p>You can use this box to tell us about any other information which you think might be relevant</p>

Please send this form to rmg@therfu.com and inform your Club Safeguarding Officer of this referral. If you wish to discuss the referral in advance of submitting it, please speak to your Safeguarding Officer, CB Safeguarding Manager, or call the RFU Safeguarding Team on 020 8831 7480 or 020 8831 7479

Please ensure that this form is kept secure and confidential at all times.

APPENDIX F

CORE VALUES

Our core values are:

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

The RFU, in partnership with Premiership Rugby and the Rugby Players Association, promotes the core values to everyone from the England team to those in the grassroots game. The core values are reflected throughout this document.

SAFEGUARDING PROTECTS THE CORE VALUES OF THE GAME.

Safe Recruitment

The RFU is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Children are entitled to participate in rugby union activities in a safe and welcoming environment. Safer recruitment procedures will enable clubs or Constituent Bodies (CBs) to reduce the risk of abuse to children. When recruiting employees or volunteers to the children's workforce all reasonable steps must be taken to ensure only suitable people are selected.

Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to local authority children's services or the police if necessary. ”

- Working Together to Safeguard Children

Regulation 21 sets out in detail the requirements the RFU has for those working with children and

DBS checks. RFU regulations require that any individual who carries out (or who will carry out) Regulated Activity is subject to an enhanced DBS check (with Children's Barred List information) through their club (using the online e-application system). Further information about the DBS and the e-application system is available on the England Rugby website.

The people who work in a rugby club are the most important asset a club has. A good and robust recruitment process is essential to ensure the best people are chosen for the roles they undertake. These must be people who are suited to the club and who are unlikely to harm children, intentionally or accidentally. A club which has good recruitment, induction and supervision processes shows those working there the value which is put on children's safety and wellbeing.

A robust recruitment process should always include a job description, interview, consideration as to an individual's suitability for the role and planning for training and monitoring, in addition to carrying out a DBS check and obtaining and checking references.

Official checks and vetting procedures are on their own, not enough to protect children. They are only part of a wider set of practices and an organisational culture which supports and promotes safe practice.

SAFE RECRUITMENT POLICY

For the purpose of this policy a volunteer is any adult or young person who volunteers to serve the club, this includes (but not exclusively) all officers, coaches, coordinators, first aiders, safeguarding assistants and those who help on a regular basis in age groups with other tasks such as organising social events, managing fixtures, fundraising or parent liaison.

Regulated Activity with Children

Volunteers seeking to take part in regulated activities with children are required to obtain and then maintain as current (less than three years old) a DBS (Disclosure and Barring Service) check through the RFU. Regulated Activity is defined as: teaching, training, instruction, care or supervision of Children, carried out by the same person frequently (once a week or more often), or on four or more days in a 30-day period, or overnight.

eDBS Checks

Appointments that require an eDBS will not be confirmed until this is in place and volunteers must only work with children in the interim under direct supervision. The request for a DBS check should be completed by the club and the volunteer within a maximum of four weeks of applying to the club for appointment as a volunteer.

If the DBS has not appeared as current within twelve weeks of application on the GMS system, the situation will be reviewed by the Club Safeguarding Officer and/or Safeguarding Assistants and the volunteer may be restricted from working with children until the DBS check is resolved.

If the disclosure reveals any information that is of concern, the volunteer will be requested to send their certificate to the RFU to be assessed. This must be done in a timely fashion and the volunteer may be restricted from working with children until the DBS check is resolved. The RFU will also handle any appeal and any recruitment decision they make is binding on the Club.

Recruitment Decisions

While the recruitment of volunteers is often initiated within Age Groups, recruitment decisions about first appointment as a volunteer and the approval of appointments is a Club function exercised by the Executive Committee or officers to whom that committee may delegate its powers.

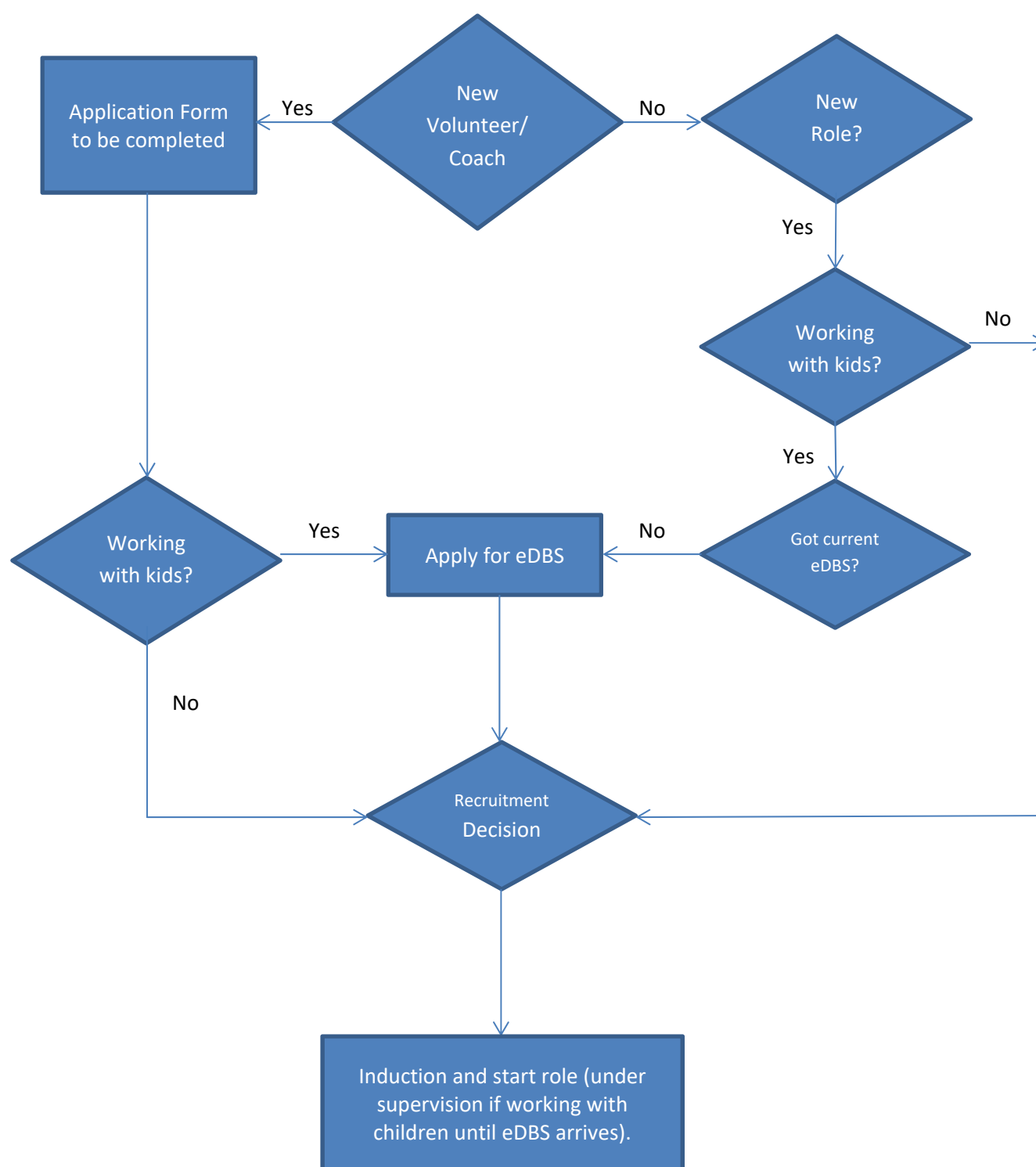
Existing volunteers taking on a new post need approval but do not need to complete the full recruitment process. If a volunteer switches from an unregulated to a regulated role an eDBS check will be required before the new appointment is confirmed. Potential volunteers can apply directly to the Club without going through an Age Group.

All new volunteers must:

- a) Complete a Volunteer Application Form and send this to the Club Safeguarding Team.
- b) If applying to take part in an activity that is regulated for DBS purposes to obtain an RFU DBS check and undertake to maintain it. This process includes an ID check conducted by the Club Safeguarding Team.
- c) Provide the names and addresses of two people (other than family or close friends) who can provide an independent reference on their suitability to work with children. These will be followed up by either the Club Safeguarding Officer or Safeguarding Assistants.
- d) Candidates will normally be asked to have an informal meeting with the Club Safeguarding Officer or Safeguarding Assistant.

The appointment of coaches must be approved by either the Club Safeguarding Officer or a club Safeguarding Assistant and Chairman of Youth & Mini Rugby, or Club Chairman or Director of Rugby.

New Volunteer/Coach or New Role Flowchart

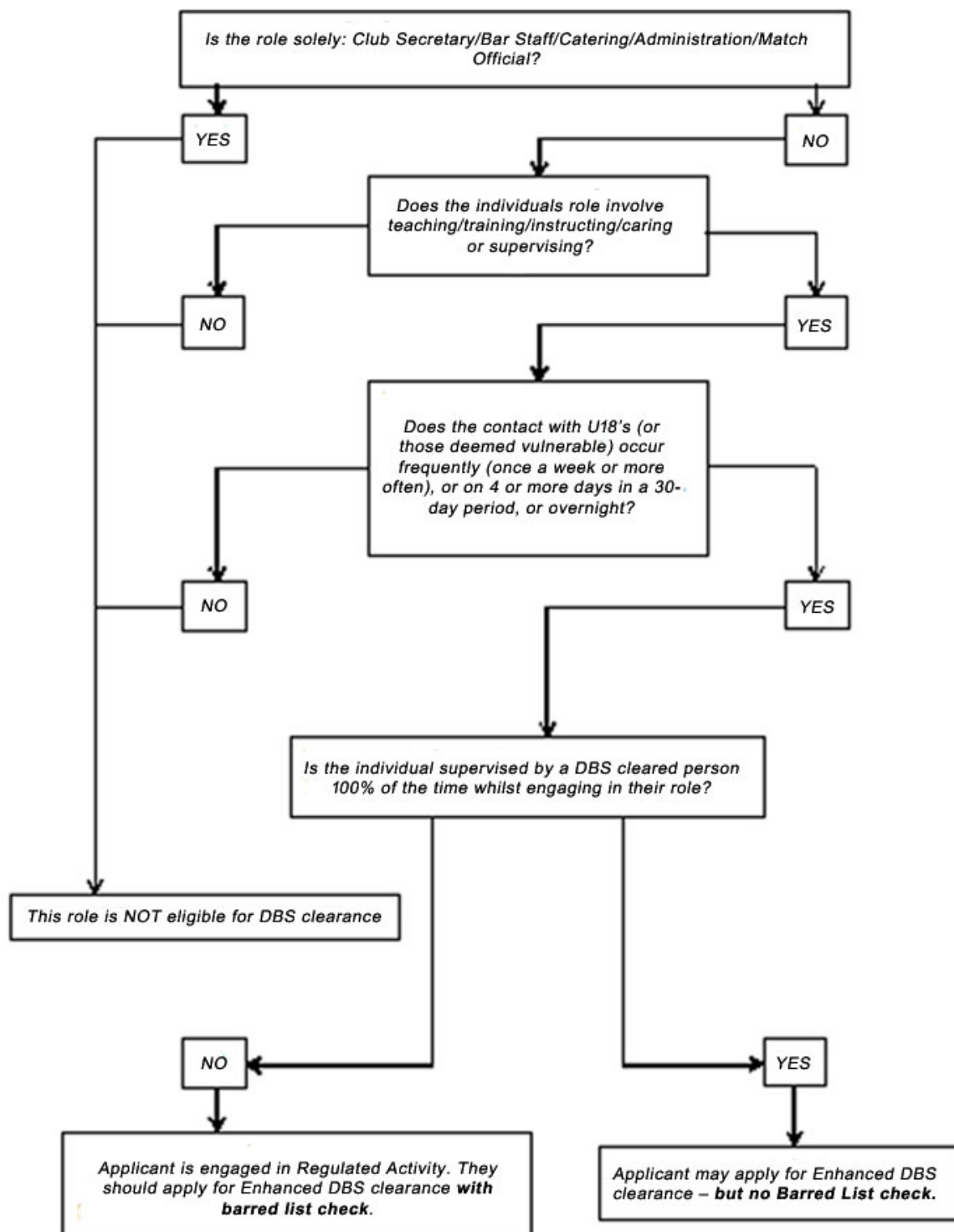


APPENDIX G - WHO NEEDS A DBS CHECK?



RUGBY FOOTBALL UNION

DBS Eligibility Decision Flow-Chart



APPENDIX H

Safe use of changing facilities

Introduction

This guidance has been produced in response to a number of enquiries from individuals and clubs seeking advice about the safe use of changing facilities.

These include queries about:

- adults who feel uncomfortable about sharing changing rooms with young children
- organisers unclear about the level of supervision they should provide
- concerns raised about unaccompanied children using facilities
- use of gendered changing rooms by transgender or transitioning children

Note: The term ‘children’ describes any person under the age of 18.

Clubs, facilities and those with responsibility for children have a general duty of care towards them. However, there are no specific legal requirements regarding the use of changing facilities. This paper is therefore intended as practice guidance to support individuals and organisations to consider issues relevant to their particular context; and to develop and implement policies and procedures that provide a safe environment.

Existing national governing body, local authority or facility policies

Many national governing bodies of sport (NGBs) and other organisations, such as local authorities and private sports facilities, may already have guidance and policies in place which should be followed in the first instance.

This briefing may be useful in the absence of any other guidance, and to address issues or circumstances not covered in such a policy. A selection of example policies is included at the end of this document.

Type of facility

A major consideration in establishing a safe use policy for changing facilities is whether or not the facilities will be used exclusively by junior teams or athletes. Typically this would be the case where a club owns, hires or manages its own facility, or has negotiated sole use of a more public facility at a particular time. The advantage of this type of arrangement is that it reduces the safeguarding risk of children mixing with adults when changing or showering.

However, many changing facilities are also used by other adults (other sports teams, individual athletes, or members of the public); for example, in the cases of a local authority swimming pool or a privately owned gym. In these circumstances there is a need for additional steps to be taken.

All facilities should have a safeguarding policy and procedures for reporting any concerns, and staff and volunteers are advised to familiarise themselves with these.

Issues to consider and address

Adults using the changing rooms at the same time as children

Ideally, groups of children should have sole use of changing facilities. This reduces any risks and potential vulnerability associated with mixing with adults or other young people (known or unknown to them) when changing and showering. Even when using public facilities, arrangements can be considered to address any potential concerns:

- there may be a separate room or space available for the group
- it may be possible to negotiate specific time slots for the group, and the coaches or volunteers to have exclusive use of the changing rooms
- a team area within the changing facility could be designated and nobody else allowed in that area
- children may opt to change at home before they arrive for the activity*

*Remember that many children are very self-conscious and anxious about undressing in front of others. Staff and volunteers should consider offering the option of changing at home as a matter of course.

Supervision in the changing facility

If mixed use of the changing facility by adults and children is unavoidable, at least 2 members of staff (of the same gender as the children) should supervise the group. It is important that staff and volunteers seek to balance the need for adult supervision with the rights of children to privacy in this context.

Supervision in the changing facility may also be necessary when:

- children are too young to be left alone or change themselves:
- organisers of groups of children under 8 years should make arrangements for their supervision while changing before and after the activity.
- although most children of school age (4 years old) may be capable of changing their clothes, many **leisure facilities** have established guidelines that any child below the age of 8 years must be accompanied
- the group includes disabled children who require additional support and assistance with changing (note that this should be undertaken by prior agreement with their parent or professional carer)
- children could injure themselves or access a potential risk such as a swimming pool that is unattended
- there are concerns about bullying, fighting or other harmful behaviours taking place which need to be managed

Who should supervise?

If you have decided that children need supervision, staff and volunteers should consider who will carry this out. This task provides access to children in circumstances of increased vulnerability and therefore careful consideration should be given to ensuring that those undertaking this task have been assessed as being suitable to do so.

Consider the following:

- numbers – organisers are recommended to have more than one adult supervising, as this will ensure cover in the event of an accident or incident occurring or if one supervisor is called away
- gender – it's considered good practice to ensure that children are supervised by staff or volunteers of the same gender while changing.
- timings – by agreeing a very clear timetable for use of the changing facilities by children, the risks associated to any extended contact between the adults and children are minimised

- carry out safe recruitment practices, including:
 - **criminal records checks** for individuals whose roles make them eligible
 - **references** – these should include a reference from a recent previous employer where they have worked with children
 - role description – provide clear details about the boundaries of their role
 - **code of conduct** – a document that individuals sign up to that clarifies the standards of behaviour expected of staff and volunteers.

➤ For further details, take a look at our topic page on **safe recruitment**.

Parents as supervisors

Parents are often involved in supervising children during sports activities and outings, and can provide valuable support to organisers and coaches. Where they are responsible only for their own child (or, by agreement, their relatives' or friends' children) this constitutes a private arrangement outside the responsibility of the activity organisers.

However, when parents undertake a formal supervisory role at the request of or with the agreement of the organiser, which includes having responsibility for other people's children, the same steps should be taken as staff and volunteers to make sure they are suitable for the role.

Unsupervised children in sport or leisure facilities

There are potential risks associated with inadequate adult supervision levels of young children in changing and shower areas.

Parents' (or carers') responsibilities

Parents and carers have a responsibility to ensure that their children are appropriately supervised while they are attending a sport or leisure facility. It is parents' responsibility to judge whether it is safe and appropriate to allow their unaccompanied child to visit a sport or leisure facility.

This judgement should be based on:

- their child's general developmental maturity
- their child's awareness of the potential risks
- the level of supervision and care provided within the facility

Parents may wrongly assume that staff will take responsibility for their children within a sport or leisure facility, or within specific areas such as changing rooms. Parents should therefore be informed about the facility's expectations about supervision of their children, including the use of changing rooms and shower areas.

Facility operators' responsibilities

When children are given access to facilities, operators assume a duty of care for them. The level of responsibility will vary, depending if the child is:

- **alone and unsupervised**
- with parents
- attending an activity
- attending an activity staffed by the facility
- attending a school group or club
- attending a public session

Operators have a responsibility to put in place **appropriate safeguarding arrangements**, which include promoting and implementing a policy for admitting unaccompanied children. This information should be

provided to parents and other users informing them about the policy regarding unaccompanied children and any rules about the supervision of young children within the facility.

Many facilities currently use the age of 8 as a guide (based on sector guidance for an unaccompanied child to attend a swimming pool). In practice, while facilities need to be able to establish a minimum age for admission that is practical to operate, identifying a child's age can be difficult.

While the facility may set the lower age limit, it is for parents (who know most about their children and have primary responsibility for their welfare) to judge if their child needs to be accompanied.

Facilities should have a **process for responding** to children below this minimum age of 8 who may arrive, or be left, at the facility alone. Refusing entry or asking an unaccompanied child to leave the centre would raise obvious safeguarding concerns.

➤ Further guidance can be found on our **sport and leisure facilities** topic page.

What about mixed gender teams?

Many sports operate mixed gender teams at several age group levels, and arrangements to enable the groups to change separately should always be made. Solutions may include:

- each gender using a different room or facility
- each gender having a distinct time slot
- everybody changing at home before they leave
- each gender having an allocated area of a larger shared facility

Transgender and transitioning children

There are a number of factors to consider when addressing the needs of transgender or transitioning children and changing facilities. Things to consider are:

- the child's feelings and preference about which gendered changing room they'd like to use
- the privacy of the child
- the feelings and privacy of other children in the same changing room
- practical arrangements such as leaving a child unsupervised
- any risks of bullying or unwanted behaviour towards that child

If a child self-identifies as a gender that differs from the gender they were assigned at birth, they may wish to start changing with other children of the same gender identity or ask for privacy.

Clubs, facilities and coaches should try to make reasonable adjustments to changing arrangements to suit the child's needs and reduce the risk of bullying behaviour or distress.

Reasonable adjustments could include:

- providing a private, separate changing space for the child
- supporting the child with any changes to previous changing arrangements
- educating other children in the team on gender identity and celebrating difference
- arranging for that child to change at a different time to other children or at home

In most cases, children who are able to self-identify as transgender are able to articulate their wishes. Best practice is to consult with both the child and their parents where necessary about any potential changes to arrangements.

➤ For further information, see our topic page on **working with LGBT+ children**.

Sample policies

England Cricket Board (ECB)

The England Cricket Board requires all ECB affiliated cricket clubs to have a changing policy. This will depend upon facilities available, access to those facilities and the number of children involved.

ECB provide further guidance and best practice for clubs within their changing policy. These guidelines apply to adults, and children sharing changing facilities. Clubs should identify, and develop, the framework that best suits their changing arrangements, taking into account the number of children involved.

- [ECB guidelines on changing rooms and showering facilities \(June 2017; PDF\)](#)

Swim England

All of the Swim England's policies and procedures are outlined in the document 'Wavepower'. See section 2.4, page 65 for the ASA changing room policy guidance. Swim England has been asked by many clubs to clearly state what responsibility the club has for swimmers in changing rooms before, during and after training or a competition. Under the Duty of Care to Safeguard Children, the club has a responsibility for the wellbeing of children in the changing rooms. This guidance provides information and support for clubs regarding the following areas:

- responsibility during a club session
- information for parents regarding changing facilities
- responsibilities after a session is complete

After increasing concern, Swim England has developed guidance regarding indecent images and child abuse images (see section 2.4, page 67) and is currently working to educate children through clubs and parents. Swim England has also been working with facility providers to change the design and use of changing areas to prevent the increasing trend of the inappropriate and illegal use of mobile devices in changing rooms.

- [Wavepower \(2016-19; PDF\)](#)

FA Respect

The FA's Respect campaign also has guidance for clubs on changing rooms and shower facilities.

- [Best Practice Guidance – Changing Rooms and Showering Facilities \(2017; PDF\)](#)

Cyber Guidance

Websites are a key part of the daily operation of most clubs. They are probably the most flexible way to communicate with members, and to anyone interested in joining a club. They also have the potential to be a very safe way to communicate with children, given their wide accessibility.

Club Websites

However, in the same way that a club has responsibility for the physical safety of a junior member when visiting the club's premises, that club must also ensure that there is nothing on its website which could harm a child, directly or indirectly. A club is legally and morally responsible for the content of its website.

There are two key risks to guard against, abusive or inappropriate content (photos, video or text), on the site itself or on linked sites (including adverts, especially from Google or other 'sponsored links') and disclosing personal information about a child to people accessing the website. This could be the child's name, address, or any information about a child's life, interests or activities which would help a stranger target a child, or engage that child in conversation.

Another aspect of inappropriate content can be perceived as bullying. This could be material on the site which criticises or humiliates a child. It could also be information which places undue pressure on the child to participate in some aspect of a club's activities.

Blogs

Blogs are a type of content becoming commonplace on websites. The creation of a blog is straightforward. It does not require technical or design expertise, and it can be updated remotely.

Blogs present two particular challenges: a central part of the attraction of a blog is that it is updated frequently. However, the same risks apply to its content as apply to all other content on the site. A club cannot distance itself from the content of a blog it chooses to include on its site. Further, blogs often contain a lot of opinion, as opposed to purely factual information.

Linked sites

Many sites contain links to other sites. This could be for commercial reasons, such as the sites of sponsors or advertisers, or simply to communicate information to be found on other websites. Before creating a link, a club should check thoroughly the content of the other website, both for child protection reasons, and to ensure the content poses no other risk to the club's reputation. Once a link is included on the site, the club should check its content periodically, and remove any link immediately if concerns arise.

Photos and video

Photos and video clips can make any child featured vulnerable to grooming if information about the child (name, address, activities or interests) is also disclosed. Furthermore, posting an image on the website carries a risk that the image could be taken and adapted for an inappropriate use. For further guidance on photographs see section on Photographic Images below.

Mobile and on-line communication with children

Technology is moving very fast in this area. There are now many different ways for people to communicate. On-line communication can be by email, instant messaging or social networking sites.

The risks posed by such methods of communication arise from a variety of issues: the privacy provided, the wide range of content that can be transmitted, including content of a violent, sexual or hateful nature, the ease with which images can be forwarded onto others and the difficulty in knowing truly who you are communicating with.

APPENDIX I

In sport, there are additional risks: inappropriate pressure can be exerted by adults, particularly coaches, on children or inappropriate criticism of a child's performance. An official position or role within a club, such as coach, can carry with it a level of authority, and engender a level of trust, that facilitates the control of a child.

Against this background, a club needs to establish rules covering how adults connected with that club communicate with children connected with that club.

It is therefore recommended that:

When communicating by phone, where possible Club Officials and coaches should speak to the parent of a child

Club Officials and coaches should not communicate with individual children by text or on-line at any time, on any matter, unless there is an immediate risk to the welfare of that child which can be lessened by such contact

If a club needs to communicate club-related information to children by email (such as training or match details), it should use email groups comprising email addresses given by parents. It is inadvisable for a coach to communicate by email on a one-to-one basis with a child; if replying to an email from a child the parent should be copied in to the response

Coaches and Club Officials should not communicate with children through social networking sites such as Facebook. Coaches should not be "friends" with the children they coach.

It is impossible to address every issue or cover every scenario a club or coach might encounter when communicating with children and it is appreciated that different ages will need to be treated differently. However, in all cases the above guidelines should be considered when determining the most appropriate method of communication in any given circumstances.

In order to address these issues it is recommended that a club devise written policies which cover its own particular circumstances, and meet its particular needs, then to ensure the policies are followed fully and widely publicised.

Further advice and information may be found on the Child Exploitation and Online Protection, part of the National Crime Agency, website.

Managing Challenging Behaviour

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their parent/carer and where appropriate the child, before activities start. Where appropriate it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Consideration to exclude a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

Planning Activities

Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all/volunteers on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely. (see below)

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations on their children, and ask them to reinforce this ahead of any trip or activity.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their parents/carers.



In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match – see [sample sanctions guidance from Derbyshire Sport](#)
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Physical Intervention

Staff/ volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.
- Involve inflicting pain

Views of the child

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children



who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

A policy for managing challenging behaviour

All organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour.

It should include:

- The standard of conduct expected from staff/volunteers and participants.
- How the organisation will respond to unacceptable behaviours.
- How your organisation will respond to 'high risk' behaviours.
- The circumstances in which physical interventions will be used.
- Guidance, support and/or training available to staff/volunteers.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care services, the Police.
- What will happen after an incident with regards to debrief.

*Sign up now to the CPSU E-Newsletter, we can email you the latest information about child protection in sport, visit the **CPSU website**. Follow us on Twitter @TheCPSU*

(Dec 2014)



APPENDIX K

RFU REGULATIONS

RFU REGULATION 21 – SAFEGUARDING

Definitions

‘Bar’ means a restriction imposed on an individual’s involvement in Rugby Union on such terms as may be determined by the RFU in accordance with this Regulation. “Barred” means subject to a Bar.

‘CB Safeguarding Manager’ means a person designated to manage safeguarding at a Constituent Body.

‘Child’ means a person under the age of eighteen years as defined by the UN Convention on the Rights of the Child and ‘Children’ people under the age of 18.

‘Club Safeguarding Officer’ means a person designated to manage safeguarding at a Club.

‘DBS’ means the Disclosure and Barring Service.

‘DBS disclosure’ means a DBS disclosure issued by the Disclosure & Barring Service (DBS) - including any renewal Disclosures. For individuals applying to engage within the Children’s Workforce the RFU will require an Enhanced with Children’s barred list check.

‘DBS cleared’ means a person whose DBS disclosure has been cleared by the RFU.

‘Harm’ means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another as defined by the Childrens Act 1989.

‘Legal Officer’ means one of the RFU’s in-house lawyers.

‘Offence’ means any criminal offence.

‘Policy’ means the RFU’s Safeguarding Policy, Guidance and Procedures (as amended from time to time) and the RFU Safeguarding Adults at Risk in Rugby Union Policy and Procedures or any other successor policies and procedures for the safeguarding of Children and vulnerable adults. These Policies are binding on all those involved in Rugby Union.

‘Referral Management Group’ (‘RMG’) means an RFU appointed group charged with assessing the risk that individuals pose to children.

‘Regulated Activity’ means the statutory definition of the term as set out in the Safeguarding Vulnerable Groups Act 2006 (as amended) that for the RFU’s purposes shall be construed as meaning: (i) any coaching and training of children; and/or (b) any teaching, instruction, care or supervision of children, carried out by the same person frequently (once a week or more often), or on four or more days in a 30 day period, or overnight. For more detailed information and examples of what constitutes Regulated Activity, please see the Policy.

‘Rugby Union’ means any form of rugby played under the jurisdiction of the RFU,

including but not limited to, all age-grade rugby, fifteen-a-side, sevens, touch and tag.

‘RFU Appeal Panel’ means an appeal panel appointed pursuant to this Regulation and in accordance with the process set out in RFU Regulation 19.

‘RFU Safeguarding Team’ means the team of executive staff within the RFU that is responsible for safeguarding.

All other Definitions used in these Regulations will bear the same meaning as those set out in RFU Regulation 1.

21.1 General

- 21.1.1 The RFU has jurisdiction to deal with any allegation of abuse of a Child, any breach of the Policy and/or any breach of these Regulations.
- 21.1.2 Any allegations of abuse of a Child shall be dealt with in accordance with these Regulations and the Policy. All those whose activities are covered by these Regulations and the Policy must comply with the requirements set out in each.
- 21.1.3 Any person involved in Rugby Union must report all club safeguarding concerns of which they become aware to the RFU Safeguarding Team
- 21.1.4 Each Club with a mini and/or junior section must have a Club Safeguarding Officer. A Club Safeguarding Officer must attend an In Touch course within 6 months of their appointment.
- 21.1.5 Each Constituent Body must have a CB Safeguarding Manager. A CB Safeguarding Manager must attend the RFU Annual Training Conference.
- 21.1.6 In order to investigate a referral, and before deciding whether or not there is a case to answer, the RFU Safeguarding Team may require a person, Player or Club to provide information or attend a meeting.
- 21.1.7 Information collated in the course of an investigation under these Regulations and any documentation relating to any decision reached shall be recorded and retained by the RFU for such period as is necessary and proportionate for the purposes of enabling the RFU to safeguard children and in accordance with the Data Protection legislation.
- 21.1.8 Safeguarding investigations and DBS Disclosures will be dealt with by the RFU Safeguarding Team and, where necessary, will be referred to the RMG or a sub-group of the RMG for consideration. Should there be a requirement to establish a finding of fact in a particular case, the case will be referred from the RMG (or sub-group thereof) to the RFU Discipline department for investigation and proceedings under RFU Regulation 19.

21.2 DBS Disclosures

- 21.2.1 Clubs, Constituent Bodies, Referees Societies or National Representative Bodies must not engage anyone or appoint a volunteer to work in Regulated Activity on a paid or voluntary basis who is not DBS cleared, subject to the exception in RFU Regulation 21.2.2.
- 21.2.2 An adult who works in Regulated Activity with Children in Rugby Union in England

must comply with the requirements of the RFU's DBS process. These requirements are:-

- (i) to apply for a DBS disclosure processed through the RFU Safeguarding Team within four weeks of their employment or appointment; and
- (ii) to provide the DBS certificate and any such further detail, explanation or clarification of any or all part or parts of that DBS disclosure as may be required by the RFU Safeguarding Team; and
- (iii) to provide, on request from the RFU Safeguarding Team, references that attest to their suitability to be involved in working in Regulated Activity in Rugby Union; and
- (iv) to provide, on request from the RFU Safeguarding Team, any decisions from any other body that may be relevant and such other information as the RMG considers appropriate;

and in respect of the above, the RMG may take into account any such information when determining whether the individual should be cleared to work with children.

Whilst awaiting their DBS disclosure a person may temporarily work on a paid or voluntary basis with Children provided that they are supervised at all times during any activity involving Children by a person who is DBS cleared within the Club, Constituent Body, Referees Societies or National Representative Body (as applicable)

- 21.2.3 Any person who fails to comply with the RFU's DBS process or is not DBS cleared may be prevented from participating in Rugby Union by being Barred as set out in this Regulation or may be designated as not cleared to work in Regulated Activity by the RFU Safeguarding Team. Any barring decision shall be subject to a right of appeal in accordance with these Regulations.
- 21.2.4 DBS disclosures are valid with the RFU for 3 years. All adults who have DBS disclosures and wish to continue to work in Regulated Activity must apply to the RFU to renew their DBS disclosure before the expiry of the 3 years.
- 21.2.5 If a person working in Regulated Activity is cautioned or convicted of an Offence they must notify the RFU Safeguarding Team of the caution or conviction and provide full details. They may be required to complete a new DBS check if it is considered appropriate by the RFU Safeguarding Team.
- 21.2.6 If an individual is Barred by the RFU from working in Regulated Activity, the RFU will refer that individual to the DBS in accordance with the Safeguarding Vulnerable Groups Act 2006 (as amended). If a Barred individual is not working in Regulated Activity but the RFU has concerns about a possible risk that individual poses to children then the RFU may refer that individual to the DBS.
- 21.2.7 Any organisation that provides individuals to Clubs or schools to work (whether paid or not) in Regulated Activity with children in Rugby Union must comply with the RFU DBS process as outlined in this Regulation. Any Clubs or schools using such an organisation must require them contractually to provide individuals who have been through the RFU DBS process.

21.3 Barring by the RFU

21.3.1 An individual may be Barred from playing in or attending rugby matches and/or participating in all or any other Rugby Union activity including, for the avoidance of doubt, from being in a clubhouse when children are, or are likely to be, present for such period and on such terms and conditions as the Legal Officer (upon recommendation from the RMG) considers necessary on a case-by-case basis.

21.3.2 A Bar may be imposed when the Legal Officer receives:

- (a) notification that an individual has been charged with an Offence;
- (b) notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence;
- (c) notification that an individual has been convicted of, or made the subject of a caution in respect of, an Offence;
- (d) notification of the outcome of an investigation by the Police, Social Services or any other authority relating to an Offence; and/or
- (e) any other information which causes the Legal Officer to believe that a person poses or may be a risk of Harm to a Child.

21.3.3 In determining whether a Bar should be imposed the Legal Officer shall give consideration to, but not limited to, the following factors:

- (a) whether a Child may be at risk of Harm;
- (b) whether the matters or offences alleged are of a serious nature; and/or
- (c) whether a Bar is necessary or desirable to protect a Child or Children from Harm.

21.3.4 If the Legal Officer Bars an individual they will be promptly notified by the RFU. The notification shall:

- (a) set out the reasons why the Bar has been imposed;
- (b) advise that the individual has 14 days from the date of the notification in which to appeal the decision (with the exception of an interim bar imposed in accordance with Regulation 21.3.5(a)); and
- (c) that the RFU Safeguarding Team will notify the relevant statutory authorities once the appeal period has passed or if any appeal is unsuccessful.

21.3.5 A Bar may be imposed for:

- (a) an interim period (before, during and pending the outcome of an investigation or to enable the RFU to make further enquiries or seek further information); or
- (b) a specified period (if, after further investigation or if an investigation is completed), the conduct is such that it merits a Bar and/or criminal proceedings or investigations are underway); or

- (c) indefinite period (if it is considered that the conduct and potential ongoing risk to Children or a Child is such that it is considered necessary, reasonable and proportionate).

Subject in each case to any right of appeal set out in Regulation 21.4.

- 21.3.6 The RFU will promptly notify the individual of the details of the Bar. The Barring notice shall be copied to the applicable Club, any relevant Constituent Bodies and/or the Referee Societies and a referral and/or notification may also be made to any relevant authorities, other sports' governing bodies and/or any such other individuals and bodies on a need to know basis.
- 21.3.7 The Legal Officer may review a Bar at any time if they choose to do so. When imposing a Bar, the Legal Officer may specify that the Bar will be reviewed after a certain period of time determined by the Legal Officer, or upon a certain event (such as the completion of an investigation by another agency, or a criminal prosecution).
- 21.3.8 An individual who has been Barred for an indefinite period may also request that a Bar be reviewed at the stated review point stipulated in the Bar notification, and the RFU will review the Bar if it is satisfied that there is new evidence not previously considered by the RFU which shows that the risk posed to children by the individual has reduced.
- 21.3.9 The Legal Officer may decide to lift a Bar at any time if he/she decides that the circumstances justify this.
- 21.3.10 If a Bar is for a fixed term, the Bar will lift at the expiry of that term (unless ended earlier by the RFU under Regulation 21.3.9).

21.4 Appeals

- 21.4.1 To bring an appeal under these Regulations, the individual must give notice in writing to the RFU's Head of Discipline requesting such an appeal within the 14 day deadline set out in the notification. The notice must include the grounds for the appeal together with any supporting documentation and must be accompanied by the relevant administration fee.
- 21.4.2 An individual subject to a specified or indefinite Bar only has the right to appeal to an Appeal Panel on the grounds that the decision by the Legal Officer to impose a Bar was irrational or unreasonable in the circumstances.
- 21.4.3 An individual subject to an interim Bar does not have a right to appeal but is entitled to request a review of such Bar upon 90 day intervals from the date of the original Bar. Upon such request, the RFU may review the Bar if it is satisfied that there is new evidence not previously presented to the RFU.
- 21.4.4 The decision of the Legal Officer shall remain in full force and effect until the matter is dealt with by an Appeal Panel.
- 21.4.5 Where an appeal is lodged within the 14 day deadline, an Appeal Panel shall be set up and the appeal process and hearing shall be conducted in accordance with RFU Regulation 19.
- 21.4.6 The Chairman of the Appeal Panel may make any directions concerning the conduct of the appeal hearing including with regard to the provision of evidence by any Child

affected or potentially affected as he or she considers appropriate.

21.4.7 The Appeal Panel shall have the power to:

- (a) allow or dismiss the appeal; and/or
- (b) increase, decrease or remove any risk management provisions or other terms of the Bar; and/or
- (c) lift the Bar; and/or
- (d) remit the matter, with such directions as it thinks fit, for reconsideration.

21.4.8 In the event that an appeal is partially or wholly successful by the appellant, the Legal Officer shall either:

- (a) amend the Bar as directed by the Appeal Panel and communicate this to the appellant; or
- (b) should the matter be remitted back to the RFU for reconsideration, consider the next steps and communicate these to the appellant.

21.5 Adults at Risk

The RFU Safeguarding Adults at Risk Policy which can be found at www.englandrugby.com/mm/Document/Governance/Safeguarding/01/31/32/34/SafeguardingAdultspolicyandprocedures_Neutral.pdf sets out the definition of an 'Adult at Risk' and the procedures to follow if any concerns arise relating to an Adult at Risk. If an individual is working with Adults at Risk they may be in Regulated Activity as defined in the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 in which case it may be necessary to obtain a DBS disclosure and check the individual against the Adults barred lists. The provisions of RFU Regulation 21 are applicable to Adults at Risk in Rugby Union and those working with them in the same way as they apply to Children in Rugby Union and those working with them.

APPENDIX L



England
Rugby



TOURING WITH CHILDREN

A Safeguarding Guide

Contents

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Introduction

Tours are a long standing tradition of rugby and the best tours are usually the result of good planning

This guide's aim is to ensure that no children or staff come to any harm or become ill unnecessarily. You need to decide if a hazard is significant and whether the precautions taken are satisfactory to ensure the risk of harm is small. It is essential to record your decisions and keep clear written evidence of your decisions. If it is not possible to visit the venue prior to the tour to carry out risk assessments this must be done with as much information available as possible. This Guide should be read in conjunction with the RFU Safeguarding Policy, Guidance & Procedures and the RFU Safeguarding Toolkit, both of which may be found on the safeguarding pages of the England Rugby website.

The Tour Planning Checklist will help with the organisation of a tour. There is also a Tour Risk Assessment which should be completed and a copy retained. If during the tour situations arise or conditions change this will obviously necessitate changes to the tour party's plans. It can be useful to review a risk assessment after the tour for future reference considering whether anything could have been done differently or better.

Common sense must prevail. If for example, a tour consisting of children who are all accompanied by at least one parent, the risk factors are going to be very different.

Reference should be made to RFU Regulation 10 for the current requirements for both incoming and outgoing tours. This may be found at:

http://www.englandrugby.com/mm/Document/Governance/Regulations/01/30/34/80/RFU_Regulation_10_Neutral.pdf

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP

Communication

It can be helpful to meet with parents and children early in the planning process in order to ascertain the viability of the tour. It is helpful to have as much information available to give them in order to assist them in making the decision as to whether or not to join the tour party. Regular updates throughout the planning process are a necessity. A final briefing shortly before the tour departs is also essential in order to agree final details and provide an opportunity for questions.

Parents

Parents need to be given all the tour details well in advance of the tour. They will need a pack of information including:

- Full itinerary including dates, times and venues
- Tour Application Form (to include consent for activities, medical treatment and photography)
- Accommodation details including address, contact numbers and details of sleeping arrangements
- Arrangements for meals and refreshments
- Tour volunteer names, roles, responsibilities and contact details
- Transport arrangements
- Insurance details and advice regarding personal travel insurance if appropriate
- Supervision details including:
 - Codes of conduct and consequence of them being breached
 - Emergency procedures and contacts
- Tour safeguarding policy
- Kit list
- Cost of the tour and when/how monies needs to be paid
- Spending money for the children
- Contact details for the club home contact

Children

It is essential to meet with the children prior to the tour to discuss and agree:

- Behaviour
- Expectations of children and volunteers
- Itinerary
- Supervision and safety
- Accommodation and room allocation
- Emergency procedures
- Who to speak to if they are worried, unhappy or homesick (ie appointed Tour Safeguarding Officer)

On Tour

Effective communication is also required throughout the period of the tour. It is vital that a communication structure is put in place to ensure the sharing of information can happen efficiently between all tour party members. This would include:

- Departure briefing and final check (passports, tickets, money etc) immediately prior to departure (on any journey on the tour)
- Welcome briefing at any new venue/accommodation
- Dissemination of important mobile phone numbers
- Daily tour management team meeting

Volunteers And Supervision

All volunteers should:

- Attend an induction/tour briefing
- Be familiar with the RFU Safeguarding Policy, Guidance & Procedures
- Be familiar with emergency procedures
- Know and understand the reporting procedure for Safeguarding issues
- Have copies of child details and emergency contacts with them at all times
- Have other tour volunteer contact details
- Have club home contact details

DBS Requirements

All volunteers who are working closely with children whilst on tour will be required to have a RFU DBS check; it is a legal requirement for all those who are supervising the children overnight to have a RFU DBS check. It is highly advisable for there to be a contingency plan to ensure that there are enough DBS checked adults to adequately supervise the children during the night

Supervision

All supervision procedures must be agreed prior to going on tour. They must take the following points into account:

- Clear boundaries and rules are agreed and set regarding meal times, bed times, lights out and team meetings
- The younger children must not be left unsupervised at any time. Therefore it is necessary to have a daytime rota, night time rota, and an allocation of volunteers
- All rotas must be communicated to the volunteers and children with relevant contact details i.e. mobile numbers of volunteers on duty
- 24-hour medical care must be available
- Fire alarm procedures are clearly communicated to all volunteers and children

Overnight Supervision

- Overnight on-call supervision must be provided for all children by DBS checked adults
- The children must be aware of who they should go to in case of an emergency or problem during the night
- A member of the tour management team must be accountable for checking all Under 18 members of the tour party are safely accounted for before going to bed for the night. They should also do a final security check (ie doors and locks) before retiring for the night

Supervision whilst travelling

Whilst travelling the following should be taken into consideration:

- The Tour Manager is responsible for the children and volunteers at all times including maintaining good discipline
- The driver(s) should not be responsible for supervision
- All of the children and volunteers should be made familiar with emergency procedures within the vehicle i.e. emergency door and seatbelts

The Tour Manager needs to consider the following:

- The level of supervision necessary on double-decker buses and coaches i.e. two supervisors on each deck
- The safety of the group when crossing the road
- Clarity of the ground rules when the team is in transit – the main cause of accidents and incidents is misbehaviour, initiated by children
- Sufficient, supervised and scheduled stops
- In the event of a breakdown or accident the children and volunteers remain under the management and supervision of the Tour Manager
- Head count must be taken when the children are getting on and off any form of transport

Club Home Contact

The Tour Manager should appoint a club home contact. This person will be based back in the locality of the club and not be part of the tour. The club home contact will be required if an emergency occurs. Ensure they have:

- A list of all children together with parent/guardian emergency contact details and medical information
- A list of all volunteers and their contact details, including next of kin
- The full itinerary (and be kept up to date with any changes to the itinerary)
- The name, address and contact details for the accommodation and venues used on the tour (and be kept up to date with any changes)
- For tours abroad it is recommended that the club home contact has copies of passport numbers, travel documents and tickets

Accommodation

If a visit to the tour accommodation is not possible, as much relevant information as possible should be gathered from the accommodation manager in respect of the guidance outlined below to ensure that it is safe, clean and secure. This guidance is given to assist clubs to identify and therefore eliminate any potential risks there might be.

Accommodation Type

Accommodation arrangements for touring parties may vary greatly across each and every tour, and is often the most expensive aspect of the tour. Cutting costs by accepting unsuitable accommodation arrangements may appear attractive in the planning stages but may be the cause of problems during a tour if they prove difficult to manage.

Careful consideration should be given to ensure that no child is put at risk of harm or upset from the accommodation arrangements, and that parents and participants are fully aware of the arrangements in advance. Parents should also be notified if there are any significant changes to these arrangements at any stage.

Accommodation Requirements

When considering accommodation for the tour it is essential to take the following into account:

- Basic fire and safety regulations are met
- Access is possible for all children and volunteers (including those with mobility impairment)
- There are clear policies on smoking and alcohol and that it is possible to restrict any inappropriate movie access
- Health & safety and insurance requirements are followed
- Facility for the storage of money and valuables
- Proximity to the rugby club/pitches/venue where matches will be played
- Immediate accommodation area should be exclusively for the tour party use if possible
- Careful consideration should be given to sharing the accommodation with other groups
- Availability of recreational room or facility available for the tour party to relax
- Any religious/cultural requirements that the children or volunteers may have (e.g. dietary requirements or a need to attend religious services)

Room Allocation

Tour Manager and the appropriate team head coach should allocate the rooms prior to arrival at the accommodation. Consideration should be given to the following:

- Age and gender should be the factors as to who should share rooms
- Any behavioural or historical issues that children may have between each other
- Disabled children carers/support to be in adjoining rooms
- No adult should share a room with a child other than their own child unless that child's parent is also sharing the room
- Volunteers should only enter a child's room in an emergency
- All rooms must be accessible in case of an emergency
- If the rooms have satellite or cable television ensure there is no access to unsuitable channels
- If rooms have a mini bar ensure there is no access to alcohol

On arrival

On arrival at a venue you should:

- Familiarise children and volunteers with venue/s
- Undertake a briefing meeting on the rules, emergency procedures, and programme, expectations
- Club/tour code of conduct should be reiterated together with the consequences of any breaches of this
- Introduce the venue staff and ensure that they know who is who and what they are responsible for
- Check venue and rooms for any existing damage and report it to the accommodation management (do the same on leaving)
- Ensure there is no access to alcohol in the rooms
- Ensure movie access is appropriate, or indeed, not available in the rooms

- Check all doors and locks both internally and externally are in good working order
 - Ensure that all members of the party have keys and/or access codes and stress the importance of keeping these safe at all times
 - Money and valuables should be stored securely
-

Adults Consumption of Alcohol

If adults are going to be drinking alcohol once the children are in bed, all adults should be sensible and responsible. It is advisable to nominate one or two people who would be able to drive in an emergency and who can be in charge. The previous guidance relating to supervision still applies accordingly.

Emergency Procedures

It is important to ensure that all the children remain supervised if an emergency occurs. In case of emergency tour volunteers must have a copy of the children's home contact details available and summary of any medical conditions.

In The Event of an Emergency

- Remain calm and take time to think if possible
- Establish the facts and nature of the situation
- Ensure all children are safe and supervised
- Contact the Tour Manager as soon as possible (the Tour Manager should ensure that all relevant personnel are contacted i.e. parents, head coach, and club home contact)
- Identify if any children/volunteers are hurt and their immediate medical requirements
- If medical attention is required call the first aider or national emergency number for an ambulance
- If abroad ensure you have relevant numbers for emergency services or first aiders
- Tour volunteers must be aware of who is the first aid contact either amongst themselves or on site (accommodation or club)
- Ensure that any child going to hospital is accompanied by an appropriate adult volunteer
- Complete an incident form once the situation is resolved

If the club home contact is involved, they will:

- Contact parents and keep them up to date with information
- Liaise with the Tour Manager and if necessary the RFU
- Report the incident to insurers if required

Repatriation

In the event of any participant having to return home due to illness, injury, severe upset, or an incident occurring at home, clear arrangements must be made in agreement with the parent(s) or guardian(s) of the individual concerned. The Tour Manager must ensure a safe and appropriate handover and ensure that supervision levels are maintained amongst the remaining group. At this time any individual returning home would be in a particularly vulnerable situation.

Safeguarding Procedures

If there is a safeguarding issue:

- Report the incident to the Tour Safeguarding Officer.
- Complete an RFU Incident/Concern Reporting Report Form
- The Tour Safeguarding Officer together with the Tour Manager will decide on a course of action using the RFU Safeguarding Policy, Guidance & Procedure
- The Tour Safeguarding Officer will contact the police and/or social services, as required
- The Tour Safeguarding Officer will contact the RFU Safeguarding Team as soon as possible

Insurance

When planning the tour the Tour Manager must contact the RFU to establish:

- Type of cover required
- Type of cover the club already has

When liaising with accommodation venues and host clubs, the Tour Manager must confirm that they have the appropriate insurance cover.

The types of insurance to consider and enquire about are:

- RFU or other overseas Rugby Union insurance cover
- Public liability
- Employers Liability
- Civil Liability

- Personal Accident
- Travel insurance

When liaising with insurers the Tour Manager must be clear about:

- The nature of both the main activity and other potential organised activities
- The age(s) of participants
- The travel arrangements
- What the insurance covers
- Who the insurance covers

For further information regarding Tours Insurance please refer to: <http://www.englandrugby.com/governance/insurance/tours-insurance/>

Travelling Abroad

This section applies to planning a tour abroad. In addition to the above guidance the following areas also need to be managed:

- Authorisation by the club, CB and RFU and permission from the host Rugby Union
- Overseas contact/partner if appropriate
- Insurance – approved travel insurance which covers specified hazardous activity and repatriation costs in addition to the RFU insurance
- Foreign currency
- Passports/visas
- Travel advice from the Foreign Office if appropriate (e.g. terrorist threat)
- Agent – references from other clubs who have used them
- Climate for the duration of the tour
- Local issues – language, culture, holidays, food and water, laws, money, phones, dress, drugs etc
- Customs and Excise regulations in both UK and the destination country

- European Health Insurance Card, which will cover limited medical expenses within the EU
- Medical issues if travelling outside Europe – injections, medications
- Fitness programme for out of season tours
- Route maps
- Ensure mobile phones will work in the area or country the tour party is visiting
- If staying with host families ensure they have been appropriately vetted and briefed

Hosting Incoming Tours From Foreign Countries

In the event of an English rugby club hosting an incoming tour RFU regulations must be followed and the relevant sections in this guidance including permissions from the CB and RFU. The club should also consider relevant guidance from the RFU Safeguarding Policy, Guidance & Procedures

Finally

Whilst this document endeavours to address the majority of issues that a club might face when organising a tour, it is impossible to cover them all. When clubs are considering what steps to take in respect of matters not covered in this document they must put the welfare of the child first and use common sense to determine the best course of action

Tour Risk Assessment

Subject	Issue to be considered	Potential Identified Risk	Risk (High/Med/Low)	Action to Remove or Control Risk
Planning of Tour	Venue and Location			
	Date			
	Team – Age Groups involved			
Staff and volunteers	DBS checks and screening			
	Conduct			
	Ratios of staff to children			
	Numbers of volunteers			
	Parents			
Supervision	Supervision rota			
	Overnight arrangements			
	DBS checks obtained			
Transport	Forms of transport			
	Supervision whilst travelling			
Accommodation	Venue and Location			
	Security			
	Room Allocation			
	Catering			
Emergency Procedures	First Aid provision			
	Local medical services/hospital			
Travelling Abroad	Medical issues			
	Vaccinations			

You may wish to add to the list of “issues to be considered”, as relevant to your individual tour. You may also find it helpful to complete this risk assessment more than once; initially in the planning stages and then again nearer the time.

Tour Planning Checklist

Section	Action	Notes	By Who	By When	Budget
Section	Action				
Planning	Purpose of tour				
	Where				
	When				
	Who				
	Itinerary				
	Luggage				
	Cost to participants				
	Codes of Conduct while on Tour				
	DBS/RFU permission				
	DBS process for Disclosure forms issued as needed to supervising adults				
Communication	with Parents				
	with Children				
	with Tour Staff				
	with host venue				
	with host accommodation				
	On tour				
Staff	DBS checks and screening				
	Codes of Conduct				
	Ratios of staff to children				
	Roles and responsibilities eg Tour manager and Tour treasurer				
Supervision	Supervision rota				
	Club Home Contact				
	Overnight arrangements				
Risk Assessment	Carried out and actions completed (possibly more than once)				
Transport	Forms of transport				
	Supervision				
Accommodation	Accommodation				
	Security				
	Room Allocation				
	Catering				
	On Arrival				
Emergency Procedures	First Aid & Physio provision				
	Local medical services/hospital				
	Incident reporting				
	National Emergency numbers				
	British Embassy contact details (if travelling abroad)				
Insurance	Travel Insurance				
	RFU Insurance				
	Personal accident				
Travelling Abroad	Medical issues				
	Vaccinations				



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APPENDIX M

USEFUL CONTACT DETAILS

RFU

The RFU Safeguarding Team contacts are:

Richard Smallbone

Senior Safeguarding Manager
richardsmallbone@rfu.com
0208 831 7832

Kath Bennett

Safeguarding Case Manager
kathbennett@rfu.com
0208 832 7479

Clare Scott

Safeguarding Case Officer
clarescott@rfu.com
0208 831 7480

Chris Rawlings

Safeguarding Compliance Officer
chisrawlings@rfu.com
0208 831 7454

Referral Management Group

rmg@therfu.com

NSPCC Helpline

0808 800 5000
www.nspcc.org.uk
(for adults - 24 hours)

Children Protection in Sport Unit

0116 234 7278
www.thecpsu.org.uk

ChildLine

0800 1111
(for children - 24 hours)