



**Chariots RFC
Mini & Junior**

Child Protection Policy

July 2009

CONTENTS

1. Introduction
2. Key Principles
3. Recognising Abuse In Rugby Union
 - The main forms of abuse
 - Emotional
 - Neglect
 - Physical
 - Sexual
 - Bullying
4. Poor Practice
5. Procedures To Manage Allegations
6. Responding To Suspicions
7. Taking Appropriate Action
8. Recruitment guidelines for Coaches, Volunteers and Staff
9. Good Practice In The Rugby Setting

Appendices:

1. Club Procedures To Manage Cases Of Poor Practice.
2. Terms Of Reference For Club Safeguarding Officer And CB Safeguarding Manager.
3. The Spirit Of Rugby Union.
4. The Parents & Spectators code of Practice.
5. The Players code of Practice.
6. The Coaches code of Practice.
7. The referee's code of Practice.
8. Physical Contact with Young People in Rugby Union.
9. Anti Bullying Statement.
10. Application & Reference Forms
11. Incident Report Forms
12. Photographic Images Policy/Statement/Permission

1. INTRODUCTION

CHARIOTS RFC CHILD/YOUNG PLAYER PROTECTION POLICY

Chariots RFC and the RFU consider that they have a moral obligation to ensure, when given responsibility for children and young players, that coaches and volunteers provide them with the highest possible standard of care.

The members of the Chariots & Verulamian's RFC recognise that they have a responsibility:

- To safeguard and promote the interests and well-being of children with whom they are working
- To take all reasonable practical steps to protect children from harm, discrimination, or degrading treatment
- To respect their rights, wishes and feelings

Child protection procedures will:

- Offer safeguards to the children with whom we work, and to our club officers, coaches, club members and staff;
- Help to maintain the professionalism and the safeguards of good practice, which are associated with Chariots RFC and the RFU.

It is recognised that any procedure is only as effective as the ability and skill of those who operate it.

Chariots RFC and the RFU are committed therefore to the sound recruitment, provision of support, and appropriate training for all their officers, coaches, volunteers, club members and staff. This will enable them to work together with parents/carers and other organisations to ensure that the needs and the welfare of children remain paramount.

Through the implementation of a child/young player protection policy, and with the support of its coaches and volunteers, Chariots RFC and the RFU, alongside a growing number of governing bodies, will maintain the professionalism and safeguards of good practice, which are associated with the game.

In order to achieve this, the RFU/RFUW has developed guidelines for its clubs and training opportunities, which have been adopted by Chariots RFC for full implementation as their policy.

The policy outlines the following key areas:

- . Recognising the responsibility of those involved in Rugby Union to safeguard and promote the interests and well being of the children and young players with whom they are working;
- . The value of working closely with other coaches, parents, professionals and volunteers to protect children and young players from harm and discrimination;
- . Recognising that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the children, young players, coaches and all others working within the game

It is widely accepted that it is the responsibility of every adult to protect children from abuse. Child abuse and particularly child sexual abuse can arouse strong emotions in those facing such a situation and it is important to understand these feelings and not allow them to interfere with your judgement about any action to take.

Abuse can occur within many situations including the home, school and sporting environment. It can happen to your children. Some individuals will actively seek employment or voluntary work with children in order to harm them. Everyone working in Rugby Union, either in a paid or voluntary capacity, together with those working in affiliated organisations has a role to play in safeguarding the welfare of children and preventing their abuse. All adult club members and coaches may have regular contact with children and can be a very important link in identifying cases where a child needs protection.

2. KEY PRINCIPLES STATEMENT

- The young player's welfare is paramount.
- All young players whatever their age, culture, disability, gender, language, racial ethnicity, religious belief and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Anyone under the age of 18 years should be considered as a young player for the purposes of this document.
- It is the responsibility of safeguarding protection professionals to determine whether abuse has taken place but it is everyone's responsibility within the sport to report concerns.
- Working in partnership with parents/carers is essential for the protection of young people.
- The members of the RFU and RFUW recognise the statutory responsibility of the Social Services Department/Agencies to ensure the welfare of children and are committed to working together with local Safeguarding Children's Boards and to complying with their procedures.
- The RFU/RFUW Policy and Procedures for the Safeguarding of Young People is mandatory and all affiliated clubs must appoint a Safeguarding Officer to ensure that the appropriate procedures are followed.

3. RECOGNISING ABUSE IN RUGBY UNION

In order to provide young people with the best possible experiences and opportunities in the sport, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This not only ensures the game makes a positive contribution to the development of young people, safeguards them and promotes their welfare, but also protects all personnel from allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse. It is not the responsibility of employees or volunteers within the sport to determine whether or not abuse is taking place. It is their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a child or young person.

The main types of abuse are:

EMOTIONAL ABUSE

In general terms, emotional abuse occurs when adults persistently fail to show children due care, love or affection, where a child may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. There may also be over-protection, preventing children from socialising, or

bullying to perform to high expectations. The child may lose self-confidence and may become withdrawn and nervous.

In a rugby situation, emotional abuse may occur when coaches, volunteers or parents:

- Provide repeated negative feedback
- Repeatedly ignore a young player's efforts to progress
- Repeatedly demand performance levels above those of which the young player is capable
- over emphasise the winning ethic

NEGLECT

In general terms, neglect as a form of abuse occurs when a child's essential needs for food, warmth and care fail to be met. Failing to or refusing to provide love and affection could also be deemed as neglect.

In a rugby situation, neglect may occur when:

- Young players are left alone without proper supervision
- A young player is exposed to unnecessary heat or cold
- A young player is not provided with necessary fluids for re-hydration.
- A young player is exposed to an unacceptable risk of injury

PHYSICAL ABUSE

In general terms, this occurs when adults, or even children, deliberately inflict injuries on a child, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when an adult gives children alcohol, or inappropriate drugs, or fails to supervise their access to these substances.

In a rugby situation, physical abuse may occur when:

- Young players are exposed to exercise/training which disregards the capacity of the player's immature and growing body
- Young players are exposed to injury due to overplaying, over-training or fatigue
- Any person exposes young players to alcohol, or gives them the opportunity to drink alcohol below the legal age or fails to supervise access to alcohol.
- Young Players are provided with or encouraged to take prohibited substances including performance enhancing drugs.

SEXUAL ABUSE

Girls or boys can be abused by adults (both male and female) or other young people. This may include encouraging or forcing a child or young person to take part in sexual activity.

In a rugby situation sexual abuse may occur when:

- An adult uses the context of a training session to touch young people in an inappropriate sexual way.
- Coaches, managers or volunteers use their position of power and authority to coerce young players into a sexual relationship.
- Coaches or managers imply better progression of the player in return for sexual favours.

BULLYING

Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that the bully is a young person. There are three main types of bullying: physical, verbal and emotional.

In a rugby situation bullying may occur when:

- A coach adopts a win at all costs philosophy.
- A player intimidates others.
- An official is over officious.

It is of paramount importance that all Rugby clubs have in place an Anti-bullying Policy to which all players, coaches and parents subscribe.

4. POOR PRACTICE

Poor practice includes any behaviour which contravenes any of the following:

RFU/RFUW Fair Play Codes, Coaches Code of Practice, Equity Policy, Good Practice in the Rugby Setting, Policy and Procedures for the Welfare of Young People in Rugby Union, Anti-Bullying Policy, Parents & Spectators code of Practice, Players Code of Practice & Referees Code of Practice.

RFU/RFUW Tour/children and Young people Away from Home Policy.
RFU/RFUW Event Co-Ordinator Pack.

All of these are either contained within this document, displayed around the clubhouse or can be found on www.rfu.com

5. PROCEDURES TO MANAGE ALLEGATIONS

As a volunteer coach, parent, or member in a RFU Club or Constituent Body the following guidelines should be followed where there is a concern relating to the welfare of a young person:

- If a young person is in immediate danger or has been physically injured, ensure they are safe and contact police or social services.
- If the young person is not in immediate danger but you have concerns either:
 - Discuss the concerns with the Club safeguarding Officer or Club official who will advise on the correct procedure for referring your concern appropriately.

Or

- Contact the RFU Child Safeguarding Helpline.
- Make a note of what you have seen or heard but do not delay in passing on the information. Complete an RFU Incident Record Form as soon as possible.

6. RESPONDING TO SUSPICIONS

If you become aware of anything which causes you to feel uncomfortable you should talk to the Club Safeguarding Officer or CB Safeguarding Manager.

This means being aware of the attitudes of staff, coaches and volunteers and of the interactions between them and the children and with each other.

If the behaviour is contrary to the Club or RFU/RFUW Safeguarding Policy and Procedures and young people are at risk then action must be taken.

Adults must also be alert to any unusual incidents or activities which take place where staff, coaches or volunteers are putting young people and themselves in a vulnerable position.

In all cases of reported poor practice/abuse the following principles should be adopted:

DO

- Stay calm – do not rush into inappropriate action. React calmly in order not to alarm the young person.
- Reassure the child – that they are not to blame and confirm that you know how difficult it must be to confide.
- Listen sympathetically – to what the child says and show that you take them seriously.
- Keep questions to minimum – the law is very strict and child abuse cases have been dismissed where the child has been led or words and ideas have been suggested. Only ask questions to clarify.
- Ensure you clearly understand what the child has said – in order that the information can be passed on to the appropriate agencies.
- Consult with the the Club Safeguarding Officer or CB Safeguarding Manager ensuring that you communicate all the information accurately.
- Maintain Confidentiality – all incidents will be treated with an open mind and handled in a fair and equitable manner. Information will only be shared on a need to know basis. Confidentiality must be maintained until a case is proven.
- Ensure the safety of the young person – if urgent medical attention is required then call an ambulance, inform the doctors of the concerns and ensure they are aware that this is a child protection issue.

DON'T

- Don't panic – or allow your feelings to be evident.
- Don't make promises you cannot keep – explain that you will need to tell other people.
- Don't make the child repeat the story unnecessarily.
- Don't delay.
- Don't speculate or make assumptions.
- Don't approach the alleged abuser.
- Don't take sole responsibility.

In all cases, if you are not sure what to do you can gain help from NSPCC 24-hour helpline 0800 800 5000 or the RFU Child Safeguarding Line 0208 831 6655.

Where allegations are unfounded, the Chariots RFC/RFU will work in a professional manner to ensure that the person concerned is given appropriate support to continue his or her work in Rugby.

Consideration should be given to what support may be appropriate to children, their parents and officers, coaches, volunteers, club members and members of staff.

If an allegation or concern relates to the CSO/PIC the matter will be referred directly to professional staff of the RFU.

If an allegation relates to professional staff of the RFU the matter will be referred directly to the Development Director of RFU.

If the allegation is about poor practice by the CSO/PIC, or where the matter has been handled inadequately and concerns remain, then this should be referred to a member of the RFU staff who will decide how this will be dealt with and whether or not to initiate a formal course of action.

7. TAKING APPROPRIATE ACTION

1. Concerns about poor practice and possible abuse within the rugby setting

This relates to anyone working with young people in a paid or voluntary capacity and includes volunteer coaches in clubs, club helpers, parents, tutors on training camps and coaches.

Allegations will often relate to poor practice where an adult's behaviour

is inappropriate and is causing concern.

Poor practice constitutes any behaviour which:

- Contravenes RFU Codes of Ethics and Codes of Good Practice in the Rugby Setting (Section 9).
- Infringes on an individual's rights.
- Is a failure to fulfil the highest standards of care.

Poor practice is unacceptable in the sport of rugby union and will be treated seriously. Appropriate action in line with RFU/RFUW regulations will be taken.

2. Action to take if a young person informs you that he/she is concerned about someone's behaviour towards them in the rugby setting

You should follow the principles set out in section 5. In addition, you should record the behaviour on the RFU Incident Record Form (see Appendix 11).

Information passed to external agencies must be as helpful as possible. It will be necessary to make a detailed report at the time of disclosure. The report should contain the following detail:

- The young person's name, address and date of birth and any disability.
- The nature of the allegation.
- A description of any injuries/bruising.
- Any observations about the behaviour/emotional state of the young person.
- Times, locations, dates.
- The young person's account in their own words of what has happened.
- Actions that have been taken as a result of your concerns.
- Whether the person writing the report is expressing their own concerns or those of a third party.

Remember to:

- Sign and date it .
- Keep a copy.
- Keep a record of the name and designation of the Social Services member of staff or police officer to whom concerns were passed.

You must not investigate yourself. You must:

- Make a full record of what has been said, heard or seen as soon as possible.
- Inform the Club Safeguarding Officer immediately.

The Club Safeguarding Officer will report the matter to the RFU Child Safeguarding Officer and the CB Safeguarding Manager.

POOR PRACTICE

Following guidance from RFU Child Safeguarding Officer that the issue is Poor Practice then the Club Safeguarding Officer must:

- Forward a written report to the CB Safeguarding Manager and RFU Child Safeguarding Officer.

ABUSE

Following a decision that the issue is to be investigated as Child Protection/Abuse then the Club Safeguarding Officer must:

- Refer the allegation to Police or Social Services. They will give advice concerning who should contact the child's parents/guardians.
- Inform the RFU Child Safeguarding Officer, forwarding a written report utilising the Incident Referral Form (Appendix 11) who will take the report to the RFU Child Safeguarding Referral Management Group.

Non-action is not an option. The welfare of the young person is paramount.

3. Action to take if you become aware through your own observations or through a third party of possible abuse occurring in a setting other than rugby

If this happens you should:

- Ensure the safety of the young person. If he/she requires immediate treatment, call an ambulance, inform doctors of concerns and ensure they are aware that this is a Child Protection issue. If a young person is taken to hospital Social Services must be informed immediately.

RFU/RFUW procedures should then be followed:

- Please refer to section 7 of this document.
- Report concerns to Club Safeguarding Officer.
- Club Safeguarding Officer will seek advice from RFU Child Safeguarding Officer, CB Safeguarding Manager, RFU Child Safeguarding Helpline or NSPCC Helpline 0800 800 5000.
- If there is any delay in receiving advice contact must be made with Social Services.
- If a formal referral is made, make it clear to Social Services/Police that this is a Child Protection referral.
- All police forces have dedicated Child Abuse Investigation Teams (CAITs) which deal with allegations of abuse within the family setting and by people in positions of trust. If you believe that a child is in immediate danger or has come to physical harm, dial 999.
- Parents/carers should only be contacted following advice from Police or Social Services.

Non-action is not an option. The welfare of the young person is paramount to every other consideration. Delay in acting can increase the risk to the child.

4. General Advice

In all cases please always remember the following:

It is often more difficult for some young people to disclose abuse than others. Previous experiences of prejudice may lead them to believe that those in authority do not really care about their well being. Disabled young people may have to overcome additional barriers before feeling that they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care. The abuse may be the only attention/affection they have experienced. There may be communication differences and they will almost certainly have to overcome prejudices which block our willingness to believe they may be abused or to use their medical condition to explain away indicators which in an able-bodied young person would concern us.

These groups of people need us to be extra vigilant and to give thought as to how we will respond.

Information should be handled and disseminated on a need to know basis only, following advice from social services/police. This may include the following people:

The Club Safeguarding Officer – The CB Safeguarding Manager – Designated officers within the RFU – Parents/ Carers of the young person alleged to have been abused.

8. RECRUITMENT OF STAFF, COACHES AND VOLUNTEERS.

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. It is essential the same procedure be used consistently throughout the game.

Chariots RFC has therefore implemented the following procedures for undertaking pre-selection checks:

- All coaches, volunteers and club members and club members who are in contact with young players should complete a membership application and self-declaration form (a standard self-declaration form appears in Appendix 10) and provide a current photograph of themselves
- Application forms are designed to elicit information about an applicant's past career (including any gaps), and to establish any criminal record. Failure to disclose information will result in exclusion from the club or organisation.
- Consent will be required from applicants for Police and Social Services checks.
- Where it is deemed appropriate, at least two references will be taken up, including at least one regarding previous work with children.
- Effective measures are in place to ensure the information received in relation to applicants is treated in the strictest confidence.

1. Advertising

If any form of advertising is used to recruit staff, it should reflect:

- The responsibilities of the role.
- The level of experience or qualification required (e.g. working with children an advantage).
- The RFU/RFUW stance on Child Protection.

2. Applications

All adults who are in contact with young people, whether paid or voluntary, will complete an application form. (See Appendix 10)

After a position has been offered the person must complete a CRB application form. Until the CRB Certificate has been received that person cannot work unsupervised.

3. Training

Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of poor practice or concerns of possible abuse.

The RFU/RFUW strongly recommends that:

- All adults who have regular contact with or have responsibility for young people complete the RFU Safeguarding and Protecting Young People Course.
- All Club Welfare Officers should attend the RFU Club Welfare Officer Workshops.
- All adults who have a coaching responsibility for young people attend an appropriate RFU Coaching Course.

It is vital that all staff working with young people in the sport of rugby union are conversant with:

- Player-centred coaching techniques.
- How to work with young people safely and effectively.

4. Monitoring and appraisal

At regular intervals all professional staff will receive structured formal supervision. Volunteers should at least be given the opportunity to receive formal or informal feedback. In both instances this will enable managers and the member of staff to:

- Identify training needs.
- Set new goals.
- Highlight concerns about inappropriate behaviour.

9. GOOD PRACTICE IN THE RUGBY SETTING

It is the aim of the RFU/RFUW that all young people enjoy the game in a safe enjoyable setting. The following section sets out Good Practice Procedures which all those involved in the delivery of the game of rugby union to young people should adhere to.

Codes of Good Conduct for Coaches and Officials

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

1. They must always be publicly open when working with young people. They must avoid situations where the adult and an individual child are alone and/or unobserved, e.g. individual skill session after a team training session. They must work in pairs and never alone with a group or individual.
2. Rugby is a physical game. Situations will occur when, in order to teach or coach certain techniques, it is necessary to make contact with the player. However the following must apply:
 - Parents and young players must be made aware of situations in which this may happen when they join the club.
 - Physical handling must only be used for safety reasons or where there is no other way of coaching the technique and always with the permission of the child/young person and their parent/carer.
3. Any contact or touching which is inappropriate (not directly related to the coaching context) or is aggressive is poor practice and is unacceptable. (See Appendix 8)
4. If groups are to be supervised in changing rooms, always ensure that individuals work in pairs, and that gender is appropriate. Children/young people must not change at the same time or in the same place as adults.
5. Where mixed teams compete away from home they must always be accompanied by at least one male and one female adult.
6. Volunteers and professionals must respect the rights, dignity and worth of all and treat everyone with equality.
7. Coaches must place the well-being and safety of the player above the development of performance. This means that coaches must adhere to the following guidelines:
 - Avoid overplaying of players (particularly talented players). All players need and deserve equal opportunity to play and to rest.
 - Remember that children/young people play for fun and enjoyment and that winning is only a part of it.
 - Motivate youngsters through positive feedback and constructive criticism.
 - Ensure that contact skills are taught in a safe, secure manner paying due regard to the physical development of young players.
 - Never allow young players to train/play when injured. If unsure, err on the side of caution.
 - Ensure equipment and facilities are safe and appropriate to the age and ability of the players.
8. At least one coach per age group must hold a current RFU coaching award or a recognised award. All other coaches should hold a current RFU coaching award or be working towards one.
9. Coaches must keep up-to-date with knowledge and technical skills and should be aware of their own limitations. Coaches must only work within the limitations of their knowledge and qualifications.

10. Coaches must ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the players.
11. Coaches, managers, volunteers and parents must always promote the positive aspects of their sport (e.g. fair play), and never condone law violations or use of prohibited substances.
12. Coaches and team managers must consistently display high standards of personal behaviour and appearance.
13. Coaches, volunteers and parents must never overtly criticise players or use language or actions which may cause the player to lose self esteem or confidence.
14. Young people must not be allowed to drink alcohol or encouraged to drink alcohol if they are under the legal age to do so.

APPENDIX 1

CLUB PROCEDURES TO MANAGE CASES OF POOR PRACTICE

Poor practice is defined as any behaviour, which contravenes RFU/RFUW Codes of Conduct (Fair Play Codes) or RFU/RFUW Guidance for Good Practice (Section 9 of this Policy Document).

1. Once an incident is reported to the Club Safeguarding Officer he/she should consult with the RFU Child Safeguarding Officer in order to ascertain whether the allegation is to be investigated/dealt with as poor practice, bullying or abuse.
2. Once the incident has been identified by the RFU as poor practice and in consultation with senior club officials (Club Chairman/Youth Chairman) a decision will be made whether or not to suspend, temporarily, the person accused. Each case will be considered on its merit.
3. A disciplinary hearing may be called. The panel should be made up of three club members with regard to the following criteria:
 - No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel.
 - Senior management of the club must be represented.
 - As the case relates to poor coaching practice, experience in this field must be represented.
 - The CB Safeguarding Manager can be invited.
4. The accused will be advised of receipt of the report and provided with both copies of the reports and all witness statements.
5. The accused will be invited to attend any disciplinary hearing.
6. The accused must be given sufficient advance notice of the disciplinary hearing.
7. The accused must be given the opportunity to offer his/her side of the events and call witnesses.
8. Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing and to the parents of the young person.
9. A copy of the finding must be sent to the CB Welfare Manager and RFU Child Protection Officer.

Possible Outcomes

1. Temporary suspension
2. Person may only coach whilst supervised
3. Coach must undertake RFU/RFUW Safeguarding and Protecting Young People course.
4. Coach must attend SCUk Good Practice and Child Protection Course.
5. Coach must attend appropriate RFU/RFUW Coaching Course.

APPENDIX 2

A. TERMS OF REFERENCE FOR CLUB SAFEGUARDING OFFICER

- Ensure the club has a Child Protection Policy and self monitoring strategy.
- Ensure Codes of Conduct are well publicised and adhered to.
- In consultation with Child Safeguarding Officer ensure all reported incidents are managed at the appropriate level in line with RFU/RFUW procedures.
- Ensure all relevant club members are aware of training opportunities.
- Ensure all parents, children and young people are aware of the club policy on Child Protection/Welfare and the correct procedures and channels for voicing concerns.
- Ensure that all adults who have regular contact with young people undertake CRB disclosure.
- Be aware of local Social Services and Local Safeguarding Children's Board.
- Sit on relevant club committees.

B. TERMS OF REFERENCE FOR CONSTITUENT BODY (CB) SAFEGUARDING MANAGER

- Support clubs to produce a Child Protection Policy.
- Monitor 10% of clubs to ensure implementation of Child Protection Policies within the CB.
- In consultation with RFU Child Safeguarding Officer advise on the management of all reported cases (in line with RFU/RFUW procedures) and ensure that all cases are reported to RFU/RFUW.
- In consultation with RFU Child Safeguarding Officer plan the implementation of CRB disclosure within the CB.
- Monitor the effectiveness of club's Child Protection Policies.
- Establish contact with Social Services and local Safeguarding Children's Boards.
- Have a formal role on relevant committees within the CB.
- Monitor the implementation and effectiveness of training plans within the CB.

APPENDIX 3

The spirit of Rugby Union

The rules of the game of Rugby Football are known as Laws, but these Laws mean less to the game than a long-established, accepted spirit in which the game is played and supported. You will not find all of the following in the Law book, but you will find them in the hearts and minds of true rugby supporters. Players, supporters and coaches should remember that there is only person who is the sole judge of fact on a rugby field. The referee's decision is final without question. After the game is the time to discuss issues over a cup of tea or pint. Remember he is not paid, and serves the game for his enjoyment. Without them we would have no games.

Rugby is a game played for fun and to make long friendships, it is not so much the winning or losing that is important but the playing. This is especially so with young people who should be encouraged to enjoy themselves, to win with modesty and lose with dignity, so that after the game the fun continues and friendships created.

APPENDIX 4

The Parents and Spectators Code of Practice

- Foster enthusiastic participation; do not force an unwilling child to participate in rugby union.
- Educate your child to always play by the Laws of the Game.
- Instil in children an understanding and enjoyment of the value of coaching.
- Acknowledge the value and importance of volunteer coaches and referee's. They give freely of their time and resources to help our children.
- Recognise that children play rugby for their own fun. They are not there to entertain you and are not miniature internationals.
- Emphasise respect for referees by not publicly questioning the referee's honesty and decision-making.
- Encourage a child who has made a mistake during a game or training – never ridicule.
- Applaud good play by your team and by members of the opposing team – children learn best by example and from what they observe
- Teach children that honest effort is as important as victory, so that defeat is accepted without disappointment.
- Condemn bad behaviour and language.
- Try not to shout continually and “at” children – shout occasionally and “for” them instead.
- Remember – It's only a game.

APPENDIX 5

The Players Code of Practice

- Participate for the fun of it, not just to please your parents or coach.
- Play by the Laws of the game.
- Accept all of the referee's decisions.
- Control your temper – you and your team will benefit.
- Keep trying – even when it seems hopeless
- Be a good sport. Recognise all good play – whether it be from your team or the opposition.
- Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take advantage of any player.
- Remember, as well as your enjoyment, the aims of the game are to improve your skills and feel good. Do not show off.
- Co-operate with your coach, referee, team mates and opponents, for without them you do not have a game.

APPENDIX 6

The Coaches Code of Practice

- Be reasonable in your demands on the young players time, energy and enthusiasm. Remember they do have other interests.
- Teach your players that The Laws of the game are mutual agreements, which shouldn't be broken.
- Avoid over playing talented players. The normal need and deserve equal time.
- Remember that children play for fun and enjoyment, and that winning is only part of it. Never ridicule or yell at children for making mistakes or losing a game.
- Ensure that equipment and facilities are safe and appropriate to the age and ability of the players.
- Develop team respect for the ability of the opponents as well as for judgement of officials and opposing coaches.
- Follow the advice of a doctor in determining when an injured player is ready to play again.
- Gain respect by being generous with your praise when it is deserved, and set a good example in every way.
- Improve your players through coaching – frequent match play or long practise sessions do not guarantee development.
- Make a personal commitment to keep yourself informed on sound coaching principles, and the principles of growth and development of children.

APPENDIX 7

The Referee's Code of Practice

- Behave and dress at all times in a manner becoming your responsibility.
- Know the Laws and regulations, and apply them to match the skill level of players.
- Vary the tone of your whistle to seek control with enjoyment, rather than domination with ill humour.
- Play an advantage wherever possible in order to let the game flow.
- Ensure you are fit, even a seven year old can run fast, keep up with play where possible. Be in the right place, at the right time to make the right decision.
- Explain your decisions – be consistent, objective, courteous and fair.
- Penalise deliberate foul play, as being unsportsmanlike, thus retaining the players respect for fair play.
- Compliment players on good play whenever praise is deserved. Always compliment both teams at the end of the match.
- Keep yourself informed of all Law changes affecting mini/midi/junior rugby.
- Join your counties referees' society and become a qualified referee. The more refereeing you do, the easier it becomes.

APPENDIX 8

PHYSICAL CONTACT WITH YOUNG PEOPLE IN RUGBY UNION

Guidance

There are a number of principles that should be followed within the sport of rugby union when the activity involves physical contact.

Physical contact in rugby should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- develop sports skills or techniques.
- to treat an injury.
- To prevent an injury or accident from occurring.
- To meet the requirements of the game.

The adult should seek to explain the nature and reason for the physical contact to the child reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

It is good practice for Rugby Clubs, as part of an induction process or pack for new members, to explain to parents/carers and their child or give written guidance about any physical contact that will be required

as part of that activity (see Section 11.2 of the Policy and Procedures for the Safeguarding of Young People in Rugby Union). Young people should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.

Specific situations

i) Physical punishment

Any form of physical punishment of children is unlawful by coaches, volunteers and professionals, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this both to protect their own position and the overall reputation of the organisation in which they are involved.

ii) Contact as part of coaching

There are specific circumstances within the sport of rugby union which will require coaches or teachers to come into physical contact with children and young people from time to time in the course of their duties. Examples will include activities where safe practice is critical, e.g. the introduction/development of scrummaging. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted.

It should be recognised that physical contact between an adult and a child that may occur during legitimate teaching or coaching may be misconstrued or misunderstood by a pupil, parent or observer. Touching young participants, including well intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised.

As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to young participants.

iii) Responding to distress and success

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A young person or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure

that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It should also be considered that what, to an adult may seem to be appropriate, may not be shared by a young person.

iv) Sports science and medicine

There may be some roles within Rugby Union where physical contact is and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

APPENDIX 9

ANTI-BULLYING STATEMENT

Principles

- Bullying of any kind is not acceptable within any Club or Constituent Body (CB) providing playing opportunities for children and young people.
- The RFU/RFUW are a 'telling' culture and anyone who knows that bullying is happening is expected to tell their Club Safeguarding Officer or CB Safeguarding Manager.
- Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation.
- It is the responsibility of every adult working in rugby union whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), tormenting (e.g. hiding rugby kit, threatening gestures including sending threatening texts messages).
- Physical - pushing, kicking, hitting, punching or any use of violence.
- Racist - racial taunts, graffiti, gestures.
- Sexual - unwanted physical contact or sexually abusive comments.
- Homophobic - because of, or focusing on the issue of sexuality.
- Verbal - name-calling, sarcasm, spreading rumours, teasing.

Objectives of the policy

- All Club members, coaches, volunteers and parents should have an understanding of what bullying is.
- All Club members, coaches and volunteers should know what the RFU/RFUW/Club/Constituent Body policy is on bullying, and follow it when bullying is reported.
- All players and parents should know what the RFU/RFUW/Club/ Constituent Body policy is on bullying, and what they should do if bullying arises.
- Players and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Children and Young People have described bullying as:

- Being called names.
- Being teased.
- Being hit, pushed, pulled, pinched, or kicked.
- Having their bag, mobile or other possessions taken.
- Receiving abusive text messages.
- Being forced to hand over money.
- Being forced to do things they do not want to do.
- Being ignored or left out.
- Being attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin.

Other signs and symptoms

A child or young person:

- Doesn't want to attend training or club activities.
- Changes their usual routine.
- Begins being disruptive during sessions.
- Becomes withdrawn anxious, or lacking in confidence.
- Has possessions going missing.
- Becomes aggressive, disruptive or unreasonable.
- Starts stammering.
- Has unexplained cuts or bruises.
- Is bullying other children.
- Stops eating.
- Is frightened to say what's wrong.

These signs and behaviours may not constitute bullying and may be symptoms of other problems. Club/Constituent members, coaches and volunteers need to be aware of these possible signs and report any concerns to the Club Safeguarding Officer or CB Safeguarding Manager.

Procedures and management of bullying

- 1. Report bullying incidents to the Club Safeguarding Officer (or CB Manager), record (using the RFU Incident Record Form). If the incident is an adult bullying a young person, the Club Safeguarding Officer (or CB Manager) will report the incident to the RFU Child Safeguarding Officer. If the incident is a young person bullying a young person, the club/ county will manage this, and can access advice and support from the CSO, CB Safeguarding Manager or RFU Child Protection Officer at any stage of the process.**
- 2. Parents may be informed and asked to come to a meeting to discuss the problem.**
- 3. If necessary and appropriate, police will be consulted.**
- 4. If mediation fails and the bullying is seen to continue the Club/CB/RFU can initiate disciplinary action under the relevant constitution.**

Implementing RFU Anti-Bullying Policy

Phase 1: Raise Awareness

Raise awareness with all members and players within the Club:

- Put posters on the notice board.
- Ensure all young players know they can talk to someone if they are worried.
- Ensure that parents have a copy of the policy.
- Adopt the policy within the club constitution.
- Ensure that the Code of Conduct clearly states that behaviour which constitutes bullying will not be accepted.
- Ensure all coaches, staff and volunteers have signed up the Code of Conduct.
- Ensure the policy is given to members and players.
- Set up a working party to support the ongoing development and implementation of the policy.
- Identify any training needs within the club and contact the RFU to find out about workshops and opportunities for support.

Phase 2: Review, Monitor and Evaluate

- Ensure that the working group meets to review any incidents, how they were managed and outcomes reached.
- Take lessons learnt from incidents and re-evaluate the policy as required.
- Maintain an ongoing poster campaign.
- Ensure members, players, coaches, volunteers and parents are kept up-to-date with any changes.
- Invite feedback from players, parents, coaches, members and volunteers about the policy and its impact.

APPENDIX 10

APPLICATION AND REFERENCE FORMS

Surname:.....**First Name:**.....**Initial:**.....

Title:..... **Sex:** M / F **National Ins No:**.....

Any previous names by which you may have been known:.....

Address:.....

.....

Post Code:..... **Telephone Number:**.....

Mobile No:..... **Email:**.....

Date of Birth:..... **Place of Birth:**.....

Post for which applying (Voluntary/ Paid – Full / Part time):	
Relevant experience, qualifications and training:	
Career/involvement in Sport (dates where possible)	

I confirm that I have read and agree to abide by the Club's Code of Good Practice and by the Rugby Football Union's (RFU) Child Protection Policy. I consent to you sending this form to the RFU together with my completed CRB Application Form and to the use by you and the RFU of the information provided by me, any referee and the CRB to assess my suitability to work with children.

Signature of helper: **Date:**

Club Official's Signature: **Date:**

Please supply the names and addresses of two people (not relatives) who will provide references regarding your experience of, and suitability for, working with children and young people – who may be contacted by Club officials if required (e.g. previous employers):

Name: Name:

Address: Address:

.....

Tel No:..... Tel No:.....

INCIDENT RECORD FORM

Your Name:	Your position:
------------	----------------

Child's name:	D.O.B.:	Male or Female
---------------	---------	----------------

Child's address:	Parent's/Carer's names and address
------------------	------------------------------------

Disability (if applicable):

Time and date of incident:

Your observations:

State exactly what the child said and what you said. Remember do not lead the child – record actual details:

Action taken so far:

Name of alleged offender:	Position in Sport:
---------------------------	--------------------

Relationship between the alleged offender and child:

Name of the alleged offenders position in Sport:	Marital status:	Age:
--	-----------------	------

Address:

External Agencies Contacted (date and time)

Police: Yes / No	If yes – which: Name and contact number: Details of advice given:
Social Services: Yes / No	If yes – which: Name and contact number: Details of advice given:
RFU: Yes / No	If yes – which: Name and contact number: Details of advice given:
Local Authority Yes / No	If yes – which: Name and contact number: Details of advice given:
Other (e.g. NSPCC)	If yes – which: Name and contact number: Details of advice given:

Signature:..... **Print Name:**.....

Date:.....

The information which you provide on this form will be transferred to the CB Welfare Manager and the RFU's Child Protection Department either of whom may if necessary, provide the information to the relevant police force, social services department or other bodies concerned with the protection of children.

N.B. A copy of this form should be sent to social services or police after the telephone report. This form must be completed as soon as possible and certainly when the event or incident is fresh in the memory. Any delays in completing and forwarding this form may seriously jeopardise the safety, protection and welfare of the child/ young person.

Remember to maintain confidentiality on a need-to-know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

APPENDIX 12

PHOTOGRAPHIC IMAGES (INC MOBILE TELEPHONES)

RFU/RFUW Best Practice Guidelines

The RFU and the RFUW recognises that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle. To facilitate this it is therefore essential that the following principles and rules should be observed.

These Best Practice Guidelines have been developed to provide clubs schools and Constituent Bodies with advice and guidance on the use of images of young people. It is recommended that this is adopted by clubs and Constituent Bodies and the Eight Golden Rules outlined in these guidelines below are made available to as many people as possible. The whole policy is available at www.rfu.com

Any change to these guidelines will be notified via the RFU/RFUW website and in any relevant publications. Please remember that the safety and enjoyment of young people is paramount in all your activities and the Best Practice Guidelines has been designed to help you in this.

The RFU/RFUW is committed to providing a safe and enjoyable environment for young people. Implicit in this is the commitment to ensure that all publications, resources and media represent participants appropriately and with due respect. By adopting the points outlined in these guidelines you will be putting in place the best possible practice to protect young people wherever photographs or recorded images are taken and stored.

The eight golden rules that will ensure compliance with the policy are as follows:

1. Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Permission Form. It is strongly recommended that the relevant form is incorporated into the annual club registration form and will therefore only need to be completed once a year.
2. All young people must be appropriately dressed for the activity taking place.
3. Photography or recording should focus on the activity rather than a particular young person and personal details, which might make a young person vulnerable, such as their exact address, must never be revealed.
4. Where an individual has achieved success in the game (e.g. when selected for representative side or showing triumph over adversity) permission must be gained from parent/guardian and young person to use photographs/recordings and relevant details.
5. Where possible, to reflect the RFU/RFUW Equity Policy photographs/recordings should represent the diverse range of young people participating in rugby.
6. Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organisers/persons in charge.
7. They should make themselves known to the event organisers/ persons in charge and be able to identify themselves if requested during the course of the event.
8. All concerns regarding inappropriate or intrusive photography should be reported in confidence to the RFU Child Protection.

POLICY STATEMENT RELATING TO THE USE OF VIDEO/PHOTOGRAPHIC IMAGES

Verulamians RFC / Chariots RFC

Recognises the need to ensure the welfare and safety of all young people in Rugby Union. As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images including those taken via mobile phones of young people to be taken or used without the consent of the parents/carers and the young person.

Verulamians RFC / Chariots RFC

Will follow the RFU/RFUW guidance for the use of images of young people.

Verulamians RFC / Chariots RFC

Will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of

Verulamians RFC / Chariots RFC

If you become aware that these images are being used inappropriately you should inform

Verulamians RFC / Chariots RFC

The images may be published on the

website: <http://www.vrugby.com>

If at any time either the parent/carer or the young person wishes the data to be removed from the website, the club welfare officer should be informed.

**PARENT/GUARDIAN AND YOUNG PERSON PERMISSION
FORM FOR THE USE OF PHOTOGRAPHS AND
RECORDED IMAGES**

I _____ (parent/carer full name)

Consent / do not consent
To the photographing / videoing and publication of images of

_____ (name of young person)

Under the RFU's Child Protection and Best Practice guidelines and I confirm that I am legally entitled to give this consent.

I confirm that _____ (name of young person)

Is not the subject of a court order:

Signature:

Date:

I _____ (name of young person)

Consent / do not consent to the photographing / videoing and publication of images of my involvement in Rugby Union under the RFU/RFUW's Child Protection and Best Practice guidelines.

Signature:

Date:

Please return this form to:

**Paul McGoohan (Club Safeguarding Officer)
12 Richard Stagg Close
St.Albans
Herts. AL1 5AT**