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| Pocklington RUFC Safeguarding Policy |
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| The following document sets out Pocklington RUFC Policy and Procedures in accordance with the Rugby Football Unions’ Regulation 21 “Safeguarding” |

Contents

[Safeguarding Children & Vulnerable Adults Policy 2](#_Toc332726770)

[Policy Statement 3](#_Toc332726771)

[Section 1 Photographic Policy 13](#_Toc332726772)

[Section 2 Recruitment of Team Managers, Coaches and Volunteers Policy 19](#_Toc332726773)

[Section 3 Tour and Events Policy 26](#_Toc332726774)

[Section 4 Guidance for dealing with Challenging Behaviour 38](#_Toc332726775)

[Section 5 Anti-Bullying Policy 42](#_Toc332726776)

[Section 6 Reporting of Incidences and Concerns 46](#_Toc332726777)

[Section 7 Good Practice and Codes of Conduct 55](#_Toc332726778)

[Section 8 Injury Reporting Procedures 71](#_Toc332726779)

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**Table of Amendments**

|  |  |  |
| --- | --- | --- |
| Date | Details of Amendments | By |
| 09 Oct 2012 | Update RFU Form for reporting concerns | Chris Bilton |
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# Safeguarding Children & Vulnerable Adults Policy

The aim of this document is to set out Pocklington RUFCs’ policy on Safeguarding of Children & Vulnerable Adults in Rugby Union. It is produced using the Rugby Football Unions’ Regulation 21 (Safeguarding).

Other documents that relate to Pocklington RUFCs’ Safeguarding Policy are:

[**Section 1**](#_Section_1_Photographic) Photographic Policy

[**Section 2**](#_Section_2_Recruitment) Recruitment of Team Managers, Coaches and Volunteers Policy

[**Section 3**](#_Section_3_Tour) Tour and Events Policy

[**Section 4**](#_Section_4_GUIDANCE) Guidance for Managing Challenging Behaviour

[**Section 5**](#_Section_5_Anti-Bullying_1) Anti-Bullying Policy

[**Section 6**](#_Section_6_Reporting_1) Reporting of Incidences and Concerns

[**Section 7**](#_Section_7_Good) Good Practice and Codes of Conduct

[**Section 8**](#_Section_8_Injury)Injury Reporting Procedures

**The RFU Policies and Procedures for the protection of Young People in Rugby Union states each rugby club must:**

1. Appoint a Welfare Officer (plus another person to undertake the role in the absence of the designated person) who will act as the first point of contact for concerns about the welfare of young people
2. Publish a Child Safeguarding Policy within the Club.
3. Ensure that all officers and committee members are aware of their responsibility in this area and that the Club respond to any indication of poor practice or abuse in line with RFU/W Policy.
4. Implement a policy of Best Practice for all adults working with young people.
5. Ensure that all relevant members who have regular supervisory contact with children or a management responsibility for those working with young people undertake an Enhanced Disclosure and Barring Service disclosure; and
6. Identify a disciplinary panel which, where necessary, is able to manage cases of poor practice as identified by the RFU Child Protection Officer.

Policy Statement

1. Pocklington Rugby Union Football Club acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in Pocklington RUFC from harm.
2. Pocklington RUFC confirms that it adheres to the Rugby Football Union’s Safeguarding Policy and the procedures, practices and guidelines and endorses and adopts the Policy Statement contained in that document.
3. A child is anyone under the age of 18 engaged in any rugby union activity. However, where a 17 year old male player is playing in the adult game it is essential that every reasonable precaution is taken to ensure his safety and wellbeing are protected.
4. The key principles on which this policy statement are based:

* The welfare of the child or vulnerable adult 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 and suspicions of harm 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 vulnerable adults
* The interests of those who work or volunteer with children and vulnerable adults will be protected

1. Pocklington RUFC recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. Pocklington RUFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.
2. Pocklington RUFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate. Pocklington RUFC will ensure its spectators, parents, members and officials are all aware of and have accepted the club Photographic Policy as set out in the club welcome pack and on the website.
3. Pocklington RUFC will endeavour to comply with the Guidance for Websites as set out on the RFU website and appendixed to this document.
4. The Club Safeguarding Officers are:

Chris Bilton

If you witness or are aware of an incident where the welfare of a child or vulnerable adult has been put at risk you must in the first instance inform the Club Safeguarding Officer. They will then inform the CB Safeguarding Manager and the RFU Safeguarding Executive. If an incident involves the Club Safeguarding Officer you should inform the team manager and either the CB Safeguarding Manager or the RFU Safeguarding Executive.

1. All members of Pocklington RUFC who have a regular supervisory contact with children or a management responsibility for those working with children must undertake an RFU Enhanced Disclosure and Barring Service.
2. Pocklington RUFC will ensure that all its members, whether they are coaches, parents, players or officials will comply with the Best Practice Guidance as issued by the RFU. In summary, the following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the club, the CB or the RFU:
   * + - Working alone with a child, children, vulnerable adult, or adults.
       - Consuming alcohol whilst responsible for children or vulnerable adults.
       - Providing alcohol to children or allowing its supply.
       - Smoking in the presence of children.
       - Humiliating children or vulnerable adults.
       - Inappropriate or unnecessary physical contact with a child or vulnerable adult.
       - Participating in, or allowing, contact or physical games with children or vulnerable adults.
       - Having an intimate or sexual relationship with any child or vulnerable adult developed as a result of being in a ‘position of trust.’
       - Making sexually explicit comments or sharing sexually explicit material.
3. Pocklington RUFC manages the changing facilities and arranges for them to be supervised by two adults (RFU DBS checked) of the appropriate gender for the players using the facilities. Pocklington RUFC ensures that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children or vulnerable adults.
4. Pocklington RUFC will ensure that its coaches andteam managers will receive the support and training considered appropriate to their position and role. The RFU “Managing Challenging Behaviour” Policy has been adopted and circulated amongst the club workforce both, voluntary and paid.
5. Any events held on Pocklington RUFC premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected. Any tours, overseas or domestic, undertaken by Pocklington RUFC must comply with the relevant RFU Regulations and Guidance relating to tours.

Signed ………………………………….

Date …………………………………….

**Appendix A**

**RFU Guidance to clubs on club websites, and mobile and on-line communication with children**

This guidance is important. It is based on current legislation and guidance. It reflects legal duties which clubs owe. Implementing this guidance should help clubs discharge their legal obligations.

**Club Websites**

Websites are a key part of the daily operation of most clubs. They are probably the most flexible way to communicate with members, and to anyone interested in joining a club.

They also have the potential to be a very safe way to communicate with children, given their wide accessibility.

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

There are 2 key risks to guard against, and which are constant themes in the more detailed provisions in this guidance:

1. Disclosing personal information about a child to people accessing the website. This could be the child’s name, address, or any information about a child’s life, interests or activities which would help a stranger target a child, or engage that child in conversation.
2. Abusive or inappropriate content (photos, video or text), on the site itself or on linked sites.

**Website content generally**

There are three main child protection risks associated with content:

1. Inappropriate content (for example violent, sexual or hateful content). Although it is possible to impose restrictions on access, it is overwhelmingly likely that children will be able to access all areas of a club’s website. Indeed, most clubs will positively want the website to generate interest among children. The risk applies both to text on the club’s website, and on any linked websites.
2. Bullying. This could be material on the site which criticises or humiliates a child. It could also be information which places undue pressure on the child to participate in some aspect of a club’s activities.
3. Disclosure of personal information of children. This could lead to grooming.

**Blogs**

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

Blogs present two particular challenges:

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

**Linked sites**

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

An additional concern with linked commercial sites is inappropriate advertising or marketing aimed at children. The advertising industry is self-regulating through the Advertising Standards Authority (ASA), and has produced detailed guidelines covering marketing to children.

Recommendations:

* Content must be checked that is it appropriate to be seen by children, and that it does not have the potential to bully, before it is included on the website. Sometimes these decisions can be finely balanced. If there is any doubt, the text should not be included.
* The responsibility for checking content needs to be allocated clearly to individual(s) who understand properly the issues involved. This may well be the individual at the club with responsibility for child protection, but this is not essential. The individual should be familiar with this guidance.
* In the unusual circumstance that it is possible any content will go onto the website without being checked by someone else (such as a blog) the club must satisfy itself that the author is sufficiently aware of child protection risks, and the content of this guidance, to be able to self-check effectively.
* Where members of the public can email comments which would then appear on the website (often called a message board, or chatroom, or discussion forum) the content of these emails should be checked before appearing on the website. Publication should not be automatic.
* If a club receives any complaints about content, it should remove the content in question immediately, and reinstate it only once the complaint has been resolved. A club needs to be able to react quickly in the event of any complaint.
* Personal information about children over and above the child’s name should not feature on the website.
* Links to another website should not be placed on a club’s website unless that club has checked the site’s content and is satisfied that the content is appropriate. It is good practice to discuss any proposed the link with the owner of the other website, and obtain the owner’s assurance that the linked site is designed to be suitable for children at all times of the day or night (some websites’ content is different and more adult during the night). If the linked site has marketing content aimed at children, the club should obtain a further assurance from the other website owner that it complies with ASA guidelines.
* The content of linked sites should be checked thoroughly at least once every 6 months.
* If a club learns of any concerns over the content of the linked site, it should investigate immediately. Unless it is clear that there is no need for concern, the link should be removed immediately, and any decision to restore only made after the concern has been investigated.

**Photos and video (implemented into the Clubs’ Photographic Policy)**

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.

Recommendations:

* Use group images, rather than individual images.
* For images of individual children (such as in action shots) where possible use models or illustrations.
* Only use images of children in suitable dress, to minimise the risk of inappropriate adaptation of the image.
* If a child is named on the site, do not include an image (individual or group). If a child features in an image on the site, do not use the child’s first name or last name, either in text on the site or in the image file name.
* Parents (in this guidance, the term “parents” covers whoever cares for the child), and the child if old enough to understand, should be notified of the intended use of an image on the website. The image should not be used if the parents or the child object (a requirement of the Data Protection Act as well as good child protection practice), and ideally clubs should obtain positive written consent.

Where a club regularly uses certain types of image, such as team photos or match photos, notification and a consent request should be included in the information given to junior members and their parents upon joining the club.

* If consent was given initially, but is subsequently withdrawn by parent or child, the image should be removed from the site.

**Webcams and live image streams**

The use of webcams on websites is becoming increasingly common, with pictures and sound streamed live. It can be a very effective way to portray a club’s activities and atmosphere.

However control is difficult. Any live image stream, by its nature, cannot be checked before transmission. Also, depending on the siting of the camera, it may not be possible to limit the people whose image or speech is transmitted.

Furthermore there is a risk that images or speech could help identify children, or contain personal information about those children, and the image stream could attract unwelcome interest from potential abusers.

There is less risk when streaming a match or training session, compared to a social event.

Schools are advised not to have live image streams on publicly available websites.

Risks are lessened if the streamed images are on a part of the website where access is restricted, such as a members section. However such restricted access prevents the images generating interest in the club among members of the public.

Recommendations:

* A club needs to give careful thought to why it wants its website to stream images, what images it intends to capture, and how they will be presented.
* Any transmitted image stream should be pictures only, without sound.
* As far as possible, the images should be of groups of people, not individuals.
* A club should try to notify all visitors (both adults and children) whose image may be caught that a webcam is in operation. Usually this is through the use of prominent notices placed around all entrances to the area covered by the camera.

**Mobile and on-line communication with children**

Technology is moving very fast in this area. There are now many different ways for people to communicate. In addition to land-lines, there are mobile phones for voice and text, and most new phones incorporate cameras that take still shots and video

Two-way video calling is set to grow fast. On-line communication can be by email, instant messaging, chatrooms, and social networking sites.

The risks posed by such methods of communication arise from:

* The privacy. It is usually one-to-one (often chatrooms have the facility for individuals to communicate 1:1 within the chatroom).
* The wide range of content that can be transmitted, including content of a violent, sexual or hateful nature.
* The ease with which images can be forwarded onto others.
* The difficulty in knowing truly who you are communicating with. Where grooming happens, it often involves this type of communication.

In sport, there are additional risks:

* Inappropriate pressure can be exerted by adults, particularly coaches, on children (such as to play when injured).
* There can be inappropriate criticism of a child’s performance.
* An official position or role within a club, such as Coach, can carry with it a level of authority, and engender a level of trust, that facilitates the control of a child.

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

Recommendations:

* Club Officials and Coaches should not communicate with individual children by text or on-line at any time, on any matter, unless there is an immediate risk to the welfare of that child which can be lessened by such contact.
* When communication by phone is needed, where possible Club Officials and Coaches should speak to the parent of a child.
* Club Officials and Coaches can speak to individual children on mobile phones provided they have prior consent from the child’s parents, and from the child if old enough to understand.
* If a club needs to communicate club-related information to children by email (such as training or match details), it should use email groups comprising email addresses given by parents. Such emails should only come from specific designated individuals, and children and their parents should know who these designated individuals are. Lists of the individuals within these groups (names only) should be publicised within the club, and easily available. Individuals must consent before they are included in the lists, and must be removed from the list if they wish to leave.

**Implementing guidance**

The welfare of children at a club will only be protected properly if guidance is implemented effectively.

Recommendations:

* Based on this guidance, a club needs to devise written policies which cover its own particular circumstances, and meet its particular needs, and then to ensure the policies are followed fully.
* Policies need to be widely publicised. They should be on a club’s website, and on display at the club (such as on noticeboard). They should also be emailed or posted to the parents of each child at the club.
* A club needs clear written procedures that set out how its policies are to be implemented. For example, policies should set out how junior match reports will be checked before being put on the website, and how email groups will be maintained.

Procedures do not need to be publicised in the way that policies are. Their focus is internal. They should ensure that individual responsibilities are clearly defined and attributed, and people know precisely what action is expected of them to discharge those responsibilities.

* A club needs to make it easy for children, their parents or any interested individual to raise a child protection concern. Many clubs have a designated individual with child protection responsibility, and would want concerns to be raised with that person. If so, their name, photo and contact details should be on the club’s website and on display at the club.

**Appendix B**

**Contacts of Agencies and People involved in Safeguarding**

**Club Safeguarding Officers**

Chris Bilton 07872058590

**District Safeguarding Manager**

Chris Bilton 07872058590

**CB Safeguarding Manager**

John Sheppard 07801537130

**RFU Child Protection Helpline** 0208 8316655

**RFU Equity, Welfare and Medical Manager** 0870 1432438 or 07730 814159

**RFU Child Protection Officer** 0870 1432438 or 07921 283200

**RFU DBS Administrator** 0870 1432439

**National Governing Body**

**RFU**

**Rugby House**

**Rugby Road**

**Twickenham**

**TW1 1DS**

**NSPCC 24 hour Help Line** 0808 800 5000

**East Riding of Yorkshire Council Social Services**

Customer Service Call Centre 01482 393939

Emergency Duty Team 01482 880826

East Riding Safeguarding Children Board 01482 396999

East Riding Council for

Voluntary Youth Service 01482 871077

FISH (Family Information Service Hub) 01482 396469

Bridlington & Driffield Enquiry Team 01482 396525

Goole Enquiry Team 01405 720780

Hessle Care Management Team 01482 640131

Pocklington Care Management Team 01759 305704

Skirlaugh Care Management Team 01482 396532

# Section 1 Photographic Policy

**Photographic images – including those taken by mobile telephone**

**RFU/RFUW Best Practice Guidelines**

The Rugby Football Union (RFU) and the Rugby Football Union for Women (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 have 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 on photographic images 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 Parent/ Guardian and Young Person 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. Anyone taking photographs or recording 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 Manager via the Rugby Club or Constituent Body Welfare Manager.

**Policy relating to the use of video/photographic images**

Pocklington RUFC 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.

1. Pocklington RUFC will follow the RFU/RFUW guidance for the use of images of young people.
2. Pocklington RUFC 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 Pocklington RUFC.
3. All young players will require consent from their parents for photographs and videos to be taken and used. On the player registration form the parent must sign to say whether they give consent or not. A version of this consent can be found in appendix A.
4. If you become aware that these images are being used inappropriately you should inform the Club Safeguarding Officer or Press Officer.

The images may be published on the website

**www.pocklingtonrufc.co.uk**

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

1. 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.

Therefore:

* Use group images, rather than individual images.
* For images of individual children (such as in action shots) where possible use models or illustrations.
* Only use images of children in suitable dress, to minimise the risk of inappropriate adaptation of the image
* If a child is named on a website, do not include an image (individual or group). If a child features in an image on the site, do not use the child’s first name or last name, either in text on the site or in the image file name.
* Parents (the term “parents” covers whoever cares for the child), and the child if old enough to understand, should be notified of the intended use of an image on the website. The image should not be used if the parents or the child object (a requirement of the Data Protection Act as well as good child protection practice), and ideally Pocklington RUFC will obtain positive written consent.

1. Where Pocklington RUFC regularly uses certain types of image, such as team photos or match photos, notification and a consent request should be included in the information given to junior members and their parents upon joining the club.

* If consent was given initially, but is subsequently withdrawn by parent or child, the image should be removed from the site.

1. Parents may take pictures of the young players during matches or training, however, parents must understand that they may not publish photographs or videos via the internet involving other players without gaining prior permission from the Team Manager or Club Safeguarding Officer.
2. When playing away, anyone wanting to take photographs or videos must seek authority from the opposing club or team.
3. Hosting Events. For all events involving young players, Pocklington RUFC will issue permission to those wishing to take photographs or recordings subject to approval. Anyone found taking photographs or recordings without the required permission will be asked to delete or remove any media used for the storage of photographs or recordings. I the event of refusal, the police will be called. A version of the Events Registration Form can be found in Appendix B.
4. Further advice can be sought from the Club Safeguarding Officer.

**Appendix A**

**Parent/Guardian and Young Person permission form for the use of photographs and recorded images**

I (name of parent or carer) consent/do not consent to the

photographing/videoing and publication of images of (name of young player) under

the RFU's Policy and Procedures for the Protection of Young People in Rugby

Union, and I confirm that I am legally entitled to give this consent.

I also confirm that (name of young player) is not the subject of a court order.

Signature (parent of carer) Date

I (name of young player) consent/do not consent to the

photographing/videoing and publication of images of my involvement in Rugby

Union under the RFU/RFUW's Policy and Procedures for the Welfare of

Young People in Rugby Union.

Signature (young player) Date

Once completed, please return this form to:

Your Team Manager or your Club Safeguarding Officer

**Appendix B**

**Event Registration Form**

Event title:

Date:

Name: Media/Parent/Guardian

Address:

Tel No:

Purpose of photography/filming:

I wish to take photographs or record images at this event. I agree to abide by the event organisers' guidelines and confirm that the photographs or recorded images will only be used appropriately.

Signed:

**Please complete this registration form and return to the Event Organiser.**

# Section 2 Recruitment of Team Managers, Coaches and Volunteers Policy

The aim of this document is to set out Pocklington RUFCs’ policy on Recruitment of Team Managers, Coaches and Volunteers. It is produced using the Rugby Football Unions’ Regulation 21 (Safeguarding).

This policy will cover the recruitment and training of Team Managers, Coaches and Volunteers.

It is of vital importance that all staff, coaches and volunteers are of the highest calibre and are safe to work with children and young people.

Consequently it is crucial that stringent and reasonable steps are taken to prevent people from entering the sport of rugby union who may pose a threat to the safety and welfare of young people.

The following recruitment principles should be followed:

**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 A) After a position has been offered the person must complete a DBS application form. Until the DBS 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 Playing it Safe Course.

• All Club Safeguarding Officers should attend the RFU Club Safeguarding

Officer In Touch Course.

• 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.

**5. Appointments and Dismissals**

Through the recruitment process, the Club identifies and selects those people willing to volunteer for different roles within the club. The Club, through the Mini/Junior Chairman, will appoint those people to the positions for which they are qualified to undertake. Positions on the Mini/Junior Committee are appointed via a vote of members at the AGM.

Only the Club, through the Mini/Junior Chairman, can dismiss a Team Manager, Coach or Volunteer from their role or position. Where there have been concerns raised through poor practice, abuse or bullying, then the Club will follow the RFU “Club Procedures to Manage Cases of Poor Practice” as set out in Section 7 Appendix J of this document.

**6. Resolution of Disputes**

It is recognised that there may be occasions when Team Managers, Coaches and Volunteers have disagreements on the way a team is being managed. If any disagreement is due to Poor Practice, Abuse or Bullying, then the procedures in Section 7 must be followed.

For other types of disagreements or disputes, the Mini/Junior Chairman, or someone who they appoint, can mediate in order to resolve disputes. If there is a complete breakdown of communication or where no resolution or compromise can be achieved, then the Mini/Junior Chairman can resolve the situation by:

1. Restructuring the Management of the Team
2. Appointing another person to oversee the running of the Team and work with all persons involved
3. Dissolve the Management of the Team and appoint a new Manager
4. Remove Coach/Coaches of the Team and appoint new Coach/Coaches.

**7. Appeals**

All actions and decisions taken will be recorded and reported to the relevant people. If a decision has been made by the RFU, then the appeal must be made through the RFU appeals process. Appeals against any decisions made by club must be submitted, in writing, within 28 days of the decision being reported. This can be extended for exceptional circumstances but must be applied for in writing.

On receipt of the appeal, the club will appoint a panel of people who are not connected to the dispute to review the matter within 14 days.

The panel may:

1. Uphold the decision
2. Overrule the decision
3. Request a meeting with all those concerned

The panel will give their decision in writing.

It is important to remember that throughout this whole process, that all club members are volunteers and give up their time to ensure that rugby can be played. With any decision, the Welfare, Health & Safety of the Young Players is of a paramount concern.

**Appendix A**

**Application to become a Coach/Coaching Assistant/Manager/Volunteer**

|  |  |  |
| --- | --- | --- |
| **Position applying for** | | **Team** |
|  |  |  |
| **Full Name (including Middle Names)** |  | **Address** |
| **Date of Birth** |  |  |
| **Telephone** |  |  |
| **Mobile** |  |  |
| **Email** |  | **Postcode** |

**Qualifications – Please tick to indicate**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you hold a RFU Coaching Licence** | **□** **Licence Number** | | | | | | |  |
| **Have you completed a Rugby Ready Course?** | | **□** | **Do you hold a First Aid Qualification** | | | | **□ Expires** | |
| **Do you hold a RFU (or equivalent) Coaching Award?** | **□ Level 1**  **□ Level 2**  **□ Level 3** | | | | | **Do you hold a Refereeing Award?** | | **□ ELRA 1&2**  **□ ELRA 3**  **□ Society** |
| **Have you completed a Safeguarding & Protecting Young Players in Rugby Union Course (SPYPRU)?** | | | | **□** | **Previous Clubs** | | | |
|  | | | |

**References – Please supply 2 Reference can be PRUFC Members**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | **Name** |  | | |
| **Occupation/Position** | | |  | **Occupation/Position** | | |  |
| **Address** | | | | **Address** | | | |
|  | | | |  | | | |
| **Telephone** | |  | | **Telephone** | |  | |
| **Email** | |  | | **Email** | |  | |

**For DBS Applications** **– Please note: All Coaches/ Assistants/Managers and Volunteers must have a valid RFU DBS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Passport Number** |  | | | **National Insurance Number** | | | |
| **Date of Issue** |  | | |  | | | |
| **Date of Expiry** |  | | | **Driving Licence Number** | | | |
| **Nationality** |  | | |  | | | |
| **Country of Issue** |  | | | **Date of Issue** |  | | |
| **DBS Verifier Only** | | | | **Security Question – Favourite Colour?** | | |  |
| **Date of ID Checked** | |  | | **Date DBS returned** | |  | |
| **Date entered on RFU Disclosures** | | |  | | |  | |

**All Coaches, Coaching Assistants, Mangers and Volunteers must adhere to Pocklington RUFC and the Rugby Football Union Codes of Conduct relevant to their position.**

**Codes of Conduct can be found:**

**Via the Clubs website** [www.pocklingtonrufc.co.uk](http://www.pocklingtonrufc.co.uk) **club info→ codes of conduct**

**In the Team Managers Seal of Approval Pack**

**The notice board within the Club**

**Further copies can be obtained, on request, via the Club Safeguarding Officer.**

**It is every club member’s duty to report any:**

**Breeches in Codes of Conduct**

**Evidence of poor practice**

**Suspicion of abuse**

**This can be reported to the Club Safeguarding Officer, Mini/Junior Chairman or Secretary or the Club Coaching Co-ordinator.**

**Declaration**

**I agree to the following:**

1. **Adhering to Pocklington RUFC and the RFU Codes of Conduct**
2. **Allowing Pocklington RUFC to carry out a Disclosure and Barring Service check on my behalf. A DBS check must renewed every 3 years.**
3. **All details given are correct.**

**I agree to Pocklington RUFC publishing my name and contact details on the Club website and in the Clubs membership book.**

**Yes/No**

**Signature Date**

All personal details are held for the purpose of Club administration and will not passed be on to any third parties without permission.

**Appendix B**

**Club training and communication matrix template RFU Training available to support you and your club**

• Child Protection Distance Learning RFU CPDL

• RFU Playing it Safe People RFU PitS

• RFU Club Safeguarding Officer in Touch RFU CSOiT

• Time To Listen TTL

Further support available from your CB Safeguarding Manager or the RFU Ethics, Welfare and Medical Manager.

|  |  |  |  |
| --- | --- | --- | --- |
| **Who?** | **What they need to know** | **What training they need to complete/attend** | **Key Resources Required** |
| Club Exec Committee  Members | What defines  Good Practice?  What defines abuse outside a rugby environment and within a rugby environment?  What to do if there is a concern.  Their roles and  responsibilities  Relevant polices required within the club.  How to manage and monitor implementation of the policies. | RFU CPDL (minimum requirement)  RFU PitS | • RFU Policy and  Procedures for the Welfare of Young People in Rugby Union  • The Welfare of Young People in Rugby Union  Guidance  • Codes of Conduct  • Communication Chart – what to do if you have  concern  • Recruitment Policy  • Photography Policy  • Tour Policy  • Anti Bullying Policy  • Contacts Sheet |
| Club Junior Committee  Members | What defines  Good Practice?  What defines abuse outside a rugby environment and within a rugby environment?  What to do if there is a concern.  Their roles and responsibilities. | RFU CPDL (minimum requirement)  RFU PitS | • RFU Policy and Procedures for the Welfare of Young People in Rugby Union  • The Welfare of Young People in Rugby Union  Guidance  • Codes of Conduct  • Communication Chart – what to do if you  have concern |
| Coaches Level 1 | What defines Good Practice?  What defines abuse outside a rugby environment and within a rugby environment?  What to do if there is a concern.  Their roles and responsibilities.  Technical knowledge of coaching children and young people. | RFU CPDL (minimum requirement)  RFU PitS | • RFU Level 1 Coaching Qualification  • RFU Policy and Procedures for the Welfare of Young People in Rugby Union  • The Welfare of Young People in Rugby Union  Guidance  • Coaches Code of Conduct  • Communication Chart – what to do if you have  a concern |
| Coaches Level 2 and above | What defines Good Practice?  What defines abuse outside a rugby environment and within a rugby environment?  What to do if there is a concern.  Their roles and responsibilities.  Technical knowledge of coaching children and young people. | RFU CPDL (minimum  requirement)  RFU PitS | • RFU Level 2 Coaching  Qualification  • RFU Policy and Procedures for the Welfare of Young People in Rugby Union  • The Welfare of Young People in Rugby Union  Guidance  • Coaches Code of Conduct  • Communication Chart – what to do if you have  a concern |
| Volunteer Helpers | What defines Good Practice?  What defines abuse outside a rugby environment and within a rugby environment?  What to do if there is a concern.  Their roles and responsibilities.  Technical knowledge of coaching children and young people. | RFU CPDL (minimum requirement)  RFU PitS  Start Rugby (minimum requirement)  Rugby Ready  RFU Level 1 Coaching  Qualification | • RFU Policy and Procedures for the Welfare of Young People in Rugby Union  • The Welfare of Young People in Rugby Union  Guidance  • Coaches Code of Conduct  • Communication Chart – what to do if you have  a concern |
| Club Safeguarding Officers | How to manage concerns.  What defines Good Practice?  What defines abuse outside a rugby environment and within a rugby environment?  What to do if there is a concern.  Their roles and responsibilities. | RFU PitS  CSOiT | • RFU Policy and Procedures for the Welfare of Young People in Rugby Union  • The Welfare of Young People in Rugby Union  Guidance  • Safeguarding Officers Handbook  • Coaches Code of Conduct  • Communication Chart – what to do if you have  a concern  • Contacts Sheet |
| Parents | • The expectations of their  child/children  • Their role and responsibilities  • What to do if they have a concern |  | • Parents Code of Conduct  • RFU Policy and Procedures for the Welfare of Young People in Rugby Union  • Parents Leaflet  • Communication Chart – what to do if… |
| Young People | • Their role and responsibilities  • What to do if they have a concern |  | • Young People’s Leaflet |
| Tour Managers | • How to organise  a tour  • Welfare management  when on tour  • What to do if there is  a concern | RFU CPDL  (minimum)  RFU PitS | • RFU Tour Guidelines |
| Club Members | • There is a CP Policy  • What to do if they have a concern  • What their role and responsibilities are |  | • RFU Policy and Procedures for the Welfare of Young People in Rugby Union  • Communication chart |

# Section 3 Tour and Events Policy

The aim of this document is to set out Pocklington RUFCs’ policy on Tours and Events. It is produced using the Rugby Football Unions’ Regulation 21 (Safeguarding) and the RFU Guidance on Tours.

This guide’s aim is to ensure that no players or staff come to any harm or become ill unnecessarily. You need to decide if a hazard is significant and whether the precautions taken are satisfactory to ensure the risk of harm is small. It is essential to record your decisions and keep clear written evidence of your decisions. If it is not possible to visit the venue prior to the tour to carry out risk assessments this must be done with as much information available as possible.

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

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

**Communication**

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

**Players**

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

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

**Parents**

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

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

**On Tour**

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

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

**Volunteers and Supervision**

numbers of volunteers on duty

* 24-hour medical care must be available
* Fire alarm procedures are clearly communicated to all volunteers and players

**Overnight Supervision**

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

**Supervision whilst travelling**

Whilst travelling the following should be taken into consideration:

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

The Tour Manager needs to consider the following:

* The level of supervision necessary on double-decker buses and coaches i.e. two supervisors on each deck
* The safety of the group when crossing the road
* Clarity of the ground rules when the team is in transit

**All volunteers should:**

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

**DBS Requirements**

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

**Supervision**

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

* Clear boundaries and rules are agreed and set regarding meal times, bed times, lights out and team meetings
* The younger players must not be left unsupervised at any time. Therefore it is necessary to have a daytime rota, night time rota, and an allocation of volunteers
* All rotas must be communicated to the volunteers and players with relevant contact details i.e. mobile

- the main cause of accidents and incidents is misbehaviour, initiated by children

* Sufficient, supervised and scheduled stops
* In the event of a breakdown or accident the players and volunteers remain under the management and supervision of the Tour Manager
* Head count must be taken when the players are getting on and off any form of transport

**Club home contact**

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

Ensure they have:

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

**Accommodation**

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

* Careful consideration should be given to sharing the accommodation with other groups
* Availability of recreational room or facility available for the tour party to relax
* Any religious/cultural requirements that the players or volunteers may have (e.g. dietary requirements or a need to attend religious services)

**Room Allocation**

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

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

**Accommodation Type**

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

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

**Accommodation Requirements**

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

* Basic fire and safety regulations are met
* Access is possible for all players and volunteers (including those with mobility impairment)
* There are clear policies on smoking and alcohol and that it is possible to restrict any inappropriate movie access
* Health & safety and insurance requirements are followed
* Facility for the storage of money and valuables
* Proximity to the rugby club/pitches/venue where matches will be played
* Immediate accommodation area should be exclusively for the tour party use if possible

**On arrival**

On arrival at a venue you should:

* Familiarise players and volunteers with venue/s
* Undertake a briefing meeting on the rules, emergency procedures, and programme, expectations
* Club/tour code of conduct should be reiterated together with the consequences of any breaches of this
* Introduce the venue staff and ensure that they know who is who and what they are responsible for
* Check venue and rooms for any existing damage and report it to the accommodation management (do the same on leaving)
* Ensure there is no access to alcohol in the rooms
* Ensure movie access is appropriate, or indeed, not available in the rooms
* Check all doors and locks both internally and externally are in good working order
* Ensure that all members of the party have keys and or access codes and stress the importance of keeping these safe at all times
* Money and valuables should be securely stored

**Adults Consumption of Alcohol**

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

**Emergency Procedures**

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

**Repatriation**

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

**Safeguarding Procedures**

If there is a safeguarding issue:

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

**In The Event of an Emergency**

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

**Insurance**

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

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

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

The types of insurance to consider and enquire about are:

* RFU or other overseas Rugby Union insurance cover
* Public liability
* Employers Liability
* Civil Liability
* Personal Accident
* Travel insurance

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

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

**Travelling Abroad**

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

**Hosting Incoming Tours From Foreign Countries**

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

This section applies to planning a tour abroad

In addition to the above guidance the following areas also need to be managed:

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

**Advice on Event Pre-planning**

Event organisers need to consider the feasibility of the idea before embarking on the detail needed to plan an event:

* *What –* what kind of event are you planning and do you or those you intend to work with have the skills, knowledge, capacity and experience to host a safe and successful event?
* *Where -* Choose a venue appropriate to the setting. Consider how your participants and spectators will get to the venue and can they park cars?
* *Who* – who are you targeting and how will they know you are holding this event? Will visitors have any special needs that you should consider?
* *When* – consider the time of year, the consequences of extreme weather conditions. Also will it clash with other events organised at the time for the same playing cohort in rugby in your community or national events (Soccer FA Cup)?

***Event Safety Management Plan***

To ensure that the planned event is safe and successful, the following list should be covered as far as they are applicable:

* *Event Co-ordinator* – this person needs to be identified at an early stage.
* *Event Team* – establish an event team and agree responsibilities.
* *Timescale* – allow a minimum of 12 weeks from beginning of planning to event date.
* *Experience* – discuss what event experience you have of putting on an event
* *Health & Safety Policy and Arrangements* – ensure that you have Health & Safety Policy and a written risk assessment stating how you will deal with health and safety issues.
* *Insurance* – ensure that the event is covered by appropriate insurance cover with your LEA or Bursar. If in doubt, contact your CSU, or the ERFSU at Twickenham, or your insurer.
* *Attendance -* How many people are you planning for Consider carefully whether your facilities and services match the maximum anticipated attendance of both participants and supporters.
* *Site Plan* - Consider the layout of the proposed venue taking into account access and exits, playing areas and changing facilities, spectator areas, circulation routes, vehicle, toilets, catering; Be wary of field parking being reduced in very wet weather.
* *Emergency Plan* – a formal plan of how you will deal with any emergency situation that may arise. This plan should be the result of hazard spotting and assessing the risks involved with the event. For example, assess your event for the risk of risk of fire; identify what hazards could cause a fire.
* *Liaison* – if planning a large event discuss your plans with the police, fire brigade, ambulance and first aid providers.
* *Risk Assessment –* you will need to provide and produce a copy upon request of an assessment of the above hazards and risks associated with your event and ways in which you intend to reduce the level of risk where found.
* *Tickets* – will you be selling tickets or controlling entry by some other method into an enclosed event space or is the event open. If open how will you control numbers?
* *Marketing / publicity -* Who are you targeting and how will you attract them?
* *Stewards –* their main responsibility is crowd management. They are also there to assist police and other emergency services. Stewards should be readily identifiable, and provided in the ratio of at least one per 100 persons. They will need briefing/training.
* *First Aid –* first aid cover should be provided in accordance with the HSE Event Safety Guide. St. John’s Ambulance and the British Red Cross can advise.
* *Toilets –* the following tables should be used:

*Female -* 1 WC per 100

*Male* - 1WC for up to 100

* *Drinking Water* – this should be available at first aid posts
* *Refuse, litter* – the event co-ordinator is responsible for ensuring that provision for the collection and storage of refuse occurs including caterers throughout the event and afterwards.
* *Sign-posting* – all emergency exits, toilets, drinking points, and first aid points should be clearly indicated
* *Access / Egress for Emergency Services* – the routes should be identified by signs and kept clear at all times. When called in emergency the event co-ordinator shall give the correct park access point for the emergency vehicle or appropriate open space in the event of a helicopter.
* *Child Welfare* – You need to consider in your plan how you will ensure child safety, not only of players but other young people attending.
* *Alcohol* - Is alcohol going to be served? You need to define areas and access and apply for a TEN from your local Council, a minimum about a month ahead of the event.
* *RFU Permission* – This is needed from either your CSU or ERFSU (depending upon the scale of your event). Clubs via their CBRDP or the RFU S&Y Governance Committee. As a Governing Body the RFU needs to ensure festivals don’t spring up in conflict with other existing planned rugby events. Also we wish to check that welfare, safety and our playing regulations and disciplinary procedures are adhered to. This is such that all events conform to high standards that helps reassure families that rugby is a safe and fun environment for young people to associate with.

# Section 4 Guidance for dealing with Challenging Behaviour

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

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must *never* be used by staff or volunteers.

The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

* The welfare of the child is the paramount consideration.
* All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club’s process for responding to behaviour that is deemed unacceptable.
* Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
* Some children exhibit challenging behaviour as a result of specific circumstances, eg a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support  provided e.g. from external agencies, Children’s Social Care services etc
* Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

***Planning Activities***

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

**Agreeing Acceptable and Unacceptable Behaviours**

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of ‘rules’ with greater ‘buy-in’ from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

***Managing Challenging Behaviour***

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers.  In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

* Time out - from the activity, group or individual work.
* Reparation - the act or process of making amends.
* Restitution - the act of giving something back.
* Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
* De-escalation of the situation - talking through with the child.
* Increased supervision by staff/volunteers.
* Use of individual ‘contracts’ or agreements for their future or continued participation.
* Sanctions or consequences e.g. missing an outing.
* Seeking additional/specialist support through working in partnership with other agencies to ensure a child’s needs are met appropriately e.g. referral for support to Children’s Social Care, discussion with the child’s key worker if they have one, speaking to the child’s school about management strategies (all require parental consent unless the child is felt to be ‘at risk’ or ‘in need of protection’).
* Temporary or permanent exclusion

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

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

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child’s future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

**A policy for managing challenging behaviour**

In conclusion, all organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy.  It should clearly set out the following:

·         The standard of conduct expected from staff/volunteers and participants.

·         How the organisation will respond to unacceptable behaviours.

·         How your organisation will respond to ‘high risk’ behaviours’.  This will give children and young people a clear message about when staff may need to get involved to stop a particular form of behaviour, and describe options to avoid confrontation through for example, time out.

·         The circumstances in which children will be restrained. A decision to restrain a child should be firmly based on the safety of the child and must **NEVER** be made as a punishment or to get children to comply with instructions.

·         The guidance, information or any support and/or training available to staff/volunteers, particularly where they are supporting a child with recognised challenging behaviour to access club activities.

·         The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children’s Social Care services, the Police.

·         What will happen after an incident?  Your organisation must have in place arrangements to check on the physical and emotional wellbeing of the child and staff, guidance on recording, who should be informed and a system for recording and monitoring.

This briefing has been developed from “Creating a Safe Environment in Sport, Scottish Governing Bodies Child Protection Guidelines” (sportscotland/ Children 1st)

# Section 5 Anti-Bullying Policy

The aim of this document is to set out Pocklington RUFCs’ policy on Anti-Bullying in Rugby Union. It is produced using the Rugby Football Unions’ Regulation 21 (Safeguarding).

**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 Welfare 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), and 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 Protection 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 Club Safeguarding Officer, 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 on-going 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 on-going 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.

# Section 6 Reporting of Incidences and Concerns

The aim of this document is to set out Pocklington RUFCs’ policy on Reporting of Incidences and Concerns. It is produced using the Rugby Football Unions’ Regulation 21 (Safeguarding).

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

* If the 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 Protection 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 (Appendix A) as soon as possible.

**Please remember it is not the responsibility of those working in the sport of rugby union to decide that abuse is occurring but it is their responsibility to act on any concern.**

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 Welfare 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** 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. Confidentially 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 Protection Line 0208 831 6655.**

**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, 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

• 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 (section 7).

**Is concerned about someone's behaviour towards them in the rugby setting**

You should follow the principles set out earlier in this section. In addition, you should record the behaviour on the RFU Incident Record Form.

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

**POOR PRACTICE**

Following guidance from RFU Child Protection 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 Protection Officer.

**ABUSE**

Following a decision that the issue is to be investigated as Child

Protection/Abuse then the Club Welfare 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 Protection Officer, forwarding a written report utilising the Incident Referral Form who will take the report to the RFU Child Protection Referral Management Group.

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

**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 Appendix B of this document.

• Report concerns to Club Safeguarding Officer.

• Club Safeguarding Officer will seek advice from RFU Child Protection Officer, CB Safeguarding Manager, RFU Child Protection 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.**

**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 Welfare Office

• The CB Welfare Manager

• Designated Officers within the RFU/RFUW

• Parents/carers of the young person alleged to have been abused

**Appendix A**

**RFU/RFUW Incident Record Form**

**Initial Issue/Concern Reporting Form**

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

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

**Appendix B**

**Dealing with possible abuse occurring outside the rugby setting**

Are you concerned about abuse by a person outside the rugby setting?

Yes

Is the young person in need of immediate medical attention?

No

Yes

Call an Ambulance

Inform the doctor that the concern relates to a child protection matter

Report concerns to the

Club Safeguarding Officer, who will…

If the Club Safeguarding Officer is not available, person discovering or being told of abuse should…

…refer concerns immediately to the Police or Social Services who will also advise on contacting parents/guardians.

Forward a written report utilising RFU Incident Report Form to police and Social Services. Send copy to RFU Child Protection Officer.

**Appendix C**

**Dealing with concerns about disclosure or allegations about staff or volunteers with Rugby Union**

Are you concerned about the behaviour of a member of staff or volunteer?

Yes

Club Safeguarding Officer reports the incident to the CB Welfare Manager

Could it be child abuse?

Is the young person in need of immediate medical treatment?

Incident reported to the RFU Child Protection Officer

Call an Ambulance

Inform the doctor that the concern relates to a child protection matter

RFU Referral Management Group

If the concern is poor practice or a breach of RFU/RFUW Codes of Conduct for Coaches or Codes of Good practice in the Rugby Setting the RFU can in line with regulations delegate responsibility to manage the case to Constituent Body or Club

Report concerns to

Club Welfare Officer

Continued on next page

**Appendix C contd**

Does the allegation refer to the Club Welfare Officer?

Report immediately to RFU Child Protection Officer

Contact police and Social Services who will also advise on contacting parents/guardians

Possible outcomes:

• Police and/or Social Services enquiry

• Criminal proceedings

• No case to answer

• RFU disciplinary hearing

Forward a written report to RFU

Child Protection Officer utilising

Incident Report Form (Appendix A)

RFU Disciplinary Officer will arrange disciplinary/misconduct proceedings in line with RFU disciplinary regulations

# Section 7 Good Practice and Codes of Conduct

The aim of this document is to set out Pocklington RUFCs’ policy on Good Practice and Codes of Conduct. It is produced using the Rugby Football Unions’ Regulation 21 (Safeguarding).

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 A)

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 A**

**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.

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 B**

**Coaches’ Code of Ethics**

1. All rugby coaches must respect the rights, dignity and worth them equally.

2. All rugby coaches must place the physical and emotional wellbeing of all young players above all other considerations, including the development of performance.

3. The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect.

4. All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the players.

5. All rugby coaches will encourage young players to accept responsibility for their own behaviour and performance.

6. All rugby coaches should clarify with the young players (and their parents/carers) what is expected of them both on and off the rugby field and also what they are entitled to expect from the coach.

7. All rugby coaches should work in partnership with others within the game (officials, doctors, physiotherapists, sports scientists) to ensure the wellbeing, safety and enjoyment of all young players.

8. All rugby coaches must promote the positive aspects of the sport e.g. Fair Play. Violations of the Laws of the Game. Behaviour contrary to the spirit of the Laws of the Game or relevant regulations or the use of prohibited techniques or substances must never be condoned.

A coach, especially one working with young players, is an important an influential position to the young person and is a significant part of Pocklington RUFC. The position of coach as a result brings responsibilities. This Code of Conduct has been developed to ensure that all coaches are made aware of their responsibilities and the minimum standards of behaviour required to fulfil them.

Responsibilities as a coach;

• Always act and look like a coach

• Endeavour to start and finish on time and communicate your intentions.

• Plan your sessions and communicate your intentions

• DO NOT drink alcohol before or during a coaching session

• Do not smoke whilst coaching

• Remain up to date with coaching and other rugby issues

• Protect yourself by being aware of the Club’s Child Protection Policy

• Remember that winning and losing are only the by-products of performance. We play to enjoy and nothing more.

• Attend RFU coaching courses relevant to your age-group within the first 6 months of commencing coaching.

• Attend a refereeing course within a year of commencing coaching. A coach’s responsibilities to their players

• Rugby is only a part of a player’s life. Recognise this and allow for it in your expectations of them.

• You are responsible for the health and safety of the payers you work with.

• Ensure a safe working area is marked out, and keep it safe.

• Ensure all equipment used is safe and in good repair.

• Participation in contact drills or games must adhere to the club’s Child Safeguarding Policy.

• Do not allow players to play or train with an injury.

• NEVER ridicule or belittle a player, make everyone feel valued.

• Pocklington RUFC’s policy is rugby for all; ensure all players get an equal share of your time in training and game time.

• Endeavour to understand the facts about physical, emotional and intellectual development and capabilities of your age group.

• Treat games against other clubs as lessons opportunities to learn and not as a test

A coach’s responsibilities to the Rugby Football Union

• Rugby Union has the potential to be a dangerous game, and relies on every participant acting in a spirit of mutual respect. Teach your players the meaning of ‘fair play’ and the ethos of rugby union, and set them a good example.

• Rugby is best for all concerned when sides are equally matched. Ascertain whether this is so before a game, and if during a match this changes, insist on mixing and matching to make it so.

• The continuum is part of the Laws of the game, understand it and endeavour to follow it.

• Learn the laws and learn to referee.

• Teach players by your own example to respect the referee….***ALWAYS***

**A coach’s responsibilities to your Club**

• Make yourself familiar with this code.

• You cannot coach until you have completed a Disclosure and Barring Service (DBS) self-declaration form.

• Encourage all players and parents/guardians to participate fully in the activities of their club.

• Take care of club equipment, the ground and fabric of the premises.

• Ensure entries are made in the ‘Incident Book’ when-ever a player is hurt sufficiently to stop playing or training.

**Pocklington RUFC’s responsibilities to you as a coach**

• All personal information given to the Club will remain confidential and will be stored carefully for future reference.

• The Club will make available to all coaches a copy of the Club’s codes.

• The Club will support the coach’s development on training courses, subject to funding being available.

• The Club will encourage coaches to join nationally recognised bodies on passing a course, subject to funding being available.

• Pocklington RUFC will be an equal opportunities body.

• The Club will monitor, review and amend as necessary all codes and policies annually.

Pocklington RUFC will endeavour to ensure that all coaches will be a minimum of RFU Tag trained. Preferably, all coaches will have reached the RFU level 1 standard. The minimum ratio of coaches to players will be 10:1.

**Appendix C**

**Team Managers’ Code of Conduct**

The role of team manager at Pocklington RUFC is an important one and hence brings with it a series of responsibilities. This Manager’s Code of Conduct has been drafted to ensure all managers are aware of their responsibilities and that at all times they do their best to fulfil the minimum standards required.

The responsibilities of a Pocklington RUFC Team Manager are:

• To support as much as possible the coach of your team and any assistants.

• To be aware of Pocklington RUFC’s child protection policy.

• To be aware of all other Club policies.

• To be aware of incident reporting procedures.

• To keep the team information sheet up to date.

• To keep the team First Aid Checklist up to date.

• To ensure all children within the team are registered and to collect all subscriptions and match fees as required.

• To be aware of any Disclosure and Barring Service (DBS) checks required within the team and to liaise with the Club’s Child Protection Officer as required.

• To encourage a positive partnership between the team management and parents at all times.

• To endeavour as far as reasonably practicable to ensure that parents are informed of fixtures and club events.

**Appendix D**

**Match Official’s’ Code of Contact**

Match Officials have a responsibility to ensure that games are managed in accordance with the RFU laws of the game and to ensure both the safety and enjoyment of all players.

When refereeing young players, match officials must:

• Recognise the importance of fun and enjoyment when officiating young players.

• Provide verbal feedback in a positive way during games.

• Appreciate the needs of the players.

• Be a positive role model.

• Recognise that safety is paramount.

• Explain decisions – most young players are still learning.

• Never tolerate verbal abuse.

• Look to self-improvement by taking one of the RFU Referee courses e.g. Mini/Midi or National 15-a-side.

• When working with players up to the age of 12 must officiate to the rules laid down in the RFU Continuum and must keep themselves updated on rule changes.

• When working with players aged 13+ must officiate according to the Under 19 and Under 15 Law variations and keep themselves updated on relevant changes.

• Always penalise foul play.

• play advantage whenever possible to allow the game to flow.

• Show empathy for the age and ability of young players.

• Be consistent in your decisions and objective at all times.

**Officials will not:**

• Change in the same area as young players.

• Shower with young players - agree a timetable with the coaches.

• Be alone with young players at any time – if a young player comes into the dressing room ensure another adult is present.

• Check studs without the coach being present.

• Administer first aid.

• Allow a young player to continue playing if there are doubts about their fitness.

• Tolerate bad language from young players.

• Engage in any inappropriate contact with young players.

• Give a lift to a player unless there are other young people or adults in the car and the parents are aware of the arrangement.

• Take a young player to their own home.

• Overtly criticise young players or use language which may cause the player to lose confidence or self-esteem.

• Make sexually explicit remarks to young players.

**Officials must always:**

• Report, in writing, to the Club Safeguarding Officer or CB Safeguarding

Manager and/or Society Secretary, behaviour by adults which you feel contravenes RFU/RFUW Child Safeguarding Policy.

This includes:

- Verbal bullying by coaches/parents/spectators.

- Physical Abuse by coaches/parents/spectators.

- Inappropriate or aggressive contact by an adult to a young person.

- Verbal abuse directed at the official by young people or adults.

**REMEMBER: The welfare of all young people is paramount.**

**Appendix E**

**Parents’, Members’ and Spectators’ Code of Conduct**

At Pocklington RUFC we welcome your support and commitment to your child’s participation in rugby. We would ask you to follow the principles set out below when supporting the club and your child.

• Be aware of the club Child Protection Policy

• Foster enthusiastic participation, all children should enjoy playing, do not force an unwilling child to participate.

• Provide information re your child’s needs or medical requirements to the club.

• Be accessible in case of an emergency during training and matches.

• Ensure you have contact information for the club and your child’s coach.

• Encourage your child to learn the rules and play within them.

• Discourage unfair play.

• Acknowledge the value and importance of the volunteer coaches and referees who give their time freely.

• Emphasise respect for the referees by not questioning their honesty, skill, or decision making. Publicly accept official’s judgement.

• Encourage your child to improve his or her skills by valuing the coaching.

• Encourage a child who makes a mistake during a game. Never ridicule them.

• Set a good example by applauding both teams.

• Teach your child that winning is not everything and that playing well and fairly, is important.

• Use correct and proper language at all times. Condemn bad behaviour and bad language.

• Try not to shout continually at the children – shout occasionally to encourage them.

• Ensure that your son/daughter is dropped off and picked up from the club and matches and in the case of younger children there will be an expectation that a parent or designated adult remains throughout the session. ***This responsibility can be delegated but*** ***the club must be aware.***

• Ensure that your child has the right kit for playing and training. It is desirable to have a change of clothing after matches. The club has a **“NO MUDDY PLAYERS”** policy within the clubhouse. During the winter months, warm, dry clothing is essential.

• Do not encroach on pitches during matches.

• **Coaches and referees are all volunteers we would not have teams or matches without them.**

• Discuss any issues with the coach **AFTER** the match.

**Appendix F**

**Club Officials’ Code of Conduct**

Officials are elected Club Members with specific roles and responsibilities as described in the roles and responsibilities document. In addition to fulfilling these specific responsibilities Club Officials are expected to follow the following Code of Conduct:

• Be aware of the club structure and specific roles and offer support as required

• To be familiar with the Club’s policies, in particular the Equity Policy.

• Be aware of the club Child Safeguarding Policy and take an active role in ensuring compliance.

• Encourage a positive partnership between individual teams.

• Encourage a positive partnership with parents

• Always acting in a professional manner, representing the Club in a positive way

• To always promote communication of all issues fairly, honestly and promptly.

• To offer support to external individuals who from time to time may have reason to have dealings with the Club.

• To always offer support to referees irrespective of situation

**Appendix G**

**Volunteers’ Code of Conduct**

From time to time individuals will offer support to the Club as a Volunteer to carry out various tasks in connection with an event or other regular activities. As such Volunteers should consider themselves to be acting as an official representative of the club and should adopt the same code of conduct as elected members, namely:

• To represent the Club at all times in a professional manner

• To be aware of the Club’s Child Protection Policy

• To actively promote the Club’s equity policy

• To be aware of the Club’s parent/spectator and members code of conduct and actively take part in its enforcement.

**Appendix H**

**Players’ Code of Conduct**

**ALL PLAYERS ARE ENCOURAGED TO:**

• Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity for you to play the game and enjoy the rugby environment.

• Understand the values of loyalty and commitment to adults and team mates.

• Recognise that every young player has a right to expect their involvement in rugby to be safe and free from all types of abuse.

• Understand that if an individual or group of young players feel they are not being treated in a manner that is acceptable, then you have a right to tell an adult either at the rugby club or outside of the game.

**ALL PLAYERS SHOULD:**

• Play because you want to do so, not to please coaches or parents.

• Remember that skill development, fun and enjoyment are the most important parts of the game.

• Be attentive at all training and coaching sessions.

• Work equally hard for yourself and your team - both will then benefit.

• Recognise good play by all players on your team and by your opponents.

• Be a sportsman - win or lose.

• Play to the Laws of the Game and accept, without question, all referees' decisions.

• Control your emotions. Verbal or physical abuse of team mates, opponents or match officials is not acceptable.

• Treat all players, as you would like to be treated. Do not interfere with, bully or take advantage of another player.

• Maintain discipline on and off the pitch and respect the Club`s property as well as any opposition’s property and goods

**Appendix I**

**Partnership between Team Manager and Parents**

The partnership between team management and parents is a key part of a successful team. This should be actively encouraged through:

• Providing a seasonal diary of the times and dates of training, matches and competitions.

• Providing information on possible financial issues.

• Agreeing issues relation to Duty of Care (e.g. responsibility for travelling to and from games).

• Encouraging parents to attend coaching sessions and games and making them aware that the ‘win at all costs’ is not accepted in Rugby Union or the Club.

• Ensuring parents have realistic aspirations for their child and are made aware of his/her strengths and weaknesses.

• Informing parents about specialist equipment that is required (e.g. gum-shields) and where it might be purchased from.

• Ensuring parents are aware of acceptable touchline behaviour.

**And above all:**

• Involving parents in peripheral activities which make them feel they belong, especially if it involves expertise that is not rugby related.

**Appendix J**

**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.

1. Once an incident is reported to the Club Safeguarding Officer he/she should consult with the RFU Child Protection 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 a young person.

9. A copy of the finding must be sent to the CB Safeguarding Manager and RFU Child Protection Officer.

Possible outcomes

1. Temporary suspension.

2. Person may only coach whilst supervised.

3. Coach must undertake RFU/RFUW Playing it Safe Course

4. Coach must attend SCUk Good Practice and Child Protection Course.

5. Coach must attend appropriate RFU/RFUW Coaching Course.

# Section 8 Injury Reporting Procedures

The aim of this document is to set out Pocklington RUFCs’ policy on Reporting Injuries. It is produced using the Rugby Football Unions’ Regulation 21 (Safeguarding).

In order to simplify the reporting process and ensure that the injury data that is collated is valid, clubs and schools need only report the Reportable Injury Events defined below. Detailed injury surveillance data will be collected independently from a representative sample of nominated clubs and schools.

**Reportable Injury Events**

These are defined as:

* An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there).
* Deaths which occur during or within 6 hours of a game finishing.

**Reportable Injury Event Protocol**

In the event of a serious injury occurring which fulfils the above definition, the following protocol is to be followed:

1. Provide immediate first aid and arrange transport by ambulance to the hospital.

2. A club representative must phone the Sports Injuries Administrator Helpline 0800 298 0102, as soon as the seriousness of the player's condition is confirmed and certainly within 48 hours of the game or training session.

3. Please have a pen and paper, and details of the incident ready to provide. Out of working hours there will be a recorded message that provides contact details of the Injured Player Welfare Officer (IPWO). You will be asked to email or fax a Reportable Injury Event report form, which can be downloaded from the RFU website [www.rfu.com](http://www.rfu.com), Pocklington RUFC website www.pocklingtonrufc.co.uk, or complete a pre-printed form held in the Seal of Approval Team Managers Pack. Also contact the Clubs Safeguarding Officer.

4. The IPWO will then establish contact with the club and player or their family in order to confirm the injury, initiates the Pastoral Support Programme, and collects additional information about the injury.

5. The club/school mustnotify their insurers. The RFU insurers **are Marsh Sports Group (Claims),** Tel: 0131 311 4254**,** Fax: 0131 343 6667**,** email: [Susan.J.Thomson@marsh.com](mailto:Susan.J.Thomson@marsh.com)

6. Record witness statements.Where a potential insurance or personal injury claim may arise, clubs and schools are advised to retain on file witness statements. These statements must confine themselves to the facts and not include opinion or hearsay, or apportion or infer blame. They must be signed and dated by the person making them.

If you have any queries, you can also contact either the Sports Injuries Administrator or the Injured Player Welfare Officer as follows:

**Sports Injuries Administrator (SIA)**

Community Rugby, Rugby House, Rugby Road, Twickenham, TW1 1DS

Tel: 0800 298 0102, Fax: 0208 892 4446

email: [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com)

**RFU Injured Player Welfare Officer:**

David Phillips, 16 Holborn Ave, Leigh, Lancashire, WN7 1TT

Tel: 07894 489 716

Email: [welfareofficer@therfu.com](mailto:welfareofficer@therfu.com)

**RFU Reportable Injuries Form**

Please use this form to report any injuries that occur whilst playing rugby or taking part in organised squad rugby training sessions that fit any of the following definitions:

* An injury which results in admission to a hospital intensive care unit, high dependency unit, specialist spinal or head injury unit.
* Deaths which occur during or within 6 hours of a game finishing.
* Any injury that is likely to result in an insurance claim to the RFU insurers

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Date of report: Time of report:

Date of injury: Time of injury:

Player's name: DOB or Age:

Club/School: Team:

Game / Training:

Nature of suspected injury:

Category:

* An injury which results in admission to a hospital intensive care unit, high dependency unit, specialist spinal or head injury unit.
* A death which occurred during game or within 6 hours of a game finishing.
* An injury that is likely to result in an insurance claim to the RFU insurers

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Game Injuries Only

Opposition Club: Team:

Venue: Name of Referee:

Name of reporting person: Position within Club/School:

Contact Telephone Number(s):

Once completed, please send this form to the RFU Sports Injuries Administrator:

Email: [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com) Fax: 0870 143 2423 Tel: 0870 143 2421

Post: Sports Injuries Administrator, Rugby Football Union, Rugby House, Rugby Rd, Twickenham, TW1 1DS.

The RFU only uses this data for contacting individuals and/or their clubs who are identified as requiring support in the case of a serious injury