



BROUGHTON PARK SAFEGUARDING POLICY AND GUIDANCE

Produced by
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THE RUGBY CODE OF CONDUCT

Everyone involved in Rugby in England, whether as a player, coach, referee, administrator, parent or spectator is expected to uphold the core values of our sport.

TEAMWORK
RESPECT
ENJOYMENT
DISCIPLINE
SPORTSMANSHIP

Here are a few key guidelines that will help to practice the Code of Conduct:

- Play to win – but not at all costs.
- Win with dignity, lose with grace.
- Observe the laws and regulations of the game.
- Respect opponents, referees and all participants.
- Reject cheating, discrimination, violence and drugs.
- Value volunteers and paid officials alike.
- Enjoy the game.



SAFEGUARDING POLICY STATEMENT

Broughton Park Rugby Club is committed to safeguarding the welfare of children and vulnerable adults in the sport. All children and vulnerable adults are entitled to protection from harm and have the right to take part in sport in a safe, positive and enjoyable environment.

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.

Broughton Park will align its policies and processes with local and national guidelines relating to the protection and care of children and young people, and takes lead from the Rugby Football Union.

DEFINING CHILDREN

Children are defined in the Children Act 2004 as people under the age of 18 years.

17yr old males playing in the adult game.

Aligned with national guidance, Broughton Park adheres to the RFU Regulation 15, which state that a male player can, with written parental consent, play in the adult game when he reaches his 17th birthday, although not play in a front row position until his 18th birthday. The form may be found at www.rfu.com/AdultRugbyForm.

Once completed and signed it must be kept as a record of the decision. The only exception is for players within the Elite England Rugby performance pathway, whose playing development is managed through the England National Academy.

A club's management team must have assessed (prior to any training or playing) and continue to assess, that any 17 year old player playing in adult games or training is both physically and emotionally capable of taking part. Those responsible for the management of adult teams which include 17 year olds, must at all times be mindful of the 17 year old player's safety and wellbeing and ensure that a suitable adult from within the team and management acts as a mentor.

If a 17 year old is playing rugby in accordance with Regulation 15, while playing or training with the adults he is treated as an adult. This includes showering and changing facilities. It is advisable for a mentor to be appointed from a member of the coaching team as someone for them to turn to if there is any issue that causes them concern. This person should be appropriately vetted in the usual way. Once a player returns to U18 rugby he is once again a child and the policies regarding children apply.

DEFINING VULNERABLE ADULTS

"Vulnerable adult" means a vulnerable adult as defined in Section 59 of the Safeguarding Vulnerable Groups Act 2006. In summary, vulnerable adults are defined as someone 18 years or older with a dependency on others, or a requirement for assistance for others, in the performance of basic physical functions; severe impairment in the ability to communicate with others, or impairment in a persons ability to protect him or herself from assault, abuse or neglect.

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PUTTING OUR POLICY INTO PRACTICE

Broughton Park aims to create a culture where everyone feels confident to raise legitimate concerns without prejudice to their own position. Concerns about the behaviour of coaches, officials or any members of the staff/volunteer team which may be harmful to a child or vulnerable adult in their care must be reported to the RFU Safeguarding Team through the Club Safeguarding Officer or CB Safeguarding Manager.

While remembering that it is the safety and welfare of children and vulnerable adults that is of paramount importance, there will be times when those responsible will need to exercise discretion and common sense to ensure their wellbeing. This guidance is designed to provide information on a number of different topics which clubs and their volunteers and employees may find useful and will help them to create safe, friendly and welcoming environments for children and vulnerable adults.

SAFE ENVIRONMENTS

A safe environment is one where:

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

Communication is central to maintaining a safe environment; contact details for all the key members of the staff/volunteer team will be given to the parents at the start of the season, such as the Club Safeguarding Officer, as well as ensuring that they are known to the children and vulnerable adults.

Messages relating to children, sent via telephone, emails and texts, should always be through their parents/guardians. Where appropriate older players may be copied in but **this should always be done by blind copying in order to protect their data**. Direct personal communication with children should always be avoided, unless in exceptional circumstances.

RECRUITMENT

Broughton Park will work to ensure it has a suitable paid and/or volunteer workforce and all reasonable steps will be taken to exclude anyone who may pose a threat to children or vulnerable adults. When recruiting new volunteers, clubs should will asking anyone unknown to the club to provide a written reference, which the club should then verify. The behaviour and performance of new volunteers and employees will be monitored through the existing staff/volunteer team for a period to ensure they are using best practice.

TRAINING

In addition to a CRB check, Broughton Park will ensure that all adults who have a coaching role attend:

- The introductory **Rugby Ready** course,
- The **Play It Safe** RFU Safeguarding course,
- And the RFU training for **Level One Coaching**.

These details can be found through the Club Safeguarding Officer. The Club Safeguarding Officer will, within six months of being appointed, attend the RFU Club Safeguarding Officers Workshop, which covers their role and responsibilities. This will be updated on a regular basis, as new guidance is released.

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SUPERVISION

To provide a safe environment, Broughton Park will ensure that their staff/volunteers avoid working in isolation with children or vulnerable adults ie out of the sight of parents or other staff/volunteers. Whilst staff/volunteers are awaiting their CRB disclosure **they must always be supervised by someone who does have CRB clearance.**

Contingency planning should ensure that if a player's injury requires significant attention, or coaches are absent or away with a team, levels of supervision can be maintained by suitably vetted individuals. However, in an emergency, the first attention must be paid to an injured player and if there are insufficient suitably vetted people available to supervise the remaining players, clearly, responsible adults will need to be asked to step in.

ADULT : CHILD RATIOS

There should always be more than one suitably vetted adult in charge of any group of children or vulnerable adults. The RFU recommends a minimum ratio of:

- 1:10 for children over 8 years old or vulnerable adults
- 1:8 for children under 8 years old
- 1:6 for children under 7 years old

ON TOUR

The guidelines of the Safeguarding Policy apply equally on tour as at the club. When on tour if an adult is solely there supporting their own child they will not need CRB clearance but they will if they are acting in any official capacity with other children. This would apply to those on bedtime or other supervisory duties.

When on tour with a group of vulnerable adults clubs are advised to conduct a thorough risk assessment and apply a suitable ratio based on the individuals and their companions/carers within the tour party. A separate guidance document from the RFU is available from the Safeguarding Officer.

INAPPROPRIATE RELATIONSHIPS WITH CHILDREN OR VULNERABLE ADULTS

An adult in a position of trust must **never** enter into a sexual relationship with a child in their care. Sexual intercourse, sexual activity, or inappropriate touching by an adult with a child under the age of 16 years is a criminal offence, even where there is apparent consent from the child.

A consensual sexual relationship between an adult in a position of trust and a child over 16 years of age, or a vulnerable adult, is a breach of trust and an abuse of the adult's position. Whilst it may not be a criminal offence, Broughton Park will approach this breach of trust in a serious manner, and may result in RFU disciplinary action, including suspension from attending rugby clubs.

The RFU has a legal duty to refer anyone removed from Regulated Activity to the Independent Safeguarding Authority. Therefore, an adult in a position of trust involved in a consensual sexual relationship with a child over 16 years of age, or a vulnerable adult, may be referred to the ISA for consideration. This could result in the adult being barred from working with children or vulnerable adults by the ISA.

No-one in a position of trust should encourage a physical or emotionally dependent relationship to develop between them and a child or vulnerable adult in their care; this is often referred to as grooming. Adults must never send children or vulnerable adults inappropriate or sexually provocative messages or images by text, or other electronic media.

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SAFEGUARDING DISABLED CHILDREN & VULNERABLE ADULTS

Disabled children and adults and their families may need additional information, help and support. The club's staff and volunteer workforce may require training and advice to ensure they include and safeguard them.

Some children and vulnerable adults may be more susceptible to harm than other participants because they may: lack the mutual support and protection of a peer group, require higher degrees of physical care and support, have limited communication skills, find it difficult to resist inappropriate interventions, have several carers making it difficult to identify an abuser, have a history of having limited or no choice or have a degree of dependency on a carer conflicting with the need to report harm or raise concerns.

GOOD ROLE MODELS

The staff and volunteer workforce at Broughton Park commit to consistently display high standards of personal behaviour and appearance, and refrain from pursuits considered unhealthy in front of their players. They must not make sexually explicit comments to children or vulnerable adults and any language which causes them to feel uncomfortable or lose confidence or self-esteem is unacceptable, as is the use of obscene or foul language.

ALCOHOL

Broughton Park takes its responsibility towards alcohol use very seriously and takes considered, positive action to ensure that they are responsible licensees.

The club ensures that the law is upheld at all times. It is against the law:

- To sell alcohol to someone under 18
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18
- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol
- For someone under 18 to drink alcohol in licensed premises, with one exception - 16 and 17 year olds accompanied by an adult can drink but not buy beer, wine and cider with a table meal
- For an adult to buy alcohol for a person under 18 for consumption on licensed premises, except as above

At training sessions and games for children, adults' drinking habits may affect both children's attitude to alcohol and their emotional well-being. As role models adults should avoid excessive drinking in their presence.

The unexpected can always happen; there should always be adults who abstain from drinking alcohol to deal with any emergencies and to manage the safety and welfare of children and vulnerable adults in their care.

CONTACT RUGBY

The wellbeing and safety of children and vulnerable adults must be placed above the development of performance. Contact skills must be taught in a safe, secure manner paying due regard to the physical development of the players involved.

Adults and children must never play contact versions of the sport together including training games or contact drills. They may play either tag or touch rugby together if these games are managed and organised appropriately. A risk assessment on the conditions, players, and apparent risks should be carried out by a person responsible for the overall session.

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COACHING TECHNIQUES

Any inappropriate or aggressive contact or touching between adults and children or vulnerable adults is unacceptable and a number of principles should be followed when teaching contact rugby:

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

PHYSICAL INTERVENTION

Discipline on the field of play is the responsibility of the players. Coaches, team managers and parents must always promote good discipline amongst their players, both on and off the field. Penalising lack of discipline on the field of play which contravenes the laws of the game is the responsibility of the referee. Coaches, managers and spectators should not intervene or enter the field of play. Coaches of U7s and U8s may direct and develop play in a coaching sense on the field of play from behind their teams.

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

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

CHANGING ROOMS AND SHOWERS

Adults and children must never use the same facilities to shower or change at the same time.

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

If children or vulnerable adults need supervising in changing rooms, or coaches or managers need to carry out a range of tasks in that environment, this must involve two suitably vetted adults of the same gender as the children or vulnerable adults. For mixed gender activities separate facilities should be available.

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

Where a disability requires significant support from a parent; or carer, the person concerned and their parents should decide how they should be assisted to change or shower.

Before any assistance is offered by another person, appropriate consent should be given by a parent.

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TRANSPORTATION

In most instances, it is the responsibility of the parents / guardians, and not the clubs to transport their child to and from the club or nominated meeting point. If the parents / guardians make private arrangements between themselves then this is at their discretion.

When Broughton Park formally arranges transport, the club will ensure the following:

- Drivers have a valid driving licence and recruitment procedures, including vetting criteria have been followed and appropriate insurance and breakdown cover has been arranged.
- The vehicle is suitable for the number of passengers and has operational safety belts and appropriate child car seats.
- Parents give their consent and have the driver's contact details, with the driver having easy access to parents' contact details including mobile phone numbers.
- No child or vulnerable adult is left alone in the car with the driver, unless it is the adult's own child or vulnerable adult. If, in extenuating circumstances, this situation arises the child or vulnerable adult should sit in the back of the car if possible.
- The children involved are happy with the arrangement and adults are alert to any signs of disquiet.
- The club hires a coach from a reputable commercial coach company, so it can confidently assume that the company provides properly maintained and insured vehicles and properly licensed drivers.

However, children must never travel unaccompanied. A member of the club must travel with the children and that adult's contact details must be readily available to any parent who has reason to contact them.

In the event of a late collection of children or vulnerable adults, coaches and volunteers should: attempt to contact the parents, wait with the child or vulnerable adult, preferably in the company of others, notify the CSO/ club official and remind parents of their responsibility to collect their child promptly.

PHOTOGRAPHIC IMAGES

Broughton Park encourages the progress and achievements of the club to be photographically documented, and sees this as an important part of celebrating the core values of the game.

The club recognises that it is important to ensure that this documentation is appropriate and responsible to the children and vulnerable adults involved. A separate guidance on taking photographic images, based on a common sense use, will be constantly updated by the club and will be distributed with this document. Any requests from parents / guardians that their wards are NOT documented should be treated with the upmost diligence.

SHARING OF ELECTRONIC MATERIAL/MEDIA

Websites can be a positive way to communicate with children. However, there are risks associated with internet usage. Rugby clubs are legally responsible for their website content and there should be nothing included which could harm a child, directly or indirectly. It is important to note that it is not acceptable to share sexually explicit or inappropriate material via any form of media with children or vulnerable adults. The online environment is ever changing; the guidance will be reviewed and updated when necessary.

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USEFUL PHONE NUMBERS

Broughton Park Club Safeguarding Officer

Sheni Ravji-Smith
07886 954 525

RFU Child Protection Helpline 24hr Answerphone

0208 831 6655 (non-emergency)

Safeguarding concerns or queries

0208 831 7479
rmg@therfu.com

CRB queries

0208 831 7454
crbeapp@therfu.com

Safeguarding training courses

0208 831 7987
rusafe@therfu.com

NSPCC Helpline

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

Child Protection in Sport Unit

0116 234 7278
www.thecpsu.org.uk

ChildLine

0800 1111
(for children - 24hrs)

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