



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY



This Safeguarding Policy will be reviewed in 2014



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FOREWORD BY CEO

I am delighted to provide the foreword for this new and updated policy which explains the Welsh Rugby Unions work in the area of Safeguarding and protecting all individuals who participate in Rugby Union across Wales.

This aspect of our organisation is extremely important to us as we constantly strive to ensure that our sport offers a safe, suitable and effective environment for everybody. Internally, the WRU has never been in a better position in relation to safeguarding structures, processes and procedures. Our Safeguarding training programmes will be delivered at all levels of the sport and via the network of Club Safeguarding Officers that are being developed across all Clubs.

We are also ensuring a significant presence in the number of Criminal Records Bureau checks carried out on people coming into contact with children and vulnerable adults within Rugby Union.

The WRU has now started to work towards achieving the National Safeguarding Standards framework set by the NSPCC and the Child Protection in Sport Unit. We will continue to work hard to strengthen all aspects of our Safeguarding activities so that Rugby Union continues to be a safe environment for children, young people and vulnerable adults.

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 – CEO Welsh Rugby Union

THE WELSH RUGBY UNION

The Welsh Rugby Unions (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 vulnerable adults 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 policy 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. The Clubs themselves have a responsibility for safeguarding children when delivering rugby. Their Club safeguarding policy sits in line and direct cohesion with the WRU National Policy.

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 document is the core document which makes up the WRUs Safeguarding Children and vulnerable adults in Rugby Policy. It contains:

- A policy statement
- Safe recruitment and selection
- Details of standards and procedures for the WRU
- Definitions of abuse and other terminology
- Practical Guidance

The Implementation Plan, which accompanies this document, contains detailed actions for the WRU, for ensuring that children and young people are protected during activities provided. The WRU also has an internal Operating Manual; 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 September 2014

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 or 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 term 'children' therefore means 'children and young people' throughout.

Child protection: 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.

Disabled: The Disability Discrimination Act (1995) defines a person as having a disability 'if he has a physical or mental impairment which has substantial and long-term adverse effect on his ability to carry out normal day to day activities'.

Local Safeguarding Children Boards (LSCB): Local Safeguarding Children Boards (LSCB) are strategic bodies with responsibilities under the Children Act 2004 to help ensure effective safeguarding of children across key agencies involved with children.

In loco parentis: 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.

Regulated activity: For the purposes of identifying roles or individuals qualifying for CRB (or prospectively VBS) checks, regulated activity is defined as: involving contact with children or vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive and/or overnight basis; or involving contact with children or vulnerable adults in a specified place (e.g. schools, care homes etc), frequently or intensively.

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 parent refers to 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 Safeguarding Unit.

We thank all of the different agencies for their contribution and support, and their kind permission for use and adaptation of materials

Rugby Football League, Sport Wales, The Welsh Football Association, The RFU, England and Wales Cricket Board, The NSPCC and the Child Protection in Sport Unit.

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 Website (CPSU)
- Criminal Record Bureau Website (CRB)
- Sport Wales
- Rugby Football League
- The Lawn Tennis Association
- Amateur Boxing Association

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.

The WRU is committed to devising and implementing policies so that everyone in Rugby in Wales accepts their responsibilities to safeguard children from harm and abuse. This means 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, providing children and young people with appropriate safety/protection whilst in the care of the affiliated Clubs and to allow staff and volunteers to make informed and confident responses to specific Safeguarding issues

1.1 BACKGROUND

The Welsh Assembly Government has adopted the UN Convention on the Rights of the Child as the basis of all work for children and young people in Wales. Seven core aims have been identified, which should inform all activities for children and young people:

- 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 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.

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.



The 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. The procedures identify 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.

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 is fully committed to developing robust policy and procedures that minimise the risk of children experiencing abuse within the sport setting.

The WRU is committed to working to ensure the safety and protection of all children involved in programmes provided by affiliated Clubs across Wales through the operation of the safeguarding policy 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 and young people.

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 Safeguarding Children Policy and Procedures are mandatory for anyone within the sport who is involved either directly or indirectly with children as part of their role in the sport. Anyone who supplies a service for children on behalf of the WRU or an 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 procedures and guidance for the duration of their involvement with the sport.

1.3 POLICY AIMS

This Safeguarding policy aims to:

- Clarify what is required in relation to the protection of children and young people
- 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.
- 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
- 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.

1.4 CORE PRINCIPLES OF THE SAFEGUARDING POLICY

The Policy is based upon the following fundamental principles:

- The welfare of children is paramount
- Children's needs are the central consideration in all decision making;
- All young people, regardless of gender, sexual orientation, age, parental status, disability, religion or belief, colour, race, ethnic or national origins, or socio/economic background have a right to be protected from abuse
- There is a duty of care to safeguard children 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 the Safeguarding experts to determine whether or not abuse has taken place, or if there is a perceived risk.
- All incidents, allegations or suspicions of poor practice or abuse should be taken seriously and responded to swiftly and appropriately.
- All Clubs have a duty of care of to all children and young people

1.5 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](#)

1.6 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 that involves children.

The WRU will develop and monitor an implementation plan that sets out how the WRU will work towards meeting the requirements of the Framework for Safeguarding and Protecting Children in and through Sport (NSPCC CPSU 2009).

The WRU is responsible for regulating the conduct of individuals within the sport of Rugby Union in Wales and will work in partnership to ensure that all concerns, allegations or suspicions of abuse in relation to any child are swiftly reported to the Police and/or Social Services and all relevant information is shared to support these organisations to fulfil their safeguarding roles.

1.6.1 WELSH RUGBY UNION WILL:

- Lead the production, monitoring and review of this Safeguarding policy and accompanying Implementation Plan
- Support all member clubs to implement procedures which provide a duty of care for young people, safeguard their well-being and protect them from abuse
- Respect and promote the rights, wishes and feelings of children and young people
- Offer training and support for its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and reduce the likelihood of allegations being made.
- Ensure that the Safeguarding policy and any Codes of Conduct are endorsed and will follow these procedures at all times
- Require staff, direct employees and volunteers to adopt and abide by The WRUs Code of Ethics and Conduct, Disciplinary and Dispute Regulations, Safeguarding Policy and Implementation Procedures
- Respond to any and all allegations appropriately. Implement the appropriate safeguarding, disciplinary and appeal procedures and involve appropriate authorities where necessary
- Lead the CRB process for Clubs
- Attend Professional Strategy meetings where appropriate.
- Support external organisations with investigations where possible.
- The Safeguarding Unit is lead by the Safeguarding Manager and is supported through the role of the Safeguarding Coordinator and when appropriate or required the Human Resources Team within the WRU.
- Provide training and support to all Club Safeguarding Officers
- Be the first point of contact for all safeguarding queries
- Be the link with Social Services and/or Police, consult with, and where appropriate refer to Social Services or Police on concerns that have been raised
- To ensure that in the event of concerns arising about an employee or volunteer, the case management process and disciplinary processes are initiated as appropriate
- 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.
- Issue suspensions (interim) pending investigation should the WRU believe on the balance of probability there is a risk posed,
- Grade the severity of offences and design a thresholds guide. The thresholds document outlines what the WRU will and will not ask about from a CRB disclosure.
- Design, create and develop all safeguarding policies and procedures for the WRU
- Complete ISA referrals where needed.

1.6.2 CLUBS WILL:

- Formally sign up to the WRU policy and procedures or adopt a club policy that complies with WRU requirements
- Ensure a senior official within the club has the overall responsibility for safeguarding.
- Identify at least one individual designated person (Club Safeguarding Officer) within the club to take the lead responsibility for safeguarding.
- 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 safe recruitment and selection practices are in operation for all new staff and volunteers working with children
- Ensure that any concerns about poor practice by existing staff and volunteers are addressed
- 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.

1.6.3 CLUB SAFEGUARDING OFFICER (CSO)

Each Club should identify a designated Club Safeguarding Officer to be the lead contact and have responsibility for safeguarding issues. This person should complete a self-declaration form and a CRB check for quality assurance purposes. The designated CSO will require support from the organisation and appropriate training and information.

Responsibilities of the CSO are to:

- Be familiar with the Safeguarding Procedures of the WRU
- Ensure that systems are in place for effective record keeping
- Ensure that there are effective Club procedures to respond to concerns
- Be the link person with the individual and/or WRU Safeguarding Unit that has raised a concern, or needs to know about a concern.
- Support the WRU in investigations when required
- In the event of an allegation or suspicion of child abuse, it is the responsibility of the CSO to inform the WRU without delay. If the CSO is not available or the concern is about the CSO, the person with concerns or the person being informed of them should immediately contact The WRU. The WRU Safeguarding Unit will then take the next appropriate steps and will decide how and when other parties will be informed
- Promoting the welfare of children and importance of safeguarding
- Supporting club staff and volunteers to understand their safeguarding role and responsibilities
- Carrying out regular reviews of safeguarding within the club and ensuring any identified risks are appropriately managed

- Promoting safe recruitment and selection practices.
- Be the CRB Coordinator for the Club. Ensure that all those who should be CRB checked are. Coordinate the request for and distribution of CRB applications, ID verification and return of applications. Be the key communication link to the WRU Safeguarding Unit. Provide CRB status reports as and when required.

It is not the role of anyone within the sport to investigate suspected or alleged abuse. It is everyone's responsibility to ensure that all concerns are reported without delay, in line with WRU procedures.

1.6.4 SOCIAL SERVICES

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. Social Services will work jointly with the police. When a Safeguarding referral is made, Social Services staff have a legal responsibility to investigate. 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.

1.6.5 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. In addition, the Child Protection in Sport Unit (CPSU) has been established to assist sports organisations and individuals in developing and implementing effective safeguarding policies and procedures. The CPSU website is a valuable source of information and advice (www.thecpsu.org.uk)

1.6.6 CRIMINAL RECORDS BUREAU (CRB)

The CRB provides wider access to criminal record information through its Disclosure service. It enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates which may be unsuitable for certain work, especially that involving children and vulnerable adults. The CRB was established under Part 5 of the Police Act 1997.

Enhanced and Standard Disclosures are available to organisations entitled to ask exempted questions under the Exceptions Order to the Rehabilitation of Offenders Act (ROA) and who are registered with the CRB. Enhanced and Standard Disclosures contain all unspent and spent criminal convictions as well as cautions, reprimands and warnings. The Basic Disclosure, when available will only contain current convictions and will afford the holder the protection of the ROA.

All organisations and individuals receiving Enhanced and Standard Disclosure information must comply with the obligations set out in a Code of Practice and explanatory guide to ensure that the information is used appropriately and fairly and that people are not unjustly discriminated against.

The CRB's call centre is open between 8am – 10pm Monday to Friday and 10am – 6pm at weekends. This enables the service to respond rapidly to any queries that people may have about the CRB or Disclosure.

www.crb.gov.uk; www.disclosure.gov.uk



1.6.7 SPORT WALES

Sport Wales is the organisation with the strategic lead for delivering the Government's sporting objectives in Wales, distributing both Lottery and Exchequer funds to sport. The organisation provides advice and support to other organisations and aims to influence decision makers and public opinion on sport.

1.7 PROMOTION AND DISTRIBUTION OF POLICY

All affiliated Clubs across the Country will be required to sign up to the Safeguarding policy. Access to the Policy will be available to all Clubs, volunteers, parents, participants and the general public at large.

The policy will be accessible to all employees via an internal communication process and accessible on the Intranet. It will also be available to partner agencies, customers and the general public via The WRU website www.wru.co.uk

The policy will be reviewed on an annual basis, and in light of:

- changes in relevant legislation and/or government guidance
- requirements of the Local Safeguarding Children Boards, NSPCC Child Protection in Sport Unit, Sport Wales
- learning from serious cases

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
- 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. RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF THE WRU GROUP STAFF TO WORK WITH CHILDREN AND YOUNG PEOPLE

Safe recruitment and selection procedures reflect The WRU Group commitment and responsibility for the protection of all children and young people participating in all rugby related activities. These safeguarding measures are just one of many provisions in place to protect children and young people from physical, sexual and emotional harm or neglect.

The WRU Group is committed to applying a robust recruitment and selection process to recruit individuals 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.

The following circumstances are exempt from these procedures:

- The engagement one-off volunteers who only have contact for a short period, e.g. young people on work experience, helpers at fundraising events, and are always supervised and accompanied by suitably vetted individuals.

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 relevant to working with children, and young people, will state a requirement for a Criminal Records Bureau (CRB) disclosure requirement and suitability to work with children will be classed as an 'essential' selection criteria.

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 CRB disclosure will be required after a thorough risk assessment of each role has indicated that one is both proportionate and relevant to the position concerned. For those roles where a disclosure is required, job adverts and recruitment information will contain a statement that a disclosure will be requested in the event of an individual being conditionally offered the role.

Where a CRB disclosure 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 Safeguarding Manager 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 CRB 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 personal specification including roles, responsibilities and CRB 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 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
- 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 CRB disclosure clearance where appropriate. Failure to disclose information on application, failure of pre-employment checks or CRB clearance could result in the offer of employment being withdrawn.

2.4 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.

2.5 PRE EMPLOYMENT CHECKS

The successful candidate will be asked to complete a standard or enhanced level CRB disclosure check prior to commencing any aspect of their role that involves 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 CRB check will suffice and the WRU should seek to access information from the relevant country of origin/residence where possible.



CRB 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 CRB clearance will be required to complete a new CRB disclosure every 3 years.

2.6 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 who do not create a risk to children and young people. 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, CRB Code of Practice.

2.7 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, the circumstances and background of the offences in accordance with safeguarding policy thresholds. Where an offence/s supersedes 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.

2.8 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.



2.9 CRIMINAL RECORD BUREAU (CRB) DISCLOSURE CHECKS

2.9.1 COMPLETING A CRB DISCLOSURE FORM

To ensure CRB disclosure applications are processed as smoothly and efficiently as possible, staples, stickers, tippex or date / address stamps should not be placed on the application form.

The applicant should complete Sections A - E and return the form to the WRU Group HR Department or The WRU Group staff member who asked them to apply for a disclosure.

Section X can only be completed by the employer/registered body. Section Y can only be completed by an authorised Counter signatory within a Registered Body. The fields in yellow must be completed.

2.9.2 STORAGE AND ACCESS

Disclosure information will not be kept on an employee's personal file, but by the Safeguarding Unit separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

2.9.3 HANDLING

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

2.9.4 USAGE

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

2.9.5 RETENTION

The Safeguarding Unit do not keep disclosure information for longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep the disclosure information for longer than six months, we will consult with the CRB about this and will give full consideration to any Data Protection and any other relevant legislation implications.

2.9.6 DISPOSAL

Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means. We will not keep a photocopy or other image of the disclosure. However notwithstanding the above, we may keep 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, the unique reference number and details of any decisions taken.

2.10 CONTINUOUS PROFESSIONAL DEVELOPMENT

The WRU Group recognise that providing a system of checks is only part of the process of protecting children and young people. The WRU Group is committed 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. The WRU Safeguarding Unit will provide access to relevant and appropriate training to employees working with children and young people. Refreshment of training for is recommended every 3 years.



3. RECOGNISING POOR PRACTICE AND ABUSE

Even for those experienced in working with child 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) to a young person.

The WRU will therefore encourage direct employees and volunteers to forward any information/concerns to the CSO or WRU Safeguarding Unit.

It is not the responsibility of staff, coaches or volunteers working for The WRU to decide whether or not abuse is occurring. **Their role is to follow procedures and forward any information/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.

3.1 WHAT IS ABUSE AND NEGLECT?

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.

3.2 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 in a rugby situation physical abuse may occur when

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

3.3 EMOTIONAL ABUSE

Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar 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 seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

In a rugby situation, emotional abuse may occur when coaches

- provide repeated negative feedback
- repeatedly ignore a young player's efforts to progress
- repeatedly demand performance levels above those of which the young player is capable
- over emphasise the winning ethic

3.4 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. **In a rugby situation** sexual abuse may occur when

- The close proximity of coaches and others, to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse

3.5 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 occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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. **In a rugby situation** neglect may occur when

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

3.6 EFFECTS OF ABUSE

- The individual may die
- Pain or distress



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

3.7 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 other 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.

3.8 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 (ISRM/Sports Coach UK 2002). However, this list is not exhaustive:



RECOGNISING POOR PRACTICE AND ABUSE

TYPES OF ABUSE	PHYSICAL SIGNS	BEHAVIOURAL SIGNS
<p>PHYSICAL</p>	<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries • Bruises which reflect hand marks • Cigarette burns • Bite marks • Broken bones • Scalds 	<ul style="list-style-type: none"> • Fear of parent being contacted • Aggressive or angry outburst • Running away • Fear of going home • Flinching • Depression • Keeping arms/legs covered • Reluctance to change cloths • Withdrawn behaviour
<p>NEGLECT</p>	<ul style="list-style-type: none"> • Constant hunger, stealing food • Unkempt state • Weight loss/underweight • Inappropriate dress 	<ul style="list-style-type: none"> • Missing doctor/hospital appointments • Truancy/late for school • Constantly tired • Few friends • Regularly alone/unsupervised
<p>EMOTIONAL</p>	<ul style="list-style-type: none"> • Developmentally delayed • Sudden speech disorders 	<ul style="list-style-type: none"> • Neurotic behaviour • Unable to play/take part • Fear of making mistakes • Sudden speech disorder • Self harm or mutilation • Fear of parent being contacted
<p>SEXUAL</p>	<ul style="list-style-type: none"> • Pain/itching in the genital area • Bruising/bleeding near genital area • Stomach pains • Discomfort when walking/sitting • Pregnancy 	<ul style="list-style-type: none"> • Sudden changes in behaviour • Becoming aggressive • Withdrawn • Fear of one person • Running away • Unexplained sources of money • Sexual Drawing/language • Self – mutilation, suicidal • Secrets which cannot be told to others • Substance/drug abuse • Advanced sexual knowledge • Behaving beyond their age • Not allowed to have friends • Sexually explicit behaviour



3.9 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. The Sexual Offences Act (2003) states that it is a criminal offence for a person in a position of trust defined within the scope of the Act, to engage in any sexual activity with a person over sixteen but 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.

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 of trust.

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.

If you engage in an intimate or inappropriate relationship with a child with whom you are in a relationship of trust, regardless of whether they are legally able to consent or not, it is a breach of the safeguarding policy and as such will result in disciplinary action.

3.10 POOR PRACTICE

Poor practice may be defined as behaviour that contravenes best practice as promoted and identified by policy and procedures. Should poor practice be suspected, for example excessive training and competition pressures, the designated CSO would consult with the Safeguarding Unit at the WRU.

- All suspicions, allegations or incidents of poor practice or abuse should be reported to the CSO
- If, following consideration by the designated CSO, the allegation is clearly about poor practice rather than possible abuse, the designated CSO will deal with its misconduct issue at the Club. However if the CSO required help with this matter all Issues should be referred to the Safeguarding Unit at the WRU and dealt with by them.
- The CSO may seek advice about whether it is appropriate to initiate disciplinary processes, and the need for immediate suspension pending the outcome of an internal investigation within this process.
- If the allegation is about poor practice by the designated CSO, or if the matter has been handled inadequately and concerns remain, it should be referred to someone within the Safeguarding Unit at The WRU. If the allegation is about a member of the Safeguarding Unit at the WRU the matter should be referred to WRU Head of Compliance

There are some behaviours or practices that would be considered poor practice and although highly unacceptable within the sport, would not be fully encapsulated by the definitions of abuse. Nevertheless, they must always be reported, addressed and action taken to prevent reoccurrence, for example:

- Not providing staff with appropriate training, guidance and support
- Failing to follow procedures



- Rights – for example of the player, the parent, the coach, the official etc.
- Responsibilities – for example responsibility for the welfare of children. The sport, the profession of coaching, their own development and,
- Respect – for example of other children, officials and their decisions, coaches and the rules.

In some cases, there is a fine line between poor practice and abuse and it may be important to seek guidance from Social Services and/or the Police before a concern is treated as poor practice. If, following consideration by the CSO, WRU Safeguarding Unit and, if appropriate, following consultation with statutory authorities a concern is deemed to be a matter of poor practice rather than abuse, a suitable course of remedial action should be agreed.

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 by invoking the appropriate policy and procedures.

3.10.1 PRACTICES NEVER TO BE SANCTIONED

The following practices are known to be significant risk factors in cases of abuse and can never to 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 (preferably written) 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.

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.

3.11 EXPECTATIONS OF 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
- look out for their 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.

3.12 BULLYING

This 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, taking things
- Verbal – name calling, insulting, making offensive remarks
- Indirect – spreading rumours, excluding from social groups, sending malicious text messages



There are a number of signs that may indicate that a young person or disabled adult 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 cloths 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 increasingly 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.

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

The Bully in sport can be:

- a parent who pushes to 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.



3.12.1 ACTION TO HELP THE VICTIM PREVENT BULLYING

- Take all signs of bullying very seriously
- Help the victim to think of ways to combat the bullying
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe.
- Speak with the victim and the bully(ies) 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 victims parents
- Report any concerns to the Designated Officer wherever the bullying is occurring.

3.12.2 ACTION TOWARDS THE BULLY

- 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 expectable behaviour
- Inform the bully's parents.
- Insist the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the coach and significant others to the victim.
- 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

3.12.3 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 (eg serious physical assault or injury).

3.12.4 CYBER BULLYING

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.



The Child Exploitation and Online Protection (CEOP) Centre is part of UK police and is dedicated to protecting children from sexual abuse wherever they may be. That means building intelligence around the risks, tracking and bringing offenders to account either directly or with local and international forces and working with children and parents to deliver the unique ThinkuKnow educational programme.

3.13 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. Preparing a child, is described as 'grooming' and is illegal under the provisions of the sexual offences act 2003.

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.

4. REPORTING AND RESPONDING

This section of the policy sets out the necessary procedures and standards to follow for Welsh Rugby Union employees /volunteers when directly delivering activities. 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/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague or the possibility that a child may be being abused.

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 FALL INTO TWO CATEGORIES:

- Internal – arising from behaviour or experiences within the sports organisation or environment (e.g. allegations of abuse by a coach)
- External – arising outside the organisation (e.g. allegations of abuse at home or bullying in school).

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 WRUs procedures.

In some cases, sharing a concern will not trigger an investigation, but may help to build up a picture, along with information from other sources, which suggests that a child may be suffering harm.

There may be an occasion when a young person approaches an individual (officer, 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.

4.1 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.
- Encourage the child to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
- 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.
- Write down (WRU Incident report form) as soon as you can and no later than 24 hours what you have been told, using the exact words if possible.
- Record in writing what was said using the child's own words as soon as possible. The following information should be included:

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.

4.2 RECORDING INFORMATION

Although urgent referrals should not be delayed, Social Services or Police referrals should be confirmed in writing within two working days and a copy should also be provided to the WRU. The report can be made using the WRU standard incident reporting form and should contain the following information:

- Personal details of the child concerned including full name, age or date of birth, gender, race, ethnic origin and address.
- Details of parent/carer and an indication of what, if any, information has been shared.
- The nature of the concerns;
- How and why those concerns have arisen;
- Description of any visible injuries including bruising;
- Any observed changes in child's behaviour, relationships, etc
- Detailed description of any account of how any injuries occurred.



- Any times and dates or other relevant information;
- A clear distinction between what is fact, hearsay or opinion;
- Full details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship the child concerned and/or position held in the club, if any;
- Any information you have on the child's developmental needs;
- Information about the person making the referral, including contact details, role and relationship to the child.

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.

If the concerns arise out of hours (after 5.30pm through until 9.00am weekdays and at any time during weekends and Bank Holidays) then contact the 24-hour NSPCC Helpline 0808 800 5000

4.3 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:

1. Report your concerns to the Safeguarding Officer within your Club. If they are not available, report the matter to the Safeguarding Manager within the WRU. You can also directly contact the Safeguarding Unit at the WRU if more appropriate.
2. The Club Safeguarding Officer and/or the WRU Safeguarding Manager 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.
3. The police need only be called where there is immediate risk to a young person. If it is believed that there is no immediate danger, the initial referral should be made to Social Services. Concerns that arise outside office hours should be made to the social services emergency duty service or to the police.
4. 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.
5. If a child is at immediate risk and action needs to be taken urgently, a 999 call must be made to the Police.
6. In the event that there is any uncertainty as to whether a referral is appropriate, the WRU Safeguarding Unit, NSPCC 24-hour helpline or Social Services will be able to offer advice on what action to take.

In the case of historical 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.

4.4 CONCERNS WITHIN WELSH RUGBY

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, in addition to the above procedures, the individual may, be placed under suspension pending the outcome of Social Services and/or Police enquiries. Equally should the WRU be aware of an outstanding criminal investigation, involving a WRU volunteer or employee who is in a position of trust; the WRU can issue an interim suspension whilst awaiting the outcome of criminal proceedings, should they deem that the WRU may be brought in to disrepute and /or the safety of a child in to question.

In these cases, there may be three types of investigation:

1. Criminal - conducted by the police
2. Child protection - carried out under section 47 (1) of the Children Act 1989 by social services and police
3. WRU disciplinary - conducted by the organisation on conclusion of statutory agency investigations

4.4.1 THE WRU INTERNAL PROCESS/COMPLAINTS PROCEDURE

- Consider whether the subject has access to children elsewhere and if so who needs to be informed
- Decipher the level of severity, grade it accordingly and refer to the correct decision making group.
- Operate a clear referral process to the Safeguarding Referral Group (SRG) and the Case Management Panel (CMP) whichever is 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

Irrespective of the findings of a Police/Social Services investigation, The WRU will conduct an investigation to determine what, if any action is required to ensure children are safeguarded within the sport. ***The WRU will consult with this policy and the WRU child protection disciplinary and dispute regulations, in order to make decisions***

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 refer to the Independent Safeguarding Authority anyone who has been excluded from the sport (or would 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



4.4.2 THE WRU CASE MANAGEMENT SYSTEM

In the case of alleged abuse or poor practice and CRB disclosures, the WRU will deal with it in the following way:

- CATEGORY 4** Cases that can be cleared without requesting further information
- CATEGORY 3** Offences which require additional information
- CATEGORY 2** Offences requiring discussion and further supporting information
- CATEGORY 1** Serious Offences/Concerns

The WRU Safeguarding Referral Group (SRG) will deal with category 3 and 4 cases and the CMP will deal with category 1 and 2 cases and any referral that comes from the SRG.

When a CRB disclosure/referral is received and it falls in to Category 1 it will be referred to the WRU Safeguarding Manager on the day it is opened. The Safeguarding Manager will refer the case, the same day to the Case Management Panel (CMP) The CMP will then assess the risk and decide whether to take immediate further action.

The SRG and/or the CMP will:

- 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 Unit 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 SRG/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 and interim suspension is not in place the SRG/CMP can be imposed until the case goes to the disciplinary panel and or case hearing.
- Refer the case to statutory agencies
- Complete ISA 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.

4.4.3 INTERNAL ENQUIRIES AND SUSPENSION

Several factors are considered when determining whether an interim suspension is necessary, including the following:

- Are children at risk?
- Does the accused need protection?
- Do the allegations amount to gross misconduct?
- Would the reputation of the WRU be harmed?
- Would the continued presence of the accused impede any enquiries/investigation?
- Additional information is acquired from a credible source which raises the seriousness level of the case or brings some one's character in to question.

The WRU will suspend those who are under investigation by Police or Child Social Services for any offence against a child. Suspensions may also be necessary where a member is being investigated for other serious crimes or breaches of rules.

When a decision to suspend is enforced, it is important that this is not misinterpreted as a disciplinary action, as this type of suspension does not imply any guilt.

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:

- Documented disciplinary procedures that are available to all and followed in all cases to ensure consistency and fairness
- 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 Compliance, The Safeguarding Manager, The Safeguarding Coordinator and the Case Management Panel are able to offer support in cases where suspension is being considered
- The Safeguarding Unit within Welsh Rugby Union will make an immediate decision in conjunction with 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 inquiries (and enquiries to be undertaken internally)
- The Safeguarding Manager can issue the interim suspension when such is recommended by a Professional Strategy Meeting, without having this action ratified by the WRU CMP
- The WRU Safeguarding Unit 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.
- Communicate this 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. The welfare of children must always remain paramount.

In all cases the Safeguarding Unit will make and can make an immediate decision 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.

4.5 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 to Social Services. (It is the responsibility of Social Services to deem it necessary to inform the police) This is because other children, either within or outside sport, may be at risk from this person.

Anyone who has a criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by details of the Protection of Children Act 1999.

Should the WRU be 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 banned from working with U18s, the WRU can consider the appropriateness to the person's future involvement with senior rugby should they be looking to hold a role which still could be perceived as a position of trust. The WRU CMP will assess each case on its individual merit.



4.6 ACTION BY SOCIAL SERVICES AND THE POLICE

If the concern is referred to Social Services it is likely a Senior Social Worker will be allocated to the case and an initial stage of investigation will be planned within one working day. Social Services will discuss the case and make a decision regarding the notification of parents/carers of children who have alleged or are suspected of being abused. 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 social worker will gather and assess any information from key agencies about the child and family. This may involve a strategy meeting including the designated Child Protection Officer, WRU Safeguarding Manager, Health Visitor, Police and the individual who originally identified potential abuse.

All referrals should be followed up in 48 hours and the next steps outlined. If you fail to hear anything within the 48 hours contact Social Services again. All referrals to Social Services can be made by telephone however they should be followed up in writing.

4.7 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, the Police 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 designated Safeguarding Manager, in consultation with a senior official and/or Safeguarding Coordinator, 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 of 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 Social Services.

- 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.

4.8 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.

4.9 WHISTLE BLOWING

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

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 whistleblower. 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 the first instance, poor practice concerns that relate to a club should be referred to the club welfare officer or senior official, except where:

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

4.10 MEDIA INTEREST

Incidents of child abuse can generate significant media interest. Anyone who is approached by the media should refrain from providing any information and should follow the following guidance:

- 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 Unit who will assist in formulating an appropriate response in consultation with senior officials
- A copy of the response will be sent to the journalist and other relevant individuals.

4.11 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. *(CPSU: useful links and contact details)*

4.12 SUPPORT TO DEAL WITH THE 'AFTERMATH'

Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Help lines and support groups, open meetings etc to maintain an open culture and to help the healing process. The British Association of Counselling Directory may be a useful resource. Consideration should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

4.13 SUPPORT FOR CLUBS

When working to promote clubs through any medium i.e. website, handout or publication, care should be taken by the appropriate officer to ensure that each club is aware of Safeguarding issues and is safe and child friendly and have appropriately adopted or are working towards the WRU policy for Safeguarding.

In the instance where officers work directly to increase participation within clubs or using clubs coaches/volunteers to assist in, the club should have a firm stance on Safeguarding issues and relevant documentation/accreditation levels in place or be working towards achieving accreditation or adopting policies.

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

- Equity Policy
- Safeguarding policy (either adopted or club specific)
- Designated Child Safeguarding Officer (CSO)
- Safeguarding Leaflet for staff and parents (what to do etc)
- Relevant checking procedures for its staff/volunteers (CRB)
- Possible associated documentation on bullying, recording - (Data Protection, privacy etc), reporting – (CPO, contacts etc), CP training opportunities, Health and safety. etc



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 with a 1 year time frame of the commencement of work with the club.

Support should be offered to the club through.

- WRU Safeguarding Unit
- Advice and support from Development Officers (DO's)
- Welsh Rugby Union, Club / Coach Development Officers
- Relevant web sites (NSPCC, CPSU)

5.1 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.

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.

It is important that there is an adequate number of “staff to children” ratio on any trip. 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 player, 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/points.
- 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.
- Special dietary requirements.
- Consent for emergency medical treatment.
- Agreement to pay the fee.

5.2 CHANGING FACILITIES

The use of changing facilities can be difficult to regulate where training venues are open to the public and may be mixed gender. 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 female
- 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

5.3 CODES OF CONDUCT

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

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open and transparent communication)

- 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 if teams are taken away, they are always accompanied by at least one adult of the same gender. Mixed teams should have both male and female supervision.
- 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.

5.4 MANAGING YOUNG PEOPLE ON AWAY TRIPS

Children and young people are often involved in competition either through a league or friendly matches. When talking young people away from the home club, consideration and planning needs to be paramount to ensure the duty of care for the Young People within the team is fulfilled.

The following provides good practice guidance for taking teams on an away fixture for the day (not overnight)

- appoint a team manager with clear roles and responsibilities
- If the trip involves an overnight stay, the adult and the young person **must not** share accommodation
- establish well in advance where the fixture is
- ensure you have sufficient staff to manage and look after the Young People
- obtain written permission from the parents/guardians or carers for transporting and supervising
- ensure that a welfare plan has been written and communicated to staff, participants and carers
- ensure all staff responsible for the young people have been CRB checked to the appropriate level
- ensure that a risk assessment has been conducted
- 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.

5.5 TRANSPORT

When booking transport for an away fixture you will need to remember the following points

- Passenger safety.
- Competence of the driver and whether the driver holds an appropriate valid licence.
- Number of driving hours for the journey and length of the driver's day including non-driving hours.
- Whether more than one driver is required.
- Type of journey, traffic conditions, weather, appropriate insurance cover.
- Journey time, distance and stopping points.
- Supervision requirements
- Suitability of transport if the group include young people with disabilities.
- Drivers need to take breaks and be aware of emergency procedures.
- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers
- The team manager is responsible for the team and staff at all times including maintaining good discipline.
- The driver should not be responsible for supervision.
- All team members of staff are familiar with emergency procedures within the vehicle i.e. emergency door.

5.6 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 rooms 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
- For male and female children to share a room
- For 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

5.6.1 OVERNIGHT STAYS

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, identify suitable venues and facilities for both fixtures and accommodation and consider the following:

- Purpose of the trip.
- Who will be going, children? Staff?
- How much will it cost? How much spending money is required?
- What insurance cover is required?
- Supervision of children, both playing and non-playing time.
- Catering for all food requirements.
- Communication with parents (see above)
- Ensure a list of the team and staff is left, with contact number and address of the accommodation
- Ensure that there are emergency contact numbers for all the team and staff.
- An itinerary giving as much detail as possible.
- Emergency procedures and telephone contacts.
- Codes of contact for both staff and children.
- Welfare and child protection procedures.

Cost details and dates for paying deposit.

5.7 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 followed.

- 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 adults 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.
- The driver must have complied and be checked to the relevant standard (CRB)
- Car Seat Legislation - 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. Three exceptions allow these children to travel in the rear & use an adult belt, as follows:-
 - In a taxi if the right child restraint is not available
 - short distance on an unexpected journey
 - where 2 occupied child seats in the rear prevent the fitment of a third child seat
- In buses & coaches (including minibuses), seated passengers aged 14 years and above will have to use seat belts where they are fitted. Regulations requiring children 3 years to 13 years to use seat belts or child restraints if they are available) in these vehicles will be brought forward as soon as practicable. The regulations will not include any obligation for anyone to provide child restraints in these vehicles.

5.8 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 gratuitous 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;
- 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.

5.9 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 parent/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 parents/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.

5.10 RESPONDING TO BULLYING

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. The following action should be taken should any incident of bullying occur:

- Offer the bullied person reassurance and try to gain their trust;
- Explain that someone in authority needs to be informed about the bullying;
- Report suspicions or concerns to the person in charge or the club welfare officer if they are present;
- Talk to the bully/bullies and try to get them to understand the consequences of their actions;
- Ask the bully/bullies to apologise to the victim.
- Inform the parents of both the bullied and bullying children;
- Insist that any items taken from the bullied person are returned;
- Impose sanctions or disciplinary action if necessary;
- Encourage the bully/bullies to change his/her behaviour;
- Keep accurate records of what happened together with names of those involved and any action taken.

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.

5.11 PHOTOGRAPHY AND USE OF IMAGERY

The WRU believes it is important that parents/carers are able to celebrate the achievements of their children through photographs/film. In addition The WRU recognises that promoting images of the sport will help encourage increased participation. However, The WRU acknowledges that there are risks to children associated with the use of photographs on sports websites and other publications.

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 for abuse. In addition, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto sites showing child abuse images.

The WRU does not advocate the banning of photography but recognises the importance of putting in place appropriate and proportionate safeguards to ensure a safe sporting environment for children and young people and allow children (and their parents/carers on their behalf) the right to decide whether their photograph is taken, and how the images may be used.

5.11.1 PHOTOGRAPHY AT EVENTS

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

- Children and parents/carers should be informed that photography will be permitted at an event and if professional photographers will be present.
- If the media or professional photographers are present at the event, the event organiser is responsible for making sure children and their parents/carers are fully informed why photographs are being taken, where and how they will be published and for obtaining the necessary consent
- Spectators wishing to take photographs will be required to register with the event organiser the intention to use photographic and video equipment (including mobile phones with cameras) and must acknowledge that the images are for private use and not for publication
- Professional photographers/filming/video operators wishing to cover an event will need to apply for accreditation by the event organiser at least (set number of days) 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.
- Anyone registered/accredited to take photographs will be provided with clear guidance 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).
- Unsupervised access to children, one to one photo sessions at events or photo sessions outside the events or at a child's home will not be permitted.
- Any concerns regarding the inappropriate or intrusive use of photographic equipment should be reported to the event organiser or event welfare officer.

Anyone who is registered to take photographs will be issued with a photography pass, which they will be required to display at all times during the event. A public announcement will be made, prior to the start of the event, outlining the specific details concerning photographic/filming equipment registration

This will also be published prominently in event programmes. The recommended wording is:

'In line with the recommendation in the WRU Safeguarding Policy, the organisers of this event request that any person wishing to engage in any video or photography should register their details with staff at the spectator desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the organiser's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you.'

5.11.2 FILMING FOR COACHING PURPOSES

There is no intention to prevent club coaches and teachers from using videoing as a legitimate coaching aid, however, it is important to ensure the welfare of children being filmed. The child and their parent/carer must be made aware of the purpose of the filming as a coaching aid and consent obtained. As the filming is not being conducted for publication, it is acceptable to introduce a blanket consent form as part of the process applied when a child joins the club. It is important that appropriate care is taken to securely store the footage to avoid inappropriate usage.

5.11.3 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/carer) 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/carer) 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 Unit and Children's Social Care and/or Police are informed.

5.11.4 PHOTOGRAPHERS AND MANDATORY DISCLOSURE

Photographers supplying commissions to The WRU may undergo a disclosure procedure to ensure that their record is clean with relation to Safeguarding issues.

To obtain disclosure from a photographer, you must seek his or her permission. The WRU Safeguarding Unit will send your request to the Criminal Records Bureau (CRB). Following a search, the CRB will then send any disclosure information back to The WRU and the photographer.

5.11.5 APPROPRIATE EDITORIAL CONTENT

All photographs used in WRU publicity materials must fulfil the following set of criteria to ensure that our corporate image is maintained and that the publication is produced to the highest standard.



Please ensure that the content is appropriate and falls in line with equity issues. This includes choosing images which show all sections of society including representatives from black and ethnic communities, people with disabilities etc. In particular, think about these points before choosing or commissioning any photographs:

- Wherever possible or realistic, we should aim to show a good mix of sports, ethnicity, disabled/able-bodied etc.
- Where there is room to include more than one picture, The WRU should always aim to show the above mix as much as possible
- Avoid stereotyping

5.11.6 PHOTOGRAPHY/FILM CONSENT FORM INSTRUCTIONS

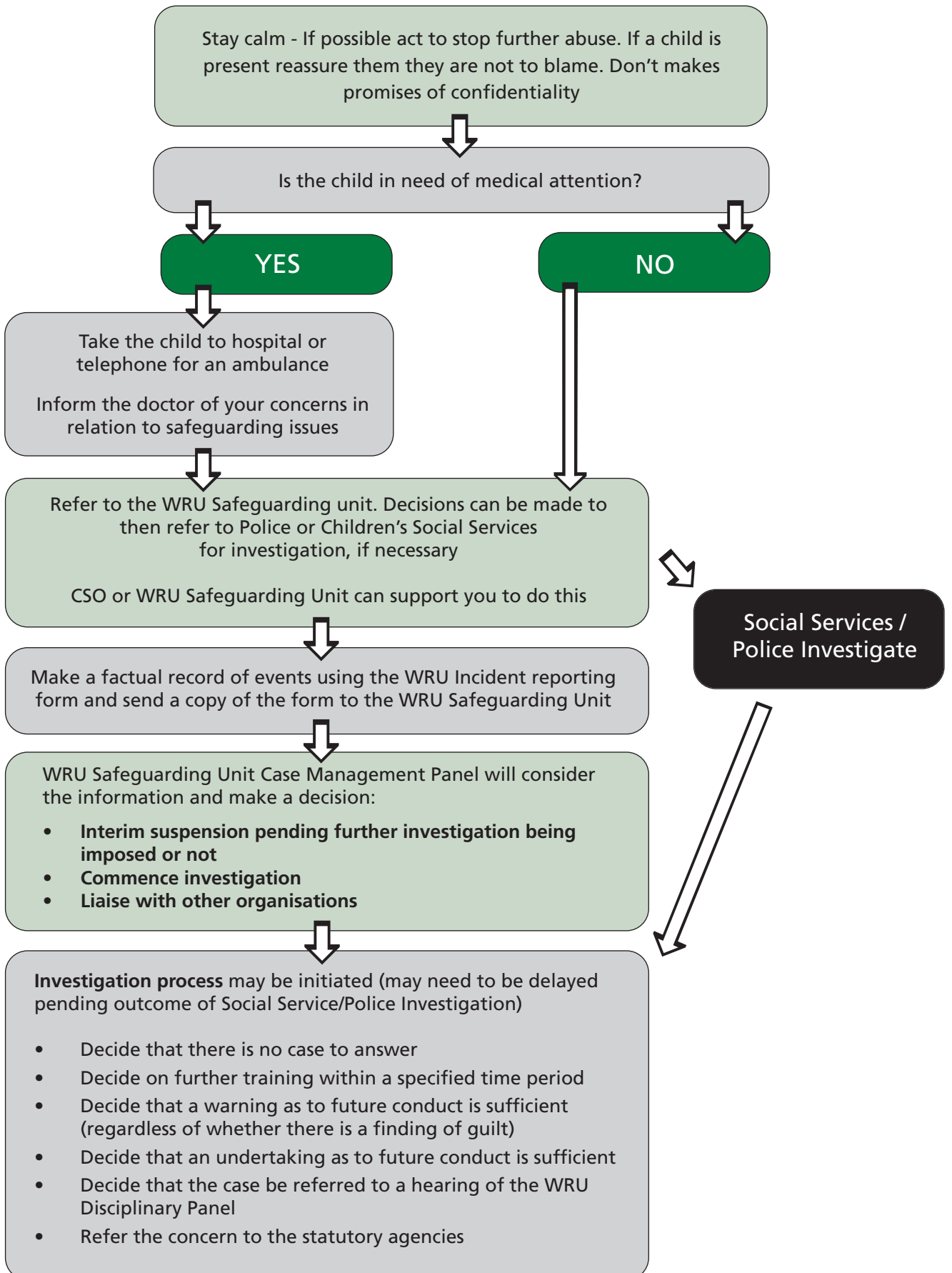
The WRU has requested a photograph or film footage of your child for use in its publicity materials. Parents, guardians, child model(s) (children under 18 years of age) or appropriate representatives should read this information carefully before signing the accompanying consent form.

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.

If you agree to these terms and conditions, please ensure that the consent form has been signed. (Appendix 6)

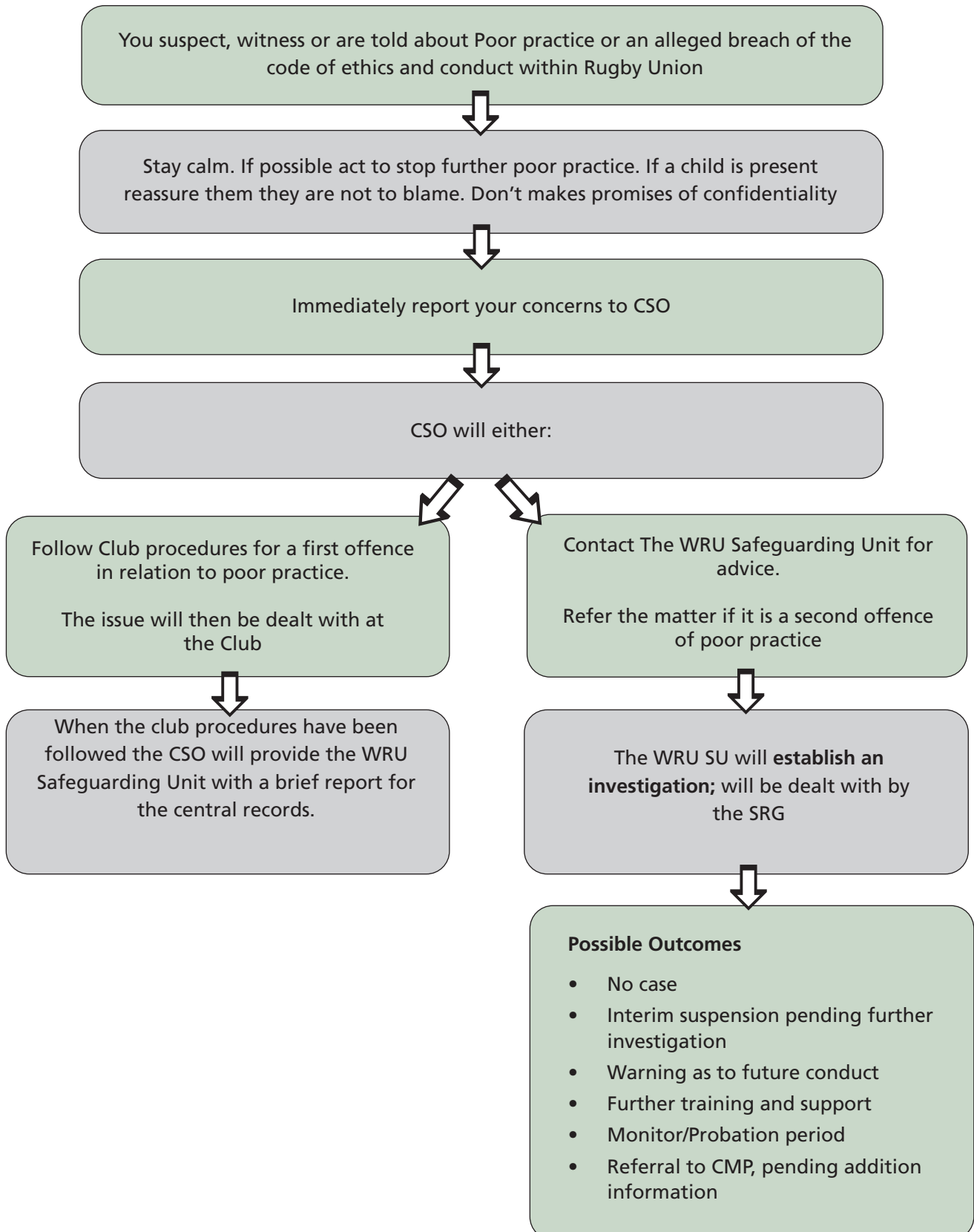
APPENDICES 1 - RESPONDING TO ABUSE IN A RUGBY UNION SETTING





Safeguarding Policy

APPENDICES 2 - RESPONDING TO POOR PRACTICE IN A RUGBY UNION SETTING





Safeguarding Policy

APPENDICES 3 - SAFEGUARDING/CHILD PROTECTION CONTACTS

Welsh Rugby Union Safeguarding Unit WRU Centre of Excellence Vale of Glamorgan Hotel and Country Club Hensol Park Pontyclun CF72 8JY	02920 822442 crb@wru.co.uk
NSPCC National Centre 42 Curtain Road London Helpline: 0808 800 5000 EC2A 3NH	0808 800 5000
Child Protection in Sport Unit (National help line)	0844 892 0290
Childline UK Freepost 1111 London N1 OBR	0800 1111
NSPCC Cymru/Wales Child Protection Helpline	0808 100 2524
NSPCC – WALES - Child protection in sport unit Capital Tower Grey friars road Cardiff CF10 3AG	02920 267 000
NSPCC – NATIONAL - Child Protection in Sport Unit 3 Gilmour Close Beaumont Leys Leicester L4 1EZ	0116 234 7224

USEFUL WEBSITES:

www.wru.co.uk www.nspcc.org.uk www.childline.org.uk www.ceop.police.uk
www.thinkyounow.co.uk www.childreninwales.org.uk



Good Practice

Adults working with young people in sport or recreation, in particular coaches, team managers and volunteers are in a position of trust. This can be described in broad terms as the adult having responsibility for another party (the young person or vulnerable adult) in a way which gives the adult power or influence over the young person. It is not acceptable for a person in a position of trust to have a sexual relationship with anyone in his/her care, and instances will be dealt with on a disciplinary basis.

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote child protection/safety. The following are common sense examples of how to create a positive culture and climate within sport:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encourage an open environment i.e. no secrets).
- Maintain a safe and appropriate distance with children (e.g. it is not appropriate to have an intimate relationship with a child or share a room with them).
- Respect the rights, dignity and worth of each child or vulnerable adults.
- Place the well-being and safety of each child or vulnerable adult above all other considerations.
- Develop an appropriate working relationship with each child or vulnerable adult person based on mutual trust and respect.
- Must not exert undue influence to obtain personal benefit or reward.
- Encourage and guide children or vulnerable adults to accept responsibility for their own behaviour. ensure that the activities they direct or advocate are appropriate for the age, maturity and ability of each child or vulnerable adult, and avoid excessive training or pushing them against their will.
- Respond to any concern about a child or vulnerable adults' welfare.
- Demonstrate proper, personal and professional behaviour at all times
- Must promote a positive role model for all children and vulnerable adults, and give appropriate constructive feedback rather than negative criticism
- Demonstrate commitment to respecting differences between gender, race, ethnicity, disability, culture and religious belief
- Build a balanced relationship based on mutual trust, which empowers children to share in the decision making process
- Ensure that all relevant information is at hand for the child, i.e. Medical information, in case of an emergency
- Keep a written record of any injury that occurs, along with details of any treatment given
- Keep up to date with technical skills, qualifications and insurance in their relevant sport



- If groups are to be supervised within changing facilities make sure coaches/school teachers/officials and parents work in pairs
- Ensure that when conducting tournaments, residential or any activity where children and young people stay away from home overnight that at no time do coaches/teachers/official enter rooms without following guidelines or at any time invite young people in to their rooms
- Ensure that mixed teams taken to event/residential that they are accompanied by a female and male member of staff
- Ensure that there is regular communication with Parents/Carers, gaining written consent:
 - to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
 - to take young people away to a tournament.
- Ensure that high standards are maintained at all times.



Safeguarding Policy

APPENDICES 5 - CSO JOB DESCRIPTION

The Club Safeguarding Officer can expect guidance from the WRU Safeguarding Unit.

The WRU will provide appropriate training and resources for the Club Welfare Officer to fulfil their role.

- 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 first point of contact for staff/volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse.
- The Club Safeguarding Officer is responsible for following the WRU policy and procedures, in particular the reporting procedures.
- Ensuring that the appropriate records are maintained. Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult initially with a statutory child protection agency such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible.
- Make a formal referral to a statutory child protection agency e.g. social services department or the police without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the social services department and the police or NSPCC.
- Report the concerns to the WRU Safeguarding Unit
- Be the first point of contact with the WRU Safeguarding Unit.
- Maintain contact details for local Social Services, and Police. Contact details for local/national help lines should also be maintained and publicised within the club.
- Promote the clubs best practice guidance/code of conduct within the club in line with the club's plans. This may involve working with children/young people and parents on developing the club's approach to expected behaviour of everyone at the club or developing an anti-bullying policy for example.
- Promote and ensure adherence to the club's child protection-training plan.
- The Club Safeguarding Officer will need to 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 alongside the club's management committee.
- 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.
- Be the CRB coordinator for the Club. Requesting forms, ID verification, return of forms. Key information link between volunteers and WRU Safeguarding Unit.



Safeguarding Policy

APPENDICES 6 - PHOTOGRAPH/FILM FOOTAGE- CONSENT FORM

To be completed by the Child/Young person

Name	
Rugby Club	
Please sign this statement	<i>I consent to photographing or videoing my involvement in Rugby under the stated conditions.</i>
Signature	
Date	

To be completed by the parent/guardian of the person to be photographed

Name	
Address	
Please sign this statement	<i>I hereby grant the WRU and any assignees or licensees the absolute right to use the images resulting from the above mentioned photo / film shoot. This includes any reproductions or adaptations of the images for all general purposes, and at any time, in relation to The WRU work.</i>
Signature	
Date	

To be completed by the photographer/camera person

Name	
Company	
Date of Photo shoot	
Work phone and Mobile numbers	
Please sign this statement	<i>'I have fully discussed the contents of this form with the subject mentioned below'</i>
Date	



Safeguarding Policy

APPENDICES 7 - WRU SELF DECLARATION FORM

- To be completed by the individual (Use additional sheet if necessary)

1. Have you ever been convicted of any criminal offences? YES/NO*

*Delete as Appropriate

If YES, please supply details of any criminal convictions:

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

2. Are you a person known to any Social Services department as being an actual or potential risk to children? YES/NO*

If YES, please supply details:

3. Have you received any disciplinary sanction (from a sport or other organisations, Governing body) relating to child welfare? YES/NO*

If YES, please supply details:

IMPORTANT - To be completed by the Applicant ONLY

I have read and understood the information notes regarding the WRUs Safeguarding Policy. I agree to undertake a Criminal Records Bureau check if requested to do so by the WRU. I understand that the information contained on this form and any subsequent information supplied through a CRB check may result in my inclusion on the WRU's Safeguarding files. I also understand that the WRU may notify my club/organisation of my inclusion, and may supply this information to other persons or organisations who have an interest in child protection issues.

Signature of Applicant:

Date:

Please print FULL name:

Please returned DIRECT to:

The Safeguarding Unit, WRU Centre of Excellence, Vale of Glamorgan Hotel and Country Club, Hensol Park, Pontyclun CF72 8JY



APPENDICES 8 - GUIDE TO CLUB PROCEDURES FOR MANAGING CASES OF POOR PRACTICE

If a Club Safeguarding Officer becomes aware of a disclosure of abuse or received concerns or allegations about coaches or volunteers the CSO should report this to the WRU Safeguarding Unit. The WRU Safeguarding Unit will report the issue to the Safeguarding Referral Group (SRG) or Safeguarding Case Management Panel (CMP) depending on the grading of the referral.

The group or panel 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 centrally. If it has been decided that it can be dealt with at club level then 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 (eg 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 put their side of the story 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.

Interim Suspension

It may be in the best interests of all parties and of resolving the issue if the individual concerned is issued with an interim suspension pending the conclusion of the matter. An interim suspension is a neutral act and should not be used punitively.

When the Panel has reached a decision it must:

- Inform the accused and put the decision in writing
- Inform the WRU in writing
- Make sure that its 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 the sports coach UK Safeguarding & Protecting Children workshop, or WRU online training
- Order person to attend a relevant 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.

The WRU would like to acknowledge the work of the Rugby Football league for creating these guidelines and allowing The WRU to adapt and use them.



Safeguarding Policy

APPENDICES 9 - INCIDENT REFERRAL FORM

INCIDENT DATE:	TODAYS DATE:
RUGBY CLUB	
REFERRAL FROM:	
POSITION	
EMAIL/ADDRESS/ PHONE NUMBER	
ALLEGED OFFENDER	
AGE	
ADDRESS	
POSITION IN SPORT	
RELATIONSHIP BETWEEN ALLEGED OFFENDER AND CHILD	
DATE AND TIME OF INCIDENT	
LOCATION OF INCIDENT	
DETAILS OF INCIDENT /WHAT HAPPENED	
EXACTLY WHAT THE CHILD SAID AND WHAT YOU SAID (DO NOT LEAD THE CHILD, RECORD ACTUAL DETAILS)	
CHILDS NAME	
CHILDS DATE OF BIRTH	
CHILDS ETHNIC ORIGIN	
CHILDS ADDRESS AND PARENT DETAILS	
ACTION TAKEN SO FAR	
EXTERNAL AGENCIES CONTACTED SO FAR	
FORM COMPLETED BY	
SIGNATURE	
DATE	

The Safeguarding Unit, WRU Centre of Excellence, Vale of Glamorgan Hotel and Country Club, Hensol Park, Pontyclun CF72 8JY
E-mail: crb@wru.co.uk Tel: 02920 822442

