



# **Glossop RUFC**

## **Safeguarding Children and Young People Policy**

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## 1. POLICY STATEMENT

Glossop Rugby Union Football Club is committed to safeguarding the welfare of children and young people in the sport. All children and young people are entitled to protection from harm and have the right to take part in sport in a safe, positive and enjoyable environment.

This Policy is based on the following principles:

- The welfare of the child or young person is paramount.
- All participants regardless of age, gender, ability or disability, race, faith, size, language or sexual identity, have the right to protection from harm.
- All allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly and appropriately.
- Everyone will work in partnership to promote the welfare, health and development of children and young people.
- The interests of those who work or volunteer with children and young people will be protected.

## 2. DEFINITIONS

Term	Definition
Child (Includes Young Person)	“Child” means a person under the age of 18 years as defined by the Children’s Act 1989. Children means more than one child.
Regulation 15 – Age Grade Rugby	Regulation 15 and its guidance sets out the regulations which apply to all U18s rugby and must be read and adhered to as appropriate. <a href="https://www.englandrugby.com/dxdam/08/0882fbc2-5069-4b69-b1f6-4dec9bf94385/Regulation%2015.pdf">https://www.englandrugby.com/dxdam/08/0882fbc2-5069-4b69-b1f6-4dec9bf94385/Regulation%2015.pdf</a>
Regulation 21 – Safeguarding	Regulation 21 sets out how allegations of abuse are dealt with and may be found on the RFU website. It also sets out the Disclosure and Barring Service requirements for those working with children and young people. <a href="https://www.englandrugby.com/dxdam/98/983525f2-c5ca-47c3-b9cb-8748a5b7493d/Regulation%2021.pdf">https://www.englandrugby.com/dxdam/98/983525f2-c5ca-47c3-b9cb-8748a5b7493d/Regulation%2021.pdf</a>
17-Year-Old Males Playing in the Adult Game RFU	Regulation 15 states that a male player can, with written parental consent, play in the adult game when he reaches his 17th birthday, although not play in a front row position until his 18th birthday. The form may be found on the RFU website. Once completed and signed it must be kept as a record of the decision. The only exception is for players within the England National Academy.  A club’s management team must have assessed (prior to any training or playing) and continue to assess, that any 17-year-old player playing in adult games or training is both physically and emotionally capable of taking part.

Term	Definition
	<p>Those responsible for the management of adult teams which include 17-year olds, must always be mindful of the 17-year-old player's safety and wellbeing and ensure that a suitable adult from within the team and management acts as a mentor.</p> <p>A club's management team must have assessed and continue to assess, that any 17-year-old player playing in adult games or training is both physically, emotionally and intellectually capable of taking part. The RFU Playing Adult Rugby Form must be completed and kept secure by the player's club.</p> <p>Link to consent form: <a href="https://www.englandrugby.com/governance/rules-and-regulations/regulations">https://www.englandrugby.com/governance/rules-and-regulations/regulations</a></p>
Club Safeguarding Officer (CSO)	Is the first point of contact for safeguarding and welfare concerns and is responsible for reporting safeguarding concerns to the RFU Safeguarding Lead and the Local Authority.
Disclosure and Barring Service (DBS)	The DBS is responsible for processing requests for criminal records checks, taking decisions on whether it is appropriate to place a person on or remove a person from the DBS Children's or Adults' Barred List for England, Wales and Northern Ireland.
Regulated Activity	Any coaching and training of children and young people; and/or 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.
Children's Workforce	Everyone who works with children either as a volunteer or as an employee is part of the children's workforce.
Safeguarding Toolkit	The 'Toolkit' is designed to assist Club Safeguarding Officers in their role. It should be read in conjunction with the RFU Safeguarding Policy and Guidance and RFU Regulations 15 and 21, all of which can be found on the RFU website.
whistle-blowing (Concerns about an Adult)	Whistle-blowing in a safeguarding context means revealing and raising concerns over misconduct or malpractice within an organisation, or within an independent structure associated with it. It can be used as an early-warning system or when it's recognised that appropriate actions have not been taken.

### 3. CORE VALUES

Rugby's core values of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship are attributes that we all want to impart. Our hope is that everyone children and young people meet within our sport act as a positive role model. As children and young people develop qualities and skills such as confidence, commitment and concern for others they become potential leaders for the future (RFU Safeguarding Policy). At Glossop RUFC we respect such values and offer all our players a safe, secure and enjoyable environment to prosper in.

#### 4. ROLES AND RESPONSIBILITIES

By law, we are required to have various persons in place. The people who work or volunteer in our club are the most important asset we have. A good recruitment process is essential to ensure the best people are chosen for the roles they undertake. These persons are suited to the club and who are less likely to harm children and young people, intentionally or accidentally. The children and young people's safety and wellbeing are be paramount.

Official checks and vetting procedures on their own are not enough to protect children and young people. They are only part of a wider set of practices and an organisational culture which supports safe practice. We encourage all our staff, volunteers and visitors to have an awareness of Safeguarding and our measures.

**Club Safeguarding Officer (CSO):** Clubs are required to appoint a CSO as the first point of contact for safeguarding and welfare concerns.

CSO for 2020-2021 season: Jean Seaborn  
[jeania.seaborn@gmail.com](mailto:jeania.seaborn@gmail.com)  
07513537801

##### The CSO will:

- share their details with all parents, carers and legal guardians as the first point of contact,
- adhere to their RFU role description,
- attends the appropriate club committee meetings making safeguarding issues a priority at the proper level,
- work in accordance with this Safeguarding Policy and the Safeguarding Toolkit and all RFU Policies and Procedures,
- ensure DBS checks are up to date and where relevant, references requested.

This isn't an extensive list of the responsibilities; further information is available for all on the RFU website [www.rfu.com/managingrugby/safeguardingchildren](http://www.rfu.com/managingrugby/safeguardingchildren)

Further to the CSO, a second official person within our club will be informed of any Safeguarding matters and is responsible for ensuring the CSO adheres to the Club Safeguarding Policy and guidance set out by the RFU. The CSO will provide updates on safeguarding cases, any breaches of the policy, actions taken and process updates as and when required. This Safeguarding Policy will be reviewed annually.

The second named person is the Club Chair: Phil Haig  
07894950033

Individual head coaches may also be informed on a need to know basis.

#### 5. WHAT IS ABUSE AND SIGNS OF HARM?

**Physical abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical abuse may also be

caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.

Examples of physical abuse in sport include extreme physical punishments; forcing a child or young person into training and competition that exceeds the capacity of his or her immature and growing body or limitations of a disability; assaulting a person; or where the child or young person is given drugs to enhance performance or in the case of a child or young person, delay puberty.

**Sexual abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative sexual acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual photographic or online images, watching sexual activities, encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via text or the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children or young people.

**Emotional abuse:** Emotional abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and adverse effects on the child or young person's emotional development. It may involve conveying to a child or young person that they are worthless, unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child or young person opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. It may involve a child or young person seeing or hearing the ill-treatment of others, as well as serious bullying (including online bullying) causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may also occur alone.

Examples of emotional abuse in sport include subjecting children or young people to constant criticism, name calling, and sarcasm or bullying. It could also include their regular exclusion from an activity, such as unjustified non-selection for a team, failing to rotate squad positions or more subtle actions such as staring at or ignoring a child or young person. Putting players under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

**Neglect:** Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs', likely to result in the serious impairment of their health or development. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child or young person from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Examples of neglect in sport could include: not ensuring children are safe; exposing them to undue cold or heat or unsuitable weather conditions or exposing them to unnecessary risk of injury.

**Female genital mutilation (FGM):** FGM is the partial or total removal of female genitalia, through cutting, injuring or changing when there is no medical reason to do so. It is usually carried out on young girls between infancy and the age of 15, most commonly before the onset of puberty. It is illegal in the UK.

**Bullying:** Bullying is often considered to be a fifth type of abuse but when it does occur it usually has elements of one or more of the five categories identified. The bully can be a parent who pushes too hard, a coach or manager with a 'win at all costs' attitude or another intimidating child or young person. Peer-on-peer abuse can be subtle, difficult to notice and is often not reported. It should also be recognised that bullying can take place in the virtual world of social networking sites, emails or text messages (online bullying sometimes referred to as cyberbullying). Bullying is serious and must not be ignored and in common with all other forms of abuse, the victim should be supported through what can be a traumatic experience.

Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim.

Bullying takes many forms, but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully.

There are opportunities to bully at any rugby club or activity. It is the way that bullying concerns are dealt with, which makes the difference between life being tolerable or becoming a misery for the victim.

**Poor Practice:** Poor practice arises when the needs of children or young people are not afforded the necessary priority, compromising their wellbeing. Poor practice can easily turn into abuse if it is not dealt with as soon as concerns are raised or reported. Clubs which allow poor practice to go unchallenged may find that their culture is one which allows abuse to exist and be accepted as the norm.

Examples of poor practice may include shouting, excessive training, creation of intra-club 'elite squads', ridicule of children or young people, or children or young people's errors, ignoring health and safety guidelines and failing to adhere to the club's code of conduct.

**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 or young people
- 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.



## 6. WIDER SAFEGUARDING RISKS TO CHILDREN AND YOUNG PEOPLE

There are wider safeguarding risks for children and young people in addition to the forms of abuse as detailed above, these include:

**County Lines:** This refers to urban gangs supplying drugs to suburban areas, as well as market and coastal towns, by using dedicated mobile phone lines or “deal lines”. Gangs use children and vulnerable people to move drugs and money to these areas. Once caught up in county lines, exploited individuals are at risk of extreme physical and/or sexual violence, gang recriminations and trafficking. Children as young as seven are targeted by these criminal gangs.

A child or young person who is involved in county lines activity might show some of these signs:

- persistently going missing from school or home, or being found out-of-area
- unexplained acquisition of money, clothes or mobile phones
- excessive receipt of texts or phone calls
- relationships with controlling, older individuals or gang association
- parental concerns, and leaving home or care without explanation
- suspicion of self-harm, physical assault or unexplained injuries
- significant decline in school performance and changes in emotional well-being

**Prevent:** The Prevent strategy has three objectives: Challenging the ideology that supports terrorism and those who promote it, protecting vulnerable young people and adults, supporting sectors and institutions where there are risks of radicalisation.

**Radicalisation:** Is when someone starts to believe or support extreme views, and in some cases, then participates in terrorist groups or acts. It can be motivated by a range of factors, including:

- ideologies,
- religious beliefs,
- political beliefs and prejudices against particular groups of people.

People may be radicalised in many different ways, and over different time frames from as little as a few days or hours, or it may take several years.

**Extremism:** Is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also include in the definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Anyone can be radicalised, but factors such as being easily influenced and impressionable make children and young people particularly vulnerable.

Children or young people who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. They may feel:

- isolated and lonely or wanting to belong
- unhappy about themselves and what others might think of them

- embarrassed or judged about their culture, gender, religion or race
- stressed or depressed
- fed up of being bullied or treated badly by other people or by society
- angry at other people or the government
- confused about what they are doing
- pressured to stand up for other people who are being oppressed.

It can be hard to know when extreme views become something dangerous, and the signs of radicalisation aren't always obvious. There is no specific profile for a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas. Radicalisation can be difficult to spot, but signs that could indicate a child or young person is being radicalised include:

- a change in behaviour
- changing their circle of friends
- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use
- accessing extremist material online
- using extremist or hate terms to exclude others or incite violence
- writing or creating artwork promoting violent extremist messages

However, these signs don't necessarily mean a child or young person is being radicalised – sometimes it may be normal teenage behaviour or a sign that something else is wrong.

**Mental Health and Wellbeing:** At Glossop RUFC, we recognise that mental health and wellbeing impacts on all aspects of our lives in terms of how we feel, function and interact with others. Following the pandemic, mental health and wellbeing needs to be at the forefront of everything we do to ensure our children and young people feel safe and secure and get the right support at the right time. Together, we will achieve this by promoting healthy discussion around mental wellbeing and signposting those who need support to expert advice. Glossop RUFC have developed a Health and Wellbeing Strategy outlining how the club will raise awareness and support its rugby community. The strategy can be found on the club website: <https://glossoprufc.com/>

## 7. BEST PRACTICE GUIDE

Glossop RUFC aim is to create a culture where everyone feels confident to raise legitimate concerns without prejudice to their own position. Concerns about the behaviour of coaches, officials or any members of the children's workforce, which may be harmful to a child or young person in their care must be reported to the Club Safeguarding Officer. The Club Safeguarding Officer will report directly to the RFU Safeguarding Team and other agencies where deemed necessary.

There will be times when those responsible will need to exercise discretion and common sense to ensure the wellbeing of children and young people. Glossop RFU has adopted the following code of conduct which all volunteers and employees are asked to follow to foster a safe, friendly and welcoming environments for children and young people.

**7.1 Safe Environments:** A safe environment is one where:

- the possibility of abuse is openly acknowledged;
- volunteers and employees are appropriately recruited and trained; and
- those who report suspicions and concerns are confident that these will be treated seriously and confidentially.

Communication is central to maintaining a safe environment; the club will ensure the following information is given to parents at the start of the season:

- the CSO's name and contact details,
- contact details for coaches
- signpost parents to the club's website for information and how to provide feedback, make a complaint or report a safeguarding issue
- The role, responsibilities and boundaries of volunteer coaches.

Children and young people will be provided with:

- every opportunity to express their views on matters which affect them, this will be through their coaches and via periodic surveys
- emergency contact information for support.

Messages relating to children and young people, sent via telephone, emails and texts, will be through their parents, carer or legal guardian. Where appropriate, older players will be copied in, but this will always be done by blind copying, in order to protect their data.

All club officials and volunteer coaches must not set up social media forums e.g. WhatsApp, Instagram etc. with children or young people directly; this is to safeguard children and young people against potential harm or opportunities for perpetrators to groom children or young people online. Furthermore, to protect club officials and volunteer coaches from potential false allegations; direct personal communication with children and young people will be avoided at all times, unless there are exceptional circumstances e.g. risk of harm.

**7.2 Recruitment:** Glossop RUFC is committed to ensuring all steps are taken to exclude anyone who may pose a threat to children or young people. When recruiting new members of our children's workforce, anyone unknown to the club will be asked to provide a written reference, which will be

verified by the CSO. All volunteers who are seeking a position in our children's workforce will be provided with a job description which sets out clearly their responsibilities and remit and will receive an induction into the club.

**7.3 Training & Monitoring:** The behaviour and performance of new volunteers and employees will be monitored for a period of 3 months by the CSO and the Chair of Mini and juniors to ensure they are following best practice as set out in this policy. All coaches are required to attend either the 'Kids First Tag Rugby' or the 'Kids First Contact Rugby' course depending on the age group they are coaching. All coaches are also required to attend a "Play It Safe" course; this is an introductory level safeguarding course designed for any club members. It is a three-hour face-to-face workshop, which provides all those attending with an awareness of safeguarding, as well as the opportunity to share best practice with others. The CSO will organise relevant courses as and when required and will keep a record of those who have attended and when, in order to track currency of training.

Glossop RUFC will ensure newly appointed Safeguarding Officers attend the RFU "In Touch" Workshop within six months of being appointed, which covers their role and responsibilities. Failure to attend means they may not be permitted to continue in the role as it is an RFU regulatory requirement. This is a more detailed course providing information about reporting and responding to incidents. The Club Chair will also attend this course to ensure Glossop RUFC is fully compliant with its responsibilities. In addition, all club members will receive in-house training on the Club's Safeguarding Policy to ensure everyone concerned has a good awareness of requirements and will therefore, support additional scrutiny at the club.

**7.4 Supervision:** To provide a safe environment, Glossop RUFC will ensure that its volunteers and employees when working with children avoid working in isolation out of the sight of parents or other volunteers. While volunteers and employees are awaiting their DBS disclosure, they will be supervised by another coach who does have an Enhanced DBS clearance. A risk-assessment will be undertaken to determine whether it is appropriate for a person to commence working with children at the club prior to receipt of the DBS disclosure and will outline the level of supervision required. They will not be permitted to work without supervision at any time until their DBS has been cleared by the RFU and they have a green "current" marker on the Game Management System.

In the event that a player is injured and requires significant attention, or coaches are absent or away with a team, levels of supervision will be maintained by another DBS checked adult or coach from another age group or the club's nominated qualified first Aider. However, in an emergency, the first attention will be paid to an injured player and if there are insufficient suitably DBS checked adults available to supervise the remaining players, other responsible adults will be asked to step in. When a child registers with the club, parents will be advised that it is not acceptable to drop children off at the club or an away club without any adult supervision.

**7.5 Adult: Child Ratios:** There will always be at least one DBS checked adult in charge of any group of children.

The RFU recommends a minimum ratio of adult to children of:

- 1:10 for children over 8 years old aged at least 9
- 1:8 for children under 8 years old aged 7 and 8
- 1:6 for children under 7 years old

**7.6 On Tour:** This policy applies equally on tour as at Glossop RUFC. When on tour, if a parent, carer or legal guardian is solely there supporting their own child they will not need DBS clearance; however, if they are acting in an official capacity representing Glossop RUFC with other children or young people, they will need to be DBS checked. This also applies to those on bedtime or other supervisory duties. Glossop RUFC has a separate policy to cover when 'on tour' and therefore should be read in conjunction with this policy.

**7.7 Inappropriate Relationships with Children:** An adult in a position of trust must not enter into a sexual relationship with a child or young person in their care. Glossop RUFC will ensure that all adults are clearly informed regarding the need to maintain appropriate boundaries in their dealings with children and young people. Intimate or sexual relationships between those working with children or young people at rugby clubs, and a child or young person is regarded as a grave breach of trust and will be treated very seriously, and may result in RFU disciplinary action, including barring individuals from attending rugby clubs.

All adults must ensure that their relationships with children and young people are appropriate to the age and gender of the children or young people and take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when adults are dealing with adolescent boys and girls. From time to time adults may encounter young people who display attention-seeking behaviour; or profess to be attracted to them. All adults must aim to deal with those situations sensitively and appropriately but ensure that their behaviour cannot be misinterpreted. In these circumstances, the adult must also ensure that the club's safeguarding officer is aware of the situation.

**7.8 Breach of Position of Trust:** The sexual offences legislation in the UK already provides that any sexual activity between adults and children under 16 is illegal and constitutes abuse. The primary motivation for legislation which addresses the abuse of positions of trust is the need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives. The law defines specific roles and settings where sexual activity between 16- and 17-year olds and those in positions of trust, responsibility or authority constitutes a criminal offence. Currently being a coach or official in a rugby club is not considered under the law as a specified role. While it may not be a criminal offence in a rugby union setting, it will be treated very seriously and may result in RFU disciplinary action, including barring individuals from attending rugby clubs and removing them from their role.

On being notified that an adult in a position of trust is involved or suspected to be involved in a sexual relationship with a child or young person, the RFU Safeguarding Team will report the matter to the police. An adult removed from Regulated Activity for engaging in a sexual relationship with a child or young person will also be referred by the Safeguarding Team to the DBS, who will consider whether to bar that person from working with children or young people in other environments. No-one in a position of trust should encourage a physical or emotionally dependent relationship to develop between them and a child or young person in their care; this is often referred to as grooming. Adults must never send children inappropriate or sexually provocative messages or images by text, or other electronic media.

**7.9 Safeguarding Disabled Children:** Disabled children, young people and their families may need additional information, help and support. The club's paid and volunteer workforce will receive training and advice to ensure they include and safeguard them.

Some children or young people may be more susceptible to harm than other participants because they may:

- lack the mutual support and protection of a peer group,
- require higher degrees of physical care and support,
- have limited communication skills,
- find it difficult to resist inappropriate interventions,
- have several carers making it difficult to identify an abuser,
- have a history of having limited or no choice or have a degree of dependency on a carer conflicting with the need to report harm or raise concerns.

It is also important to be aware of the additional vulnerability some children or young people experience as a result of a wide spectrum of issues such as autism, attention deficit disorder and a variety of other disorders.

All children, young people and families are welcome at Glossop RUFC; we endeavour to uphold our inclusive and equality philosophy.

**7.10 Good Role Models:** Our expectation of all our staff, volunteers and adults is that they should consistently display high standards of personal behaviour and appearance and refrain from pursuits considered unhealthy in front of their players, both on the pitch and in our clubhouse. They must not make sexually explicit comments or gestures to, or in the presence of children or young people and use any language which causes them to feel uncomfortable, or lose confidence or self-esteem is unacceptable, as is the use of obscene or foul language.

**7.11 The guidance below must be read in conjunction with Glossop RUFC's main policy on alcohol.**

**Alcohol:** It is important that our management committee take considered, positive action to ensure that they are responsible licensees.

It is against the law:

- To sell alcohol to someone under 18
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18.

At training sessions and games for children or young people, adults' drinking habits may affect both children's attitude to alcohol and their emotional well-being. As role models, adults must avoid excessive drinking in their presence. The unexpected can always happen; there must always be adults who abstain from drinking alcohol to deal with any emergencies and to manage the safety and welfare of children or young people in their care.

**7.12 Contact Rugby:** The wellbeing and safety of children and young people will be placed above the development of performance. Contact skills are to be taught in a safe, secure manner paying due regard to the physical development of the players involved.

- Adults and children or young people are not permitted to play contact versions of the sport together including training games or contact drills.

- They may play either tag or touch rugby together if these games are managed and organised appropriately (see the RFU website for further information).
- A risk assessment on the conditions, players and apparent risks will be carried out by the main coach responsible for the overall session.

**7.13 Coaching Techniques:** Any inappropriate or aggressive contact between adults and children or young people is unacceptable, and a number of principles must be followed when teaching contact rugby:

- Physical handling by a coach will only be used for safety reasons or where there is no other way of coaching the technique (Level 1 Coaching Award in Rugby Union).
- The reasons for physical contact will be explained wherever practicable so that children, young people and their parents are comfortable with this approach.
- The activity will always be conducted in an open environment and in the presence of another adult.

**7.14 Physical intervention:** Discipline on the field of play is the responsibility of the players. Coaches, team managers and parents must always promote good discipline amongst their players, both on and off the field. Penalising lack of discipline on the field of play, which contravenes the laws of the game is the responsibility of the referee.

Coaches, managers and spectators should not intervene or enter the field of play.

In a situation where individuals must consider whether to intervene to prevent a child or young person being injured, injuring themselves or others, physical intervention should always be avoided unless absolutely necessary. In these situations, it is imperative to:

- Consider your own safety
- Give verbal instructions first
- Use the minimum reasonable force and only when necessary to resolve the incident, the purpose being restraint and reducing risk
- Do not strike blows, act with unnecessary force or retaliate
- Avoid contact with intimate parts of the body, the head and neck
- Stay in control of your actions.

The CSO is to be notified at the earliest opportunity of an incident of physical intervention. If this involves a possible dispute as a complaint might be lodged with the RFU or the police by a parent whose child has been physically restrained, the incident is to be recorded on the RFU Initial Issue/Concern Reporting Form.

Physical intervention, often referred to in education as 'Positive Handling', should only be used to achieve an outcome in the best interests of the child or young person whose behaviour is of immediate concern or other children involved and never as a form of punishment.

**7.15 Changing Rooms and Showers:** Adults and children or young people must never use the same changing or wash room facilities at a venue to shower or change at the same time. Where 17-year-old young people are playing in the adult game they are to be offered separate changing and shower facilities.

Adults must only enter children's or young people's changing rooms by themselves when absolutely necessary due to poor behaviour, injury or illness, or in an emergency and when waiting for another adult could result in harm to a child or young person.

If children or young people need supervising in changing rooms, or coaches or managers need to carry out a range of tasks in that environment, this must involve two individuals cleared to work in Regulated Activity of the same gender as the children. For mixed gender activities separate changing and wash room facilities must be available.

If the same changing and wash room facilities must be used by adults and children on the same day, a clear timetable must be established. No pressure should be placed on children who feel uncomfortable changing or showering with others; if this is the case they must be allowed to shower and change at home.

Where a disability requires significant support from a parent or carer, the child or young person concerned, and their parents/carers/legal guardian need to decide how they should be assisted to change or shower. Before any assistance is offered by another person, appropriate consent must be given by a parent/carer/legal guardian and the child or young person themselves if they are of sufficient maturity to consent.

**7.16 Transportation:** It is Glossop RUFC's policy that it is the responsibility of parents, carers or legal guardians, not the club, to transport their child to and from the club or nominated meeting point. If parents, carers or legal guardians make arrangements between themselves, this is a private arrangement and at the parents', carers' or legal guardians' discretion. Whilst representing the club, Volunteer Coaches must not transport children or young people in their vehicle without the presence of another adult.

In instances where Glossop RUFC hires a coach from a reputable commercial coach company, it assumes that the company provides properly maintained and insured vehicles and properly licenced drivers. However, children and young people are not permitted to travel unaccompanied. A member of the club will travel with the children and young people and will ensure that the transporting adult's details are given to all parent, carer or legal guardian who has reason to contact them.

If the club formerly arranges transport e.g. using minibuses or people carriers (as opposed to facilitating travel arrangements between parents, carers or legal guardians) then the club will ensure that:

- drivers have a valid driving licence and recruitment procedures, including vetting criteria, have been followed and appropriate insurance and breakdown cover has been arranged
- the vehicle is suitable for the number of passengers and has operational safety belts and appropriate child care seats
- parents, carers or legal guardians have given their consent and have the driver's contact details and that the driver has easy access to parents, carers or legal guardians contact details including mobile phone numbers
- no child or young person is left alone in the car with the driver, unless it is the adult's own child. If in extenuating circumstances, this situation arises, the child should sit in the back of the car if possible



- the children or young people involved are happy with the arrangements and adults are alert to any signs of disquiet.

In the event of late collection of children, coaches and volunteers will:

- attempt to contact the parents, carers or legal guardians;
- wait with the child, preferably in the company of others;
- notify the club safeguarding officer or club official; and
- remind parents, carers or legal guardians of their responsibility to collect their child promptly.

**7.17 Away Days and Tours:** Glossop RUFC has an exclusive policy for away days and tours and must be applied in conjunction with this policy.

**7.18 The guidance below must be read in conjunction with Glossop RUFC's main policy for photographic images and videoing children and young people.**

**Photographic images:** Glossop RUFC welcomes the taking of appropriate images of children and young people in rugby club settings. However, 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.

**7.19 Club website and promotional material:** When placing photographic images on the club's website and promotional material, the club will ensure:

- personal information which can lead to a child being identified is never be used;
- if it is necessary to name a child, the club will ensure written parental consent has been obtained and will inform parents, carers or legal guardians how the image will be used including when issuing press releases and match reports;
- photographs will be of the activity or team and will not be of one individual, unless the photograph is of an individual receiving a present etc., and written consent has been obtained.

**7.20 General photographs:**

- the club will ensure parental consent is obtained for photographs to be taken whilst a child or young person is either at the club or away fixtures; follow link to consent form: [https://forms.office.com/Pages/ResponsePage.aspx?id=ZPUojBFjS0WRI8\\_O3SqGcQ506JPsGOBFqnlaLg-buZZUN-lkwMk41VFo1SEpZTEY4OEMxU1hSODg1SC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=ZPUojBFjS0WRI8_O3SqGcQ506JPsGOBFqnlaLg-buZZUN-lkwMk41VFo1SEpZTEY4OEMxU1hSODg1SC4u)
- parental consent will be obtained as part of a player's registration process at the beginning of each season;
- the club will ensure that all children and young people are appropriately dressed when being photographed;
- children and young people will not be photographed in changing rooms, showers or at any time when players are dressing;
- images will be neither sexual, of an exploitative nature nor open to misinterpretation or misuse.

**7.21 Videoing children or young people:**

- Coaches will inform parents if a film is being taken and used as a coaching aid;

- The club and CSO will ensure that any footage will be carefully monitored and will be stored securely and only accessible to relevant coaches.
- For offsite fixtures and festivals, Glossop RUFC will ensure confirmation is obtained from each club that parental permission has been given for all the children participating.
- In instances where a child is the subject of a court, the club will ensure relevant coaches are made aware that the child concerned must not have their photograph taken or be videoed.
- Parents will be made aware that they may be asked to register their intention to take photographs.

**7.22 Commissioning Professional Photographers & the Local Media:** If Glossop RUFC commissions professional photographers or invites the press to cover an activity, the CSO will ensure everyone is clear about each other's expectations. The club and CSO will:

- ensure that the photographer has been appropriately vetted prior to the event
- provide a clear brief about what is considered appropriate in terms of content and behaviour
- inform them of the club's commitment to safeguarding children and young people
- establish who will hold the recorded images and what they intend to do with them
- issue the professional photographer with identification, which will be worn at all times.

**7.23 Sharing of electronic material/media:** Glossop RUFC will refer to the RFU Cyber-Guidance which is available in the Safeguarding Toolkit. Glossop RUFC recognises that its website is an effective way to communicate with children and young people. However, the club recognises that there are risks associated with the use of the internet. Glossop RUFC is legally responsible for its website content and therefore will ensure there will be nothing included which could harm a child or young person, directly or indirectly. The club Chair and CSO will ensure that sexually explicit or inappropriate material are not posted on its website or any other form of social media and will regularly monitor its content.

**7.24 Dealing with Media Enquiries:** Glossop RUFC will liaise with the RFU for advice when handling media enquiries. In dealing with media enquiries, the Club Secretary Steve Ford is the single point of contact for media enquiries who will:

- contact the relevant RFU Regional Press Officer (RPO) for our area or the Community Rugby Media Manager and give them all the facts;
- ensure that a current contact list is on the RFU website;
- make a note of the name of the journalist and the media they are working for;
- clarify what the journalist is asking for;
- ask them to repeat a question if necessary;
- take a contact number and find out when their deadline is;
- contact the RPO for your area and discuss the matter;
- issue a formal response provided by the RPO/RFU to the journalist concerned; and
- ensure responses to any further media contact will be dealt with following the same procedure as described above.

**7.25 Protection of Volunteer Coaches:** Glossop RUFC is committed to ensuring the safety and protection of all Volunteer Coaches e.g. from false allegations. In addition to the above, the following guidance aims to mitigate against potential issues or allegations and therefore, Volunteer Coaches must ensure that:

- they are transparent when communicating with parents in person or via social media with regards to training, home and away games and encourage parents to bring their child to participate in the game of rugby
- they do not challenge parents regarding parental decisions not to bring their child to training or a game; parents have the right to decide what is best for their child without feeling they need to justify their decisions to coaches
- when arranging social activities or events outside of the game of rugby, arrangements to meet a child or children must be with the presence of their parent or legal guardian and not with the Volunteer Coach on their own, even if the coaches own children are present. *The club recognises that within the rugby community, coaches may have played rugby with parents and therefore have a long standing relationship with a parent and their children. This guidance aims to protect coaches where relationships are new and therefore, there is a higher risk of misunderstandings which may lead to allegations being made*
- all communications regarding a child or young person's decision to play other sports outside of the game of rugby are communicated via parents and not directly to the child or young person. A child must not be challenged regarding their choice of sport
- if a parent asks for their child's coach to take their child to training or an away game, they ask the parent concerned to liaise with other parents directly for support; this can be facilitated by the coach if necessary
- were a parent appears to be developing a reliance on a coach or asking for support outside of the role of rugby, they report any concerns to the CSO as soon as possible who will provide policy guidance and support where required.

## 8. PROCEDURES

**8.1 Reporting a concern:** Any member of the children's workforce who suspects abuse or neglect or hears a complaint of abuse or neglect must:

- listen carefully to the child or young person and keep an open mind;
- not take a decision as to whether or not the abuse has taken place;
- stay calm, but don't delay
- reassure the child or young person that they are not to blame;
- not ask leading questions, keep questions to a minimum;
- reassure the child or young person but not give a guarantee of absolute confidentiality, explain that you need to pass on the information in accordance with this policy so that the correct action can be taken; and

- keep an accurate written record of the conversation.

The record should include:

- the date and time;
- the place of the conversation;
- the essence of what was said and done by whom and in whose presence; and
- signed by the person making it, using names and not initials, or electronic referral which records the time date and phone number of the person submitting the referral.

**CONTACT THE CLUB SAFEGUARDING OFFICER AS SOON AS POSSIBLE AND REPORT THE SAFE-GUARDING INCIDENT OR DISCLOSURE EITHER BY TELEPHONE OR BY COMPLETING THE SAFE-GUARDING REFERRAL FORM:** [https://forms.office.com/Pages/ResponsePage.aspx?id=ZPUojBFjS0WR18\\_O3SqGcQ506JPsgOBFqnlaLg-buZ-ZUMFhXMIFQRORWNUxRQ1UyS0taOTdFV0ZTUS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=ZPUojBFjS0WR18_O3SqGcQ506JPsgOBFqnlaLg-buZ-ZUMFhXMIFQRORWNUxRQ1UyS0taOTdFV0ZTUS4u)

All other evidence, e.g., scribbled notes, mobile phones containing text messages, videos, clothing, computers, should be kept securely with the written record and passed on when reporting the matter (*refer to Appendices 1 for a quick guide to possible abuse*).

**8.2 How the club will respond to suspicions or concern in conjunction with the RFU Incident Referral Process:** The RFU encourages and supports “whistle-blowing” and will, where appropriate, notify the statutory agencies of any allegation and work in partnership with them. An RFU investigation will usually commence once the statutory agencies have completed their investigations and refer the case back to the RFU (*refer to Appendices 2 for a quick guide to whistleblowing - concerns about an adult*).

The wellbeing of the child or young person is central to any procedures involving them. The RFU will work in partnership with local children’s services and/or club to support the victim and witnesses.

- Regulations (21) requires all incidents, suspicions and concerns regarding a child to be reported to the RFU Safeguarding Team as soon as possible (Initial Issue/Concern Reporting Form).
- Once the RFU Safeguarding team receives written notification of an incident, allegation or disclosure, they will assume management of the case. If the case is being investigated by the police, the Safeguarding team will liaise with them and discuss whether or not to proceed with RFU disciplinary action prior to or alongside the police investigation.
- Once the RFU assumes management of the case 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.

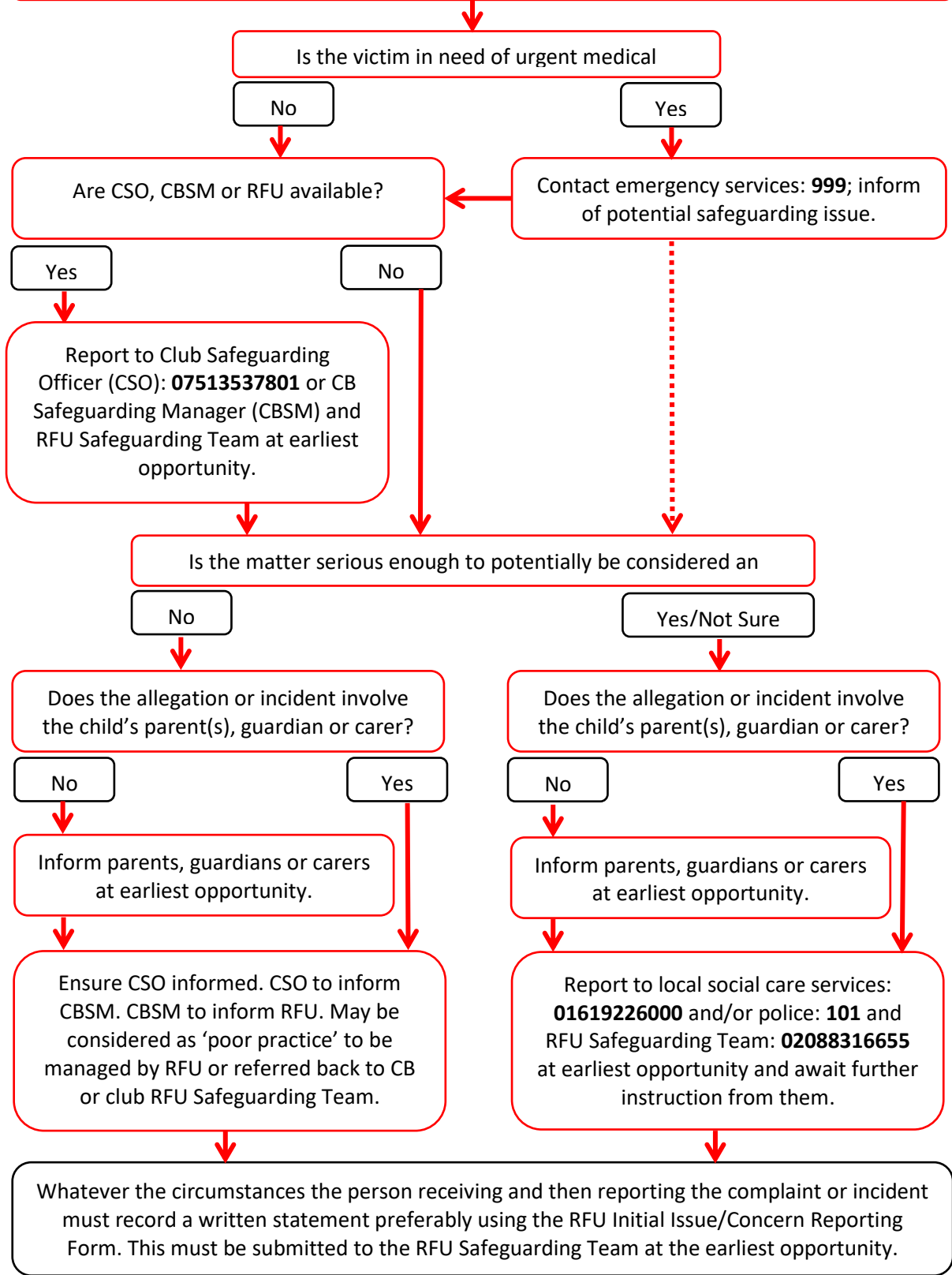
**8.3 Those under investigation:** Our club and the RFU is committed, first and foremost, to protecting the interests of the child or young person. Following a referral made to the RFU or statutory agencies, individuals who are accused of causing harm will be informed of the procedures by the RFU. They 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 can return to the game with reputation intact.

**8.4 Suspension from Rugby Union:** A temporary suspension order or a suspension order may be issued by the RFU Legal Officer in accordance with RFU Regulations (21).

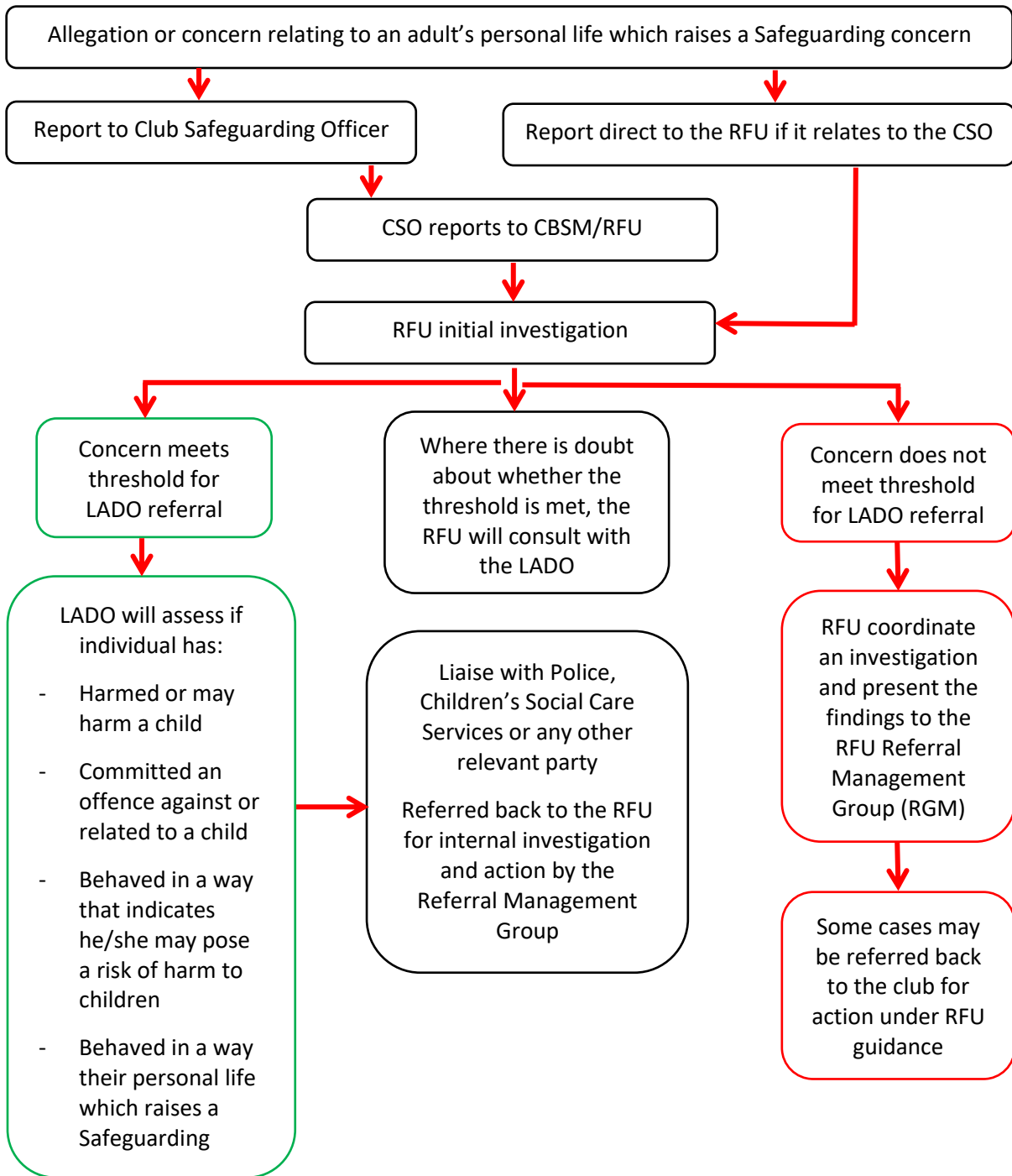
**APPENDICIES 1: A QUICK GUIDE TO DEALING WITH POSSIBLE ABUSE**

A child or young person has disclosed concerning information to you OR you have witnessed or had reported to you in 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



**APPENDICES 2: A QUICK GUIDE TO WHISTLEBLOWING**



**APPENDICES 3: VOLUNTEER COACH INDUCTION**

Glossop RUFC Volunteer Coach Induction Checklist		Date Completed	Coach Initials	CSO Initials
1.	Issued with a club welcome pack to include: <ul style="list-style-type: none"> <li>- details of Committee Members and contact information</li> <li>- CSO name and contact details</li> <li>- Welcome pack for parent</li> </ul>			
2.	Volunteer Coach has completed the online 'Introduction to Safeguarding' module prior to DBS application			
3.	Volunteer Coach has provided 3 valid ID documents for their DBS application.			
4.	DBS evidence has been checked and validated by the CSO.			
5.	DBS application has been processed with the RFU.			
6.	Attended the Club Safeguarding policy, processes and procedures induction programme.			
7.	Attended training on HEADCASE and Return to Play protocols for concussion.			
8.	Attended either the 'Kids First Tag Rugby' or 'Kids First Contact Rugby' (relevant to the age group).			
9.	Attended the 'Play it Safe' course.			
10.	Attended First Aid Training (if required)			
11.	Attended training on the parent welcome pack and new player induction programme to include: <ul style="list-style-type: none"> <li>- player registration process</li> <li>- where to find the Club Safeguarding Policy and Procedures including how to report a concern</li> <li>- CSO name and phone number</li> <li>- photograph and video consent form</li> <li>- Where to find the Volunteer Coaches Job Description</li> <li>- coaches' names and phone numbers.</li> </ul>			



**APPENDICES 4: VOLUNTEER COACH PROFESSIONAL PRACTICE AND BEHAVIOUR**

CSO/Supervisor Name:		Supervision Date:			
Volunteer Coach Supervision Checklist		Observed		Parent/C&YP Feedback	
		Yes	No	Yes	No
a.	Encourages players to contribute ideas about their training.				
b.	Asks players about their aspirations within the game.				
c.	Actively listens to players about their wants and needs.				
d.	Encourages players to make their own decisions.				
e.	Training sessions are at the appropriate level to the age and ability of the child or young person.				
f.	Tells players what to do.				
g.	Ignores or over-rules player's ideas or input.				
h.	Shouts negative comments about a player from the side-line.				
i.	Focusses on the results of a match rather than how the players played and if they enjoyed it.				
j.	Addresses touchline behavioural issues and if so, appropriately.				
k.	Challenges other inappropriate behaviour.				
l.	Acts consistently and fairly with different players.				
m.	Actively implements the RFU Core Values.				