



SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY



diogelu safeguarding
safonau standards



NSPCC



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FOREWORD BY CEO

I am delighted to provide the foreword for this updated policy which outlines the continuing commitment of the Welsh Rugby Union to develop and maintain a safe and positive environment for all individuals who participate in Rugby Union across Wales.

Safeguarding is a key component of the Welsh Rugby Union's drive to support the work of our volunteers in our communities and clubs across Wales. We understand how important it is to constantly evolve our policies, procedures and practice to ensure the safety of the most vulnerable people in our game. Internally, the WRU has never been in a better position in relation to safeguarding structures, which is now supported from within the Club Operations Team, and provides a holistic support service to all clubs and rugby organisations in Wales.

We also ensure that by working in partnership with the Disclosure and Barring Service (DBS) and the National Society for the Prevention of Cruelty to Children (NSPCC) we have robust and effective risk management procedures in place when recruiting employees and volunteers, who will have unsupervised contact with children and adults at risk within Welsh Rugby.

The WRU has made significant strides in working towards achieving the National Safeguarding Standards framework set by the NSPCC and the Child Protection in Sport Unit, and are working towards Level Three of these standards, which is the highest level that can be achieved.

We now have over 300 Club Safeguarding Officers in volunteering roles in our clubs, and they work in partnership with the WRU Safeguarding Advisor as part of the WRU Safeguarding Team. There have been numerous training events delivered and all those who are new to the role will have received training as part of the induction process. This foundation has been built upon by delivering training to over 130 CSOs, who attended the recent series of 'Safeguarding and Protecting Children' training events.

We will continue to work hard alongside our clubs to strengthen all aspects of our safeguarding activities so that children, young people and adults at risk involved in rugby union continue to enjoy the sport within a safe and positive environment. The feedback received from the recent Children and Young People Focus Group meetings has informed our approach in developing this policy. Their involvement in shaping things for the future is a positive step in ensuring that we have a robust but practical approach to safeguarding.

I trust you find this policy a useful reference document and I would also like to take this opportunity to thank all those people who support the WRU's work in this area.

Roger Lewis – Welsh Rugby Union Group Chief Executive



NSPCC (Child Protection in Sport Unit)

All children and young people have the right to participate in their chosen sport in a safe and positive environment. National governing bodies of sport have a responsibility to ensure that there is appropriate support for volunteers and staff, including practical guidance, to assist them to safeguard children in a rugby environment.

This revised version of the Welsh Rugby Union Safeguarding Children and Adults at Risk Policy, provides volunteers and staff with safeguarding guidance and current best practice. The policy contains up to date guidance on issues such as concussion, social media, anti-bullying, promoting positive behaviour and photography.

The WRU has listened to feedback from a wide range of people involved in rugby clubs across Wales, in developing and shaping this policy, including coaches, parents and volunteers. They have also engaged with children and young people to ensure that the policy is both child centred and rugby focussed, and can be practically applied by clubs as a useful resource.

The WRU is pro-active in their approach to supporting clubs in relation to safeguarding. It provides a variety of learning opportunities, from inductions for Club Safeguarding Officers to Club Volunteer Safeguarding Workshops. This foundation will be built on by the development of the WRU's own bespoke safeguarding training package for volunteers. This will focus on supporting Coaches and Club Safeguarding Officers through education and continuous professional development. This aims to embed best practice throughout the organisation.

The NSPCC Child Protection in Sport Unit is pleased to endorse this revised version of the WRU Safeguarding Children and Adults at Risk Policy, and we also commend the wider work that the WRU are undertaking to safeguard children within Welsh rugby.

Anne Tiivas
Director Child Protection in Sport Unit, NSPCC



THE WELSH RUGBY UNION

The Welsh Rugby Union's (WRU) purpose, vision and mission are underpinned by values and beliefs which embrace integrity, excellence, success, courage, family and humour. The purpose of the WRU is to promote, foster, encourage, control and improve rugby football in Wales. The WRU are firmly committed to ensuring that all children and adults at risk, regardless of gender, sexual orientation, age, parental status, disability, religion or belief, gender reassignment, race, ethnic or national origins, or socio/economic background enjoy rugby in a safe environment across the country.

The WRU has a responsibility to encourage, lead and advise all people involved in rugby whether paid or voluntary to understand, adhere to and promote the effective policies and procedures that are in place. This is the national WRU Safeguarding Policy and it sets out procedures in line with legislation and National Safeguarding Standards.

The policy also includes best practice examples, guidance and supporting documents, all of which can help to guide the policies and practices of WRU affiliated Clubs and other rugby organisations.

In the last few years the Welsh Rugby Union (WRU) has undertaken a root and branch review of how we manage our safeguarding responsibilities. During the initial phase, we have promoted the benefits of basic safeguarding principles and the need to have a sound base to work from through a collaborative approach with clubs and partners. The WRU are confident that they have built solid safeguarding foundations, and are fully committed to achieving and maintaining the NSPCC Standards for Safeguarding Children in Sport.

The WRU has been engaged in working towards making our sport safer for all to enjoy in Wales for many years. We understand and appreciate the need to evolve our policies and procedures, with a constantly changing landscape, in terms of safeguarding. The recent legislation changes in relation to the Disclosure and Barring Service have presented some significant challenges, but we understand the importance of managing change by working with the clubs to develop and grow our policies. The Social Services and Wellbeing (Wales) Act, will be implemented in April 2016, and this will see stronger social care regulations introduced across the country.

We also recognise that there are other challenges, such as tackling bullying and abuse through social media, and we are committed to developing operational and practical strategies to respond to these issues. We also know that our relationship with rugby clubs across Wales is a key factor in developing a robust and effective approach to safeguarding, with policies that are based on the needs of volunteer practitioners.

We value the guidance and support that we receive from the Child Protection in Sport Unit (CPSU), and we fully support their efforts to continually raise safeguarding standards within sport.

Working closely with Sport Wales and other National Governing Bodies, we ensure our policies and procedures are complimentary which allows us to work across geographical boundaries for the good of our collective sports. We are committed to working with other sports across Wales to develop and implement best practice, as we recognise the need to have a collaborative approach so that we learn and develop together.

VISION

The WRUs vision is three fold:

- Taking Wales to the world with our rugby
- Welcoming the world to Wales in our Stadium
- Defining Wales as a nation

MISSION

The WRU's mission is based upon:

- Leading Welsh rugby to the forefront of the global game in performance and reputation
- Maximising participation and performance at all levels
- Developing grass roots rugby, supporting clubs, schools and colleges and bringing communities together
- Promoting the Millennium Stadium as a unique, must play, must visit venue



THE WELSH RUGBY UNION AND SAFEGUARDING

This is the core document which outlines the WRU's Safeguarding Children and Adults at Risk Policy.

The Implementation Plan, which accompanies this document, contains detailed actions for the WRU, for ensuring that children, young people and adults at risk are protected when involved in activities or generally within the rugby environment. The WRU has robust internal operating procedures, which supports the content of the Policy and provides clear direction for day to day practices.

The WRU will review its policy and procedures on an ongoing basis in line with changes in legislation and will conduct a full review on a three yearly basis. The Implementation Plan will be reviewed on an ongoing basis and the next planned full review of the Policy will take place in March 2018.

'Don't Tackle it Alone'



TERMINOLOGY AND DEFINITIONS

Carer	A carer is someone who has the responsibility for providing or arranging care for someone else who, because of long term illness, disability or age, is not able to care for him or herself.
Children	A child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
Safeguarding and Promoting the Welfare of Children	Defined for the purposes of this guidance as: <ul style="list-style-type: none"> • Protecting children from maltreatment; • Preventing impairment of children's health or development; • Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.
Child protection	Part of safeguarding and promoting welfare. The particular activity undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect..
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
Physical Abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Emotional Abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.</p> <p>It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.</p> <p>Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>

<p>Sexual Abuse</p>	<p>This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.</p> <p>The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>
<p>Neglect</p>	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Provide adequate food, clothing and shelter (including exclusion from home or abandonment) • Protect a child from physical and emotional harm or danger • Ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment • It may also include neglect of, or unresponsiveness to, a child's basic emotional needs
<p>Young Carers</p>	<p>Children and young people who assume important caring responsibilities for parents or siblings, who are disabled, have physical or mental ill health problems, or misuse drugs or alcohol.</p>
<p>Disabled</p>	<p>The Disability Discrimination Act (1995) defines a person as having a disability 'if they have a physical or mental impairment which has substantial and long-term adverse effect on their ability to carry out normal day to day activities'.</p>
<p>Local Safeguarding Children Boards (LSCB)</p>	<p>These are strategic bodies with responsibilities under the Children Act 2004 to help ensure effective safeguarding of children across key agencies involved with children.</p>
<p>In loco parentis</p>	<p>In loco parentis (from Latin meaning 'in place of a parent') refers to a person who has been given explicit permission to assume parental responsibility for a child by his or her parents or legal guardian.</p>
<p>Parental responsibility</p>	<p>The legal rights, duties, powers, responsibilities and authority a parent has for a child and their property. A person who has parental responsibility for a child has the right to make decisions about their care.</p>
<p>Regulated activity</p>	<p>For the purposes of identifying roles or individuals qualifying for DBS checks, as part of the child workforce, regulated activity is defined as: Unsupervised contact with children through teaching, training, instructing, caring for, supervision, providing advice and guidance on well-being or transport specifically for children regularly</p> <ul style="list-style-type: none"> • Once a week or more • Four or more occasions in a period of 30 days • Overnight between 2.00 a.m. and 6.00 a.m.

Need to know	In the context of sharing confidential information, disclosing details only to those people who have to be informed in the interests of a child or children. The factors that need to be considered when determining whether to disclose information include: the reason for sharing the information; the level of detail that needs to be disclosed; with whom the information will be shared; and whether disclosing the information is a proportionate response to the need to protect a child from harm.
Parent	The person who holds parental responsibility or the person given the responsibility for the day-to-day care of the child on behalf of the parent or an official body.
Safeguarding	Safeguarding refers to a range of proactive measures taken to keep children safe and promote their wellbeing, including child protection.
Social Services	Throughout the procedures the generic term social services is used to represent the relevant local authority social services functions with regard to children.

ACKNOWLEDGEMENTS

Welsh Rugby Union has drawn on work and good practice from many different agencies across England and Wales in the production of this policy. Every effort has been made by the WRU to ensure the accuracy of this information. The Policy is meant as general advice and should a query arise, the individual is advised to contact the WRU Club Operations Team (Safeguarding).

We would like to thank all of the different agencies, organisations and clubs for their contribution and support, and their kind permission for use and adaptation of materials including photographs.

We also acknowledge the good practice shared by certain agencies and websites used to gain background information in the production of this document.

- Child Protection in Sport Unit (CPSU)
- Disclosure and Barring Service (DBS)
- Wales Council for Voluntary Action (WCVA)
- Sport Wales
- Rugby Football League
- RFU
- England and Wales Cricket Board

We also wish to acknowledge the assistance received from various Local Safeguarding Children Boards across Wales and the four Welsh Police forces in providing advice and guidance when preparing this document.

Special thanks also to the other sports whose work in this field has been a valuable source of information and inspiration.

1. INTRODUCTION

Everyone who participates in Rugby Union is entitled to do so in an enjoyable and safe environment. The WRU has a moral and legal obligation to ensure that, when given responsibility for children, coaches and volunteers it provides them with the highest possible standard of care.

Rugby is a sport that can have a positive influence on children and assist in developing valuable qualities such as leadership, confidence and self-esteem. Rugby clubs across Wales have a key role in providing opportunities for children to be empowered so that they develop these qualities. In order to achieve this, clubs have to prioritise the safeguarding and welfare of children so that they grow and mature in a safe and positive environment. Coaching is a key aspect of this development and clubs need to understand their responsibility for promoting and delivering good coaching practice, which will ultimately provide a positive rugby experience.



The WRU is committed to devising and implementing policies so that everyone involved in rugby in Wales accepts their responsibilities to safeguard children and adults at risk from harm and abuse and actively promote equality of opportunity. This means that there is a responsibility to follow procedures to protect children and report any concerns about their welfare to appropriate authorities. The aim of the policy is to promote good practice, and develop protective measures that are appropriate, to ensure that children, young people and adults at risk have positive experiences from their involvement in rugby.

The WRU strives to create a safe and positive environment for children and whilst in the care of the affiliated clubs. With an embedded safeguarding culture amongst the rugby community it allows staff and volunteers to make informed and confident responses to specific safeguarding issues.

BACKGROUND

The key principles that underpin working with children and families are found in the *Children Act 1989* and *2004* and the *UN Convention on the Rights of the Child*, which the Welsh Assembly Government adopted as the basis for its work with all children and families in Wales. In *Children and Young People: Rights to Action 2004* the Welsh Assembly Government established seven core aims through which it would work to ensure all children:



- have a positive start in life
- have a comprehensive range of education and learning opportunities
- enjoy the best possible health and are free from abuse, victimisation and exploitation
- have access to play, leisure, sporting and cultural activities
- are listened to, treated with respect, and have their race and cultural identity recognised
- have a safe home and a community which supports physical and emotional wellbeing
- are not disadvantaged by poverty

The WRU acknowledge that it can make a significant contribution to the achievement of these outcomes for children involved in the sport. Organisations that provide services for children (*defined in the Children Act 1989 as anyone under the age of 18 years*) have a duty to safeguard and promote their welfare. The concept of safeguarding and promoting the welfare of children is defined within Safeguarding Children: Working Together under the Children Act 2004, (Welsh Assembly Government, 2006) as:

- Protecting children from abuse and neglect;
- Preventing impairment of their health or development; and
- Ensuring that they receive safe and effective care so as to enable them to have optimum life chances.

Working Together under the Children Act 2004 sets out how all agencies and professionals should work in partnership to safeguard and promote children's welfare and protect them from harm. The guidance acknowledges that although providers of leisure services designed for children have varying degrees of contact with children, they should all have in place procedures which are linked with Local Safeguarding Children Board procedures.

Those procedures should detail referral and other responses to information that may arise concerning child protection concerns, and the requirements for staff training for those working with children. Working practices and procedures should be adopted that minimise situations where abuse of children may occur, such as unobserved contact. It is also good practice to draw up codes of practice for coaches', parents' and children's participation in activities, and disseminate these codes of practice as widely as possible.

Working Together under the Children Act 2004 provides the working basis for the All Wales Child Protection Procedures 2008. The procedures provide common standards to guide child protection practice in Wales, identifying that anyone working or volunteering with children should:

- understand their role and responsibilities to safeguard and promote the welfare of children;
- be familiar with and follow their organisation's procedures and protocols for safeguarding and promoting the welfare of children and know who to contact in their organisation to express concerns about a child's welfare;
- be alert to indicators of abuse and neglect;
- have access to and comply with the All Wales Child Protection Procedures 2008;
- understand the principles and practice contained in Safeguarding Children: Working Together under the Children Act 2004;
- have received child protection training to a level commensurate with their role and responsibilities;
- know when and how to refer any concerns about child abuse and neglect to social services or the police

It is essential that safeguarding and promoting the welfare of children is deeply embedded in the provision of service for children and reflects the principles and practices outlined in Safeguarding Children: Working Together under the Children Act 2004. The WRU has developed comprehensive policies and procedures that comply with the All Wales Child Protection Procedures 2008, and will also link in with the new Social Services and Wellbeing (Wales) Act when it's implemented in 2016.

The implementation of this safeguarding policy, associated procedures and practice guidelines will help to minimise the risk of abuse; foster an environment where concerns can be shared and inappropriate behaviour challenged; and provide parents and carers with reassurance that they are leaving their children in a safe setting.



1.2. POLICY STATEMENT

The WRU acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk, and is fully committed to developing robust policies and procedures that minimise the risk of children or adults at risk experiencing abuse within the sport setting. This is in line with the national standards set by the Child Protection in Sport Unit.

The WRU also has a responsibility to ensure that within all the programmes it funds, the affiliated Clubs have established policies and provide protection to children, young people, and adults at risk.

The WRU recognises that safeguarding is everyone's responsibility and expects all staff, members and volunteers to be fully committed to promoting and implementing the policy throughout the sport.

The WRU Safeguarding Policies and Procedures are mandatory for anyone within the sport who is involved either directly or indirectly with children or vulnerable adults as part of their role in the sport. Any volunteers who are involved in this capacity on behalf of the WRU or a WRU registered club must demonstrate that they have met equivalent standards as those set out in the policy and will be required to comply with the WRU Safeguarding Policy, for the duration of their involvement within the sport.

The WRU recognises the importance of equality and diversity within safeguarding and expects all staff, members and volunteers to promote equality of opportunity in rugby at all levels.



The policy is part of the Club Manual Pack and is intended as a reference tool for Club Safeguarding Officers, who have responsibility to report to Club Management Committees in order to plan and implement safeguarding measures and activities within our clubs. However it should also be available to provide practical advice to all club members including parents, children and young coaches, and other club volunteers. The policy is based on legislation that is relevant at the time of publication.

It is a document that should be used to provide a basic understanding of safeguarding and a source of practical advice and guidance for those involved in rugby throughout Wales.

The policy is also available to download in both Welsh and English language versions on the Welsh Rugby Union website.

1.2.1. POLICY AIMS

This Safeguarding Policy aims to:

- Clarify what is required in relation to the protection of children and adults at risk
- Highlight the commitment of the WRU to safeguarding issues
- Recognise that the safety and welfare of the child is paramount, and that the child is potentially at risk when child abuse is reported or suspected
- Recognise the need to promote the rights of adults at risk involved in rugby
- Set and implement standard procedures to protect the child first and foremost when suspected or actual abuse is reported
- Ensure that adequate steps are taken to ensure that unsuitable people are not employed or deployed in activities or programmes
- Create a safe and positive environment for children and adults at risk
- Help ensure that all staff/volunteers are supported and trained to recognise and respond appropriately to safeguarding or poor practice concerns (e.g. to follow the guidelines laid out for reporting)
- Assist all Clubs and Volunteers to understand the correct procedures
- Allow people to make educated decisions about the appropriateness of facilities they use and those they deploy as volunteers
- Promote good practice and actively challenge practices and behaviour that could be deemed harmful to children or adults at risk

1.2.2. CORE PRINCIPLES OF THE SAFEGUARDING POLICY

The Policy is based upon the following fundamental principles:

- The welfare of children is paramount
- The need to protect the rights of adults at risk
- The needs and views of children and adults at risk are the central consideration in all decision making;
- All young people, regardless of gender, sexual orientation, age, parental status, disability, religion or belief, race, gender reassignment, ethnic or national origins, or socio/economic background have a right to be protected from abuse
- There is a responsibility to safeguard children and adults at risk and work in partnership with relevant stakeholders (police, social services, NSPCC, children, parents/carers, other organisations) is key to meeting this responsibility
- It is the responsibility of all involved in the delivery or planning of rugby for children to report any concern

- It is the responsibility of safeguarding professionals to determine whether or not abuse has taken place, or if there is a perceived risk
- All incidents, allegations or concerns of poor practice or abuse should be taken seriously and responded to swiftly and appropriately
- All Clubs have a duty of care to all children and adults at risk

1.3. LEGISLATION AND GOVERNMENT GUIDANCE

The following are the key pieces of legislation and government guidance that are most relevant to the policy and procedures:

- Children Act 1989
- Human Rights Act 1998
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Children: Working Together under the Children Act 2004
- All Wales Child Protection Procedures 2008
- In Safe Hands 2000
- Review of In Safe Hands 2011
- Equality Act 2010
- Protection of Freedoms Act 2012
- Social Services and Well-being (Wales) Act 2014

1.4. ROLES AND RESPONSIBILITIES

The overall responsibility for safeguarding rests with the Board who will ensure the WRU procedures for safeguarding and promoting the welfare of children comply with the All Wales Child Protection Procedures 2008. The WRU has appointed a Lead Officer for Safeguarding who will be responsible for managing the response to safeguarding concerns and implementing the WRU policy.

The WRU will also ensure there is a nominated Club Safeguarding Officer for each club irrespective of whether that club has under 18 rugby. There is a need for all clubs to understand the importance of having the necessary safeguards in place, with the Club Safeguarding Officer being a key role within rugby clubs, and central to driving this forward.

The WRU will develop and monitor an implementation plan that sets out how the WRU will work towards meeting and maintaining the requirements of the NSPCC National Safeguarding Standards for Safeguarding and Protecting Children in Sport.

Responsible for regulating the conduct of individuals within Rugby Union across Wales, the WRU work in partnership with the Police, Social Services and other statutory sector organisations to ensure that all concerns, allegations or suspicions of abuse in relation to any child are swiftly reported, and all relevant information is shared to support these organisations in fulfilling their safeguarding obligations.





1.4.1. THE WELSH RUGBY UNION WILL:

The following are the key pieces of legislation and government guidance that are most relevant to the policy and procedures:

- Respect and promote the rights, wishes and feelings of children and young people
- Respect and promote the rights, wishes and feelings of adults at risk
- Support all member clubs to implement procedures which provide a duty of care for children and adults at risk, safeguard their well-being and protect them from abuse
- Support all member clubs as the first point of contact for safeguarding matters by providing advice and guidance through the WRU Safeguarding Advisor and Club Operations Team
- Require staff and volunteers to adopt and abide by The WRU's Code of Ethics and Conduct, Disciplinary and Dispute Regulations, Safeguarding Policy and Implementation Procedures
- Actively engage children in assisting and shaping the development of the Safeguarding Policy
- Design, create and develop safeguarding policies and procedures
- Lead the production, monitoring and review of the Safeguarding Policy and accompanying implementation plan
- Ensure that the Safeguarding Policy and Codes of Conduct are endorsed and follow these procedures at all times
- Have an aligned approach to any safeguarding issues, through inter-departmental liaison and close links with the under 19 Discipline Committee
- Offer regular training and support for its employees and volunteers to adopt best practice in safeguarding
- Provide training and support to all Club Safeguarding Officers
- Work with other sport's national governing bodies to develop best practice in safeguarding
- Work with the NSPCC and Child Protection in Sport Unit to continually develop policies and procedures
- Attend training provided by Social Services/CPSU or by other identified welfare agencies
- Report information to other relevant organisations, e.g. NGBs, if the allegations concern a volunteer/coach in that sport
- Provide a strong lead on all Safeguarding issues through the WRU Safeguarding Advisor and Club Operations Team
- Raise awareness of safeguarding in rugby and in other sport
- Co-ordinate and support clubs in the recruitment of suitable volunteers through the DBS process and Safeguarding Referral Group
- Ensure that there is a balanced and robust risk management process for volunteer recruitment
- Ensure that the volunteer recruitment process is in line with the appropriate offence thresholds, and any investigations conducted are necessary and proportionate to the potential risk
- Ensure that decisions taken by the WRU Safeguarding Advisor and the Safeguarding Referral Group are appropriately documented and are subject to scrutiny and appeal through the Case Management Panel
- Respond to all safeguarding allegations appropriately, implementing the appropriate safeguarding, disciplinary and appeal procedures and involve appropriate authorities where necessary
- Through the WRU Safeguarding Advisor and Club Operations Team, be the link for outside agencies, such as Social Services and Police

- Make referrals to other agencies if it is felt that there is a child in need or a child protection concern that should be subject of an investigation
- Co-operate and work with statutory agencies in respect of their responsibilities under the Multi Agency Public Protection Arrangements
- Attend Multi Agency Strategy meetings where appropriate
- Support external organisations with investigations
- Conduct internal safeguarding investigations if appropriate and consider referral to the under 19 Discipline Committee
- Investigate poor coaching practice issues
- Ensure that in the event of concerns arising about an employee or volunteer, the case management process and disciplinary processes are initiated as appropriate
- Issue interim suspensions pending investigation if there is believed to be a risk posed to children
- Ensure that all decisions taken in the Case Management process are appropriately documented
- Complete referrals for individuals who may pose a risk to children or vulnerable adults to DBS for consideration of inclusion on the 'Barred List'



1.4.2. CLUBS WILL:

- Respect and promote the rights, wishes and feelings of children and young people
- Formally sign up to the WRU policy and procedures or adopt a club policy that complies with WRU requirements
- Ensure that one of the Senior Management Committee Officials within the club has overall responsibility for safeguarding
- Appoint a Club Safeguarding Officer (CSO) to take responsibility for safeguarding matters within the club (irrespective of whether the club provides under 18 rugby)
- Ensure that the CSO has support from the Senior and Junior Committees at the club in promoting and ensuring adherence to the safeguarding policy
- Ensure that there is a representative from the Mini and Junior Committee who attends Senior Committee meetings and is briefed on safeguarding matters within the club
- Ensure that there are accurate and reliable records of all volunteers who are involved in under 18 rugby retained on the Club Audit database
- Ensure that there is accurate and reliable information retained in terms of safeguarding compliance i.e. valid DBS certificates etc.



- Ensure all staff and volunteers who are working directly or indirectly with children receive appropriate training and have access to advice on child protection and safeguarding and promoting the welfare of children through the CSO
- Ensure the club complies with the volunteer recruitment risk management processes for all new volunteers who should not have unsupervised contact with children until the appropriate risk assessment has been completed
- Ensure that current volunteers working with children or adults at risk comply with their ongoing responsibility to self-disclose any new or recent convictions and have a valid DBS certificate
- Ensure that any concerns about poor practice by existing staff and volunteers are referred to the WRU Safeguarding Advisor or the Club Operations Team
- Ensure that they support the WRU in safeguarding investigations
- Engage with young people and their parents/carers to encourage them to feel able to raise concerns and support them to understand how they can contribute to safeguarding

1.5. SOCIAL SERVICES AND MULTI-AGENCY INVESTIGATION

Social Services have a statutory duty of care under The Children Act 1989, to ensure the welfare of children and work with Local Safeguarding Children Boards (LSCB) to comply with its procedures. Section 17 states that they have a responsibility to safeguard and promote the welfare of children within their area who are in need; and so far as is consistent with that duty, to promote the upbringing of such children by their families, by providing a range and level of services appropriate to those children's needs.

Section 47 states that where a local authority have reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm, the authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare.

When a Safeguarding referral is made, Social Services staff have a duty to make enquiries to determine whether a child is experiencing significant harm. This may result in a multi-agency strategy meeting being conducted under Part IV of The All Wales Child Protection Procedures and in line with Working Together under the Children Act 2004. Information will be shared by agency representatives and this will be discussed and actions allocated. The meeting is strictly confidential and must not be disclosed to third parties without the agreement of the partners in the meeting.

This may result in the various agencies conducting joint investigations where a child protection concern has been raised and this may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police.

1.6. NSPCC

The NSPCC operate a free 24 hour helpline (0808 800 5000) to provide advice and support to anyone with concerns about the welfare or safety of a child. There is also a free 24 hour helpline available through Childline to help children & young people (0800 1111).

1.2.1. THE CHILD PROTECTION IN SPORT UNIT (CPSU)

The CPSU is a partnership between the NSPCC, Sport England, Sport Northern Ireland and Sport Wales. The Unit was founded in 2001 to work with UK Sports Councils, National Governing Bodies (NGBs), County Sports Partnerships (CSPs) and other organisations to help them minimise the risk of child abuse during sporting activities. This followed a series of high profile cases of abuse of young athletes by those in positions of trust such as coaches in the sports.



The CPSU assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures by:

- developing and delivering sports specific training, resources and guidance
- coordinating, lobbying and advocating on behalf of the sports sector in response to government consultations
- commissioning and supporting research into a range of issues, developing understanding and an evidence base

The CPSU assist sports in Wales by providing a framework for safeguarding and protecting children and young people, which incorporates:

- Standards
- Support
- Progress and Evaluation

The framework consists of five standards that a sports organisation should demonstrate it undertakes at all levels of its sport. In order to meet the framework, organisations will identify actions for implementation. Each of these actions will be promoted and supported through effective communication and safeguarding training opportunities that will benefit the organisation.

The standards measure the response of organisations in the following areas of safeguarding

1. Policy
2. Procedures
3. Practices
4. Education and training
5. Implementing and monitoring

Principles

- Children and young people have a right to enjoy sport, free from all forms of abuse and exploitation
- Everybody has a responsibility to support the care and protection of children and young people
- Sporting organisations have a duty of care to children and young people who take part in sport

This framework has been developed in order to help safeguard and protect children and young people in sport. It is based on current good practice and is informed by legislation, guidance, and evidence from research, drawing from the fields of safeguarding and sport.

The groups of people who will benefit from the framework are:

- children and young people
- parents and carers
- those working in sport
- the organisations themselves

The framework sets out a national benchmark of good practice to work towards. It will raise awareness and help organisations to identify what they need to do to protect children and to minimise avoidable risks. When implemented fully, the framework should provide parents with increased confidence and peace of mind. Most important of all, it should help to create safer environments for children, where they can get the very best from their involvement in sport in Wales.



Purpose of the standards:

- To help create a safe sporting environment for children and young people and protect them from harm
- To provide a benchmark to assist those involved in sport to make informed decisions
- To promote good practice, and challenge practice that is harmful to children.
- To provide clarity for all those involved in sport in recognising and responding to concerns

The CPSU website is a valuable source of information and advice - www.thecpsu.org.uk

1.7. DISCLOSURE AND BARRING SERVICE (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

The DBS are responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

The DBS make fair, consistent and thorough barring decisions that are an appropriate response to the harm that has occurred, as well as the risk of harm posed.

DBS are keenly aware of the impact barring or not barring can have both to the person under consideration and also those with whom they have or could have come into contact. Often very difficult and finely balanced decisions have to be made.

Based on the test for regulated activity the DBS can only bar a person from working within regulated activity with children or adults if they believe the person is or has been, or might in the future be, engaged in regulated activity.

DBS work with the police, who provide information that is held locally or on the police national computer. When disclosing information held locally, the police follow the quality assurance framework developed by the Association of Chief Police Officers (ACPO) and the DBS.

DBS also work with:

- The Department for Education who own the safeguarding policy for children
- The Department of Health who own the safeguarding policy for vulnerable groups
- Capita – A private sector partner that operates an administration infrastructure and call centre for the Disclosure and Barring Service
- Registered bodies - organisations that have registered with the DBS checking service, and are the primary point of contact for:
 - checking disclosure applications and validating information provided by the applicant
 - establishing the identity of the applicant
 - submitting fully completed application forms
 - countersigning application forms to confirm entitlement



1.7.1. THE DBS PROCESS

The DBS issue criminal record certificates for specific positions, professions, employment, offices, works and licences included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Individuals and the self-employed cannot apply for a check directly to the DBS. A DBS check will be requested as part of an organisation's pre-recruitment checks following an offer of employment, including volunteering roles and applications for specific licences.

Before an organisation considers asking a person to make an application for a DBS check, they have a legal responsibility for ensuring that they are entitled to submit a check for the job role. The WRU comply with the criteria of regulated activity when processing applications for DBS checks.

When the application is processed and sent to the DBS they search police records and, in relevant cases, barred list information, and then issue a DBS certificate to the applicant.

We recognise that information released on DBS certificates can be extremely sensitive and personal. Therefore a code of practice for recipients of criminal record information has been developed to ensure that any information they get is handled fairly and used properly.

A list of guidance documents about the DBS checking service is available on the DBS website.

1.7.2. DBS REFERRALS

Referrals are made to DBS when an employer or organisation, e.g. a regulatory body, has concerns that a person has caused harm, or poses a future risk of harm to vulnerable groups, including children.

In these circumstances the employer must make a referral to the DBS, though this is not obligatory for regulatory bodies.

A list of guidance documents about DBS referrals is available on their website.

1.8. SPORT WALES

Sport Wales is the agency responsible for the development of sport and physical recreation in Wales. Its role is to increase participation, improve sporting performance, and to raise standards in sport and physical recreation amongst the Welsh population.

Being the main advisor on sporting matters to the Welsh Government, they are responsible for distributing National Lottery funds and Welsh Government funds to both elite and grassroots sport in Wales.

The sector's vision for Sport in Wales is to UNITE A PROUD SPORTING NATION, where EVERY CHILD is HOOKED ON SPORT FOR LIFE and Wales is a NATION OF CHAMPIONS. The vision is supported by clearly defined priorities:

1. Sporting Innovation- Wales has a sports sector that embraces collaboration, encouraging new ways of delivering opportunities to increase participation and improve elite performance
2. Skills for a Life in Sport- Every child and young person is provided with the skills and confidence from an early age to be physically literate through high quality, engaging sporting experiences
3. Sporting Communities- We have communities with sport at the heart of them, offering joined up opportunities for every child and young person to undertake at least five hours of safe, high quality sport every week and sustaining their engagement throughout their adult life



4. Sporting Excellence- We are a nation that excels in nurturing sporting talent and delivers on-going success on the international stage
5. Growing a Skilled & Passionate Workforce- All those involved in sport, whether in a professional or voluntary capacity, are supported to pass on their skills and passion for sport to the people of Wales

Sport Wales' role is to bring partners and people together; local authorities, governing bodies of sport, communities, coaches, adults, young people, children and the entire nation to support, participate and excel in sport.

1.9. PROMOTION AND DISTRIBUTION OF THE WRU SAFEGUARDING POLICY

All affiliated Clubs across Wales will be required to sign up to the Safeguarding Policy which will be part of the Club Manual issued to clubs. The manual is intended to assist clubs in relation to managing their 'off the field' business activities, and will be updated on a regular basis.

The policy will be available to:

- Clubs
- Volunteers
- Parents
- Participants
- Employees (via the intranet)
- Partner agencies
- Customers
- General public (via the WRU website www.wru.co.uk)

The policy will be reviewed on a regular basis, and in light of:

- developments and changes in relevant legislation and/or government guidance
- developments as a result of work conducted by the National Strategic Group for Safeguarding Children in Sport
- requirements of the Local Safeguarding Children Boards, NSPCC Child Protection in Sport Unit, Sport Wales
- learning from serious case reviews

In addition, the WRU will review the effectiveness and implementation of the policy and procedures by:

- Monitoring compliance with the policy and procedures
- Providing reports to the Board on all matters relating to safeguarding
- Carrying out case reviews following the conclusion of any major child protection case within the sport
- Seeking advice from the Child Protection in Sport Unit as part of the investigative review process
- Reviewing the outcomes for the child in cases where the WRU has taken action
- Seeking the views of key stakeholders in the sport, including young people.

2. SAFE RECRUITMENT OF WRU GROUP STAFF TO WORK WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

The WRU Group are committed to ensuring that there are safe recruitment and selection procedures in place for the protection of all children, young people and adults at risk participating in all rugby related activities. These safeguarding measures are just one of many provisions in place to protect children, young people and adults at risk from physical, sexual and emotional harm or neglect.



The WRU Group is committed to applying a robust recruitment and selection process to recruit employees and volunteers who share the WRU Group values, beliefs and approach to safeguarding.

These procedures apply to all paid and unpaid roles, and those that involve regular contact with children and young people. These procedures will apply regardless of the number of applicants for a post.

All roles will have a job description that describes the range of duties the role will involve, and the skills and competencies required. All job descriptions for roles which have regular unsupervised contact with children, will state a requirement for a Disclosure and Barring Service vetting check to assist in making decisions about their suitability to work with children and vulnerable adults. This is classed as an 'essential' selection criteria.

Please see the DBS website for further advice on these issues www.gov.uk/dbs



2.1. CODE OF PRACTICE

All applicants for paid or unpaid roles will be shortlisted on their merits, skills and competencies in line with the criteria for the role.

A DBS check will be required after a thorough risk assessment of each role has indicated that one is both proportionate and relevant to the position concerned, and in line with the criteria based on regulated activity. For those roles where a DBS check is required, job adverts and recruitment information will contain a statement that this will be requested in the event of an individual being conditionally offered the role.

Where a DBS check is required, the WRU Group encourages all short-listed applicants to provide details of their criminal record at an early stage in the application process and before a disclosure is undertaken. The WRU Group will request that this information is volunteered by the applicant and is sent under a separate, confidential cover to the Human Resources Department within the WRU Group. This information will be treated as strictly confidential and only seen by those authorised personnel as part of the recruitment process.

The WRU Group will make a copy of the DBS Code of Practice available to all applicants upon request.

2.2. ADVERTISING

All WRU Group recruitment is processed through the WRU website, where the WRU Group commitment statement to safeguarding can also be viewed.

2.3. APPLICATION PROCESS

Application information is made available on the WRU website, this includes:

- A summary of the post including skills and competencies for the role, salary, location, and benefits
- A job description with person specification including roles, responsibilities and DBS disclosure clearance requirements according to the post
- Information on Rehabilitation of Offenders Act 1974
- Details of how to apply for the post

All applicants must provide details, where possible, of the last 5 years of employment as a minimum. Applications will be assessed against the criteria within the job description and a short list for interview will be prepared. If the position is exempt from the Rehabilitation of Offenders Act 1974, the applicant will be required to make a self-declaration of:

- Any convictions, cautions and warnings, including those regarded as 'spent'
- Whether they have had any involvement in a Police or Children's Social Care Services enquiry, involving children under the age of 18
- Whether they have had any involvement in a Police or Social Care Services enquiry, involving vulnerable adults
- Any disciplinary sanctions by any other sports' governing regulatory body, current or previous employer

All WRU Group offers of employment are subject to the receipt of two satisfactory references, and successful completion of pre-employment checks, including DBS clearance where appropriate. Failure to disclose information on application of pre-employment checks or DBS clearance could result in the offer of employment being withdrawn.



2.3.1. INTERVIEW

The WRU Group selection interviews will be competency-based according to the duties, responsibilities, skills and competencies set out in the job description. The interview will explore the applicant's qualities and abilities in relation to the requirements of the job, and where applicable, their suitability to work with children and young people.

2.3.2. PRE EMPLOYMENT CHECKS

The successful candidate will be asked to complete an enhanced level DBS check prior to commencing any aspect of their role that involves unsupervised contact with children and young people. The WRU Group will follow legislative requirements and adapt to its changes. Where the candidate has been resident in a foreign country, it is unlikely that a DBS check will suffice and the WRU should seek to access information from the relevant country of origin/residence where possible.

DBS clearance is mandatory for any employee, worker or volunteer whose role with The WRU Group requires involvement with children and young people prior to commencing their role.

All WRU Group employees in posts subject to DBS clearance will be required to complete a new DBS check every 3 years.

RESPONSIBILITIES

The WRU Group is committed to preventing discrimination and other unfair treatment against any of its employees, prospective employees, volunteers, stakeholders or users of its services or facilities regardless of race, gender, religion or belief, sexual orientation, gender reassignment, responsibilities for dependants, age, disability or criminal convictions which do not create a risk to children, young people and adults at risk. This commitment and approach is set out in the WRU Group Equality Policy, published on www.wru.co.uk

The WRU Group will ensure that any criminal record information provided is kept confidential and according to the requirements of the Data Protection Act 1998 and, where appropriate, DBS Code of Practice.

2.5. RECRUITMENT OF PEOPLE WITH A CRIMINAL BACKGROUND

The Rehabilitation of Offenders Act (ROA) 1974 was introduced to ensure that ex-offenders who have not reoffended for a period of time since the date of their conviction are not discriminated against when applying for jobs. Having a criminal record will not necessarily prevent someone from working for The WRU Group. This will depend on the nature of the position and the circumstances and background of the offences in accordance with safeguarding policy thresholds. Where the offence(s) supercedes the safeguarding policy thresholds they will be referred to the Safeguarding Referral Group (employees) for consideration.

Ex-offenders are no longer legally required to disclose to organisations convictions that have become 'spent'. However in order to protect certain vulnerable groups within society, there are a large number of posts and professions that are exempted from the Act, including working in positions of trust. In such circumstances The WRU Group are legally entitled to ask applicants for details of all convictions, whether unspent or spent. The WRU Safeguarding Referral Group (employees) is the group that review all such information.

The WRU Group will ensure that all those within the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure such staff have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.



2.6. INDUCTION

All new employees will complete an induction process to familiarise themselves with the organisation's policies and procedures and the responsibilities of the post, inclusive of safeguarding.

2.7. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS FOR EMPLOYEES

An eligible organisation recruiting for a position (paid or unpaid) that falls within the definition of regulated activity relating to children, may request an applicant to obtain an enhanced DBS Check with barred list check to help determine their suitability for the position, prior to engaging them. Eligible staff in post may also be re-checked to help confirm their ongoing suitability. Further information on eligibility for DBS Checks is available on the DBS website.

2.7.1. COMPLETING A DBS DISCLOSURE FORM

The applicant should complete Sections A - E and complete the Self Disclosure Form. They then have to present the relevant identity documents to a designated DBS Identification Verifier. The list of current ID Verifiers employed by the WRU is held by the Club Operations Team and the HR Department. The ID Verifier has to complete the ID verification form, and check the DBS application for accuracy and this is then sent to the Club Operations Team (Safeguarding).

Sections W - X are completed by the WRU Safeguarding Advisor, who is the Registered Person for the organisation and the authorised Lead Counter signatory within the WRU.

Once the application is processed it will be sent to DBS and a certificate will be sent to the applicant. When this is received by the applicant they have a duty to disclose this to the HR Department within 42 days, who liaise with the WRU Safeguarding Advisor in the Club Operations Team for the necessary risk assessment to be completed.

2.7.2. SECURITY AND RETENTION OF INFORMATION

This information will not be kept on an employee's personal file. The DBS certificates relating to these applications are not retained once the risk assessment has been completed, but the information is stored on a secure database held by the Club Operations Team (Safeguarding), accessible to the HR Department. There will be a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, and the unique reference number.

In relation to any cases that are referred to HR or the Safeguarding Referral Group the details and information relating to any decisions made will be retained in a secure and locked cabinet and a secure network drive with access limited to the WRU Safeguarding Advisor and nominated employees.

2.7.3. HANDLING

This information is only made available to authorised personnel in the course of their duties and on a need to know basis.

2.7.4. USAGE

This information is only used for the specific purpose for which it was requested.

2.8. CONTINUOUS PROFESSIONAL DEVELOPMENT

The WRU Group recognise that providing a system of checks is only part of the process of protecting children, young people and vulnerable adults. The WRU Group is committed to the provision of training to applicable individuals on safeguarding and to highlight their responsibilities with regards to their own good practice and reporting of concerns surrounding the welfare or protection of children and young people they come into contact with. HR and The Club Operations Team will provide access to relevant and appropriate training to employees working with children and young people.

3. SAFE RECRUITMENT OF WELSH RUGBY UNION VOLUNTEER WORKFORCE

The WRU Group are committed to ensuring that all volunteers who are involved in unsupervised contact with children in a rugby related environment promote positive values and beliefs, and foster and encourage children to enjoy their experience in Rugby Union. Volunteers and particularly coaches should be helpful and encouraging as positive role models and ensure that they embrace the values of the Welsh Rugby Union.

Children have the right to have a flying start in life and Rugby Union is a great vehicle to assist in achieving that aim. There is a need for volunteers to create a safe and positive environment where children can thrive and develop, and enjoy the rugby experience.

To ensure that the right people are recruited as volunteers in these important roles, any volunteers who wish to participate in rugby related activity which involves unsupervised contact with children on a regular basis, will be subject to a suitability risk assessment through Disclosure and Barring Service enhanced checks.

The Club Safeguarding Officer is a key role within all rugby clubs across Wales. The WRU are committed to supporting CSOs and developing their skills and abilities as part of the WRU Safeguarding Team.



3.1. REGULATED ACTIVITY

The Safeguarding Vulnerable Groups Act 2006 established the Independent Safeguarding Authority (ISA) to make decisions about individuals who should be barred from working with children and to maintain a list of these individuals.

The Protection of Freedoms Act 2012 merged the ISA with the Criminal Records Bureau (CRB) to form a single, new, non-departmental public body called the Disclosure and Barring Service (DBS).



Under the Safeguarding Vulnerable Groups Act 2006 it is an offence for an employer to knowingly employ someone in a regulated position if they are barred from doing so. It is also an offence for the individual who has been barred to apply for a regulated position (one which involves spending regular time working with children).

The Protection of Freedoms Act 2012 reduced the scope of 'Regulated Activity' by focusing on whether the work is unsupervised (in which case it counts as regulated activity) or supervised (in which case, organisations can request an enhanced criminal records check). The new definition of regulated activity came into force on 10 September 2012 and was issued in conjunction with guidance on the level of supervision required to take work out of the scope of regulated activity.

The Safeguarding Vulnerable Groups Act 2006 also imposed the legal requirement on employers to refer to the ISA (now DBS) information about employees or volunteers who (may) have harmed children while working for them.

As outlined in Chapter 2 an eligible organisation recruiting for a position (paid or unpaid) that falls within the definition of regulated activity relating to children, may request an applicant to obtain an enhanced DBS Check with barred list check to help determine their suitability for the position, prior to engaging them. Eligible staff in post may also be re-checked to help confirm their ongoing suitability.

There are many different aspects of 'Regulated Activity' which relate to unsupervised contact with children. There are a number of different tasks that relate to the supervision of children in a sporting environment, and those tasks have to be completed on a regular basis as follows:

- Once a week or more
- Four or more occasions in a period of 30 days
- Overnight between 2.00am and 6.00am

The tasks that relate to this are teaching, training, or instructing children. Caring, supervising or providing advice and guidance on well-being to children would also meet the criteria, and if you are providing transport specifically for children on that regular basis then this would also meet the criteria.

3.2. myWRU DATABASE

It is vitally important that accurate, reliable and up to date information is retained from a safeguarding perspective on the myWRU database. The database is managed by the Club Secretary with the assistance of other nominated personnel within the club. The Club Safeguarding Officers have access and with the permission of the Club Secretary are able to input and edit information. It is the responsibility of the club to ensure that all club volunteers are entered onto the database, and the information is up to date and accurate. Some of those club volunteers will require a DBS check in line with their role in the club and those will also be displayed on the safeguarding tab of the database.

It is the responsibility of the Club Operations Team to update the information relating to the DBS certificate and this will be completed once the full suitability risk assessment has been completed and the disclosure has been cleared.

The Welsh Rugby Union will monitor the DBS compliance of clubs by utilising the information contained on the safeguarding tab of the database.



3.3. VOLUNTEER RECRUITMENT

The Welsh Rugby Union have a risk management process that considers the suitability of volunteers through appropriate vetting procedures, based on information gathered from a number of sources, including the Disclosure and Barring Service. It outlines the DBS application, checking and compliance process, and paper applications submitted via the WRU and also applications completed online through the Wales Council for Voluntary Action (WCVA) (see appendices). The WRU currently offer the opportunity for CSO's to complete applications through both the paper and online route, however the ambition is to move to a completely online application process for volunteers by September 1st 2015.

Our rugby clubs rely heavily on motivated and enthusiastic volunteers to work with children in rugby, and without them our rugby clubs could not function. However some individuals will try to use rugby clubs and events to gain access to children for inappropriate motives. There is a need to ensure that there is a robust, safe and practical approach to volunteer recruitment.

The Welsh Rugby Union actively encourage volunteers to participate in rugby, in whatever capacity they wish. However this needs to be balanced alongside the need to ensure that we have appropriate volunteer recruitment processes in place to provide a safe and positive environment for the next generation of players.

In Welsh rugby we have a large volunteer workforce, so we have to be pragmatic and realistic as to how we can safeguard, and what we can achieve. However the welfare of the child is the paramount consideration and if there is any suggestion of risk, then the matter should be referred to the WRU Safeguarding Advisor or the Club Operations Team.

There are some coaches who are under 18 years of age, and although they may be suitably qualified and vetted, they should not be relied upon to have responsibility for safeguarding issues. They should be allowed to develop their sense of belonging and responsibility rather than depending upon them to take full responsibility for managing a group of children. They can only supplement the adult coaches supervising the activity.

3.4 DBS CHECKS

It is extremely important that volunteers complete a DBS application prior to or as soon as possible after being appointed in a position of regulated activity at a rugby club. If the new volunteer can complete the DBS process and have a cleared certificate prior to starting coaching or volunteering with unsupervised contact, then that is best case practice.

Roles which require DBS Checks include:

- Team Managers
- Coaches
- First Aiders

There are many other volunteers and parents who may be involved in supporting the running of a rugby squad, and this may take the form of a Parent or Team Support Group. There may be a variety of tasks that volunteers will complete such as administration, collecting subscriptions, registration of players, preparing the field for play or occasionally assisting with transport duties.

In general terms those tasks do not meet the criteria for a DBS check i.e. regulated activity, and therefore they will not have to be DBS checked. However, there may be some who do meet this criteria even though the role would not ordinarily require a check (e.g. CSO). If you are in any doubt regarding this please contact the WRU Safeguarding Advisor or a member of the Club Operations Team.



The process that has been adopted as a minimum requirement is, if there is a person who wants to participate as a new volunteer and they haven't had a DBS check then they shouldn't be prevented from volunteering. However, there is a need to ensure that we have the appropriate safeguards in place, for children to enjoy the rugby experience. For this reason, **in the intervening period between the application being completed, processed and cleared as a disclosure, the volunteer cannot have unsupervised access to children.**

In order to have appropriate safeguards in place, the volunteer must be supervised until the DBS certificate has been cleared and the CSO has been notified. It is the responsibility of the club to ensure this supervision takes place and it can take a number of forms:

1. The coach can be supervised by another Coach or Team Manager, Team Representative or Parent who has a valid DBS certificate, which needs to have been examined and cleared by the WRU.
2. If there is no one involved with the team who can provide such supervision, the second option is that the coach can conduct training sessions in the presence of parents, who are able to supervise those activities.

In a game situation or pre or post game, it is recommended that if a Coach is not DBS checked then they should be supervised again by someone already checked, or by a number of parents. An example of this would be entering changing rooms, or transporting children. (Please see the guidance on Changing Facilities – Chapter 8).

We will not compromise the safety of our children, and volunteers must understand that coaching or volunteering whilst being supervised is only a temporary measure and the DBS check should be completed ASAP.

If a volunteer fails to engage with the club and WRU Safeguarding Advisor in completing this process, then this must be questioned by the Club. The CSO needs to establish why they won't engage and if there are concerns, as outlined earlier you should contact the WRU Safeguarding Advisor or a member of the Club Operations Team. This issue will then be discussed and either the club or the WRU will consider if it is proportionate and necessary to impose an interim suspension on that volunteer. This would prevent them from coaching or volunteering with children until the matter is resolved, and is only imposed as a temporary safeguarding measure.

The role of the Club Safeguarding Officer is critical in managing this process, and there must be clear lines of communication between the CSO, the Club Management Committee and the WRU Safeguarding Advisor or Club Operations Team.

3.4.1. DBS APPLICATION PROCESS

The Team Manager, Coach or Coaching Co-ordinator should notify the CSO that there is a new coach in the club and the CSO will facilitate the completion of the DBS application. It is important that this is completed as soon as possible. DBS checks are free for volunteers, and are completed online via the Wales Council for Voluntary Action (WCVA) portal.

There is further guidance available for CSOs in relation to the completion of this process and the documents that can be used to verify identity. Please contact the WRU Safeguarding Advisor in the Club Operations Team.



3.4.2. DBS PAPER APPLICATIONS

The volunteer has the responsibility of completing the application, and alongside this, they need to complete the self-disclosure form. Their identity should then be verified by the Club Safeguarding Officer or another nominated ID Verifier within the club i.e. Club Secretary or other Club Management Officials, and the ID verifier form completed. The identity of the volunteer can be verified by using various personal documents such as drivers licence, passport and utility bill etc. (see appendices).

The DBS application, Self-Disclosure form and ID verification form should then be posted to the WRU Club Operations Team, where an initial risk assessment will be conducted by the WRU Safeguarding Advisor and the application will then be processed by the Club Operations Team and sent off to the Disclosure and Barring Service.

The DBS will send one copy of the DBS certificate to the volunteer applicant, and it is the responsibility of the volunteer to disclose the DBS certificate to the CSO or the WRU. The CSO should then scan or photocopy the certificate and either e-mail (*preferred method*) or post it to the WRU Safeguarding Advisor in the Club Operations Team for the full risk assessment to be completed.

If the volunteer does not wish to disclose the contents of the DBS certificate to the CSO then the certificate should be placed in a sealed envelope and given to the CSO, who should then post it to the WRU.

Once the risk assessment is completed and the disclosure is cleared, the WRU will update the DBS certificate number and date of issue onto the safeguarding tab of the club audit to reflect DBS compliance for that volunteer. The CSO will then be notified of this by e-mail or letter. Only once the CSO has been informed of this clearance can the volunteer be granted unsupervised contact with children within the Club.

Please note that from the 1st September 2015 all DBS applications for volunteers will have to be completed via the WCVA online process. The CSO would be the only person in the club to have access as an ID verifier to complete online applications, but they cannot verify their own identity, therefore they would have to complete the paper application process, and have their identity verified by a Club Official i.e. Chair, Secretary or Treasurer.

3.4.3. DBS ONLINE APPLICATIONS VIA WALES COUNCIL FOR VOLUNTARY ACTION

The WRU also complete DBS checks via the e-bulk service provided by the Wales Council for Voluntary Action (WCVA) and clubs can sign up to complete these applications online. CSOs within the club can sign up as ID verifiers with the WCVA. Please contact the WRU Safeguarding Advisor if you wish to do so.

If the applications are completed online via WCVA, the same process is adopted in that the applicant's identity has to be appropriately verified. There is no requirement to send any information to the WRU Club Operations Team upon applying, as we will be notified by WCVA via e-mail when the DBS certificate is issued. The WRU are notified if -

1. the certificate is cleared and the CSO will then be notified by e-mail OR
2. the certificate contains information that needs to be further investigated. The WRU Safeguarding Advisor will then contact the CSO to ask that the certificate is examined and a copy is scanned and e-mailed to the Club Operations Team for an initial risk assessment to be conducted



The initial risk assessment will be conducted and there are two potential outcomes –

1. The information contained on the certificate does not indicate that the person poses a risk to children and can be cleared, the CSO will be notified if this is the case.
2. If there is information contained on the certificate that indicates that the person MAY pose a risk then this will be further investigated via the Safeguarding Referral Group

Once the risk assessment is completed and the disclosure is cleared, the WRU will update the DBS certificate number and date of issue onto the safeguarding tab of the club audit to reflect DBS compliance for that volunteer. The CSO will then be notified of this by e-mail or letter. Only once the CSO has been informed of this clearance can the volunteer be granted unsupervised contact with children within the Club.

3.4.4. IF THERE ARE CONVICTIONS ON THE CERTIFICATE

If there is information contained on the DBS certificate that indicates that the volunteer may pose a risk to children or vulnerable adults then the matter will be investigated further, with the volunteer being asked to supply further information regarding the conviction(s). This will be done as confidentially as possible between the WRU Safeguarding Advisor, the individual, and the CSO.

Once the information has been gathered, if it is necessary and proportionate to do so, further enquiries will be made with statutory agencies such as the Police so that all the relevant information can be assessed.

The matter will then be considered by the Safeguarding Referral Group (SRG) who will decide upon the suitability of the volunteer to be involved in a position of regulated activity. If it is believed that temporary safeguarding measures need to be in place to mitigate the risk while the investigation is progressing, then an interim suspension can be imposed by the SRG.

There are two potential outcomes to this process, either the disclosure will be cleared and the volunteer can continue to have regulated involvement and also have unsupervised contact with children or vulnerable adults, or the SRG will impose a suspension as a safeguarding measure until such time that an assessment is made that indicates that the person does not pose a risk.

3.4.5. FREQUENCY OF DBS CHECKS

DBS certificates should be renewed every three years, however if any volunteers are convicted of any criminal offences during that time whilst still involved in regulated activity they have a duty to disclose this information to the CSO and the WRU Safeguarding Advisor for a further risk assessment to be conducted.

4. PROMOTING POSITIVE BEHAVIOUR AND THE ROLE OF THE CLUB SAFEGUARDING OFFICER

The Welsh Rugby Union are committed to promoting positive behaviour, and working with parents and volunteers to ensure that we create a safe and positive environment for children to learn, develop and have fun through their experiences in rugby.



It is vitally important that volunteers in Welsh rugby understand their safeguarding responsibilities in relation to the children that they interact with in the rugby environment. Sport provides a great opportunity for young athletes to develop their life skills, and rugby in particular as a team sport is an example of how positive role models can influence and shape the behaviour of others.

There is a responsibility for everyone involved in the game to ensure that respect and discipline remains a central theme in the minds of children starting out on their rugby journey. It is important that children, parents, coaches, volunteers and any other people involved in the game understand the rugby culture and ethics and treat people with respect so that everyone enjoys the 'Welsh Rugby Experience'.

4.1. PROMOTING POSITIVE BEHAVIOUR AND WORKING WITH PARENTS

Parents play a vital role in encouraging, enabling and supporting children's participation in rugby. They are the most influential people in a child's psychological and sociological development. A child's beliefs, values, and attitudes are shaped and influenced by the experiences that they have in their home environment.



Positive Parents may:

- share the enthusiasm of their children for participation in Rugby Union
- encourage their child or children to take up, enjoy and achieve in Rugby Union
- provide transport, equipment and/ or finances
- support in a positive way
- promote respect for the rules of the game, officials, their child's team mates and opponents
- model and reinforce positive attitudes
- help out with club activities
- become coaches, parent helpers, volunteers or committee members
- contribute to fundraising initiatives or activities
- support their child(ren) and the team at matches
- provide refreshments or transport

Children can grow up thinking that the negative behaviour traits that they see in adults, their peer group or sometimes older children is normal. Normalising such behaviour for children is dangerous, as they may take their experiences with them through to adult life. If a parent is constantly shouting and criticising a Referee or other Official then this may influence their thinking and behaviour.

Negative comments or behaviour by parents may be displayed by:

- being verbally aggressive or abusive towards their own child, other children, officials, supporters or coaches
- constantly criticising their own or other children
- teasing or mocking children
- threatening and fighting with other adults, young people or children
- contradicting coaches advice and guidance
- intimidating officials
- having a 'win at all costs' mentality
- encouraging rule breaking
- exhibiting behaviours and acts of aggression that may constitute a criminal offence or child abuse

It is important that clubs engage with the parents of all players, but particularly new players, as both the parents and child may be experiencing the rugby environment for the first time. If we engage parents in the learning experience of their children through education and guidance there may be longer term benefits, in terms of the ongoing participation and retention of volunteers. We want to engage children in rugby as a sport for life, but also want to extend that opportunity to their parents.

There are examples of 'pushy parents' having a negative influence on their child's development and this may manifest itself in the following ways:

- Unreasonable or unrealistic expectations of their child
- Only acknowledging winning and not the child's effort, progress or enjoyment
- Living their life through their child's activities
- Imposing their aspirations on the child
- Not accepting club sanctions for poor behaviour



There is a considerable amount of research that has been conducted regarding the behaviour of parents and in particular 'pushy parents' in a sporting environment, and below are some quotes from children as a result of this research :

"My friend decided he didn't want to play any more, not after his dad was asked to leave the match. It must have been so embarrassing for him" (ref: WRU Children and Young People Focus Groups 2014).

"My mum was always supportive of me in training, but when it came to competitions she always compared me to everyone else, even when I'd done better than ever before. Unless I won it wasn't good enough" (ref: WRU Children and Young People Focus Groups 2014).

If these issues are not tackled within the club then there is a likelihood that children may decide not to continue playing rugby and indeed have involvement in any sport due to the pressures imposed by their parents or other spectators, below are some of the consequences for children or young people if poor behaviour is allowed to go unchallenged:

- Fear or Anxiety
- Demotivation
- Confusion about tactics/ team role
- Loss of fun and enjoyment
- Lack of confidence
- Embarrassment or worry about how parent(s)/guardian(s) will behave
- Distraction from playing rugby
- Being asked to leave the team or Club
- Leaving rugby altogether

The Child Protection in Sport Unit have produced a video and supporting 'toolkit' which shows several children involved in different sports describing how the behaviour of parents/spectators deteriorates when they wear their 'magic sports kit' – i.e. when they compete.

<https://thecpsu.org.uk/resource-library/2013/my-magic-sports-kit/>

4.2. PRACTICAL GUIDANCE TO CREATE A SAFE AND POSITIVE ENVIRONMENT IN YOUR RUGBY CLUB

There are a number of clubs who promote positive behaviour through the use of 'Respect Boards' and some have posted their Codes of Conduct not only on notice boards, but also on permanent boards outside their club or changing rooms.

It's extremely important that adults understand the effect that their behaviour can have, and coaches in particular are in a position of trust and responsibility and can heavily influence the thinking and behaviour of the children they coach.

There are Codes of Conduct for Players, Parents, Spectators and Coaches and these should be placed in a prominent place so that all volunteers and visitors are able to view these and understand the expectations in terms of behaviour of everyone at the club (see appendices).



Referees and Officials play an integral part of every game of rugby played, ranging from the international stage to community and age grade spheres. They have a pivotal role in ensuring that Wales' national sport, and arguably chief love continues to thrive week in, week out. There is a need for all adults to understand that we must promote positive behaviour towards Referees, and set good examples for children to follow.

The following are practical examples that can be utilised to create a safe and positive environment in your rugby club:

- **Adopt a Whole Club Approach**

The club should be completely aligned from senior to mini and junior rugby, in terms of standard of behaviour, discipline, and compliance with the Codes of Conduct. The Senior Management Committee are ultimately responsible for safeguarding issues, and they should work closely with representatives from all age groups and in particular the Club Safeguarding Officer.

- **Promote and Publicise Positive Behaviour and Expectations**

Clubs should consider promoting positive behaviour through the use of the Codes of Conduct and 'Respect Boards' which should be publicised in prominent places, such as club notice boards, and also at the ground, and through club websites etc.

- **Rugby Club Induction Events**

Clubs should consider planning and delivering club induction events at the beginning of the season or at key times in the season. This could be used for registration or administration purposes, and also as an 'icebreaker' or social event for children and parents to meet with existing volunteers. It could be part of a 'try out' to encourage increased participation, and an opportunity for the club to brief their volunteers on what is expected in terms of standards, codes of conduct and appropriate behaviour.

- **Internal Reporting Procedures**

Clubs should have an internal reporting policy and disciplinary procedures to deal with issues of poor or unacceptable behaviour. The CSO should be the point of contact for reports of poor or unacceptable behaviour, and they should liaise with the Senior Club Secretary and the WRU Safeguarding Advisor to consider a proportionate response to deal with these issues.

- **Club Monitoring and Support Mechanisms**

There should be increased monitoring of individuals or groups identified as presenting a problem in terms of their behaviour within the club. It is important that negative behaviour traits are not allowed to develop and grow within the rugby club environment without being challenged.



4.3. COACH EDUCATION

There are many definitions of coaching, with dictionary definition being 'an instructor or trainer in sport'. Sports Coach UK offer a new definition of effective coaching based on the work of Jean Côté and Wade Gilbert (2009): 'Effective coaching is the integrated application of different knowledge bases (professional, interpersonal and intrapersonal) to fulfil the multiple outcomes and varying needs of all participants within a specific context.'

Coaches must aspire to be positive role models whose goal is to maximise the potential abilities of the people they coach. Any volunteers who wish to coach at any level within Welsh rugby should look to develop and enhance their skills through continuous professional development. Coach education is the foundation of this with the aim of developing the skills and abilities of coaches across Wales.

The strategic objectives of the WRU Coach Education Department are to:

- Reduce the number of non-qualified coaches in the game
- Improve the quality of coach provision at junior, youth and senior rugby levels
- Increase the level of support for practising coaches
- Enhance the coaching in the young player pathway programme

Coaches should strive to understand the role of a children's coach, the principles of coaching children and the need to develop the whole child.

Coach education and safeguarding are intrinsically linked in developing the whole child and whole person. The WRU are committed to providing a safe and positive environment for children to develop their rugby skills in line with the values and beliefs of the organisation by embracing integrity, excellence, success, courage, family and humour, and both coach education and safeguarding are key components in achieving this.



4.3.1. COACHING AND MANAGEMENT TEAMS

There is a need to ensure that volunteers involved in coaching and management with under 18 teams have a range of skills, and have a child centred approach. Coaching and Management Teams should consist of volunteers who all have a defined role within the team. Ideally there should be two qualified coaches, a Team Manager and a First Aider attached to each team.

It is also extremely useful if there is a qualified Referee attached to the side or amongst this group as part of the team in a dual role i.e. Coach or Team Manager. All of the roles (apart from a Referee) should be DBS checked as they will have regular unsupervised contact with children. Obviously if the Referee is in a dual role which relates to regulated activity i.e. they are also a coach, then they would be required to undertake a DBS vetting check.

Please refer to section 3.4 for clarification of DBS check requirements.

4.4. ROLE OF THE CLUB SAFEGUARDING OFFICER AND THE WRU SAFEGUARDING TEAM

Children are either associated or can be seen in every rugby club across Wales, and there is a strong association between children and rugby in the communities we live in. Each Club should appoint a designated Club Safeguarding Officer to be the lead contact and have responsibility for safeguarding issues, regardless of whether the club provides under 18 rugby. The CSO should be registered with the Welsh Rugby Union and will be required to undertake an induction process (see appendices).

The community rugby clubs of Wales play a vital role in developing the next generation of both professional and community rugby players, and the involvement of children in those rugby clubs are at the centre of this.



The CSO is one of the most important roles in any rugby club management committee. CSOs are responsible for co-ordinating the safeguarding and welfare of all players under 18 years of age including youth team players.

A key component of effective safeguarding is working together, so it is extremely important that the CSO develops a positive working relationship with the senior club secretary and or any other senior management committee officials who have overall responsibility for safeguarding within the club. CSOs should also work closely with team managers and coaches of any under 18 sides within the club, who should also understand the basic principles of safeguarding through coach education or bespoke safeguarding training.

The role and responsibilities of the CSO are included in the CSO Role Description (see appendices).

The CSOs have four main roles within the club:

- Co-ordinating and maintaining compliance in relation to volunteer recruitment and retention through the DBS process
- First point of contact for players, parents and other volunteers regarding any concerns about a child's welfare, poor practice or abuse
- Point of contact for the Welsh Rugby Union regarding any safeguarding issues
- Responsibility for managing safeguarding issues and reporting to the senior management committee

4.4.1. THE CSO IN THE CLUB STRUCTURE

CSOs are responsible for ensuring that the club complies with their responsibilities to recruit and retain volunteers in under 18 rugby who have been subject to appropriate DBS vetting checks. They co-ordinate and manage the process and monitor compliance levels in line with the requirement of the club audit.

The contact details of the CSO should be known by all the under 18 coaching and management teams within the club. They should be the first point of contact for players, parents or other volunteers if there are issues or concerns about a child's welfare, poor practice or abuse. It is accepted that children, parents or guardians may wish to speak to the coach or another club volunteer, prior to the CSO, and in these cases the CSO must be notified as soon as possible afterwards.

The CSO is responsible for promoting the WRU Safeguarding Policy and Procedures, and must ensure that a copy of the policy is available within the club.

If there is a safeguarding investigation being conducted then the CSO will be the first point of contact for the WRU Safeguarding Advisor. They are not required to investigate any matters but would be required to assist in contacting potential witnesses or facilitating interviews with volunteers who may be the subject of a poor practice or discipline issue under investigation by the WRU Safeguarding Advisor or the under 19 Discipline Committee.

If there is a criminal or multi agency investigation then the WRU Safeguarding Advisor will work with the CSO and the club to assist and provide advice, and act as the conduit between the club and the agencies involved. The WRU Safeguarding Advisor will contribute or attend if there is a strategy meeting convened under the All Wales Child Protection Procedures.

The CSOs work closely with the Club Secretary and should be part of the club management committee at both senior and junior level if there are separate committees. They are required to brief club management officials on safeguarding matters where appropriate, and they are central to the club fulfilling its responsibilities in terms of safeguarding, ensuring that there is a safe and positive environment for children. They must also understand their responsibilities in relation to the confidentiality of information and sensitive nature of issues that need to be discussed.

They should work closely with the WRU Safeguarding Advisor to ensure that any concerns or issues are responded to in a professional and expeditious manner, and in line with the WRU and/ or Club Safeguarding Policy.





CSOs will be supported by the WRU Club Operations Team and will have the opportunity to develop their skills and abilities in dealing with safeguarding matters through a variety of training opportunities. When a club volunteer is recruited as a CSO they will receive a Starter Pack from the Club Operations Team, and also a briefing from the WRU Safeguarding Advisor, which can be completed in person or over the telephone as part of the CSO Induction. The CSO will be briefed on the following issues:

- Roles and Responsibilities
- Policy and Guidance
- Recruitment of Volunteers (DBS and SRG Process)
- Case Management Panel Investigations

CSOs will also have the opportunity for continuous professional development, and are required to attend safeguarding training courses such as 'Safeguarding and Protecting Children' and 'Time to Listen' that are delivered in partnership with Sports Coach UK and the NSPCC

There will be other training opportunities for prospective coaches with a module on safeguarding on the Level One Coach Education Courses, and also supplementary training through a bespoke WRU training resource for coaches. The Club Operations Team also deliver basic safeguarding awareness training for all club volunteers, through the Club Volunteer Safeguarding Workshops.



5. RECOGNISING POOR PRACTICE AND ABUSE

Even for those experienced in working with child and adult abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Staff and volunteers in sport, are not experts at such recognition. However, they do have responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person or adult at risk.

The WRU encourage employees and volunteers to report any concerns that they have to the Club Safeguarding Officer or directly to the WRU Safeguarding Advisor. If there is a serious concern that a child or adult at risk may be at immediate risk then the matter should be reported directly to the Police.

It is not the responsibility of staff, coaches or volunteers who work for the WRU to decide whether or not abuse is occurring. Their role is to follow procedures and forward any information or concerns to the appropriate contact, who will then deal with the other agencies involved to determine whether abuse has taken place i.e. Social Services or Police.

The Welsh Rugby Union are committed to ensuring that children and young people have the opportunity to develop in such an environment. We have a proactive safeguarding approach that aims to develop and evolve our strategies and continually drive up standards to protect children, young people and adults at risk involved in Welsh rugby.

However if incidents of abuse are reported, the Welsh Rugby Union are also committed to supporting children and families and ensuring that any investigations are conducted in a child centred, professional and expeditious manner.

5.1. ABUSE AND NEGLECT

The sustained abuse of children physically, emotionally, sexually or through neglect can have major long-term effects on all aspects of a child's health, development and well-being. Sustained abuse is likely to have a deep impact on the child's self-image and self-esteem, and on his or her future life. Difficulties may extend into adulthood: the experience of long-term abuse may lead to difficulties in forming or sustaining close relationships, establishing oneself in the workforce, and to extra difficulties in developing the attitudes and skills needed to be an effective parent.

It is not only the stressful events of abuse that have an impact, but also the context in which they take place. Any potentially abusive incident has to be seen in context to assess the extent of harm to a child and appropriate intervention. Often, it is the interaction between a number of factors that serve to increase the likelihood or level of actual significant harm.

For every child and family, there may be factors that aggravate the harm caused to the child, and those that protect against harm. Relevant factors include the individual child's means of coping and adapting, support from a family and social network, and the impact of any interventions. The effects on a child are also influenced by the quality of the family environment at the time of abuse, and subsequent life events. An important point, sometimes overlooked, is that the way in which professionals respond has a significant bearing on subsequent outcomes.

RECOGNISING POOR PRACTICE AND ABUSE

It is vitally important that children feel confident about their involvement in sporting activities, and have the opportunity to enhance and develop their skills and abilities not only as an athlete but also as a person. It is equally important that sports organisations are able to gain the trust of parents and guardians in knowing that their children are involved in a safe and positive sporting environment.



Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

5.2. PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

The following are examples of physical abuse in a rugby environment:

- Coaches, Managers or helpers exposing young players to exercise or training which disregards the capacity of their immature and growing body
- Coaches, Managers or helpers exposing young players to overplaying, over training or fatigue
- Coaches, Managers or helpers exposing young players to alcohol, or giving them the opportunity to drink alcohol below the legal age
- Coaches, Managers or helpers exposing young players to performance enhancing drugs and recommending that they take them

5.3. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve causing a child to frequently feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may also occur on its own.



The following are examples of emotional abuse in a rugby environment:

- Humiliating children in front of others
- Providing repeated negative feedback
- Repeatedly ignoring a young player's efforts to progress
- Repeatedly demanding performance levels above those of which the young player is capable
- Over emphasis on winning and not enough on development

5.4. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

The following are examples of how sexual abuse can manifest itself within a rugby environment:

- Developing or encouraging inappropriate relationships between adults and children.
- Inappropriate use of social media by grooming children
- Inappropriate touching of children
- The close proximity of coaches and others, to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse

5.5 NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may also occur during pregnancy as a result of maternal substance abuse.

Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment. It may also include the failure to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following are examples of neglect in a rugby environment:

- young players are left alone without proper supervision
- young players are exposed to unnecessary heat or cold without fluids or protection
- young players are exposed to an unacceptable risk of injury

5.6 EFFECTS OF ABUSE

- Low self-esteem
- Developmental delay – physical, emotionally and mentally
- School related problems
- Difficulty in forming relationships as adults
- Behavioural difficulties, such as aggression or anger
- Permanent or temporary injury
- Pain or distress
- Sometimes, if untreated, abusive relationships with own (or other) children
- Depression, self-harm – sometimes leading to suicide
- Fatality



RECOGNISING POOR PRACTICE AND ABUSE

5.7. FACTORS THAT INCREASE THE LIKELIHOOD OF RISK

- Young children that may have difficulty in telling others
- Disabled children who may have difficulty communicating or accessing others to tell
- Children who have already experienced abuse
- Poor relationship between children and parent/carer
- High levels of stress
- History of violence in the family
- A high dependency on the coach for sporting success

5.8. INDICATORS OF ABUSE

Children/young people are unlikely to reveal that they are being abused. This is why it is essential that all recognise signs or symptoms of abuse taking place. However, symptoms can be the result of a combination of different types of abuse that is occurring. The following table highlights examples of signs of child abuse, however this list is not exhaustive:

Physical Signs of Neglect
<ul style="list-style-type: none">• Hunger- sometimes begging or stealing food from other children or searching through waste or bins• Clothing- Inappropriately dressed• Appearance- Unkempt, dirty or smelling• Loss of weight or constantly underweight• Regularly looking tired or uncared for
Behavioural Signs of Neglect
<ul style="list-style-type: none">• Regularly on their own or may have few friends• Regularly feeling tired• Failing to attend hospital or medical appointments• Left alone and unsupervised on a regular basis• Regularly late for school or absent from school
Signs of Physical Abuse
<ul style="list-style-type: none">• Unexplained bruising, marks or injuries• Bruises which indicate 'hand marks'• Cigarette burns• Bite marks• Broken bones• Scalds

**Behavioural Signs of Physical Abuse**

- Fear of parent being contacted
- Aggressive or angry outbursts
- Running away
- Fear of going home
- Flinching
- Depression
- Keeping bruises or marks covered
- Reluctance to change clothes
- Withdrawn and/or remote behaviour

Physical Signs of Sexual Abuse

- Bruising or bleeding near the genital area
- Pain or itching in the genital area
- Having a sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Behavioural Signs of Sexual Abuse

- Sudden or unexplained changes in behaviour
- Running away from home
- Sexualised behaviour (knowledge beyond their age/ development)
- Self-harming
- Keeping secrets
- Abusing substances, alcohol or drugs
- Unexplained source of money
- Diet problems
- Fear of someone
- Not being allowed to have friends

*These indicators should be considered as part of a pattern of behaviour (in isolation there may be explanations for each)



Physical Signs of Emotional Abuse

- Failure to thrive or grow, particularly if the child puts weight on in other circumstances
- Speech disorder
- Developmental delay in relation to emotional or physical progress

Behavioural Signs of Emotional Abuse

- Fear of making mistakes
- Speech disorder
- Fear of parents or other adults being contacted
- Self-harm
- Unwilling to take part in activities or get involved with others

Physical Signs of Bullying

- Short of money
- Damaged clothes
- Loss of possessions
- Regularly tired
- Stomach aches or headaches
- Visible bruising, marks or injuries

Behavioural Signs of Bullying

- Withdrawn or depressed
- Insecure
- Struggles to concentrate
- Reluctance to attend school or training
- Fear or avoidance of a particular individual or group
- Mood changes
- Drop in performance at school or sport

5.9. IDENTIFYING SIGNIFICANT HARM

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in order to protect children. Significant harm is defined in the legislation as ill treatment or the impairment of health and development. It describes the effects of sexual, physical and emotional abuse or neglect, or a combination of different types.

Local authorities have a statutory duty under the Children Act 1989 section 47 (1) (b) to make enquiries, or cause enquiries to be made, where they have reasonable cause to suspect that a child who lives, or is found in their area is suffering, or likely to suffer, significant harm.

There are no absolute criteria on which to rely when judging what constitutes significant harm. A single, serious event of abuse, such as an incident of sexual abuse or violent assault, might be the cause of significant harm to a child. However, more frequently significant harm occurs as a result of a long-standing compilation of events, which interrupt, change or damage a child's physical and psychological development.

The significant harm resulting from the corrosive effect of long-term abuse is likely to have a profound impact on the future outcomes for the child. At the time of referral it might not be clear whether a child is in need or is suffering significant harm. The initial assessment should ensure that sufficient information is obtained by social services to make a judgement about the nature of the need and/or harm and what action is required.

This requires the sharing of information between agencies, structured assessment and analysis, including taking into account the child's own view about his/her circumstances according to his/her age and understanding. A good assessment is an essential basis for deciding what the concerns are for the child; what needs to change; and which services and interventions are needed to achieve the planned changes.



To understand and establish significant harm, it is necessary to consider:

- The family context
- The child's development within the context of their family and wider social and cultural environment
- Any special needs, such as medical conditions, communication difficulties or disabilities that may affect the child's development and care within the family
- The nature of harm, in terms of ill treatment or the failure to provide adequate care
- The impact on the child's health and development
- The adequacy of parental care



5.10. ABUSE OF A POSITION OF TRUST

A relationship of trust exists where an adult, by virtue of their role, is in a position of power or influence over a young person. Sections 16-24 of the Sexual Offences Act (2003) relate to criminal offences where a person in a position of trust defined within the scope of the Sexual Offences Act, engages in any sexual activity with a person under the age of 18 with whom they have a relationship of trust, irrespective of whether the young person has ostensibly consented to the relationship.

The primary motivation for legislation which addresses the abuse of positions of trust is the need to protect young people aged 16 and 17 who, despite reaching the age of consent for sexual activity, are considered to be vulnerable to sexual abuse and exploitation, in defined circumstances. This includes sexual activity and relationships with adults who hold a position of trust, responsibility or authority in relation to them and, as a result, have a considerable amount of power and influence in their lives. The law defines specific roles and settings where sexual activity between 16 and 17 year olds and those in positions of trust, responsibility or authority constitutes a criminal offence.

This legislation does not include sports roles (e.g. coaches, instructors or helpers) or sports organisations and settings (e.g. clubs, leisure facilities or events) within these definitions. Thus, at present, an abuse of a position of trust within most sport contexts will not be illegal, although there may be circumstances in which the law does apply to sports coaches - for example if they are employed by and operating within a school.

Although the law does not currently apply to coaches and others involved in sports clubs, the WRU considers that it is completely unacceptable for anyone to engage in sexual activity within a relationship in a position of trust. However there are other offences under the Sexual Offences Act 2003 that may be committed in these circumstances such as arranging or facilitating the commission of a child sex offence (section 14) or meeting a child following sexual grooming (section 15).

The WRU will work to the principles behind the legislation, and as such any person in a position of trust who abuses this position will breach the WRU Codes of Conduct and the WRU Safeguarding Policy.

The WRU Codes of Conduct state that *'A Coach/ Team Manager/ Club Official shall conduct themselves at all times in an ethical and professional manner and shall observe the highest standards of integrity and fair dealing.'*

It must be stressed that it is always the responsibility of the adult to ensure that his or her conduct is acceptable. Appropriate boundaries in all relationships of trust must be maintained and adults must not behave in a manner that would encourage any attraction to develop.

However, in the event that a young person displays signs of attraction to the adult within the relationship of trust, this must be reported to the Club Safeguarding Officer. If appropriate, the adult may need to remove themselves from the relationship of trust.

There is further guidance available through the Child Protection in Sport Unit
<https://thecpsu.org.uk/.../2044/abuse-of-positions-of-trust-april-2013.pdf>

If you engage in an intimate or inappropriate relationship with a child with whom you are in a position of trust, regardless of whether they are legally able to consent or not, it is a breach of the Safeguarding Policy and Codes of Conduct and will result in disciplinary action.



5.11. POOR PRACTICE

Poor practice may be defined as behaviour that does not respect the rights of the child/ adult at risk or their parent/guardian or carer's rights, or contravenes best practice, as outlined in the Safeguarding Policy. It is important that the policy and procedures are promoted through our rugby clubs so that we maintain a safe and positive environment.

In relation to coaching children it is important that coaches are qualified and suitably skilled to develop the next generation of talent in Wales. There is a need to ensure that we develop best practice in everything that we do, and as coaching is a continual learning process, it is important to recognise that by recruiting, developing and retaining qualified and skilled coaches that this will minimise the risk of poor coaching practice.

The Safeguarding Policy is designed to assist in protecting the most vulnerable people in our game, but also protect our hard working and enthusiastic volunteer workforce.

There are some behaviours that would be considered poor practice and although highly unacceptable within the sport, would not be fully encapsulated by the definitions of abuse. These may not reach the threshold to refer to statutory agencies but they must always be reported, addressed and action taken to prevent reoccurrence. There are a range of examples below:

- Inappropriate behaviour or overbearing conduct
- Excessive training and competition pressure
- Failing to follow appropriate safeguarding and coaching processes
- Not providing players with appropriate training, guidance and support
- Failing to respect the rights of players, parents, coaches, officials and other volunteers within the game
- Failing to take responsibility for the welfare of children
- Failing to respect decisions made by officials
- Failing to comply with the Codes of Conduct

The CSO should refer the matter and consult with the Safeguarding Advisor in the Club Operations Team at the WRU, and if poor practice is suspected, then this may require further investigation.

The CSO may seek advice about whether it is appropriate to initiate club disciplinary processes, and the need for immediate suspension pending the outcome of an internal investigation within this process.

The matter may have been reported via the under 19 Discipline Committee, and the WRU Safeguarding Advisor will work closely with the committee and decide on who has primacy in relation to the investigation.

If the allegation is about poor practice by the designated CSO, or if the matter has not been dealt with appropriately and concerns remain, it should be referred to the WRU Safeguarding Advisor. If the allegation is about a member of the Club Operations Team or WRU Safeguarding Advisor, the matter should be referred to WRU Head of Group Compliance

All internal investigations conducted by the WRU are subject to scrutiny and supervision by the Case Management Panel.



RECOGNISING POOR PRACTICE AND ABUSE

Once the matter has been investigated, a decision should be taken on an appropriate course of action. If the individual has no previous recorded disciplinary or safeguarding sanctions imposed upon them, and they accept that their behaviour was inappropriate or fell below the required standards, then the action plan or recommendation could include involvement in a training or mentoring programme. The following are examples of the possible outcomes:

- Safeguarding Awareness Training
- Mentoring Programme
- Club Disciplinary

Although it is often possible to resolve poor practice through guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate, in some instances poor practice concerns need to be managed as a disciplinary matter.

If the individual does not accept that their conduct was inappropriate then they may be referred to the under 19 Discipline Committee or Case Management Panel.

5.11.1. PRACTICES NEVER TO BE SANCTIONED

The following practices are known to be significant risk factors in cases of abuse and can never be condoned:

- Taking children to your home or other secluded place unaccompanied by others
- Engaging in rough, physical or sexually provocative games
- Sharing a room with a child
- Allowing or engaging in any form of inappropriate touching
- Making sexually suggestive remarks
- Reducing a child to tears as a form of control
- Allowing children to use inappropriate language unchallenged
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Carrying out personal care for a child that the child can do unaided
- Departing from the premises without first supervising the safe dispersal of the children
- Abusing a privileged position of power or trust
- Resorting to bullying tactics, or verbal abuse
- Causing a participant to lose self-esteem by embarrassing, humiliating or undermining the individual
- Spending excessive amounts of time alone with children away from other adults.

It may sometimes be necessary for adults to do things of a personal nature for children, particularly if they are young or are disabled. This would include tasks such as removing outer layers of clothing, tying up hair etc. These tasks should only be carried out with the full understanding and consent of parents and the children involved.

There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in a task that involves physical contact. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

RECOGNISING POOR PRACTICE AND ABUSE

Some children, particularly children with learning disabilities or serious physical disabilities may not be toilet trained or require significant assistance to use these facilities. In some situations, this may lead to increased vulnerability both for the child and the person providing the care, particularly as some children with learning disabilities can find it difficult to set and maintain physical boundaries. Therefore, where a child requires this type of care, a parent/carer or someone trained in the provision of intimate care must be on hand to address these needs. There is practical guidance on managing challenging behaviour in Chapter 8.



5.12. POSITIVE BEHAVIOUR BY CHILDREN AND YOUNG PEOPLE

Young people must:

- Treat others with the same respect and fairness that they would like to be shown themselves
- Respect differences in gender, disability, culture, race, ethnicity and religious belief
- Challenge discrimination and prejudice
- Appreciate that all participants bring something valuable and different to the sessions
- Consider their own welfare and the welfare of others
- Not engage in any irresponsible or illegal behaviour
- Challenge behaviour that falls below the expected standards of the session
- Speak out if they are concerned about anything or feel uncomfortable about their own needs and those of others
- Take time to thank those who help with the activity.

5.12.1. BULLYING

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and disabled adults, to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm).



The Department for Children, Schools and Families says bullying is:

“Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”.

It can be:

- Physical – hitting, kicking, pushing, pinching, unwanted physical contact and taking things
- Verbal – name calling, racial taunts, sexual comments, making offensive remarks, sarcasm, persistent teasing and emotional torment through ridicule, humiliation
- Indirect – spreading rumours, excluding from social groups, sending malicious text messages, posting of derogatory or abusive comments, graffiti, videos or images on social network sites

There are a number of signs that may indicate that a young person or adult at risk is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports clubs
- A drop off in the performance at school or standard of play
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Both girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms.

Bullies come from all walks of life, they bully for a variety of different reasons and may in some cases have been abused. Typically bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

All forms of bullying are unacceptable and will not be tolerated. It is important to ensure children are adequately supervised at all times, to help identify and take action to address any early signs of bullying. The provision of an open environment where children are encouraged to report any bullying concerns is vital in tackling bullying.

Children who have been bullied will often benefit from ongoing support to deal with the impact of bullying. As well as support from the welfare officer, victims of bullying can benefit from peer support. It is important that parents/carers are involved as they are likely to be a key source of support. The club may consider holding a reconciliation meeting to help address the issues between the bully and the bullied young person. There are also a number of charities that can provide support to children who experience bullying, e.g. Kidscape.

Bullying can include online as well as offline behaviour. Children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

The competitive nature of sport makes it an ideal environment for the bully.

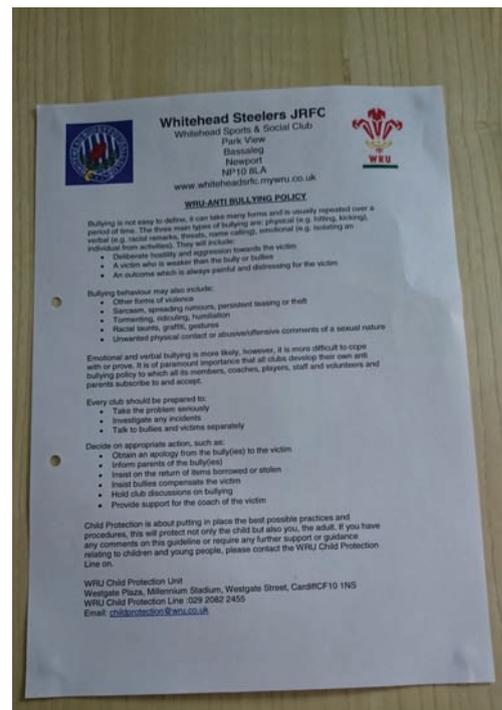
A bully in sport can be:

- A parent who pushes too hard
- A coach who adopts a win-at-all-costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a person.

5.12.2 DEVELOPING AN ANTI BULLYING POLICY

The club or organisation will:

- Recognise its duty of care and responsibility to safeguard all participants from harm
- Promote and implement an anti-bullying policy in addition to the WRU safeguarding policy and procedures
- Seek to ensure that bullying behaviour is not accepted or condoned, and take any allegations seriously
- Require all members of the club/organisation to be given information about, and sign up to, the anti-bullying policy
- Take action to investigate and respond to any alleged incidents of bullying
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- Ensure that coaches are given access to information, guidance and/or training on bullying



Each participant, coach, volunteer and official will:

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and that our differences make each of us special and should be valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Be committed to the early identification of bullying, and take prompt and collective action to deal with it
- Ensure safety by having rules and practices carefully explained and displayed for all to see
- Report incidents of bullying they see – by doing nothing you are condoning bullying



Children need to be supported by:

- Letting them know who will listen to and support them
- Establishing systems to open the door to children wishing to talk about bullying or any other issue that affects them
- Identifying and addressing potential barriers to talking at the outset to enable children to approach adults for help (including those associated with a child's disability or impairment)
- Ensuring they have access to Helpline numbers
- Making sure anyone who reports an incident of bullying is listened to carefully and supported
- Objectively investigating any reported incident of bullying and listening carefully to all those involved
- Supporting any children being bullied and giving assistance in upholding their right to play and live in a safe environment which allows their healthy development
- Supporting and encouraging those who bully to stop
- Avoiding sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others

Responding to an allegation of bullying

Take all allegations of bullying very seriously and make a commitment to address those issues

- Support the child, and encourage them to speak about their concerns and tell the person in charge or someone in authority
- Establish what the child wants from the investigation
- Investigate all allegations and take action to ensure the victim is safe
- Speak with the victim and the bully separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise total confidentiality
- Keep records of what is said (what happened, by whom, when)
- Talk to the victim's parents
- Report any concerns to the designated officer wherever the bullying is occurring
- Ensure that everyone in the club/organisation understands their responsibility to work together to stop bullying

Parents and Guardians need to be supported by:

- Advising them on the club/organisation's bullying policy and practice
- Discussing any incidents of bullying concerning their child with them
- Consulting them on proposed actions to be taken (for both victim and bully)
- Ensuring information and advice on coping with bullying is made available to them
- Offering support including information on other agencies or support lines

**5.12.3 ACTION TO BE TAKEN TO INFLUENCE THE BEHAVIOUR OF BULLIES**

- Talk with the bully, explain the situation, and try to get the bully to understand the consequences of their behaviour. Seek an apology to the victim
- Clear agreement about acceptable behaviour
- Inform the bully's parents
- Insist the return of 'borrowed' items and that the bully compensates the victim
- Provide support for the coach and significant others
- Impose sanctions as necessary
- Hold meetings with the families to report on progress
- Inform those who need to know of the action taken
- If the bullying continues, remove the bully from taking part

5.12.4 WHEN TO INFORM THE CSO ABOUT BULLYING INCIDENTS

- When bullying (physical, verbal or psychological) persists despite attempts by staff and volunteers to deal with it
- When incidents, whether repeated or not, are serious in nature (e.g. serious physical assault or injury)

If you need any advice and guidance on this issue please contact the WRU Safeguarding Advisor or the Club Operations Team.

5.13 CHILD SEXUAL EXPLOITATION (GROOMING)

The majority of adults working with children in Rugby are committed to providing an enjoyable and safe environment in which to participate. However there may be a small proportion who have ulterior motives.

Sexual abuse of children is the result of premeditated actions that are carefully planned. Sections 14 and 15 of the Sexual Offences Act 2003 relate to offences of grooming children with the intention to commit a sexual offence. The dictionary definition of grooming is 'the criminal activity of becoming friends with a child, especially over the internet, in order to try to persuade the child to have a sexual relationship with you'

Child sexual exploitation (CSE) is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status.

The manipulation or 'grooming' process involves befriending children, gaining their trust, and often providing them with drugs and alcohol, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited.

Child sexual exploitation can manifest itself in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods, but not always. Exploitation can also involve opportunistic or organised networks of perpetrators who may profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.



RECOGNISING POOR PRACTICE AND ABUSE

It is important to understand how an abuser can 'groom' a club or parents or a child by appearing trustworthy and helpful, therefore giving the impression that they can take responsibility for a young person(s).

Research demonstrates that a child is likely to be abused by someone they know and who is likely to be in a position of trust with a child. Whilst the vast majority of sexual abusers are male it is important not to overlook that fact that female sexual abusers do exist.

Technology is widely used by perpetrators as a method of grooming and coercing victims, often through social networking sites and mobile devices. This form of abuse usually occurs in private, or in semi-public places such as parks, cinemas, cafes and hotels.

Sexual exploitation in sport can very often be developed over a period of time, where adult volunteers who have influence over children that they coach or manage, groom them with the intention of committing a sexual offence. It is important that adult volunteers develop healthy, transparent and positive relationships with children and that they do not put themselves in a position where they may be compromised.

There is further guidance available through the Child Protection in Sport Unit website

<https://thecpsu.org.uk>

6 REPORTING AND RESPONDING

This section of the policy sets out the necessary procedures and standards to follow for Welsh Rugby Union employees or volunteers when allegations of abuse or poor practice are reported. The procedures set out in this section also constitute minimum standards for any Club directly delivering mini, junior and youth rugby opportunities.



The WRU assures all employees and volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports any concerns that a child or adult at risk is being abused.

The WRU are committed to ensuring that the welfare of the child remains paramount throughout any investigation, and that there is a co-ordinated and child centred approach.

6.1 HOW ABUSE MAY BE REPORTED

Child abuse concerns can arise in many different situations and contexts. It is not the role of anyone within the sport to investigate possible child abuse concerns but it is essential that all staff and volunteers clearly understand the action that must be taken in the event of:

- A direct disclosure of abuse from a child or young person;
- A disclosure from an adult of abuse that occurred during their childhood (historical abuse);
- Observed abuse, neglect or poor practice;
- Observed concerning changes in a child's behaviour, appearance or relationships, or other possible indicators of abuse;
- A report from a third party (e.g. another young person or adult within the club) or via an external organisation.



The following procedures outline the steps that should be taken and provides guidance on sharing relevant information with Social Services and/or Police and other relevant organisations without delay and within agreed protocols.

Child Protection concerns may arise from:

- Behaviour or experiences within the sports organisation or environment (e.g. allegations of abuse by a coach)
- Allegations arising outside the organisation (e.g. allegations of abuse at home or bullying in school or a rugby volunteer being the subject of an investigation which may indicate a risk to children within the sport)

Everyone has a legal and moral responsibility to respond to any concerns about the welfare of young people - irrespective of whether the cause of the concern is internal or external - and to ensure that they take action by reporting this in line with the WRU's procedures.

Even if the incident has occurred outside a sporting environment, the WRU Safeguarding Advisor must be notified. If the allegation relates to a rugby volunteer who is subject to an investigation, this may indicate a risk to children within the sport.

There may be an occasion when a young person approaches an individual (CSO, Coach, Volunteer etc.) and indicates that he/she is being abused. In such instances, it is vital that appropriate and immediate action is taken.

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters. If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to social services or the police, who have the statutory duties and powers to make enquiries and intervene when necessary.

Children who are being abused will only tell people about this that they trust, or who they feel safe with. Coaches can very often be in this position of trust, and have a close relationship with the children that they coach. The child may see the coach or other volunteer as a person who they can trust and confide in. It is important that all volunteers and coaches in particular have an understanding of what to do if this happens.

6.2 RESPONDING TO A DISCLOSURE FROM A CHILD

If a child discloses that they or another young person is being abused, the person receiving the information should:

- Stay calm and ensure that the child feels safe and is not at any immediate risk
- Show the child that you have heard what they are saying, and that you take their allegations seriously
- Reassure the child that they've done nothing wrong
- Allow the child to talk freely, and use their own words, but do not probe for more information than is offered as this may affect any subsequent investigation by Police and/or Social Services
- Don't interrupt when the child is recalling significant events



- Don't make the child repeat their account
- Don't allow your emotions, shock or disgust to show
- Do not make negative comments about the alleged abuser and do not approach him/ her
- Recognise any difficulties the child may have in explaining the incidents
- Reassure the child that they have done the right thing in revealing the information
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child
- Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust
- Record in writing what was said using the child's own words as soon as possible (preferably on the WRU Incident Referral Form – see appendices)

If the child indicates that he/she does not wish others to be informed about the allegations, it is important to sensitively explain why you need to share the information, it is important to be honest in your approach.

6.3 RECORDING INFORMATION

Suspicion about child abuse may take the form of 'concerns' rather than 'known facts'. Child welfare concerns can arise in many different contexts, including when a child is already known to the Social Services. Concerns can and should be shared with Social Services through a referral. While concerns will not necessarily trigger an investigation, they help to build up a picture, along with concerns from other sources, which suggests that a child may be suffering harm.

Accurate, concise and clear record keeping in straightforward language is an essential part of an individual employee and professional's accountability towards people using their services, and underpins good child protection.

Many local authorities have developed protocols establishing arrangements for conducting initial assessments by local services and defining the circumstances and thresholds under which a child should be referred to Social Services.

Referrals should be made to social services as soon as a problem, suspicion or concern about a child becomes apparent, and certainly **within 24 hours**.

Outside office hours, referrals should be made to the Social Services emergency duty team or the Police. Social Services and the Police must ensure that an appropriate level and deployment of trained staff are available to undertake child protection section 47 enquiries, including out of hours.

All telephone referrals or referrals made in person should be confirmed in writing within two working days.

The report can be made using the WRU Incident Referral Form and should contain the following information:

- Name of the Club
- Time and Date of Incident
- Personal details of the Child/ Vulnerable Adult and Parent/ Guardian details
- Brief details of what occurred/ allegation made and any background knowledge
- Personal Details of the person who is subject of the allegation
- Person who is subject of the allegation – position or role in the Club
- Actions taken to date
- Name of Person reporting/ referring



The contact details of the Social Services Duty Officer or Police Officer to whom the concerns were passed, together with the time and date of the call, and any agreed action to be taken should be recorded. The WRU Safeguarding Advisor should be notified of the referral and the above information as soon as possible.

There is a likelihood that this may generate a multi-agency investigation, and the WRU Safeguarding Advisor will take the lead for the organisation and may contribute in the following ways:

- Attend Strategy Meeting or Telephone Strategy Discussion
- Assist in the Child Protection Section 47 enquiries (multi-agency investigation)

CSOs or other volunteers who may have referred this matter will not be expected to attend the strategy meeting or contribute to these discussions unless it is specifically requested from other professionals.

There are a list of safeguarding contact numbers including emergency numbers in the appendices.

6.4 REPORTING CONCERNS

Regardless of how concerns may have arisen, the person who received the disclosure or witnessed an incident must ensure the information is reported.

They must not allow personal opinions regarding the credibility of any individual, or the information they have received, to prevent them from making the referral. They should not worry that they may be mistaken, as the responsibility to make the assessment of the concern rests with the statutory agencies.

In the event that abuse is suspected, the concern must be reported to Social Services and/or the Police without delay and in all cases, within 24 hours. The following action should be taken:

- Report your concerns to the Club Safeguarding Officer ASAP
- Report the matter to the WRU Safeguarding Advisor ASAP
- The Club Safeguarding Officer and/or the WRU Safeguarding Advisor must refer the matter without delay to Social Services and/or the Police. If the CSO takes this step they must also inform the WRU
- The matter should be reported to the Police in the first instance and then Social Services if necessary
- Referrals that are made out of hours should be made to Police and the Social Services Emergency Duty Team
- The parent/carer will be informed at the earliest opportunity, unless this is inconsistent with the need to ensure the child's safety, but advice should be sought from Social Services as to what information should be provided to parents, by whom and when



- If a child is at immediate risk and action needs to be taken urgently, a 999 call must be made to the Police and the matter reported
- In the event that there is any uncertainty as to whether a referral is appropriate, the WRU Safeguarding Advisor, NSPCC 24-hour helpline or Social Services will be able to offer advice on what action to take

In the case of non-recent abuse, disclosures must still be reported to Social Services and Police, as above, as the perpetrator may continue to present a risk to other children.

It is important that any information that has been disclosed remains confidential and should only be discussed with the appropriate people in order to protect the child and other children and initiate the investigative process. There are flow charts of the WRU reporting procedures included (see appendices)

6.5 THE SIX 'R's

Volunteers who have to deal with disclosures of abuse should consider the 'Six R's as a guide of what to do:

- RECOGNISE signs or indicators of abuse
- REASSURE the child or person involved
- RECORD what is said, but don't ask questions unless you need to clarify something, and then use 5WH and an open questioning style (Who, What, Where, When, Why and How)
- REPORT or REFER to the appropriate person i.e. Police, Social Services or if appropriate the WRU Safeguarding Advisor
- RETAIN any notes or materials that you have gathered
- REMEMBER TO DO THE RIGHT THING

7 THE WRU CASE MANAGEMENT SYSTEM

In the case of alleged abuse or poor practice issues, the initial assessment in relation to response and investigative primacy will be conducted by the WRU Safeguarding Advisor. If the matter hasn't already been referred to statutory agencies but needs to be, then the WRU Safeguarding Advisor will facilitate this.

The WRU Safeguarding Advisor works in partnership with the under 19 Discipline Committee, Coach Education, the Rugby Operations Manager and the Referees Department in deciding investigative primacy. Some or all of these departments or committees may be involved in the discussions as part of the initial assessment process. There will be occasions where incidents will be reported as safeguarding or child protection issues, but upon closer scrutiny and assessment it is clear that the matter should be referred to the under 19 Discipline Committee to be dealt with as a discipline issue. The decisions made in the initial assessment will have the welfare of the child as the priority, and will be both proportionate and necessary to ensure that the right outcome is achieved.



Concerns that relate to WRU staff, members or volunteers will be taken very seriously. Where there is a suspicion that a child has been abused by someone within the organisation, an investigation will be conducted. Equally should the WRU be aware of an outstanding criminal investigation, involving a WRU volunteer or employee, then this matter would also be investigated.

There are four different types of investigation that are likely to be conducted:

1. Criminal - conducted by the Police
2. Child Protection - carried out under section 47 (1) of the Children Act 1989 by Social Services and the Police
3. WRU Internal Investigation (Safeguarding or Disciplinary) - conducted by the organisation as a poor coaching practice issue or on conclusion of statutory agency investigations
4. Club Internal Investigation (Safeguarding and/or Disciplinary) – conducted by the club as a poor practice issue or disciplinary issue. Clubs may be supported in this process by the WRU, and the decisions made will be subject to scrutiny and review by the WRU.



7.1 INVESTIGATIVE STRATEGY AND CASE MANAGEMENT

When an incident is reported, the Incident Referral Form should be completed and e-mailed to the WRU Safeguarding Advisor at the earliest opportunity.

Once the incident has been reported, dependent upon the severity and type of allegation, it may be referred to statutory agencies, and a core assessment will be conducted. The incident or allegation may be the subject of a child protection section 47 enquiry and a strategy meeting will be convened as part of that process. This will be attended by a number of different agencies, and if the incident occurred in a rugby environment or there is a potential risk in a rugby environment, the WRU Safeguarding Advisor will attend or contribute to this meeting.

Decisions will be made in relation to who has primacy to lead the investigation i.e. statutory agencies such as the Police or Social Services, or non-statutory agencies such as Rugby Clubs or the WRU. If the matter is investigated by the statutory agencies, the WRU Safeguarding Advisor will monitor the investigation and liaise with the agency to check on progress and timescales.

If the matter is referred as a poor coaching practice or discipline issue the initial assessment will be conducted by the WRU Safeguarding Advisor and a decision made as to how this matter should be investigated. It may be referred back to the club for internal disciplinary proceedings, or the WRU may investigate the matter as a safeguarding issue or via the Under 19 Discipline Committee.

Information will continue to be gathered as part of the investigative process, and club members or other witnesses may be required to provide written accounts of what they saw. There is also an aide memoire to assist in completing witness accounts (see appendices)

The person who is subject of investigation will be provided with the opportunity to submit a written account/ statement of the incident or meet with the WRU Safeguarding Advisor so that he/ she can be questioned about the incident.

The following issues will be considered and actions taken:

- Whether the subject has access to children elsewhere and if so who needs to be informed
- Assess the level of severity, grade it accordingly and refer to the appropriate panel or committee
- Operate a clear referral process to the Safeguarding Referral Group (SRG), Case Management Panel (CMP) or the Under 19 Discipline Committee, whichever is the most appropriate
- Work closely with Social Services and Police and attend strategy meetings as required
- Provide appropriate support to children, parents, and members who are affected by an abuse situation including, where appropriate, the alleged perpetrator
- Follow up any external investigation with an internal action if required

Once all the necessary information has been gathered by the WRU Safeguarding Advisor, the matter will be referred to the appropriate management panel i.e. CMP or SRG. The role of the WRU Safeguarding Advisor is to assist and advise the SRG and CMP on safeguarding issues and provide recommendations and options for the panel to make the decisions in terms of actions or sanctions.



The following cases are managed through the Case Management Panel. These will include cases that are referred to statutory agencies as multi or single agency investigations, and also WRU internal investigations, which may lead to sanctions imposed through the Case Management Panel or Under 19 Disciplinary Committee.

The Case Management Panel will deal with Category 1-3 investigations, and Category 5 cases (appeal against decision made by Safeguarding Referral Group). The Safeguarding Referral Group will deal with all Category 4 cases. The Regulatory Committee will deal with all appeals against decisions by the Case Management Panel, Category 6 cases, and the Independent Panel will deal with Category 7 cases.

Category	Type of Investigation	Type of Offence/ Issue	Lead Agency
1	Multi Agency Investigation	Serious Offences (i.e. allegations of abuse)	Police/ Social Services (monitored by WRU)
2	Single Agency Investigation	Serious or Mid-Range Offences (i.e. allegations of abuse, minor assaults etc.)	Police or Social Services (monitored by WRU)
3	Internal Investigation	Poor coaching Practice/ Inappropriate Behaviour issues	WRU Case Management Panel or Club
4	Internal Recruitment Investigation	Recruitment decision Risk to Children or Vulnerable Adults (Threshold Test)	WRU Safeguarding Referral Group
5	Appeal against Safeguarding Referral Group Decision	Appeal Hearing	Case Management Panel
6	Appeal against Case Management Panel Decision	Appeal Hearing	Regulatory Committee
7	Appeal against Regulatory Committee Decision	Appeal Hearing	Independent Panel



The WRU will also liaise with the CSO and/ or the senior Club Secretary when dealing with such cases.

The Case Management Panel are regularly briefed by the WRU Safeguarding Advisor on all cases that are under investigation.

When the investigation commences, the Case Management Panel have the following options available to them:

- Decide there is no risk and reject the complaint or concern and inform the complainant of the decision that there is no case to answer
- Decide that the Club concerned should deal with the complaint as an internal matter. The Club must then keep the WRU Safeguarding Advisor informed of its decision and any action taken
- Decide to have an initial investigation of the complaint
- Decide to inform the person/club against who the complaint is made and order a full investigation. In this case the SRG/CMP can decide to issue an interim suspension pending the investigation

Following the investigation the CMP will consider all of the evidence presented and decide on a course of action to take which includes one or more of the following:

- Decide there is no case to answer
- Decide training is required
- Decide that a warning as to future conduct is sufficient (regardless if there is a finding of guilt)
- Decide that the case be referred to the WRU Disciplinary/Regulatory Committee under section 7 of the WRU Child Protection Discipline and Dispute resolution Procedures. In this instance if an interim suspension is not in place the SRG/CMP can impose one until the case goes to the disciplinary panel and or case hearing.
- Refer the case to statutory agencies
- Complete DBS referral if appropriate to do so

Where Police and or children's social care are involved, the SRG/CMP can impose an interim suspension or defer any action until the statutory bodies have completed their work. Irrespective of the findings by these bodies the WRU CMP will assess all individual cases to decide whether action should be taken by the WRU.

The welfare of the child/children will always be paramount and the WRU will assess the element of risk and base decisions on the balance of probability.

Please see the Whistleblowing Policy at Chapter 7.8

7.2 INTERNAL ENQUIRIES AND SUSPENSION

The WRU Case Management Panel or a Disciplinary Panel at a rugby club may impose an interim suspension, whilst the investigation is being conducted as a safeguarding measure. Several factors are considered when determining whether an interim suspension is necessary and proportionate to the risk. However it must be stressed that this is a temporary safeguarding measure and a neutral act and it is not an indication of guilt.

The following factors will be considered before taking such action:

- Are children at risk?
- Does the accused need protection?
- Do the allegations amount to gross misconduct?
- Would there be a reputational risk to the WRU?
- Would the continued presence of the person subject to investigation impede any enquiries/investigation?
- Does additional information from a credible source increase the risk?

The factors listed above will be taken into consideration alongside the seriousness of the offence or allegation. Suspensions may also be necessary where a member is being investigated for other serious crimes or breaches of rules.

Suspensions pending the outcome of any investigation and disciplinary processes should not be publicly disclosed and any disclosure should only be made in accordance with WRU protocols.

It is essential that the WRU has transparent, objective and formal disciplinary procedures which enable decisions to be made fairly and justifiably in order to protect children and members alike. (WRU Child Protection Disciplinary and Dispute regulations)



There are several elements, which should be in place to achieve this, however the welfare of the child must always remain paramount. There should be documented disciplinary procedures that are available to all and followed in all cases to ensure consistency and fairness, and the following processes in place:

- An appeals process
- The involvement of external agencies as appropriate, to obtain proper advice and support



- Clearly laid out standards of communication with people against whom allegations have been made to ensure that they are aware at every stage, of the progress being made in their case
- The application of confidentiality protocols, so that only those who need to know about cases are involved to protect both the children and the person against whom the allegation is made until such time as it is appropriate to release information
- Clear communication of the activities that the person against whom the allegation is made may participate in and those they must not engage in
- The WRU Head of Group Compliance, Case Management Panel and the WRU Safeguarding Advisor are able to offer support in cases where suspension is being considered
- The WRU Safeguarding Advisor will make an immediate decision in conjunction with Police and Social Services, about whether they feel any individual accused of abuse or one who is involved in criminal proceedings should be temporarily suspended pending further Police and Social Services enquiries (and enquiries to be undertaken internally)
- The WRU Safeguarding Advisor can issue the interim suspension when such is recommended by a Professional Strategy Meeting
- The WRU Safeguarding Advisor will make an immediate decision with regards to interim suspensions being issued pending further investigation. These decisions can be made by the Safeguarding Referral Group and/or the Case Management Panel.
- This will be communicated to the relevant parties e.g. Club Safeguarding Officer, WRU Departments, U19 Disciplinary Panel etc.
- Irrespective of the findings of the Police or Social Services inquiries, the WRU must assess all individual cases under the WRU Safeguarding Policy and disciplinary and dispute regulations to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff and volunteers
- Assessment of individual cases may be difficult, particularly where there is insufficient evidence to uphold any available information that could suggest, on a balance of probability; it is more likely than not that the allegation is true

In all cases, the WRU Safeguarding Advisor can refer the case to the CMP so that an immediate decision can be made about whether the accused individual should be temporarily suspended pending further enquiries. This is based on the information available and the balance of probability that there is a risk posed to young people and or vulnerable adults.

Where disciplinary action is deemed appropriate, the civil standard of proof of the 'balance of probability' will be applied. Thus, the decision will rest on whether it is more likely than not that the allegation is true.

The WRU will liaise with statutory agencies and other organisations when considering a referral to the Disclosure and Barring Service. If there is a multi-agency investigation, then this will be discussed as part of the meeting and a decision made on whether to refer to DBS and if so, it is usually the responsibility of the employer i.e. WRU.

If there is an internal investigation then the WRU Safeguarding Advisor will liaise with the Case Management Panel and decide if it is appropriate to refer an individual if they have been excluded from the sport or might have been excluded if the individual had not otherwise ceased involvement in the sport, on the grounds that they harmed a child, caused a child to be harmed, put a child at risk of harm, attempted to harm a child or incited another to harm a child.



7.3 CLUB PROCEDURES FOR MANAGING CASES OF POOR PRACTICE

If the matter is investigated by the club, the matter will be referred to the WRU Safeguarding Advisor who will consider the initial report and decide whether this is a case which can be dealt with by the Club or whether it should be dealt with by the WRU. If it has been decided that it can be dealt with at Club level then they will take responsibility to conduct the investigation but will be supported by the WRU Safeguarding Advisor. The following procedures should be adopted:

A Disciplinary Panel should be convened which should consist of three Club members:

- None of whom should have been involved in reporting the case or have a conflict of interests (i.e. a close friend of the individual who is subject to allegations)
- At least one of whom should be a Senior Management member from the Club
- If the complaint relates to a coaching matter one member should have coaching experience

The person against whom the complaint has been made must be:

- Informed of the nature of the complaint in writing
- Provided with a copy of any report or other information which will be considered by the Panel
- Be invited to attend the meeting which should be held at a convenient time for them
- Receive sufficient notice of the hearing
- Be given the opportunity to provide a verbal or written account and call witnesses
- Be allowed to hear or see evidence supporting the complaint; however minors should not be required to give evidence in person and can provide evidence in writing. There may also be information which is confidential to the complainant or where the source has requested anonymity for fear of retribution

The club can also consider imposing an interim suspension, and the same principles apply, as outlined above.

When the Panel has reached a decision it must:

- Inform the person subject to investigation and put the decision in writing
- Inform the WRU in writing
- Make sure that it's decision is carried out

Powers of a Club Disciplinary Committee:

- Warning as to future conduct
- Interim Suspension
- Coaching under supervision
- Order the person to undertake appropriate training i.e. WRU Safeguarding Awareness Training or attend a WRU coaching course

The WRU is available to review cases and to provide a right of appeal where there has been a breach of procedure.



7.4 ALLEGATIONS OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who claims to have been abused as a child by a member of staff who is still currently working with children).

Where such an allegation is made, the WRU will follow the procedures as detailed above and report the matter immediately to the Police and Social Services. This information may indicate a risk to other children, either within or outside sport, so consideration may also need to be given to applying safeguarding measures such as an interim suspension. However statutory agencies will have primacy in conducting this type of investigation and these measures should be discussed as part of the strategy meeting or discussion, so that the investigation is not compromised.

If the WRU are aware of information through previous involvement with rugby, and new concerns come to light, the WRU can consider all of the information available in order to make an informed safeguarding decision. If the person in question has been permanently suspended from working with children or vulnerable adults, the WRU can consider the appropriateness of their role. The Case Management Panel will assess each case on its individual merit

7.5 ACTION BY SOCIAL SERVICES AND THE POLICE

If the concern is referred to Social Services, the concerns will be reviewed and thresholds for action considered. An initial stage of investigation will be planned within one working day. Social Services will discuss the case and may have a telephone strategy discussion with Police before making a decision as to how the matter is investigated and conducting an initial assessment.

The purpose of the strategy discussion is to share and discuss in detail all information gathered to date, as well as the nature of the concern. A decision must be made whether to initiate child protection section 47 enquiries, or continue with them if they have already begun, and therefore begin a core assessment as the means by which those enquiries will be undertaken.

At any stage following receipt of a referral, where there is reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm, then an initial assessment should be completed and a strategy discussion held. The discussion may take place at a meeting or by other means such as telephone or video conferencing.

A strategy discussion should take place as a minimum between appropriate personnel with responsibility for child protection in Police and Social Services and the referring agency. The discussion should include other relevant professionals such as Health, Education and the WRU Safeguarding Advisor. Where a medical examination may be required, a Consultant Paediatrician from the providing service should be involved. It may be appropriate to involve the local authority's solicitor if emergency legal measures are being considered.

The staff involved in the discussion should be sufficiently senior to make decisions on behalf of their agency. The discussion can take place either in person or over the telephone. It should happen at the earliest opportunity within 24 hours of the decision to hold it. It may take place at any stage following referral or may occur at other times where for example the child is already in receipt of services under section 17 as a child in need and concerns about significant harm have been identified.

The strategy discussion should agree the course of action required and timescales set for those actions to be carried out. It should agree what information about the strategy discussion is shared with the family. Professionals should keep families fully informed unless such information sharing may place the child at risk of significant harm and/or jeopardise Police investigations into any alleged offence(s).

The strategy discussion must consider the needs of other children who may be affected such as siblings or those children in contact with alleged abusers.



In general, the parents of the child should be made aware of the circumstances although there are situations where this requires careful consideration before any action is taken, in particular, where a parent or carer is the suspected abuser or where a competent child is adamant that they do not want their parent/carer to be told. The social worker will consult with the Police regarding their involvement

The strategy discussion may result in the decision to take one or more of the following course(s) of action:

- No further action - if it transpires that the allegation is without substance and there are no other concerns
- Referral to support services if preliminary enquiries have revealed significant unmet needs for support and services but no issues in relation to significant harm
- Child protection section 47 enquiries
- Core Assessment, under either section 47 or section 17
- Strategy Meeting to plan the child protection section 47 enquiries and/or criminal investigation where there is continuing cause for concern
- Emergency action to safeguard the child if he or she is considered to be at imminent risk of significant harm

There is further guidance on the process available in Chapter 3 of the *All Wales Child Protection Procedures 2008*.

7.6 CONFIDENTIALITY AND INFORMATION SHARING

Sharing information is a critical element of safeguarding and protecting children. Consent should normally be sought from the subject(s) of the information in order for it to be shared, but, in the interests of child protection, it may be necessary for information to be shared with relevant staff and volunteers within the WRU, Social Services, Police and other sports organisations without consent if there is reason to believe that seeking consent could place a child at risk of significant harm.

The WRU will only share confidential information without consent where there is a reasonable belief that failure to disclose would place the child or others at increased risk of significant harm and/or would undermine the prevention, detection or prosecution of a serious crime.

All staff, members and volunteers are expected to ensure that information relating to a child protection concern is passed to the appropriate person within the WRU or club to enable appropriate action to be taken. It is essential that only those who need to know are informed.

The decision to share will be taken by the WRU Safeguarding Advisor, in consultation with statutory agencies and the Case Management Panel, providing that this will not delay the referral. Confidential information will only be passed to agencies that require access for safeguarding purposes on a 'need to know' basis. A record will be maintained in the Case Management Safeguarding Log or other source outlining the reason for the disclosure, to whom it was shared and the details that were provided.

Decisions on who needs to be informed should be taken by the WRU after discussion with statutory agencies.

- Remember that the Data Protection Act is not a barrier to sharing information
- Be open and honest
- Seek advice
- Share with consent where appropriate

- Consider safety and well-being
- Necessary, proportionate, relevant, accurate, timely and secure
- Keep a record

Further information on sharing information and confidentiality can be found in Chapter 14 of Safeguarding Children: Working Together under the Children Act 2004.

7.7 SHARING CONCERNS WITH PARENTS

Commitment to working with parents and carers is important when having concerns about a young person's well-being. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family such as parental separation or divorce or bereavement.



There are circumstances in which a young person might be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the CSO as soon as possible and recorded. Parents should not be contacted if the concern is about sexual abuse. This will be done by Social Services and/or the Police at the appropriate time.

7.8 WHISTLE BLOWING

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability.

'Whistle-blower' is a term commonly used to describe a person who alerts an authority to acts of wrongdoing, usually by someone within the authority's jurisdiction. Whistle-blowers are witnesses to a malpractice and must not be

penalised for any disclosure of information, in fact certain categories of whistle-blowers are protected by the law.

The WRU supports an environment where staff and volunteers, members and their parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the organisation will be supported and all concerns will be taken seriously.

The WRU are committed to encouraging a culture of openness, as it is important to uphold the reputation of the organisation, maintain the confidence of participants and volunteers within the sport, and also ensure that the public have confidence in the organisation. Anyone who in good faith, reports allegations of poor coaching practice, or allegations of abuse, will have the matter dealt with in a positive manner.



It is acknowledged that individuals are often very reluctant to report concerns through fear of negative reprisal. The WRU will take action against anyone who has harassed or victimised a whistle blower. The identity of individuals who wish to remain anonymous will not be disclosed without first taking time to explain the circumstances in which disclosure may be desirable.

In some instances, particularly those involving child protection issues, it may be necessary to refer the matter to other agencies i.e. the Police or Social Services. Any person who reports a genuine concern will not be disadvantaged or discriminated against in any way because of the disclosure. However, the WRU will take a serious view and act accordingly, including taking disciplinary action against appropriate parties, should it be found that the allegations are untrue or have been raised maliciously.

Individuals are encouraged not to report matters anonymously, and allegations that are made anonymously may be investigated depending on the seriousness of the issues raised, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources.

In the first instance, poor practice concerns that relate to a club should be referred to the Club Safeguarding Officer or a member of the Senior Management Committee except where:

- The whistle blower believes there would be a risk of victimisation, either to the whistle blower or child/children, if the matter was raised internally within the club
- The whistle blower has already raised the matter internally and the matter was covered up or no action was taken and the situation remains unchanged

7.9 MEDIA INTEREST

Incidents of child abuse can generate significant media interest. When a strategy meeting is convened this will very often be one of the issues discussed, and a lead agency will be identified to manage this process, particularly in high profile cases.

Anyone who is approached by the media should refrain from providing any information and should follow the below guidance:

- Do not make any initial comment until advice is sought
- Take a note of the journalist's name and contact details and whom they represent
- Establish exactly what information the journalist requires
- Establish whether the journalist is working to any deadlines and inform them that the matter will be referred to the WRU to discuss a response
- Inform the appropriate Safeguarding Officer or person in charge who must refer the matter to the WRU Safeguarding Advisor who will assist in formulating an appropriate response in consultation with the WRU Communications Dept.
- A copy of the response will be sent to the journalist and other relevant individuals

7.10 SUPPORT SERVICES

Both the victim of abuse and anyone who is investigated for allegations of abuse may benefit from information about support services. It is also useful to provide this information for anyone else who has been affected by an incident of abuse, including family members, those involved in responding to the incident, and sometimes other children, parents or club members.



Anyone who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services. Anyone within the organisation who is the subject of an abuse allegation will also be provided with contact details for support services they may require.

If these services are required please contact the WRU Safeguarding Advisor who will assist in facilitating this process.

7.10.1 SUPPORT THROUGH COUNSELLING AND SUPPORT GROUPS

Consideration should be given about what support may be appropriate to children, parents and members of staff. This can relate to both the victim and the alleged offender, and it is important that support is provided through signposting to the appropriate organisations. The use of help lines and support groups, and regular meetings maintain an open culture and may help the healing process. The British Association of Counselling and Psychotherapy (BACP) Directory may be a useful resource.

<http://www.counselling-directory.org.uk>

7.10.2 SUPPORT FOR CLUBS

Clubs should adopt the principles of this Safeguarding Policy and work closely with the WRU Safeguarding Advisor. Clubs should also be aware of their responsibilities in terms of safeguarding throughout the club. There needs to be a child centred approach to ensure that they have a safe and positive environment.

In the instance where WRU staff work directly to increase participation within clubs, and use clubs coaches/volunteers to assist, appropriate vetting procedures should be considered, alongside their skills, abilities, experience and qualifications to ensure their suitability.

Examples of what clubs may need or already have in place are:

- Safeguarding policy (either adopted or club specific)
- Designated Child Safeguarding Officer (CSO)
- Appropriate vetting procedures (DBS)
- Possible associated documentation on bullying, recording information - (Data Protection, privacy etc.), reporting – (CPO, contacts etc.), CP training opportunities, Health and safety etc.
- Equality Policy

Where this documentation does not exist, every effort should be made to promote the benefits of it to the club representatives and support given to achieve either accreditation or written policies. Support should be offered to the club through the:

- WRU Club Operations Team
- WRU Safeguarding Advisor
- WRU Coach Education Department
- WRU Community Rugby Departments

8 PRACTICAL GUIDANCE

There is various practical guidance provided in this section but further information is available through the Child Protection in Sport Unit website <https://thecpsu.org.uk>

8.1 SUPERVISION RATIOS

It is essential that appropriate ratios for supervision are adopted and everyone is clear of their supervisory responsibilities.

Ratios of adults to children should be determined by considering age, the nature of the activity and where it is taking place. For events away from the regular club training venue there should be a higher ratio of adults to children. This ratio should be increased for children under the age of eight. This will minimise any risks to children, enhance the benefits of the activity, reassure parents and guardians, and ensure that staff are appropriately supported.



The recommended ratio of adults to children is:

- Children under 8 years old:
One adult to eight participants (with a minimum of two adults)
- Children over 8 years old:
One adult to ten participants (with a minimum of two adults)

There are a number of key principles that need to be considered:

- Ensure that the staff/ coaches etc. are subject to appropriate vetting procedures i.e. DBS checks, and that the appropriate risk assessments are conducted based on this information
- Ensure that there is appropriate insurance in place
- Ensure that all staff and participants are briefed regarding the codes of conduct
- Ensure that coaches have the appropriate coaching qualifications
- Ensure that the coaching and management team are fully aware of their responsibilities to safeguard children

On all occasions, there must always be a minimum of two responsible adults present. This ensures there is supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany a child.



There are some coaches who are not 18 years of age, and although they may be suitably qualified and vetted, they should not be relied upon to have responsibility for safeguarding issues. They should be allowed to develop their sense of belonging and responsibility rather than depending upon them to take full responsibility for managing a group of children. They can only supplement the adult coaches supervising the activity.

When planning activities, a risk assessment should be conducted which informs decision making about appropriate levels of supervision. Key factors to consider in this assessment:

- Age of children
- Additional supervision/ support needs of some or all participants (i.e. due to disability)
- Competence/ experience of specific activity
- Nature of activity
- Nature of venue

The WRU encourage parents/ guardians/ carers to accompany and support their children in their rugby activities. However we do not recommend that in planning or providing such activities that parents/ guardians/ carers are considered in the ratio calculation of adults to children, unless they are acting in a formal volunteering capacity. In these circumstances the following issues should be considered:

- Ensure that they are subject to appropriate vetting procedures i.e. DBS checks, and that the appropriate risk assessments are conducted based on this information
- Clarity about their role
- Who has overall responsibility for the group
- What is acceptable practice

It is important that there is an adequate number of 'staff to children' ratio on any away trip or tour. To ensure the safety of the team, consideration needs to be given to the following:

- Gender, age ethnicity and ability of the team
- Children with special needs, medical requirements or with disabilities
- The duration of the journey
- The competence and likely behaviour of the children
- The number of team managers, assistants, coaches and specialist staff
- The experience of the staff supervising young people
- The need for enough staff to deal with an emergency (minimum of 2)
- The minimum requirement of a ratio of 1:10 for a team of over 8 year olds
- The need for the ratio to be increased for young players, depending on the above factors and considerations
- The minimum requirement of ratio 1:8 for a team of 8 year olds and under
- Communication with parents

The following information needs to be clarified and communicated to parents and the team when travelling to a fixture for the day:

- Method of transport
- Pick up point(s)
- Time of departure and return
- Destination and venue

- Competition details
- Name and contact details of Team manager and coaches responsible for the teams on the day
- Contact details and any medical requirements for the members of the team
- Kit and equipment list and requirements
- Cost implications i.e. cost of transport, competition fee and pocket money required

Information required from parents/guardians/carers:

- Signed consent form accepting the code of conduct and detailing any specific medical information
- Signed photographic consent form
- Special dietary requirements
- Consent for emergency medical treatment
- Agreement to pay the fee

8.2 CHANGING FACILITIES



Rugby clubs, and those with responsibility for safeguarding children and young people have a general duty of care towards them. However there are no specific legal requirements regarding the use of changing facilities. This guidance applies to both children and adults at risk.

This is intended as practice guidance to support individuals and organisations to consider issues relevant to their particular context; and to develop and implement policies and procedures that provide a safe and positive environment.

It is recognised that there are a number of risks specific to changing facilities, ranging from health and safety to supervision ratios. The purpose of this guidance is to identify and promote best practice and to minimise these risks.

The presence of unsupervised children, particularly in open changing or shower areas, can cause concern for volunteer staff and members of the public. Changing room facilities at rugby clubs or leisure facilities need to be properly supervised. The use of changing facilities can be difficult to regulate where training venues are open to the public and may be mixed gender.



Supervision in the changing facility may also be necessary when children are too young to be left alone or change themselves. Organisers of groups of children under eight years should make arrangements for their supervision while changing before and after the activity.

Although most children of school age (four years old) may be capable of changing their clothes, many sports and leisure facilities have established guidelines that any child below the age of eight years must be accompanied. The group includes disabled children who require additional support and assistance with changing (note this should be undertaken with prior agreement from their parent or professional carer)

If you have decided that the children and young people need supervision, staff/volunteers should consider who will carry this out. This task provides access to children in circumstances of increased vulnerability and therefore careful consideration should be given to ensure that those undertaking this task have been assessed as being suitable to do so.

It is important to conduct the appropriate vetting checks i.e. DBS checks, and ensure that staff are aware of the guidance in this policy.

The WRU recognise that Youth Rugby is played within the age range of 16-19 years, so there will be adults sharing a changing room with children. The players are part of the same peer group and those over 18 years of age are not in a position of trust, as they are part of the same team. In these circumstances it is accepted that 16 and 17 year olds will be sharing a changing room with 18 or 19 year olds, and this should be managed appropriately by the Team Manager or Coach.

All WRU clubs should develop a policy that fits with the specific circumstances in which they operate. The following principles should be adopted:

- Where a club is fully responsible for changing facilities, adults should not be permitted to get changed in these facilities at the same time as children
- Parents should only be in the changing room to assist their child if the age group using the facilities are under 8 years old. Additional arrangements may be required if there are young people with disabilities in the group

There must be separate changing facilities or changing times for males and females

- No-one should enter changing rooms whilst these are being used by members of the opposite sex
- The use of photographic devices, including mobile phone cameras must not be permitted in changing facilities
- Codes of conduct should cover behaviour whilst using changing facilities
- Children should be aware that incidents in the changing facilities should be reported without delay
- Clubs that are unable to provide safe changing room facilities must ensure participants arrive wearing their training clothes

- If children 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.
- Adults must only enter the changing rooms by themselves in an emergency i.e. harm to another child
- If the same facilities are used by adults (in senior rugby) and children or adults at risk on the same day a clear timetable should be established.
- Children should not be pressurised into showering with others if they feel uncomfortable doing so. If this is the case they should be allowed to shower and change at home
- Where a disability requires significant support from a parent/ guardian or carer, the person concerned and their parent/ guardian or carer should decide how they should be assisted to change or shower, and prior consent should be agreed

8.3 VOLUNTEER WORKFORCE - APPROPRIATE CONDUCT

It is important that everyone within the rugby environment is clear about what is considered appropriate conduct when working with children. All staff, members and volunteers must promote good practice and ensure poor practice is challenged. Adhering to the following principles will also help avoid positions where both the responsible adult and the child are vulnerable and create a positive environment within the sport:



- Always ensure that there is at least one other responsible adult present during training sessions
- Treat all children fairly, and with respect and dignity
- Always put the welfare of each child first, before winning or achieving goals
- Maintain appropriate boundaries in relationships with children, and do not engage in sexual relationships with young people where you are in a position of trust in relation to them
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process



- Make sport fun, enjoyable and promote fair play
- Ensure that if any form of manual/physical support is required, it is provided openly and according to coach education guidelines. Care is needed, as it can be difficult to maintain appropriate hand positions when a child is moving. Young people and their parents should always be consulted and their agreement gained
- Keep up to date with technical skills, qualifications and insurance in sport
- Ensure parents/carers understand what is expected of them e.g. that they accept responsibility for transporting their child to and from the sport activity, and for bringing and collecting their child on time
- Request written parental consent if club officials wish to organise group transport to an event
- Always ensure parents, teachers, coaches or officials work in pairs if supervising young people, particularly in changing areas
- Ensure that at competitions or residential events, adults should not enter children's rooms or invite children into their rooms
- Be a positive role model - this includes not smoking or drinking alcohol in the company of young people
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognise the developmental needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will
- Secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- Keep a written record of any injury that occurs, along with the details of any treatment given

8.4 MANAGING YOUNG PEOPLE ON AWAY TRIPS AND OVERNIGHT STAYS

Managing children and young people on away trips needs to be planned effectively. The trips can vary from travelling to play local sides to travelling further afield in this country or abroad as part of an organised rugby tour, festival or event. Obviously if they are travelling as part of an organised tour they are likely to be staying overnight.

When taking young people away from the home club, there is a need to consider how we manage our duty of care for the children or young people in the team. The first action should be to appoint a responsible adult with clear roles and responsibilities to manage this process, this is usually the role of the Team Manager.

Initial considerations should include:

- Purpose of the trip.
- Who will be going, children? Staff?
- How much will it cost? How much spending money is required?

If the group i.e. Club, School etc. are going on tour outside Wales then they must seek the permission of the WRU.

It is extremely important that the plans are communicated to various people within the club:



Children should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. They will also need to know what sports kit or equipment they need to bring.

Parents should be made aware of the above and must have completed a consent form detailing any medical issues that the Team Manager should be aware of. Parents should also have the name and contact details of the Team Manager in the event of an emergency.

Other coaches / volunteers need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary.

There is further guidance available on the Child Protection in Sport website (Safe Sports Event Tool) <https://thecpsu.org.uk/event-management>

8.5 TRANSPORT

The Team Manager is responsible for the team and staff at all times including maintaining good discipline, and is also responsible for the logistical issues that need to be addressed in terms of transport and safety, particularly if the club are providing their own driver(s).

In addition to the mini-bus/car insurance, the Team Manager also needs to ensure that the Club's general insurance covers travel to away events. There is also a need to ensure that the vehicle is covered for breakdown and recovery.

The following issues need to be considered:

- Ensure the competence of the driver, and check that he/she has an appropriate and valid driving licence
- Allow an appropriate length of time to complete the journey
- Number of driving hours for the journey and length of the driver's day including non-driving hours
- Drivers need to take breaks and be aware of emergency procedures
- Consider the impact of traffic and weather conditions
- If using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children. Is the driver experienced in driving a mini-bus?
- Ensure all occupants and children wear seat belts
- Check there is appropriate insurance cover
- Clarify supervision requirements with the Coaching and Management Team. The driver should not be considered as a supervisor during the journey
- Ensure that the vehicle is road worthy
- Ensure that the driver has undertaken an AccessNI check
- Ensure the appropriate booster seats are provided where required
- All team members and staff are familiar with emergency procedures within the vehicle i.e. emergency door

8.5.1 TRANSPORT SUPERVISION

The recommended ratio of adults to children is:

- Children under 8 years old
One adult to eight participants (with a minimum of two adults)



- Children over 8 years old
One adult to ten participants (with a minimum of two adults)

However as outlined the driver cannot supervise children whilst driving, so you would need to increase the numbers in this case.

8.5.2 PRIVATE CAR USAGE FOR TRANSPORT

Clubs usually require private cars to be used to transport young people from within the club.

If this is the only method of available, the following guidelines must be adhered to:

- Drivers must register their vehicle with the Club
- Drivers must ensure the safety of all passengers
- Drivers must ensure that their vehicle is road worthy and that they have a valid licence and insurance cover
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these whilst in transit
- Parents/guardians/carers must give their written permission if their child/children is to be transported in another adult's car
- Clear information on expected departure/arrival time needs to be communicated to the relevant people i.e. parents/guardians/carers
- Drivers should not be alone with a young person in the car at any time. If the situation arises, drivers need to ensure that the young person is in the back of the car
- If the driver regularly provides transport for children i.e. on a weekly basis or four times a month, then they may need to be DBS checked (seek advice from the WRU Safeguarding Advisor if you're unsure) Children aged 3 or over, up to a height of 135cm or 12 years old, whichever they reach first, travelling in a car or goods vehicle which has seatbelts fitted MUST use the correct child restraint.

A child can travel without a child car seat in the following circumstances.

- In taxis and minicabs (private hire vehicles) children under 3 years of age can travel without a child's car seat or seat belt, but only on the back seat. Children aged 3 years or older can travel without a child's car seat if they wear an adult seat belt
- On unexpected journeys, If the correct child seat isn't available, a child over 3 years of age can use an adult seat belt if the journey is unexpected, necessary, and over a short distance

You can't take children under 3 in a vehicle without a seat belt or the correct child car seat (except a taxi or minicab).

Children under 3 must be in a child car seat. If there's no room for a third child seat in the back of the vehicle, the child must travel in the front seat with the correct child seat.

- Children over 3 years can sit in the back using an adult belt.
- Vehicles without seat belts
Children under 3 must be in a child car seat. If there's no seat belt, they can't travel.
- A child over 3 can travel in a back seat without a car seat and without a seat belt if the vehicle doesn't have one.

For further guidance go to <https://www.gov.uk/child-car-seats-the-rules>

8.6 ACCOMMODATION

Whatever the accommodation, the Team Manager should ensure that the children are safe. Discuss your code of conduct and discipline policy with the staff at the accommodation. All children must know which room(s) staff are in and how to contact them if required.

If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected.

Check the accommodation policy for extras on bills, breakages and lost keys.

All accommodation must be clean and with access to sufficient toilet and bathing facilities. It is not acceptable for:

- Children to share a bed
- Male and female children to share a room
- Staff to share a room with children

Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities.

8.7 OVERNIGHT STAYS AND EMERGENCY PLANNING



Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, and have an emergency contingency plan, and the Team Manager should take responsibility to manage this plan.

The recommended ratio of adults to children is:

- Children under 8 years old
One adult to six participants (with a minimum of two adults)
- Children between under 9's to under 13's
One adult to eight participants (with a minimum of two adults)
- Children between under 14's to Youth Rugby
One adult to ten participants (with a minimum of two adults)



At least one of the Coaching and Management Team should be a trained first aider, and a first aid kit should be available. The Team Manager must have access to a mobile phone and contact details for all the children, and parents/ guardians.

There will need to be suitable venues and facilities identified for both fixtures and accommodation.

If any child is hospitalised whilst away on tour or on an overnight stay, or if there are any complaints regarding any issue whilst away, the WRU Safeguarding Advisor should be notified as soon as possible.

The following provides good practice guidance for issues to consider when taking teams on an away fixture for the day or overnight:

- Produce an itinerary giving as much detail as possible
- Establish what insurance cover is required
- Ensure you have sufficient staff to manage and look after the children and young people
- Ensure that you consider the catering needs of the children and young people
- Obtain written permission from the parents/guardians or carers for transporting and supervising
- Ensure that there are emergency contact numbers for all the team and staff
- Ensure that the Team Manager is aware of the WRU Safeguarding Policy and guidance on these issues
- Ensure children and staff are briefed on the standards of behaviour and the codes of conduct
- Ensure there is clear lines of communication with all parties involved
- Ensure all staff responsible for the children have been DBS checked to the appropriate level (Enhanced)
- Ensure that there is a club contact available i.e. a member of the club who is not travelling away, who will act as contact point if required. (The CSO or a Club Official may be an appropriate person to fulfil this role)

It is good practice to use an Overnight Stay Checklist to ensure that the various safeguarding and organisational issues are managed effectively (see appendices).

8.8 HOSTING



Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a child's enjoyment and experience. This is another issue similar to going on tour or having an overnight stay that needs to be planned and managed effectively. We need to ensure that parents, children and hosts are reassured that there is a plan that considers the welfare and needs of all involved. It is a significant responsibility and it can be a particularly challenging role, but also very rewarding. The host should be provided with as much information about the child staying with them and details of any competitions or events that they may be attending whilst they are there.

There is a need to ensure that hosts consent to being appropriately vetted, and the appropriate procedures are followed and processed as expeditiously as possible. If children are staying with them overnight and are supervised by them they will need to have a valid DBS certificate in line with the definition of 'Regulated Activity'.

When arranging for events/trips abroad, the Club or Governing Body will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is still the responsibility of the trip organiser to provide the hosts with the relevant information on the child and details of what is expected in terms of safeguarding.

If people are hosting, they need to have agreed to a Code of Conduct and provide a safe and supportive environment for the children while they are hosting them. It is important that children have a positive experience when staying away from home and possibly experiencing a different culture.

Children have a responsibility to be respectful to their host families, or when touring as representatives of their club or school. It is important that they report any inappropriate behaviour or concerns to the Team Manager or another member of the Coaching Team.

They should understand their responsibilities and adhere to any guidance and the Codes of Conduct, as they are acting as an ambassador for their sport and on occasions, their country.



8.9 LATE COLLECTION OF CHILDREN

Late collection of children by parents/carers can be challenging for sports officials/ volunteers/Clubs to manage. One way of addressing this issue is to stress the need for parents/carers to ensure they arrive on time at the end of a session.

However, it is appreciated that there are some circumstances beyond the control of the parent/carer that may make it impossible to collect their child on time. Whilst it is not the responsibility of coaches and officials to transport children home on behalf of parents/carers who have been delayed, clubs should adopt the following measures to ensure children are safeguarded:

- Ask parents to provide an emergency contact name and number
- Provide parents/carers with a contact number for the club and an instruction to call if there is any likelihood of late collection
- Attempt to contact the child's parent/carer or, if necessary, the emergency contact
- Ensure that two adults remain with the child at the facility until the parent/carer arrives
- If appropriate, remind parents/carers of the policy relating to late collection
- The child should not be sent home with another person without permission from a parent/carer

8.10 PHYSICAL CONTACT

The use of physical contact in Rugby is important to support the development of skills and techniques, to treat injury or prevent an injury or accident from occurring. Physical contact during participation in rugby should always be intended to meet the child's needs, NOT the adult's.

It is important to be open and transparent about physical contact as it is possible that legitimate contact between an adult and a child may be misconstrued or misunderstood both by the child and observers.

The following guidance should be applied in respect of any physical contact with children:

- Ensure, in situations where physical contact is necessary to assist with learning, the adult explains to the child the nature and reason for the physical contact, and unless the contact arises in an emergency and to prevent harm, ask the child for permission
- Avoid over handling when assisting a child
- Ensure any physical contact takes place in an open or public environment and does not take place in secret or out of sight of others
- Avoid any unjustified or unnecessary physical contact with children and young people
- Include guidance on physical contact as part of an induction process or pack for new participants, and ensure that parents are briefed appropriately
- Ensure children with disabilities who need to be lifted or manually supported are treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training
- Ensure that any sport science or medical practices or other roles where physical contact is common place and/or a requirement of the role is only carried out by trained or qualified practitioners
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment



- Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of physical intervention to prevent a young person from harming themselves or others or damaging property
- Encourage children to voice concerns in the event that any physical contact makes them feel uncomfortable or threatened

There may be occasions where children are distressed and in need of physical comfort and reassurance. 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, being led by the needs of the child and 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.

8.11 MANAGING CHALLENGING BEHAVIOUR

Staff and volunteers who are involved in coaching activities with children may, on occasions, be required to deal with a child's challenging behaviour.

The WRU are committed to developing 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 WRU strategy on dealing with the issue of challenging behaviour is based upon 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 understand and be clear on the standards of conduct, and the 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, i.e. 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 i.e. from external agencies, Children's Social Care services etc.
- Sport can make a significant contribution to improving the life experience and provide positive outcomes for all children and young people. Every child should be supported and encouraged 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

Good coaching practice requires effective planning around the needs of the group, but also needs to take into consideration the needs of each individual athlete within that group. When planning any sessions, coaches should consider whether there has been any previous difficulties for any members of the group, 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 the child if appropriate. It's important that a child centred approach is taken and that individual needs are catered for.

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.

8.11.1 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 club induction process.

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 part of the registration and induction process.

8.11.2 RESPONSE TO MANAGING CHALLENGING BEHAVIOUR

When 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. training/ playing / 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, they may have to be suspended from any activities.

8.11.3 PHYSICAL INTERVENTION

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All form of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts.
- Staff/volunteers should never behave in a way which could be interpreted as sexual
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause
- All forms of physical intervention should employ only a reasonable amount of force i.e. the minimum force needed to avert injury to a person or serious damage to property applied for the shortest period of time
- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers
- Staff/volunteers shall never use physical intervention as a form of punishment
- Physical intervention should NOT involve inflicting pain
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention
- Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the CSO

8.11.4 CHILD CENTRED APPROACH AND THE VIEWS OF THE CHILD



Research indicates that the use of physical intervention provokes strong feelings in children and young people. Children may be left physically or emotionally hurt as a result of this, and as outlined it should always be avoided unless necessary to prevent a child from harm.

Children who haven't been directly involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

If there is an incident where physical intervention has been used, there should be a de-brief conducted for staff/volunteers, the child and the parents. One of the primary considerations here is to ensure that any welfare or medical issues are addressed as a priority. The physical and emotional well-being of those involved should be addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity. It is important that staff and volunteers are made aware of and understand the organisation or club guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

8.12 RESPONDING TO MEDICAL ISSUES



Sports organisations have a duty to be inclusive and to provide opportunities for children and young people of all abilities, regardless of any medical conditions, disabilities or allergies which they may have.

This guidance focuses upon how the Team Manager or Coach should manage this issue and respond to young people with allergies, as they have a responsibility to ensure their welfare is catered for whilst in a rugby environment, and particularly when training or playing.

However, it is equally important that children with medical conditions or allergies are not unnecessarily excluded from taking part in activities with their peers and that reasonable steps are taken to accommodate their individual needs.

8.12.1 ADRENALINE INJECTORS

The brand names of adrenaline injectors that are commonly used are EpiPen® and Anapen®. If a child has a serious allergy they can be in danger of having an anaphylactic reaction (see below for more detail) which could cause blood pressure to drop, swelling of the throat and blocked airways. A person in danger of having an anaphylactic reaction must carry an adrenaline injector which contains adrenaline and works quickly to reverse the symptoms of an anaphylactic reaction.

If you need assistance, get a health professional to show you how to use the injector, or request expert advice if you are unsure about any situation. AllergyWise online can help with this.

What to consider if a child carries adrenaline injectors

Adrenaline injectors rarely need to be used however if an adrenaline injector is prescribed for a child it must always be available. Only a person who has been trained in their use should administer one. At least two of the leaders should be trained in the use of an adrenaline injector.

If an adrenaline injector does have to be used, the person needs to be taken to hospital for a check-up and observation as an anaphylactic reaction can re-occur again within 24/36 hours.

Who can deliver training on the use of adrenaline injectors?

A qualified doctor or nurse can give training to leaders on how to use an adrenaline injector. If this is not a feasible option for your organisation please contact St John Ambulance or visit AllergyWise.

8.12.2 ANAPHYLAXIS

Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially life threatening. Anaphylaxis is the body's immune system reacting badly to a substance (an allergen), such as food or an insect sting. The whole body can be affected, usually within minutes of contact with a substance, though the reaction can occur hours later. Anaphylaxis can cause the following symptoms in the body:

- Skin - itching, flushing, hives (urticaria), rash or swelling (angioedema)
- Eyes - itching, tearing, redness or swelling around the eyes
- Nose and mouth - sneezing, runny nose, nasal congestion, swelling of the tongue or a metallic taste
- Lungs and throat - difficulty breathing, coughing, chest tightness, wheezing or other sounds of laboured breathing, increased mucus production, throat swelling or itching, hoarseness, change in voice or a sensation of choking
- Heart and circulation - dizziness, weakness, fainting, rapid, slow, or irregular heart rate or low blood pressure
- Digestive system - nausea, vomiting, abdominal cramps or diarrhoea
- Nervous system - anxiety or confusion

In extreme cases anaphylaxis can result in sudden collapse without any other warning symptoms.

8.12.3 MEDICAL ISSUES- PARENTAL RESPONSIBILITY

When children or young people join a rugby club, parents/carers should -

- Ensure they not only complete the registration card accurately, but take the time to talk to the Team Manager, Coach or First Aider about the specific needs of their child and how to address and accommodate these needs
- Update the Team Manager, Coach or First Aider regarding any change in circumstances
- Consider a medic alert bracelet/watch for their child
- Check the expiry date of adrenaline injectors and any medication regularly. An out-of-date injector may offer some protection, but this will be limited
- Ensure that if the young person has a 'rescue pack' that, if necessary, this is given to the Team Manager, Coach or First Aider. This may include antihistamines for mild reactions, possibly an inhaler and may have two adrenaline injectors for more serious reactions e.g. anaphylaxis

The club should record any medical or allergic needs on registration forms, and these should be updated when there is a change of circumstance.

The more information made available to organisations the more the child or young person's needs can be catered for to ensure they reach their potential. Consent should be gained on an annual basis from parents, who should be given the opportunity to update information should the need arise.

If the child is attending a rugby festival or event, then the Team Manager or Coach must ensure that he/she is in possession of all the registration cards for the children where any allergies are documented. They should also ensure that medical staff are briefed regarding these issues. The Team Manager, Coach or First Aider should know where the nearest hospital is in case it is required.

If you are providing food for the children, make sure that those with allergies are able to be included as much as possible and if they can't that a suitable alternative is found, ask parents/carers for a suggestion. If eating out with the group, parents may be able to recommend somewhere to eat that caters for their child's needs.

8.12.4 MEDICAL ISSUES- COACHING AND MANAGEMENT TEAM RESPONSIBILITY

The Team Manager, Coach and First Aider should agree who is to be the responsible person in terms of managing medical issues (any could be the responsible person), as they have a duty of care in relation to children and young people in Welsh Rugby. The duty of care means that the club needs to take such measures as are reasonable in the circumstances to ensure that individuals will be safe to participate in an activity to which they are invited to or which is permitted.

There is no general duty of care upon members of the public towards the public at large. If there is a formal relationship, however, for example between a club and a club member or a coach and an athlete, there is a duty of care. When children and young people are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare.



The duty occurs in two ways:

A **Legal** Duty of Care

A **Moral** Duty of Care

The **Legal Duty of Care** has a strict definition. The most obvious example of this is in health and safety procedures where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities, substances or situations. Liability for the legal duty of care would only arise when an incident occurs and it can be demonstrated that the risk was foreseeable but no action had been taken to remedy it.

The **Moral Duty of Care** is more correctly a responsibility for safety and welfare, a responsibility for those children and young people and other staff/volunteers that are under their control.

To determine if a breach of the duty of care has occurred, the ordinary civil law of negligence would be applied. The question is whether the person with responsibility in acting, or omitting to act, has failed to reach the standard of a reasonable person.

Team Managers should ensure that registration cards for all children and young people attending the club are available and up to date together with full details of the child's allergies or other medical issues. It is important that the team First Aider is briefed on this issue, and they also need to communicate directly with the child or young person and the parents. If agreed they should have a copy of the child or young person's care plan and individual risk assessment. They should also agree on who this information can be shared with (do the right people know?).

The consent forms should always be stored in a confidential but accessible location, and they must ensure that medication is correctly stored and that any administration of medication is agreed in an advance plan.

If there is an incident where a child is taken ill then this should be recorded on the Incident Report Form, and any concerns should be documented accordingly. It is important that the responsible person has access to a mobile phone which is charged and with signal to allow calls to be made. They may also need to plan for additional supervision e.g. when around food.

Most people known to be at risk of a severe allergic reaction find the prospect of being stung very frightening. Fortunately the risk of this happening is reduced if sensible precautions are taken. The chances of a sting proving fatal are reduced considerably if the victim is carrying self-injectable adrenaline (also known as epinephrine).

A bee or wasp sting may cause a large swelling at the site of the sting. Providing that the sting site is not on the face or in the airway that might be obstructed by the swelling, this may not be as serious. A few people (less than 0.5 per cent of the population) may experience a severe, generalised allergic reaction known as anaphylaxis.

Ensure the responsible person has all the information from the consent form they need to be able to deal with the young person's condition and take contact details with you

8.13 MANAGING CONCUSSION

The WRU have a policy in relation to managing concussion named 'Recognise and Remove'

Listed below are some facts about concussion:

- Concussion is a brain injury
- All concussions are serious
- Concussion can often occur without loss of consciousness
- Players with any signs or symptoms of concussion must be immediately removed from playing or training
- Players must not return to play on the same day of any suspected concussion
- All players with concussion should be referred to a medical practitioner
- Players must not return to full contact sport until cleared by a medical practitioner
- Most concussions will recover with physical and mental rest
- Children and adolescents may take longer to recover following concussion
- Concussion can occur without an obvious blow to the head
- Recognise and Remove players with concussion to prevent further injury or even fatality

What is Concussion?

- Concussion is a traumatic brain injury resulting in a disturbance of the brain's function
- There are many symptoms of concussion. Common ones include headache, dizziness, memory disturbance and balance problems
- Loss of consciousness or being knocked out occurs in less than 10% of concussions
- Loss of consciousness is not a requirement when diagnosing concussion
- A brain scan will usually be normal

What causes Concussion?

Concussion can be caused by a direct blow to the head, but can also occur when blows to other parts of the body result in rapid movement of the head (e.g. whiplash type injuries).

Who is at risk?

Concussion can happen at any age and to anyone. However, child and adolescent players*:

- Are more susceptible to concussion
- Take longer to recover
- Have more significant memory and mental processing issues
- Are more susceptible to rare and dangerous neurological complications, which in some circumstances could be fatal due to brain swelling (known as second impact syndrome)

* Child and adolescent players are defined as under the age of 19 years old as of the 1st of September.



Recurrent Concussion

All players who suffer two or more concussions within a year are at greater risk of further brain injury and slower recovery. These players should seek medical attention from practitioners specialising in concussion management (i.e. Neurologists or Neurosurgeons) before returning to play or undertaking contact practice.

Onset of Signs and Symptoms

Signs and symptoms of concussion can appear at any time but typically become evident in the first 24–48 hours following a head injury.

Recognise and Remove a Concussed Player

If any of the following signs or symptoms are present following an injury, the player should be suspected of having concussion and recognised and removed from play or training. Players must not return to play or training on the same day of a suspected concussion.

Signs of concussion – What you see:

- Dazed, blank or vacant look
- Lying motionless on the ground / slow to get up
- Unsteady on feet / balance problems or falling over / loss of coordination
- Loss of consciousness or unresponsiveness
- Confused / not aware of plays or events
- Grabbing / clutching of head
- Seizure (fits)
- Nausea or vomiting
- More emotional / irritable than normal for that person

Symptoms of concussion – What you are told:

- Headache
- Dizziness
- Mental clouding / confusion / or feeling slowed down
- Visual problems
- Fatigue
- Drowsiness / feeling like “in a fog” /difficulty concentrating
- “Pressure in head”
- Sensitivity to light or noise

The following memory questions are commonly used to assess whether a player may be concussed:

- “What venue are we at today?”
- “Which half is it now?”
- “Who scored last in this game?”
- “What team did you play last week / game?”
- “Did your team win the last game?”

Failure to answer any of these questions correctly may suggest a concussion. Recognise and remove any player who shows any signs or symptoms of concussion immediately and do not allow him/her to return to the training or playing field until he/she has been assessed by a medical practitioner

On field management of a suspected concussion

If a neck injury is suspected, the player should only be removed by emergency healthcare professionals with appropriate spinal care training.

Teammates, pitch side medical staff, coaches, match officials, team managers, administrators or parents who suspect a player may have concussion must do their best to ensure that the player is removed from the field of play in a safe manner.

Side-line management of a suspected concussion

All players with a suspected concussion:

- Should be monitored by a responsible adult for the first 24 hours
- Should not drink alcohol until symptom free
- Should not drive until symptom free

If any of the following are reported or observed, then the player should be transported for urgent medical assessment at the nearest hospital:

- Severe neck pain
- Weakness or tingling/burning in arms or legs
- Deteriorating consciousness (more drowsy)
- Increasing confusion or irritability
- Severe or increasing headache
- Repeated vomiting
- Unusual behaviour change
- Seizure (fitting)
- Double vision

MANAGING A CONCUSSION OR SUSPECTED CONCUSSION

In all cases of suspected concussion it is recommended that the player be referred to a medical practitioner for diagnosis and guidance, as well as return to play decisions, even if the symptoms resolve.





Rest the Body & Rest the Brain

The majority (80–90%) of concussions resolve in a short (7–10 day) period. This may be longer in children and adolescents and a more conservative approach should be taken with players of this age group.

Rest is the cornerstone of concussion treatment. This involves resting the body, 'physical rest', and resting the brain, 'cognitive rest'. This means the avoidance of:

- **Physical activities** e.g. running, cycling, swimming and lifting weights
- **Cognitive activities** e.g. driving, schoolwork, homework, reading, television, work at a computer, playing video games and social media

Complete physical and cognitive rest should be undertaken in the first **24 hours** or until symptom free in all cases of concussion. In the case of children and adolescents, cognitive rest should be emphasised by parents / guardians.

Students must have returned to school or full studies before re-commencing exercise.

It is recommended that all players who have a confirmed concussion do not undertake strenuous exercise for a minimum of **two weeks** prior to undertaking a Graduated Return to Play (G RTP) programme. During this two weeks, players should undertake a period of **relative rest**, defined as a gradual return to normal activities of daily living. After the minimum rest period and if symptom free, **medical practitioner** or **physiotherapist** approval is recommended prior to starting a Graduated Return to Play (G RTP) programme.*

* Medical practitioners and physiotherapists should only work within their scope of practice. If practitioners have reservations regarding their experience or ability to allow someone to commence a G RTP they should refer the player appropriately.

Graduated Return to Play (G RTP) programme

If a player is still showing signs or symptoms of concussion he/she should not commence the G RTP programme and must return to his/her medical practitioner for further assessment.

A G RTP programme is a progressive exercise protocol that introduces a player back to sport in a step by step fashion.

The G RTP should be undertaken with the full co-operation of the player. In the case of children and adolescents, this should also include their parents/guardians.

Children and adolescents should be managed more conservatively

It is recommended that children and adolescents (players under the age of 19 years old as of the 1st of September) should undertake a more prolonged G RTP programme. With this in mind 24 hours rest should follow each stage of the G RTP for these players (i.e. each stage will last 48 hours).

During the G RTP programme, the player may only proceed to the next stage if there are no symptoms of concussion experienced during or after that level of exercise.

If any symptoms occur while undertaking the G RTP programme, the player must return to the previous stage, undertake a minimum 24-hour period of rest without symptoms and attempt to progress again.

If symptoms persist players should seek the advice of a medical practitioner before attempting further stages of the G RTP.

Where possible a medical practitioner, physiotherapist, coach or PE teacher should supervise stages 2–4 (this may be conducted during training or PE sessions). Continual assessment of symptoms should be undertaken at each stage of the programme.

On completing stage 4 it is recommended that players obtain clearance from a medical practitioner to progress to stage 5 (full contact practice).

Schools and clubs are advised to keep a record of the player's or parent's confirmation that clearance has been obtained, a doctor's letter is not necessarily required (see [wru.co.uk /medical](http://wru.co.uk/medical) for full guidance)



8.14 PHOTOGRAPHY AND USE OF IMAGERY

The WRU believes it is important that parents/carers are able to celebrate the achievements of their children through taking photographs or filming. In addition the WRU recognises that promoting images of the sport will help encourage increased participation, and does not advocate the banning of photography and the use of images and videos of children, but recommends that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. This will allow children (and their parents/guardians on their behalf) the right to decide whether their photograph is taken, and how the images may be used.

There are risks to children associated with the use of photographs on sports websites and other publications, and this needs to be monitored and managed effectively.

Photographs can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to 'groom' the child. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children. The content of photographs can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared between groups of offenders.

Clubs need to develop a policy in relation to the use of images of young athletes on their websites and in other publications. The organisation will need to make decisions about the type of images they consider suitable and that appropriately represent the club or sport, without putting children at increased risk. They will want to ensure that parents, young people and others understand and support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential for inappropriate use of images of children.

There is a need to ensure that parents or guardians have consented to photographs being taken of their child. It is good practice to obtain consent from the relevant parties when players are registered at the beginning of each season so that the Coaching and Management Team are fully aware if there are any issues that will need to be managed. A Photographic/ Video Consent Form should be completed (see appendices)

The following principles should be adopted as best practice by clubs:

- The interests and welfare of children taking part in sporting activities is paramount
- Children and their parents/carers have a right to decide whether their images are taken, and how these may be used
- Children and their parents/carers must provide written consent for their images to be taken and used
- Consent is only meaningful when the club or organisation ensures that children and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images



There are a number of safeguarding measures that can be adopted as part of the club policy:

- Where possible do not include the name of a child whose image is being used
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport
- Avoid the inclusion of other detailed information about individual children
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent the club, event or sport (e.g. in a sport magazine, on a website, or on Facebook)
- Ensure parents understand the nature of the potential risks associated with the intended use of the image(s)
- Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled)
- Only use images of children in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields and so on) to reduce the risk of inappropriate use
- Images should positively reflect the child's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport
- Consider what is appropriate in terms of location i.e. photographs shouldn't be taken in changing rooms or in toilet areas
- Create and publicise a procedure for reporting the abuse of images or the use of appropriate images, to reduce the risks to children

Photographs will sometimes be uploaded onto Club websites or other social media such as Twitter or Facebook. Please see the section on Social Media Policy in relation to the responsible management of photographs and videos.

8.14.1 PHOTOGRAPHY AT EVENTS



The WRU permits spectators and accredited professional photographers to take photographs at events, but requires those organising such events to regulate the taking of photographs and apply, as a minimum, the following safeguarding measures:

- Publish clear guidance as part of the Match or Event Programme and nominate an Events Manager, who has responsibility for managing all photographers
- Provide a briefing to photographers on what is considered acceptable in terms of the appropriate imagery and conduct and any areas where photography is forbidden (e.g. changing rooms, toilet areas)
- Consider a public announcement at the event that photographs can be taken but photographers (professional or spectators) must register with the Event Manager
- Issue the photographer with identification which must be worn at all times
- Clubs may wish to consider registering spectators who wish to take photographs or videos with the Event Manager (including mobile phones with cameras)
- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close ups, small group and team photos)
- At many events, organisers and others will reasonably wish to take wide angle, more general photos of the event sites. Parents and children should at least understand that these types of images will be taken during, or at specific points in, the event e.g. information could be included on the parental consent form or programme. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns of a small number of parents
- Do not allow unsupervised access to children or one to one photo sessions at events
- Do not approve or allow photo sessions outside the event or at a child's home



- Children, parents and others should be informed that if they have concerns they can report these to the Event Manager or CSO
- Concerns regarding inappropriate or intrusive photography should be reported to the Event Manager, CSO or other club management officials and recorded in the same manner as any other child protection concern
- Clarify issues of ownership, retention and access (by event staff and participants/ parents) to the images

Professional photographers/filming/video operators wishing to cover an event will need to apply for accreditation by the event organiser at least fourteen working days before the event. The accreditation process will require proof of professional identification details, which should be verified with the issuing authority prior to the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the Event Manager by producing their student or club registration card and/ or a letter from the club/educational establishment outlining the reason for attending the event and planned use of the photographs or video footage.

The following is an example of what is required in terms of registration and monitoring in relation to the use of photography or video could be publicised in the Match or Event Programme:

'In line with the Welsh Rugby Union Safeguarding Policy and our own Club Policy, the organisers of this event request that any person wishing to engage in any video or photography should register their details with the Event Manager before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the club policy and conditions for this event. If you are concerned about any photography taking place at this event, please contact the Event Manager or Club Safeguarding Officer who will discuss this matter with you.'

8.14.2 FILMING FOR COACHING PURPOSES

There is no intention to prevent Team Managers, Club Coaches or Teachers from using videoing as a legitimate coaching aid, however this has to be managed with the welfare of children as the paramount consideration.

It's important that the appropriate consent has been obtained, and the children/young people and their parents should be aware that this is part of the coaching programme. They should be briefed on the reason that the game is being filmed and that it is for an analytical or coaching purpose.

There is a possibility that the filming may be conducted by clubs, districts or regions for the above reasons. The filming is not being conducted for publication so there is a Filming for a Coaching Purpose Consent Form that should be completed when a child joins the club, district or region (see appendices). It's important that appropriate care is taken to securely store the footage to avoid inappropriate usage.

8.14.3 PUBLICATION OF IMAGES

The following guidance should be applied when seeking to publish images:

- Prior to taking photographs or filming a child, the child (or their parent/guardian) should be informed of the purpose and where the images will be published e.g. in print or on a website
- The child (or their parent/guardian) should be asked to provide their written consent for their images to be taken and published



- Images of children should not be accompanied by identifying personal details. This includes first name and surname, address etc. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport. If it is important to name a child, their image should not be used
- Only images of children in appropriate sporting attire should be used to reduce the risk of the image being adapted for inappropriate use
- Sporting action shots should focus on the activity rather than a particular child and should avoid full face and body shots
- Website managers should carefully monitor content and ensure any inappropriate images or improper text is removed

The WRU should be informed of any inappropriate use of imagery on websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that may be illegal should follow WRU reporting procedures and ensure the WRU Safeguarding Advisor and Children's Social Care and/or Police are informed.

8.14.4 PHOTOGRAPHERS AND MANDATORY DISCLOSURE

Photographers supplying commissions to the WRU may be subject to a risk assessment, to ensure that they are an appropriate person to complete such a role. They would be subject to the same Risk Management processes as volunteers and WRU employees.

If the photographer is required to have a DBS check as part of this process, then you must seek his or her permission. The Club Operations Team will send the DBS application to the Disclosure and Barring Service, who will then send a certificate to the applicant. This will need to be examined by the WRU Safeguarding Advisor and cleared as a disclosure.

8.14.5 PHOTOGRAPHY/FILM CONSENT FORM INSTRUCTIONS

If a representative from the WRU has requested to take photographs or film footage of children for use in its publicity materials; parents, guardians, child model(s) (children under 18 years of age) or appropriate representatives should read this information carefully before signing the Photograph/ Filming Consent Form (see appendices)

If prior consent is in verbal form due to time constraints, it is essential that the form is completed later. The visual material will not be used or paid for unless the form has been completed and returned to the WRU.

The photographs / film may be used in publicity material such as the Annual Report, newsletters, magazines, brochures, video footage, the WRU website or intranet, and other promotional media materials.

The photographs / film may be used for a number of years, depending on its relevance to WRU activities. You should keep a copy of this consent form for your records.

8.15 SOCIAL MEDIA

This policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within your club or organisation.

The Welsh Rugby Union are committed to promoting safe and responsible use of social media, and have recently conducted a series of workshops with children and young people to assist in developing a social media policy.



There are huge benefits in using social media in a sporting context, and sites such as Facebook are used regularly by rugby clubs and organisations to communicate with players and participants. During the recent workshops, participants identified this as one of the main benefits as they were able to keep informed about arrangements for training and matches, and also able to communicate with their teammates regarding rugby issues.

There are many forms of social media that are used by children and young people involved in rugby whether within a rugby environment or not. Indeed during the recent workshops it was established that over 95% of the participants had access to and used 'Facebook' on a regular basis. Other types of social media are also used on a regular basis with over 60% using 'Twitter' and 50% using 'Snapchat'.

However the negative side of social media was also highlighted during the discussions:

'It's easy to say things on the internet, and banter can often turn into bullying' (ref: WRU Children and Young People Focus Groups 2014).

'Personal things can get shared and things that you post online can be there forever' (ref: WRU Children and Young People Focus Groups 2014)

'There are predators online and some people pretend to be who they're not, like catfish' (ref: WRU Children and Young People Focus Groups 2014)

There are inherent risks involved in using social media, and research has indicated five key findings:

1. Young people who behave aggressively online are more than twice as likely to be victimised online, so children's own behaviour when using social media is key to their well-being there.
2. The most common risk young people face online is peer harassment or aggression – in other words hurtful, harassing, or defamatory behaviour.
3. A child's psychosocial makeup and physical environment (for example, home and school) are better predictors of risk than any technology the child uses.
4. Not all children are equally at risk online, and the children who are most at risk online are those who are most at risk in 'real life' or offline.
5. Although, for the vast majority of children, online social networking is largely a reflection of offline life, it can also amplify, perpetuate and widely distribute real-life problems or conflicts – very quickly. Something posted in anger or on impulse is extremely difficult to take back, so it has never been more important for users (of any age) to think before they speak, post, or send a text message.

It is important that all staff, volunteers, coaches, officials, referees, or senior management committee members, or anyone working on behalf of the organisation are aware of the club policy and agree to the following terms:

- To protect all children and young people attending the rugby club/organisation and who make use of technology (such as mobiles phones, games consoles/hand held devices and the internet) whilst they're within the care of the club/organisation.
- To provide staff and volunteers with policy and procedure information regarding online safety.
- To ensure the club/organisation is operating in line with their values and within the law regarding how the organisation uses information technology.

The following issues should be considered, and may be part of the club policy in terms of social media:

- Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet
- When engaging with digital technology/social networking companies (e.g. Facebook, Twitter or MySpace) it is important to ensure that they adhere to relevant legislation and good practice guidelines
- Review existing safeguarding policies and procedures to ensure that any online concerns about possible abuse are appropriately reported
- Decide how your club website will be managed within your club/organisation
- Ensure that the appropriate vetting procedures are in place in terms of the person managing the website
- Ensure the person managing the organisation's website understands his/her responsibilities in terms of safeguarding
- Ensure the involvement of the Club Safeguarding Officer in monitoring the website
- Ensure any interactive content is moderated e.g. club social network page/discussion forums
- Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers i.e. Facebook closed groups
- Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that there is a clear differentiation between their personal and professional profiles
- Promote safe and responsible use
- Avoid taking or publishing personal details of children and young people
- When uploading content – 'think before you post'

8.15.1 SOCIAL MEDIA CODES OF CONDUCT

There is now a Social Media Code of Conduct which outlines the expectations and standards that are required:

- Promote your club online in a positive way
- Do not promote poor sportsmanship online
- Do not bully others either physically or online
- Do not incite violence on or off the field through social media
- Do not harass other people including your peers through social media
- Do not post inappropriate photographs as this can lead to exploitation

Complaints of threatening behaviour, bullying or harassment conducted online may lead to the matter being investigated by the WRU or by the Police.



8.15.2 TEXT MESSAGING AND E-MAIL

Rugby clubs and other sports organisations are keen to utilise text messaging and e-mail systems to help improve communication and increase participation. Children and young people are able to contact Team Managers and Coaches regarding arrangements for training and playing.

The significant benefit of these forms of communication is that it is not only cheap, but it is one of the most direct forms of communication as most young people have mobile phones, or access to the internet.

It is therefore hoped that the responsible use of text messages/ e-mails will help to:

- Improve communication
- Increase publicity about events, training and games
- Attract more young people into the game
- Improve retention rates

For children and young people, the safeguarding risks associated with texting/e-mail include:

- Inappropriate access to, use or sharing of personal details (e.g. names, mobile phone numbers)
- Unwanted contact from adults
- Text bullying by peers
- Online bullying by peers (see cyberbullying below)
- Being sent offensive or otherwise inappropriate materials
- Grooming for sexual abuse
- Direct contact and actual abuse

For adults involved risks include:

- Misinterpretation of their communication with young people
- Potential investigation (internal or by statutory agencies)
- Potential disciplinary action

If the communication is between adults and children, the people who should be in contact with children about playing and training arrangements etc., should be the Team Manager or Coach. Both of these roles require an enhanced DBS check as part of the volunteer recruitment vetting process.

All text messages and e-mails must be sent via a group message i.e. the same standard message being sent to every member of the group. The text messaging or e-mail system should never be used to send messages on an individual basis (i.e. to just one person).

Text messages and e-mails which are sent must never contain any offensive, abusive or inappropriate language.



It is good practice to send the message/ e-mail to a moderator, which may be the Club Safeguarding Officer, another member of the Coaching and Management Team or a Parent Helper. Hence, it is essential that the moderator's mobile phone number is included in every 'communication group' that is set up, and in every group message that is sent out. The moderator's role will be to ensure that the system is being used appropriately, and to respond to any concerns arising.

The content should relate solely to sports activity. Messages should reflect the professional relationship between coach and athlete, and the coach's position of trust. Text messages, e-mails and mobile phones must never be used for any other reason or in any other way.

Consideration will be given to initiating the organisation's child protection and disciplinary procedures should any breaches of this protocol arise, including consultation with or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.

Consent must be obtained prior to sending the young people text messages or e-mails. For young people aged 15 or under, specific consent must be obtained from their parents.

Parents of children must be offered the option to be copied into any texts or e-mails that their child is sent. Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves. Please note that for the over 16's (who are children as defined by the Children Act 1989) it is still recommended that their parents are also informed of the intention to send their children text messages or e-mails. The reason for this, is that the organisation has taken positive steps to ensure the child's safety in this respect

8.15.3 ONLINE PRACTICAL GUIDANCE

- Adults in a position of trust who have their own personal Facebook account, should not add children as friends
- If as an adult or coach, you have your own personal Facebook account you should not add children as friends
- If you do have children as friends on your Facebook account then you may be putting yourself at risk
- You should set your privacy settings so that people cannot see your personal account
- If your age group, club or organisation are using Facebook as a means of communication ensure that there is a closed group, which is managed by a moderator who has been appropriately vetted
- The moderator or CSO should monitor the website and any postings for inappropriate comments or misuse
- Social media should only be used as a communication tool for rugby purposes, if there are specific messages that need to be given then this can be done via the parents
- Inappropriate posts or comments should be reported to the CSO
- Act responsibly online and think before you post, avoid using social media when you're tired, emotional or have been drinking alcohol
- Ensure that the personal details of children are not included on social media or club websites, particularly if there is an accompanying photograph, as this may make them vulnerable and it should be avoided
- Block users who harass, cause offence or bully others
- Don't link to other sites that may post offensive or inappropriate comments



8.15.4 ONLINE OR CYBERBULLYING

Children and young people may become targets of cyber bullying. Like other forms of bullying, cyber bullying can seriously impact on the health, well-being, and self-confidence of those targeted. It may have a significant impact not only on the person being bullied, but on their home and work life too.

Children and young people should take steps to ensure their personal information is safe and secure. This can be managed effectively by regularly reviewing their online privacy settings and only share information with friends known to them.

Children and young people should respect the feelings of others online. They should never post personal information, including pictures, about others without consent. They should not forward online content to others where it might be upsetting, hurtful or embarrassing. If they are asked to remove information that they have posted, they should do so.

Children and young people also need to recognise how they may become part of the abuse, and may escalate the problem by 'liking' comments made, or taking sides when there are disputes which may lead to bullying online. It is important to respect other people's privacy, and ensure that you don't become part of the problem as a member of the bullying group.

Everyone should take action and be responsible in order to prevent online harassment, abuse and bullying of others. There are strategies that can be employed to stop the bully contacting you on social networks, mobile phones, instant messaging and even games consoles. As mentioned previously it is important that people check out the privacy or safety settings of the service you are using. You can also ring up your service provider or network provider who can help you block the abuse.

Make sure that for any account you have, you have a password that you don't share with anyone. This will mean people can't access your account and steal any information, pictures or personal data or pretend to be you. Change your password regularly.

If there is an issue in relation to online bullying, it is important to ensure that you keep the evidence by saving or copying any abusive texts or conversations, to assist in investigating any such issues. A good way to do this is to press the 'PrtScrn' button on the right hand side of the keyboard which prints the screen and you then copy and paste this into a word document or try using window's 'snipping tool'.

Children and young people should remember that when accepting someone as a friend on instant messaging or social networks, that that person can then access information and pictures they have posted so they should ensure they are happy for them to see this information before accepting or adding them.

Any cyber bullying should be reported to an adult that you trust. It may be abusive or threatening comments, a text message, online chats or group bullying, it is still bullying and is not acceptable. It is important to support people who are being bullied as outlined in Chapter 5.

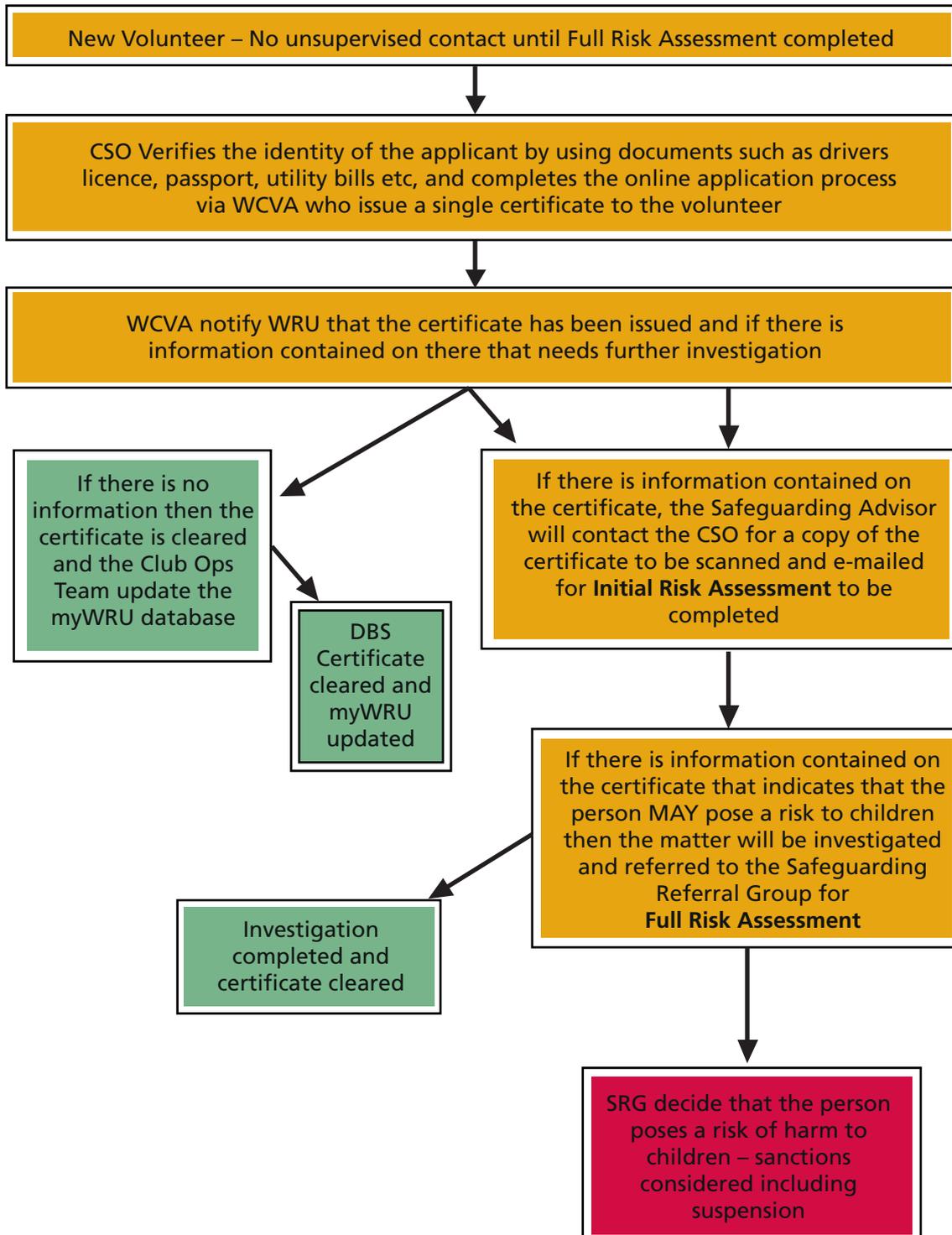
If you have blocked the person but it is still continuing, all social networks such as Facebook, Twitter, MySpace, Bebo etc. have report abuse buttons, as do most mobile phone networks who have teams to deal with abuse. Games consoles also have advice on their websites. All service providers have a duty to make sure their users feel safe.

Don't reply or answer back, and don't become a cyber-bully yourself, deal with the bully by blocking and reporting the abuse. It is sometimes hard not to write back, but it is always best to ignore, block and monitor the situation.

Check the privacy settings which will allow you to choose what information you share with people, for example you can set your profile or data to "private" or only allow certain people to contact you and view particular information. Don't ever share where you live, your telephone number or email address with cyber-friends.

9 APPENDICES

**VOLUNTEER RECRUITMENT RISK MANAGEMENT DIAGRAM
(WCVA ONLINE APPLICATIONS)**





IDENTIFICATION REQUIREMENTS FOR DBS CHECK

You will need to submit a minimum of three documents from the lists and routes below

Route 1	Route 2
Three documents must be produced One document from Group 1 plus two from Group 1 or 2 (see below). One of which must confirm your current address	Three documents must be produced One document from Group 2a and two documents from 2a or 2b (see below) AND complete an external validation check

Group 1 Documents – Primary Trusted Credentials

Current valid Passport UK or EEA (or non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)	Biometric Residence Permit (UK)
Current Driving Licence (UK) (Full or provisional) Isle of Man/Channel Isles; A photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey	Birth Certificate (UK and Channel Isles) – issued within 12 months of date of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a – Trusted Government/State Issued Documents

Current valid Passport (UK, EEA or non-EEA)	Current UK Driving licence (UK and Channel Isles) – issued after 12 months of date of birth
Birth Certificate (UK and Channel Isles) – issued within 12 months of date of birth	Certified copy of Birth Certificate (UK and Channel Isles) – issued within 12 months of date of birth; Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
Biometric Residence Permit (UK) Marriage/Civil Partnership Certificate (UK)	Adoption Certificate (UK) HM Forces ID Card (UK) Fire Arms Licence (UK)



Group 2b – Financial/Social History Document

Utility Bill (UK)* – Not Mobile Telephone	Mortgage Statement (UK)**
Credit Card Statement (UK)*	Bank/Building Society Statement (UK)*
Financial Statement** – e.g. pension, endowment, ISA (UK)	P45/P60 Statement ** (UK & Channel Isles)
Council Tax Statement (UK & Channel Isles)**	Letter from Headteacher (16-19 year olds only)
Benefit Statement* - e.g. Child Allowance, Pension	Cards carrying the PASS accreditation logo (UK)
Work Permit/Visa (UK) (UK Residence Permit)**	EU National ID Card
A document from Central/Local Government/ Government Agency/Local Authority giving entitlement (UK & Channel Isles)* – e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Please note: If a document in the List of Valid Identity Documents is: Denoted with * - it should be less than three months old, denoted with ** - it should be issued within the past 12 months, not denoted – it can be more than 12 months old. Non-EEA nationals or EEA nationals who have lived in the UK for less than 5 years must complete check via group 1

Route 3

This route is a final resort; please contact the WRU Safeguarding Advisor if you or the organisation that asked you to complete a check cannot satisfy route 1 or route 2.

If you fail the external validation check or cannot produce documents for either route, they will need to go for fingerprinting; this may delay the application process.



WRU PLAYERS CODE OF CONDUCT

1. Arrive for training and matches in good time to prepare thoroughly
2. Turn up with appropriate kit for the activity
3. Always warm up and cool down properly
4. Play for fun and enjoyment - not just to please your parents and/or coach
5. Learn and play by the rules
6. Do not argue with match officials and/or the coach - use your energies for playing better
7. Recognise and applaud all good play
8. Be a good sport - win with modesty, lose with dignity
9. Respect other people - treat them as you would wish to be treated
10. Co-operate with coach, team-mates and opponents
11. Think about improving your skills after training and competition
12. Inform the coach of any injury as soon as possible
13. Inform the coach if you need to leave the site early
14. Thank officials and opponents after competition
15. All young people treat each other with the same respect and fairness.
16. Respect differences in gender, disability, culture, race, ethnicity and religious belief systems.
17. All young people should appreciate that every player brings something valuable and different to the game.
18. They show patience and act with dignity towards others at all times.
19. They are aware of their own welfare and that of others and that they do not act irresponsibly or illegally.
20. All young people take time to thank those who assist them, whether it be family, organisations or team mates.



WRU COACHES, TEAM MANAGERS AND CLUB OFFICIALS CODE OF CONDUCT

1. A Coach/ Team Manager/ Club Official shall comply with the Laws of the Game, the Regulations of the International Rugby Board, the Regulations of the WRU, the Rules of any Competition in which the Club participates and his Club rules. The Coach/ Team Manager/ Club Official shall not encourage or incite any person (including other employees of his club) to act in breach of the same but shall take all possible steps to ensure that they comply with them.
2. A Coach/ Team Manager/ Club Official shall use best endeavours to ensure that there is in force at his Club a fair and effective disciplinary policy applicable to players and other employees under his control and that is applied consistently.
3. A Coach/ Team Manager/ Club Official shall take all reasonable steps to ensure that players and/or other employees under his control accept and observe the authority and decisions of match officials.
4. A Coach/ Team Manager/ Club Official shall not publish or cause to be published or make any public criticism of any match official or any other Coach, Team Manager, Club Official or any player, and/or employee of his or another club but he will have recourse to the complaints procedure of the Union and which procedure should be adhered to.
5. A Coach/ Team Manager/ Club Official shall conduct himself at all times in an ethical and professional manner and shall observe the highest standards of integrity and fair dealing.
6. A Coach/ Team Manager/ Club Official shall take all possible steps to promote the reputation of the game of Rugby Union Football and to prevent it being brought into disrepute.
7. A Coach/ Team Manager/ Club Official shall not – (a) abuse, threaten or intimidate a referee, touch judge or other match official, whether on or off the field (b) use crude or abusive language or gestures towards referees, touch judges or other match officials or spectators (c) do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of their religion, race, colour or national or ethnic origin.



PARENTS CODE OF CONDUCT

1. Remember that children play for their fun, not yours
2. Encourage children to play, do not force them
3. Praise your child's efforts whether they win or lose
4. Applaud all good play
5. Never ridicule a child for losing or making a mistake
6. Children learn best by following a good example
7. Learn the rules to better understand what you are looking at and commenting on
8. Show your appreciation to all officials, coaches and helpers
9. Condemn the use of violence, profane language and any form of abuse
10. Think of how you can best help the coach and/or the club
11. They always show appreciation of good play by ALL young players both from their own club and the opposition.
12. They respect decisions made by the match officials and encourage the young players to do likewise.

The Welsh Rugby Union encourages Parents to:

- Be familiar with the coaching and training programme in order that their child is fully involved and the coaches are aware of their ability.
- Be familiar with the teaching and coaching methods used by observing the sessions in which their child participates.
- Be aware that the club has a duty of care and therefore, where appropriate, assist coaches with the supervision of the young players, particularly where numbers are large and there is a need to transport youngsters to away games.
- Be involved with club activities and share their expertise.
- Keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances.
- Support coaches in instilling these virtues.



SPECTATORS CODE OF CONDUCT

1. Remember that children play organised sports for their own enjoyment. They are not there to entertain you
2. Be on your best behaviour. Do not use profane language or harass, physically or verbally, players, managers, coaches, referees or assistant referees
3. Applaud all good play by your own team and the other team
4. Show respect for your team's opponents. Without them, there would be no game
5. Never ridicule or scold a child for making a mistake during a game
6. Condemn the use of violence and verbal abuse
7. Respect the match officials' decisions. Remember he/she is only human with the same feelings as you and, like you, sometimes makes an honest error
8. Encourage players always to play according to the Laws of the Game
9. Read the Laws of the Game to better understand what you are looking at and commenting on
10. In Rugby Union players are impressionable and their behaviour will often reflect that of the adults around them. In Rugby Union we welcome spectators on our touchlines who embrace the ethos of the game as one of FUN, ENJOYMENT and SKILL DEVELOPMENT.

We all have a responsibility to promote high standards of behaviour in the game. Play your part and observe The WRUs Code of Conduct for spectators and parents/carers at all times.

The Welsh Rugby Union encourage spectators to:

- Act as positive role models to all young players.
- Respect the rugby club policy and the WRU Codes of conduct with regard to spectator behaviour.



MATCH OFFICIALS CODE OF CONDUCT

1. A Match Official shall not make any public criticism of any other Match Official or any Team Manager, Club Official or Player of any club, but there will be recourse to the complaints procedure of the Union and which procedure should be adhered to
2. Match Official must conduct themselves at all times in an ethical and professional manner, and shall observe the highest standards of integrity and fair dealing
3. Match Officials shall take all positive steps to promote the reputation of the game of Rugby Union Football to prevent it being brought into disrepute
4. Match Officials shall attain and subsequently maintain, a level of fitness to the standards set by the WRU
5. Match Official will endeavour to apply the laws of the game fairly and to an agreed interpretation as specified by the WRU and to provide the style of play as determined by the WRU
6. Match Official must wear the agreed kit and adhere to any sponsorship agreement as determined by the WRU
7. Match Officials are expected to attend disciplinary hearings involving them personally wherever possible. The reason for non-attendance must be given to the WRU's Administration Department in advance of the hearing
8. Match Official are expected, whenever practicable, to attend all training sessions arranged by the National Referee Manager. The same would apply should these training sessions be incorporated into monthly District Match Official meetings



CSO REGISTRATION FORM

Club Safeguarding Officer and DBS Identification (ID) Verifier Registration Form

As the WRU are countersigning disclosure application forms on your behalf we have to ensure that you have carried out ID verification according to recommended practice. You must also inform us of **ANY** changes to the details given or we will be unable to take requests or countersign application forms.

NAME OF CLUB	
NAME	
DATE OF BIRTH	
HOME ADDRESS (DBS disclosure application forms will be sent to this address)	
POST CODE	
HOME TELEPHONE NUMBER	
MOBILE PHONE NUMBER	
WORK TELEPHONE NUMBER (optional)	
EMAIL ADDRESS	

I confirm that as ID verifier I have read the advice and guidance and understand the requirements to verify ID through face to face interview and examination of appropriate documentation.

Signature

Date

Please return to: WRU, Club Operations Team (Safeguarding), National Centre of Excellence, Vale of Glamorgan Hotel Leisure Complex, Hensol, CF72 8JY



CSO ROLE DESCRIPTION

The Club Safeguarding Officer (CSO) will be supported by the WRU Safeguarding Advisor and the Club Operations Team.

The WRU will provide appropriate training and resources for the CSO to fulfil their role.

The Club Safeguarding Officer will-

- be required to undertake an induction process for the role
- have good IT Skills, and specifically be able to use the myWRU database and complete online DBS applications via WCVA
- will assist the club to fulfil its responsibilities to safeguard children and young people at club level
- assist the club to implement its Safeguarding Plan at club level
- be the single point of contact (SPOC) in the club for children or young people, staff, volunteers, and parents where there is an allegation of a poor practice issue, abuse or a concern about the welfare of a child
- is responsible for following the WRU Policy and Procedures
- ensure that the CSO contact details are displayed in a prominent position in the club i.e. club noticeboard etc.
- ensure that the appropriate records are maintained. All volunteers' personal details must be retained on the myWRU database (club audit). This will assist compliance with the volunteer recruitment process through DBS checks
- will report any allegations of poor practice, abuse or a concern about the welfare of a child to the WRU Safeguarding Advisor or statutory Child Protection agencies such as the local Social Services Department or Police
- will make such reports without delay, it is NOT the role of the club to decide whether a child has been abused or not, this is an assessment that will be made by Child Protection Professionals
- be the first point of contact for the WRU as a facilitator, if there are any safeguarding issues or an investigation conducted at their club (however the CSO will not be required to conduct the investigation)
- retain a copy of the WRU Safeguarding Policy and ensure that there is a copy of the policy available for all club members at the club
- promote safeguarding best practice guidance within the club
- promote positive behaviour within the club and ensure that the codes of conduct are displayed in a prominent position within the club i.e. club noticeboard
- promote and ensure adherence to the club's child protection training plan.
- ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met.
- ensure confidentiality is maintained in relation to Case Management and Safeguarding Referral Group investigations.
- where appropriate brief the club's management committee on any safeguarding issues at the club
- promote anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people's welfare.
- co-ordinate and manage compliance of the DBS process at club level and work with the Club Secretary to manage compliance in relation to volunteer recruitment and appropriate vetting via DBS
- ensure that all volunteers who have regular unsupervised contact with children (see definition of regulated activity) are subject to appropriate vetting procedures via the DBS process
- be the key information link between volunteers and WRU Safeguarding Unit.



WRU INCIDENT REFERRAL FORM

Club	
Time and Date of Incident	

Name of Child/ Vulnerable Adult	
Date of Birth/ Age	
Ethnicity	
Time and Date of Incident	
Address	
Parent / Guardian Contact Details	

Incident Report

(Brief details of what has occurred/ allegation made and any background knowledge)

Consider the following

Description of any visible injuries including bruising;

Any observed changes in child's/ vulnerable adult's behaviour, relationships, etc.;

Any information you have on the child's developmental needs;

Remember only ask open questions to clarify an ambiguity (You are not the investigator)



Alleged Offender	
Address	
Date of Birth/ Age (approx.)	
Contact Details e-mail or phone no.	
Position in the Club	

Any External Agencies informed?	
Is there anyone else in the club who has been informed?	

Actions Taken (to date)

Name of Person reporting/ referring?	
Contact Details	
Date of Referral?	



SAFEGUARDING CONTACT NUMBERS

Welsh Rugby Union Club Operations Team (Safeguarding)
WRU Centre of Excellence
Vale of Glamorgan Hotel and Country Club, Hensol Park, Pontyclun CF72 8JY
[02920 822442](tel:02920822442). cluboperations@wru.co.uk

NSPCC National Centre
42 Curtain Road, London Helpline: 0808 800 5000 EC2A 3NH [Tel 0808 800 5000](tel:08088005000)

Childline UK
Freepost 1111 London N1 OBR [Tel 0800 1111](tel:08001111). www.childline.org.uk

NSPCC Cymru/Wales
Child Protection Helpline [Tel 0808 100 2524](tel:08081002524)

NSPCC – WALES - Child Protection in Sport Unit
Sport Wales National Centre, Sophia Close, Cardiff CF11 9SW [Tel 02920 334975](tel:02920334975)

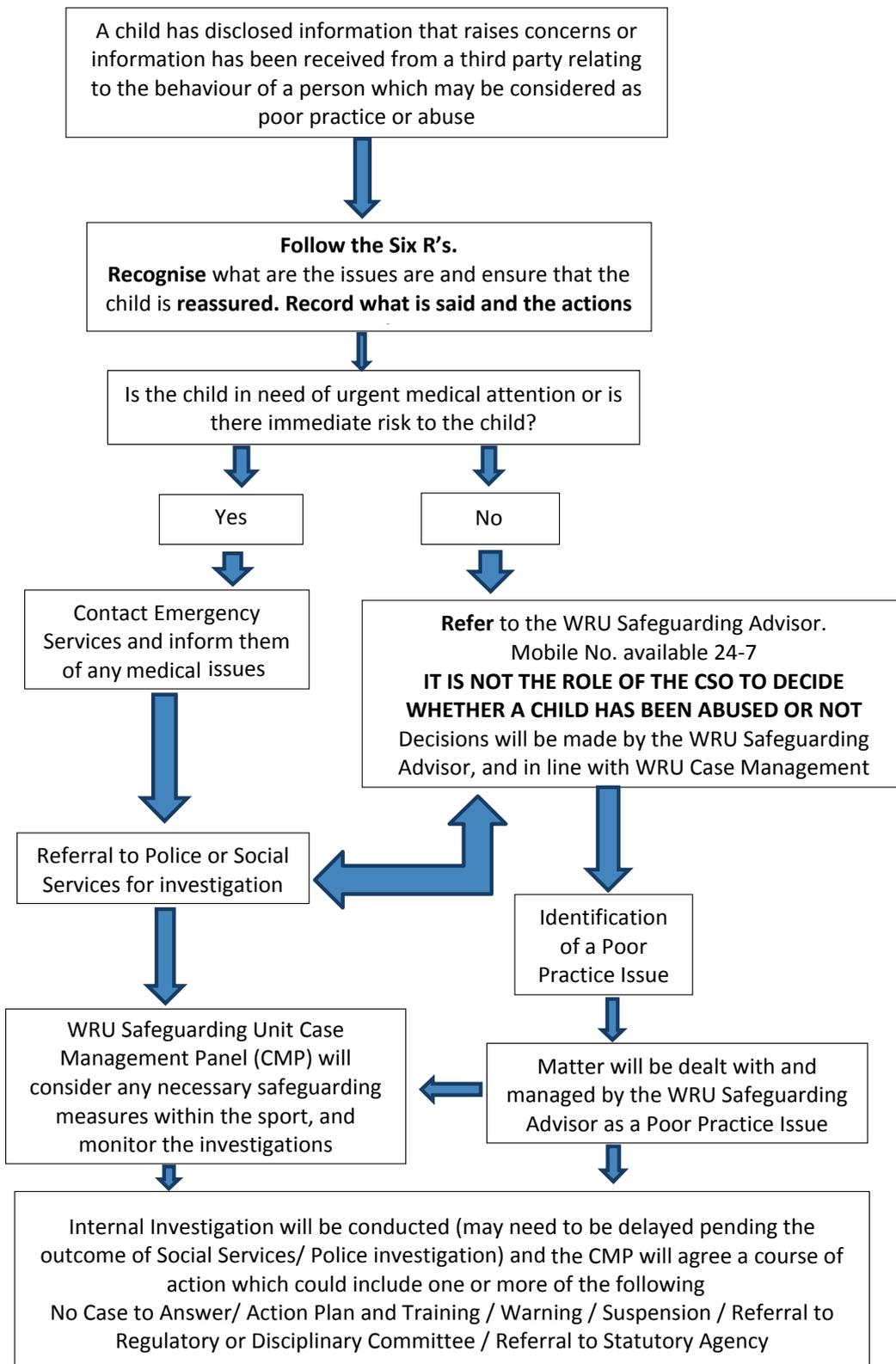
NSPCC – NATIONAL - Child Protection in Sport Unit
3 Gilmour Close, Beaumont Leys, Leicester L4 1EZ [Tel 0116 234 7278](tel:01162347278)

NSPCC 24 hour Helpline
[Tel 0808 800 5000](tel:08088005000)

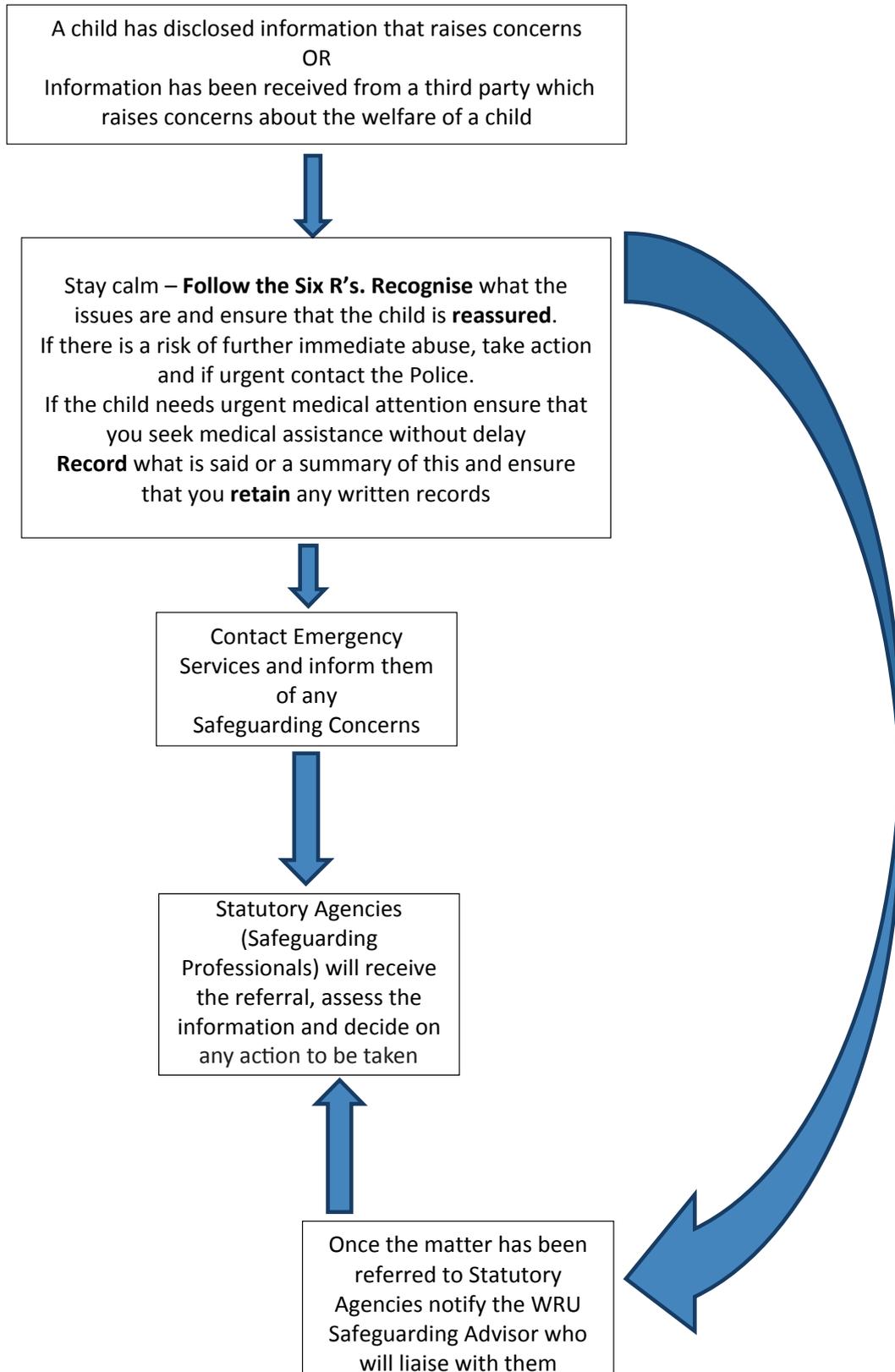
Kidscape
[020 7730 3300](tel:02077303300) www.kidscape.org.uk

Anti-Bullying Alliance
www.antibullyingalliance.org

RESPONDING TO ALLEGATIONS OF ABUSE OR POOR PRACTICE IN A RUGBY ENVIRONMENT



RESPONDING TO ALLEGATIONS OF ABUSE OR POOR PRACTICE OUTSIDE A RUGBY ENVIRONMENT



AIDE MEMOIRE TO COMPLETE WITNESS ACCOUNTS

This aide memoire relates to incidents that may have occurred on the field of play, but also may apply to any other scenarios or circumstances. However irrespective of where this has taken place the same principles apply when writing your statement. If you have made notes regarding an incident retain them and use them to assist in compiling any written accounts that you provide. If it important to provide as much detail, as possible and following the PLAT and 5WH principles when completing any written account or report.

When completing an account of an incident that you have witnessed please set the scene and consider including the following information.

PLAT - focuses upon details of PEOPLE, LOCATION, ACTION AND TIME.

5WH focuses upon open questions to gather the maximum amount of information:

WHO, WHAT, WHEN, WHERE, WHY AND HOW?

- Brief introduction about yourself
- Why were you present, in what capacity?
- When and where did this occur?
- Who was present?
- What are the weather conditions?
- What did you see?
- Are there any specific incidents that you feel were relevant and describe them in as much detail as possible?
- How did you feel about what you witnessed?

If you witness a specific incident please consider the following using the 5WH principles:

- Amount of time you had the incident under observation?
- Distance - How far away were you?
- What was the visibility like, were there any obstructions?
- Do you know the people involved and in what capacity?
- If you do not know the people involved can you describe them?
- Did you make any notes and what was the time lapse between the incident and making those notes?
- Is there any special reason to remember a particular person



OVERNIGHT STAY CHECKLIST

Safety Check List

Overnight trips and/or travel abroad

Purpose of the Trip

- Competition
- Training
- Social
- Other (specify)

Planning

- When
- Where
- Who (staff / volunteers / participants)
- Risk assessment of activity

Communication with parents

- Destination, sport and accommodation details (address / telephone)
- Name/number of lead club/school link or team manager
- Drop off/pick up times
- Transport arrangements
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Information re medical conditions (including allergies) or impairments, and medication
- Code of conduct
- Safeguarding arrangements (reporting concerns, supervision etc.)
- Process for parent contacting coach or young person
- Process for young person contacting parent

Transport

- Drop off/pick up times
- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked
- Insurance

Accommodation

- Type (hotel, hostel, hosting, camping etc.)
- Pre-event visit and risk assessment made
- Catering, special diets, food allergies
- Suitability for group, including accessibility
- Room lists
- Supervising adults' sleeping arrangements



Preparing athletes

- Expectations on dress and behaviour
- Food and drink
- Currency
- Telephones
- Maps of area

Supervision and staffing

- Ratio of staff to athletes
- Male/female
- Cover for all in-sport and free time periods
- Specialist carers
- Clear responsibilities

Documentation

- Travel tickets
- Passports, visas
- Check non EU nationals
- Accommodation and travel booking documents

Insurance

- Liability
- Accident
- Medical

Emergency procedures

- First aid
- Specific medical information available
- Access to and administration of medication
- Information on local emergency medical services, hospitals etc.
- EHC European Health Insurance Card (replacement for E111) form completed (EU visits)

Financial - Cash

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments
- Spending money
- Security

Arrival

- Check rooms, meal times, phones, valuables
- Check sporting venues
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules (e.g. curfews)



PHOTOGRAPH/VIDEO CONSENT FORM

Name	
Club	

To be completed by the Child/ Young Person

I consent to being photographed or filmed regarding my involvement in rugby union under the conditions listed below
I consent to the photographs or film being published*
Signature
Emergency

To be completed by the Parent/ Guardian of the person to be photographed

Name	
Address	

I hereby grant permission for my child to be photographed or filmed regarding their involvement in rugby union under the conditions listed below	
I consent to the photographs or film being published*	
Comments	
Signature	
Date	

*Delete if not agreed

Conditions can be agreed as to where they can be published i.e. club websites, social media etc.



FILMING FOR A COACHING PURPOSE CONSENT FORM

Name	
Club	

To be completed by the Child/ Young Person

I consent to being photographed or filmed regarding my involvement in rugby union under the conditions listed below
I consent on the basis that the filming is conducted for a coaching purpose and will not be published
Signature
Date

To be completed by the Parent/ Guardian of the person to be photographed

Name	
Address	

I hereby grant permission for my child to be photographed or filmed regarding their involvement in rugby union under the conditions listed below
I consent on the basis that the filming is conducted for a coaching purpose and will not be published
Signature
Date

