



Deal & Betteshanger RFC

**Deal and Betteshanger Rugby Football Club**

# **SAFEGUARDING POLICY**

***“Protecting children is everyone’s responsibility.***

***Doing nothing is not an option”***

## SAFEGUARDING POLICY STATEMENT

Deal, Betteshanger & Walmer Rugby, Sports & Social Club (Deal and Betteshanger RFC) recognises it's moral and legal obligation to ensure that, the coaches and volunteers who have a responsibility for young people within the club provide them with the highest possible standard of care.

- The welfare of the child 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

## ROLE OF THE CLUB'S SAFEGUARDING OFFICER

For the season 2011/2012 the Club has appointed **Paula McLachlan** as the Safeguarding Officer.

**Paula can be contacted on 01304 379047 / 07800960874 or at [kevinpaula@btinternet.com](mailto:kevinpaula@btinternet.com)**

**Main purpose of role:** To act as a point of contact in all issues relating to the welfare of young people and to ensure all appropriate documentation and forms are completed in accordance with the RFU/RFUW policy and procedures for the welfare of young people in rugby union.

### **Actual duties involved:**

- Ensure the club has a Safeguarding policy and implementation plan
- Ensure all parents are aware of the club policy on Safeguarding and the correct protocols for voicing concerns
- Ensure codes of conduct are well publicised and adhered to
- In consultation with the county CB Safeguarding Manager, ensure all reported incidents are managed at the appropriate level in line with RFU procedures
- Be aware of local social services and area child protection committee contacts
- Sit on relevant committees
- Ensure all relevant club members are aware of training opportunities

**If any member of Deal and Betteshanger RFC or parent has any concerns about any child associated with the club, they should discuss them with the Club Safeguarding Officer. An incident form should be completed and the RFU policy adhered to.**

## SAFEGUARDING POLICY

Deal and Betteshanger RFC treat the issues surrounding Safeguarding seriously and endeavours to provide a safe environment for all our young players, supporting an environment that fosters fair mindedness sporting behaviour and allowing the young players to reach their own personal best.

All Coaches, parent helpers and volunteers involved with the young people of Deal and Betteshanger RFC will be subject to the Criminal Records Bureau Disclosure procedures. Refusal of this will mean that the individual is not able to work with or be involved with the training of the young people of Deal and Betteshanger RFC.

Coaches involved with Deal and Betteshanger RFC will be suitably qualified by attending relevant Rugby Football Union coaching courses, or similar for associated sports, enabling them to provide safe training practices and activities. The club will encourage all coaches to stay up to date on all aspects of training.

Deal and Betteshanger RFC will keep family members/carers informed about the nature of the activities that their children are participating in. Information shall be given regarding venues, names of coaches, start and finish times of training sessions or matches and emergency contact numbers.

Deal and Betteshanger RFC will keep up-to-date records of memberships, consents and incident/accidents.

Children must not be left unattended after training/matches and it is the coach's responsibility to contact parents should such a situation arise. Children playing in the under nine teams and below must be accompanied by a responsible adult at all times.

Deal and Betteshanger RFC will hold a Child Protection Representative - Club Safeguarding Officer.

For the year 2011/2012 this is Paula McLachlan who can be contacted on 07800960874.

It is the duty of the Club's Safeguarding Officer to keep up to date with all child protection and welfare issues and to appropriately and confidentially deal with concerns and issues raised.

Deal and Betteshanger RFC strongly believe that ***"the welfare of the child is paramount"***.

**It is therefore, VITAL that any concerns about the behaviour of a member/supporter of Deal and Betteshanger RFC, visiting club members and supporters or if there are suspicions or a child discloses that abuse is taking place inside or outside the Club environment, are recorded and concerns are shared with the designated Safeguarding Officer for Deal and Betteshanger RFC.**

In the event of such incidences, the following guidelines will be followed.

1. Any suspicion or incident will be recorded at the time by the person who has witnessed the incident or who has the suspicion. All notes must be dated and signed. Incident forms are available from the Club's Safeguarding Officer, in team manager's packs or from the Club House, (appendix 1).
2. The Safeguarding Officer will discuss the issue with the Director of Youth Rugby and decide as to what further action is to be taken. In the instance of poor practice, the Safeguarding Officer must consult with the RFU Equity, Inclusion & Safeguarding Manager in order to ascertain whether the incident is in fact poor practice, bullying or abuse.

3. Once the incident has been identified as poor practice, senior club officials will be consulted and a decision to temporarily suspend the person accused will be made. Each case will be considered on its individual merits.
4. A disciplinary hearing may be called. The accused will be invited to attend the hearing at a convenient time for him/her and be given ample opportunity to present their own interpretation of events and to call witnesses.

The accused will be supplied with written copies of the disciplinary panel's decision. A copy of the findings is sent to the RFU Equity, Inclusion & Safeguarding Manager, and the decision could result in any of the following:

- Removal from Deal and Betteshanger RFC list of approved coaches/helpers
  - Temporary suspension as a Deal and Betteshanger RFC coach/helper
  - Person may only coach while supervised for a determined period
  - Coach must undertake the RFU's "Safeguarding and protecting young people in rugby" workshop
  - Coach must attend appropriate RFU coaching course
5. If the reported incident is suspected child abuse from either inside or outside of the club environment, the Safeguarding Officer will, in all instances seek advice from Dover County Council Social Services (Children and Families) duty officer along with the RFU CB Safeguarding Manager. At this stage it is not always necessary to identify the family, carer or significant individual, but it does enable decisions to be made if a formal referral to Social Services is necessary.
  6. The Deal and Betteshanger RFC Safeguarding officer and Chairman of Youth Rugby will accurately record all actions in writing and maintain confidentially at all times.
  7. **If the young person is in need of immediate medical attention as a result of alleged physical or sexual child abuse, either from within or from outside of the club call an ambulance and the police inform them that the concern relates to child protection.**

**REMEMBER:**

**IT IS NOT THE RESPONSIBILITY OF THOSE INVOLVED WITH  
DEAL AND BETTESHANGER RFC TO DECIDE THAT ABUSE IS  
OCCURRING BUT IT IS THEIR RESPONSIBILITY TO ACT ON ANY CONCERN.**

## SAFEGUARDING GUIDANCE

ALL coaches and volunteers have a responsibility to protect the children from child abuse and themselves from wrongful accusations.

### There are four main types of abuse:

1. **NEGLECT:** In a rugby situation, neglect may occur when:
  - young players are left alone without proper supervision
  - a young player is exposed to unnecessary heat or cold without fluids or protection
  - a young player is exposed to an unacceptable risk of injury
2. **EMOTIONAL:** In rugby situation, emotional abuse may occur when coaches:
  - provide repeated negative feedback
  - repeatedly ignore a young player's efforts to progress
  - repeatedly demand performance levels above those of which the young player is capable
  - over emphasise the winning ethic
3. **SEXUAL:** In a rugby situation, the close proximity of coaches and others, to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.
4. **PHYSICAL:** In a rugby situation, physical abuse may occur when:
  - coaches expose young players to exercise/training which disregards the player's capabilities
  - coaches expose young players to injury due to overplaying, over-training or fatigue
  - coaches expose young players to alcohol, or give them the opportunity to drink alcohol below the legal age
  - coaches expose young players to performance enhancing drugs and recommend that they take them

All adults who work with young people are in a position of trust, which has been invested in them by the parents, the sport and by the young people. In this position of trust it must be recognised that there are certain boundaries in the coach player relationship that must not be crossed.

This mutual trusting relationship could mean that a child discloses highly sensitive and personal information to you. It is important that this is always handled in the correct manner in order to protect both the child and yourself.

If a child discloses information to you, you should:

- Stay calm
- Reassure them that they are not to blame
- Avoid making promises of confidentiality or outcome
- Keep questions to a minimum
- Make brief, accurate notes at the earliest opportunity

An individual who becomes aware of any suspicions or concerns about the safety or welfare of a child or vulnerable adult must pass these on to the Club Safeguarding Officer as soon as possible. If they feel the child is in immediate risk of abuse then a statutory agency (local children's services or the police) should be contacted immediately.

**Confidentiality in matters relating to child protection is vital and information must only be shared with the Club's Safeguarding Officer and nominated officials.**

In an emergency or in the event that you cannot contact the Club's Safeguarding Officer, Paula McLachlan 07800960874, do not discuss the matter with others, report directly to:

- Police
- RFU Child Safeguarding Helpline: 0208 831 6655
- The NSPCC helpline (0800 800 500) will give you confidential advice

In order to protect yourselves and the children in your care, all coaches are strongly advised to read and follow the guidelines as set by the Rugby Football Union "The Welfare of Young People in Rugby Union Guidance". Copies of which are available from RFU web-site ([www.rfu.com](http://www.rfu.com)) or from Paula McLachlan 07800960874.

All coaches are obliged to familiarise themselves with Deal and Betteshanger RFC Safeguarding Policy and "Coach's Code of Conduct". Annual confirmation that this has been read will be sought and documented.

For further information please see the clubhouse notice board or copies are available in team manager's packs or from: Paula McLachlan: 07800960874 or [kevinpaula@btinternet.com](mailto:kevinpaula@btinternet.com)

### **EQUAL OPPORTUNITIES POLICY**

Deal and Betteshanger RFC is an equal opportunities organisation and is committed to a programme of action to make this policy fully effective.

The aim of this policy is to ensure that no member receives less favourable treatment on the basis of gender, race, disability, colour, nationality, ethnic or national origin, marital status, sexuality, responsibility for dependants, religion, trades union activity and age. All members will be given equal opportunity within the organisation and will be encouraged to progress within the organisation.

To ensure that no direct or indirect discrimination is occurring, recruitment and other membership decisions will be regularly monitored in conjunction with ethnicity, gender and disability records of all applicants and existing members.

Deal and Betteshanger RFC will put into practice this policy by:

- Ensuring that no member is subject to victimisation, discrimination and harassment of any kind, and by making it clear to all that these are offences which contravene the organisations ethos
- Endeavouring to ensure that the club house is accessible and managed to suit the needs of all members and guests, as is reasonably practicable and possible
- Ensuring that all members know and understand this policy

## ANTI-BULLYING POLICY

Deal and Betteshanger RFC believe that everyone has the right to a safe environment without fear of verbal, physical and emotional forms of bullying.

Bullying is not easy to define, it can take on many forms and is usually repeated over a long period of time, all forms of bullying include:

- **Deliberate acts of hostility towards the victim**
- **A victim that is perceived as weaker than the bully or bullies**
- **An outcome that is always painful and distressing to the victim**

Emotional bullying is more likely to be found in rugby than physical violence. It is also very difficult to prove and distressing for the victim to cope with. The victim will often leave the club setting rather than have to deal with any persistent bullying.

We encourage parents to read our policies and discuss issues of friendships and bullying with their respective child/ren.

When an incident of alleged bullying has been brought to the attention of the Club's Safeguarding Officer they will:

- Take the problem seriously
- Investigate any incidents
- Talk to the alleged bully and their victims separately

## PHOTOGRAPHIC POLICY

**Deal and Betteshanger RFC have adopted the RFU/RFUW Best Practice Guidelines for Photographic images - including those taken by mobile telephone**

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 by the RFU with advice and guidance on the use of images of young people. The whole policy is available at [www.rfu.com](http://www.rfu.com)

Deal and Betteshanger RFC and RFU/RFUW are 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 we will be putting in place the best possible practice to protect young people wherever photographs or recorded images are taken and stored.

The images may be published on the Club's website [www.dealandbettesrfc.org.uk](http://www.dealandbettesrfc.org.uk)

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

## **POLICY STATEMENT RELATING TO THE USE OF VIDEO/PHOTOGRAPHIC IMAGES**

Deal and Betteshanger RFC recognises the need to ensure the welfare and safety of all young people in Rugby Union.

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

We will follow the RFU/RFUW guidance for the use of images of young people,

We will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of playing rugby.

If you become aware that these images are being used inappropriately you should inform the Club Safeguarding Officer – Paula McLachlan.

## **RULES FOR POLICY COMPLIANCE**

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.
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 Club Safeguarding Officer – Paula McLachlan.



## COACHES

### CODE OF CONDUCT



Deal & Betteshanger RFC

- 1. All rugby coaches must respect the rights, dignity and worth of every young person with whom they work with and treat them equally within the context of rugby union**
  - Do not behave in a way that discriminates against gender, race or disability.
  - All rugby coaches must place the physical and emotional well being of all young players above all other considerations, including the development of performance.
  - Recognise the importance of fun and enjoyment when officiating or coaching young players.
  - Provide verbal feedback in a positive way during game.
  - Explain decisions – most young players are still learning. The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect.
  - Do not overtly criticise young players or use language which may cause the player to lose confidence or self esteem.
  
- 2. All rugby coaches must encourage young players to accept responsibility for their own behaviour and performance. Coaches should be a positive role model and lead by example**
  - Recognise that it is illegal for young players under 18 to drink alcohol. Do not drink alcohol before you work, or while you are working with the young players.
  - Do not smoke when you are working with the young players.
  - Do not engage in any inappropriate contact with young players.
  - Do not tolerate verbal abuse or bad language from players or supporters. Be a positive role model. Never at any time, under any circumstances should force be used to check a young player's aggressive behaviour towards you or his/her fellow players.
  - Do not shower or change at the same time as the young players.
  - Do not enter the young player's changing rooms alone, unless in an emergency.
  - Do not make sexually explicit remarks to young players, even in fun.
  - Do not give a lift to a player unless there are other young people or adults in the car and the parents are aware. Do not take a young player to your home.
  - Where mixed teams compete away from home they should always be accompanied by at least one male and one female adult.
  
- 3. Recognise that safety is paramount.**
  - Ensure that all equipment and facilities are safe and age appropriate.
  - As rugby is a physical game, do not join in, you are too big! However in order to reach or coach certain situations, a degree of physical contact is sometimes necessary. When this arises tell the player before hand in order to gain their consent.
  - All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players.
  - Do not allow a young player to continue playing if you have doubts about their fitness.

#### **4. Ensure good safe practices is executed at all times**

- Do not administer first aid unless qualified to do so. Any player injured during a match or training session should be handled with extreme care by someone qualified to do so. It is important in the case of neck and back injuries that the player is not moved in any way and if in doubt, an ambulance called immediately.
- Under NO circumstances should a player complaining of neck or back injuries be moved by those unqualified to do so and the use of stretcher should NEVER be considered.
- Children must not be left unattended after training/matches and it is the coach's responsibility to contact parents should such a situation arise.

#### **5. When refereeing young players, it is recommended that match officials:**

- Recognise the importance of fun and enjoyment when officiating young players
- Provide verbal feedback in a positive way during games and explain decisions –young players are still learning
- Appreciate the needs of the players and be a positive role model
- Recognise that safety is paramount and do not allow a young player to continue playing if you have doubts about their fitness
- Do not tolerate verbal abuse from players, coaches or spectators – exercise zero tolerance at all times
- Do not check studs without the coach being present
- Do not be alone with young players at any time and never shower or change in the same area as young players
- Do not engage in any inappropriate contact with young players or make sexually explicit remarks to young players, even in fun.

#### **Coaches and Referees must always:**

Familiarise themselves with Deal and Betteshanger RFC's Safeguarding Policy, and know what to do should a situation arise.

Report, in writing, to the Club or Safeguarding Officer, behaviour by adults which you feel contravenes RFU Child Safeguarding Policy, for example:

- 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 you by young people or adults

**If you accidentally hurt a player, or cause distress in any manner, or the player appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, you MUST report the incident to the Club's Safeguarding Officer as soon as possible. Paula McLachlan 07800960874.**

This must also be supported by a brief written statement.

Parents will also be informed of the occurrence by the Club's Safeguarding Officer.

This code of conduct should be read in conjunction with the guidance set by the Rugby Football Union "The Welfare of Young People in Rugby Union Guidance". Copies of which are available from RFU web-site ([www.rfu.com](http://www.rfu.com)) or from Paula McLachlan, Safeguarding Officer.

## **PLAYERS / PARENTS / GUARDIANS / SPECTATORS CODE OF CONDUCT**

When completing the medical and consent forms (appendix 2), parents/guardians and players agree to abide by the code of conduct listed below and to accept all measures for gross misconduct deemed appropriate by the committee of Deal and Betteshanger RFC.

### **PLAYERS**

1. The club expects fair play at all times. Shake hands with match officials and opponents after the game (whatever the result).
2. Do not become involved in disputes with officials, opponents or spectators. Control your temper and do not use foul, abusive or racist language towards officials, opponents or spectators. Do not applaud the sending-off or the errors of opponents.
3. Treat everyone equally regardless of sex, disability, ethnic origin or religion.
4. Let the referee handle incidents in the game. Do not retaliate against opponents.
5. Treat the changing rooms and facilities of all Clubs you visit with respect.
6. Teamwork, effort and enjoyment are as important as winning. Learn to win and lose with dignity
7. Cooperate with your coach, team, opponents and referee, for without them you do not have a game.
8. Remember you are representing your Club. Be sensible and enjoy yourself.

### **SPECTATORS / PARENTS / GUARDIANS**

1. Remember your actions influence the mood of the players and the game. Do not applaud foul play, and do not incite your players to foul. Do not use foul, abusive or racist language to players or other spectators. Do not ridicule opponents for their mistakes.
2. Recognise that children play for fun. They are not miniature professionals or internationals. Encourage all players and applaud their efforts.
3. Teach the children that taking part and trying their best is more important than the result of the match.
4. Stand away from the touchline. You must not enter the field of play during a game unless asked to do so by the referee.
5. Remember, when you are supporting your team, you are representing the Club
6. You are subject to the laws of the game. You can be cautioned, reported, sent away from the ground, and suspended from attending any matches.
7. Recognise the importance of volunteer coaches; they give their time and resources to provide a game for young players. Do not abuse match officials, however much you disagree with their decision, emphasise respect for the referee by **not** questioning his decision.
8. Be aware that children in the U6 - U9s teams must be accompanied by a responsible adult at all times.
9. In most instances it is the responsibility of parents, not the club, to transport your child to matches. If you make arrangements for other parents to take you child, this is a private arrangement and at your discretion.

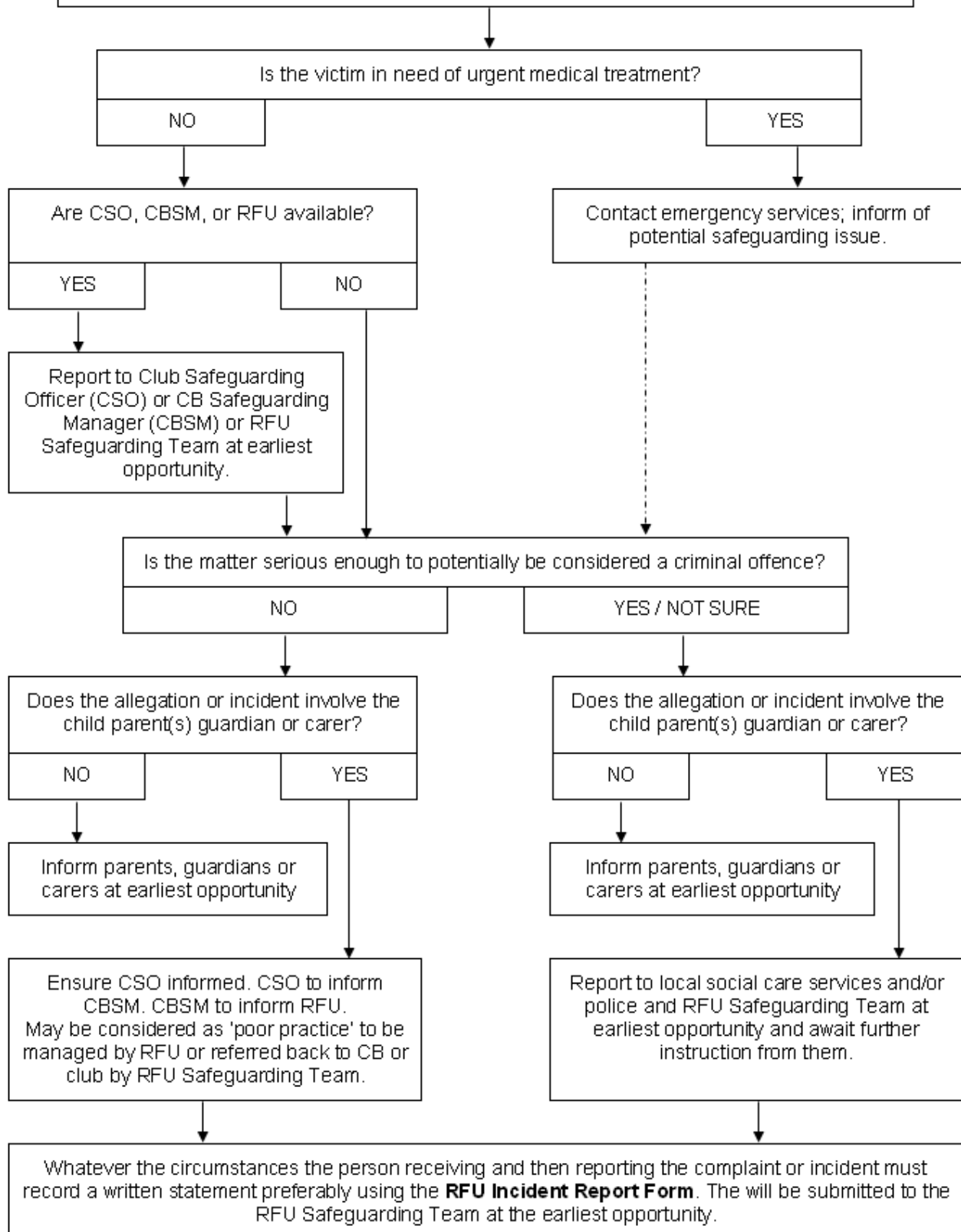
In the event that any player/spectator/parent/guardian contravenes any of the items listed above, disciplinary actions could be carried out.

**Rugby is a game, which should be played in a spirit of friendship.  
The game should also be enjoyed by players, match officials and spectators alike.**

## Pathway following a report of an incident

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

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



## Appendix 1

### RFU/W INCIDENT REPORT FORM

Your Name (reportee)	Your Club: Deal and Betteshanger RFC
Contact Details:  Telephone No:	Position in Club and or Constituent Body:
Name and Contact Details of Person Making Allegation:	
Date & Time of Incident:	Where incident took place:
Type of Incident:	
Child/Young Person's Name	Age:
Parent/Carer's address:	Telephone No:
Name of adult against allegation is made:	Age:
Contact Details:	Position at Club:
Member of Club:	Yes / No
Does this person work in any other role that involves working with young people or vulnerable adults (e.g. care worker, scouts, other sports clubs)?	Yes / No If yes, please list:
Relationship between adult (against whom the allegation has been made) and child/young person, if any:	
Details of Incident:	

Were there any witnesses? If so, please state name and contact details:	
If the incident occurred during a match a referees report is required. Please supply contact details of the referee together with a copy of his/her report:	
If Child/Young Person spoke to you directly, please record actual details and words used by the child. (Remember do not lead or question the child or young person.)	
Action taken so far by you:	
Other bodies contacted: NSPCC/POLICE/SOCIAL SERVICES Club's Safeguarding Officer – Paula McLachlan	If Yes, which: Name & Contact Details
Referred to RFU CB Welfare Manager: Yes/No	
Any other information:	

Please contact Deal and Betteshanger Safeguarding Officer – Paula McLachlan **01304 379047 / 07800960874** or at [kevinpaula@btinternet.com](mailto:kevinpaula@btinternet.com)

Paula will copy this to **Ann Hutchins** Child Protection & Welfare Executive. Rugby Football Union, Rugby House, Twickenham Stadium, 200 Whitton Road, Twickenham, TW2 7BA or email to [rmg@therfu.com](mailto:rmg@therfu.com)



# Deal and Betteshanger RFC

Medical Form  
Season 2011/2012



First Name		Surname	
School		Date of Birth	
Home Address			
Post Code			
RFU Reg Number (if Known)		Team	
Full Name of Parents/ Guardians			
Address of other Parent / Guardian (if different from player)			
Parents phone contact Your coach may need to tell you about changes to matches, training etc.		Mobile number for Parents	
Email addresses – this is how your coach will contact you so please be clear			
Medical Conditions / allergies	<b>Please give full details.</b>		
If you are currently taking any medication please list it here			
Please give your doctor's details in case of emergency			



# Deal and Betteshanger RFC

Consent Form  
Season 2011/2012



	Parent please sign and date all boxes
I <b>consent / do not consent</b> (please delete as appropriate) to the photography/videoing and publication of images of my child under the RFU's child protection and Best Practice Guidelines and I confirm that I am legally entitled to give this consent	
I am aware that mouth guards are compulsory for U9s and above and shin pads (not rigid "football types") are advised	
If my child is U6 - U9, I agree to ensure my child is accompanied at all times by a responsible adult	
I have read and agree to the terms of the spectator's "code of conduct"	
I am aware that the Club has a "Safeguarding Policy", located in the clubhouse	
I understand that, Deal and Betteshanger Rugby Football Club, its servants, agents or employees do not accept any liability whatsoever for the loss of property, accident, or injury to the applicant caused during the course of training, coaching, preparations for matches OR matches themselves played at Deal and Betteshanger Rugby Football Club OR other grounds.	
	Player please sign and date
I have read and agree to the terms of the player's "code of conduct"	

This information will be treated as strictly confidential and will be kept with the Team Manager during all training, matches and festivals.

**Please return this form, along with your membership form and membership money to your team manager**