



CONSETT RUGBY CLUB

**CHILD PROTECTION POLICY
& PROCEDURES**

CONSETT RUGBY CLUB

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Foreword

Consett RFC considers that they have a moral obligation to ensure that all children who play and train in our rugby club deserve the highest possible standard of care.

Through the proper implementation of a child / young player protection policy, and with the support of its coaches and volunteers, the Rugby Union, alongside a growing number of governing bodies, will maintain the professionalism and safeguards of good practice, which are associated with the game and embodied in the Children/Young Persons Act 1989.

To support Consett RFC in achieving this, the RFU/RFUW have developed guidelines and training opportunities which are available to those nominated as persons in charge at their clubs.

This document is prepared by Consett RFC in collaboration with the RFU guidelines, which outline the following Key areas:

- Recognising the responsibility of those involved in Rugby Union, to safeguard and promote the interests and well being of the children and young players with whom they are working.
- The value of working closely with other coaches, parents, professional and volunteers to protect children and young players from harm and discrimination.
- Recognising that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and report procedures if abuse is suspected will further safeguard the children, young players, coaches and all others working within the game.

INTRODUCTION AND POLICY STATEMENT

It is widely accepted that it is the responsibility of every adult to protect children from abuse. Abuse can occur within many situations including the home, school and sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them.

Everyone who works in Rugby Union, either in paid or voluntary capacity, together with those working in affiliated organisations has a role to play in safeguarding the welfare of children and preventing their abuse. All adult club members and coaches may have regular contact with children and can be a very important link in identifying cases where a child needs protection.

The Management Committee & Members of Consett RFC recognise that they have a responsibility:

- To safeguard and promote the interests and well-being of children with whom they are working;
- To take all reasonable practical steps to protect children from physical harm, discrimination, or degrading treatment;
- To respect their rights, wishes and feelings.

Our child protection procedures will:

- Offer safeguards to the children with whom we work and also to our members of staff, coaches and club members;
- Help to maintain the professionalism and the safeguards of good practice which are associated with the RFU and the sport of Rugby Union.

In addition Consett RFU will ensure that:

- The child's welfare is paramount;
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Anyone under the age of 18 years of age will be considered as a child for the purposes of this document.

Consett RFC are committed to the sound recruitment, provision of support and appropriate training for all professional staff, coaches, volunteers and club members who have responsibility for children in connection with the Club. This will enable them to work together with parents/carers and other organisations to ensure that the needs and the welfare of children remain paramount.

Abuse is a powerful and emotive term. Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by those they know and trust. The coach often holds this trust and may be at risk of misusing his/her power over the young players.

It is widely recognised that there are four main areas of abuse of which coaches and volunteers should be aware. There may, however, be an increased risk within many sports, including Rugby Union, for abuse to occur which does not necessarily fit into stereotypical behaviour, whilst common to many team sports, may give rise to unacceptable behaviour leading to situations where abuse may occur or coaches and/or young players are at increased risk.

The four main types of abuse are:

Emotional Abuse

In general terms, emotional abuse occurs when adults persistently fail to show children due care, love or affection, where a child may be abused verbally by constantly being shouted at, threatened or taunted or be subjected to sarcasm and unrealistic pressure. They may also be over-protected, preventing children from socialising, or bullying to perform to high expectations. The child may lose self-confidence and may become withdrawn and nervous.

In a coaching situation, emotional abuse may occur when coaches

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

Neglect

Neglect is a form of abuse occurs when a child's essential needs for food, warmth and care fail to be met. Failing to or refusing to provide love and affection could also be deemed as neglect.

In a coaching 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

Physical Abuse

This occurs when adults, or even children, deliberately inflict injuries on a child, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when an adult gives children alcohol, or inappropriate drugs, or fails to supervise their access to these substances.

In a coaching situation, physical abuse may occur when

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

Sexual Abuse

In general terms, girls and boys are abused by adults, both male and female, who use children to meet their own sexual needs.

POLICY AIMS

At Consett RFC we believe that taking part in our sport should be both a positive and enjoyable part of child's lives from which they should achieve a rewarding and enjoyable experience.

We want to make sure that children are protected and kept safe from abuse (physical injury, neglect, sexual or emotions abuse) whilst they are with the club's professional staff, coaches, volunteers and/or club members.

To achieve this, we have these aims:

- 1) When seeking to appoint a new Coach, the Club will follow the process documented 'Guidelines for Recruiting Coaches' as outlined in the RFU 'Policy and Procedures for the Welfare of Young People in Rugby Union'.;
- 2) That all coaches should complete the 'Start coaching Rugby Union' course, or equivalent, as a minimum before they begin working with children;
- 3) That all coaches and other volunteers working directly with children will have a job description;
- 4) That all volunteers and members will be given copies of the following relevant documents and be required to certify annually that they agree to follow the Club's;
 - Child Protection Policy
 - Coaches' Code of Conduct
 - Players Code of Conduct
 - Code of Conduct for Parents & Guardians
 - Code of Conduct for Match Officials
 - Code of Conduct for Spectators
 - Photography Policy
 - Equity in Sports Policy
 - Anti-Bullying Policy
 - Health and Safety Policy
 - First Aid Policy
- 5) The Club will actively encourage women to become coaches as well as men;
- 6) A Coach should have obtained (or enrolled to undertake) on the RFU Level 1 Award before he/she is allowed to be Head Coach of an age group.
- 7) The Club will encourage and help Coaches stay up to with rugby coaching and child protection issues. The Head Coach for each age group will be encouraged to complete a suitable course such as NSPCC 'Making Sport Safe' course or RFU's 'Good Practice & Child Protection' workshop;
- 8) The Club will undertake a regular risk assessment of the playing environment and the equipment used, ensuring that the necessary maintenance is undertaken promptly to minimise the risk of accident or injury.
- 9) The Mini and Junior sections will keep written records of any accidents which occur during either training or match sessions;
- 10) As a Club, we will promote 'fair play' and always play within the spirit of the laws and the letter of the RFU Continuum;
- 11) The Club will identify & appoint a Child Protection Officer whose role it is to deal with any concerns about child abuse within Club;

- 12) The Child Protection Officer, the Club Chairman and the Chairman of the Mini and Junior sections will undertake appropriate training to enable them to fulfil their respective roles in the Consett Rugby Club procedures;
- 13) The Club recognises that publicly and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle and will abide by the rules set out in the photographic guidelines;
- 14) All allegations relating to child abuse will be handled in accordance with the Club's detailed Child Protection procedures as contained herein.
- 15) The appointed Child Protection Officer for Consett Rugby Club is:

Paul Dixon
Telephone: 01207 591630
PDcons@aol.com

PROMOTING BEST PRACTICE WITHIN THE RUGBY ENVIRONMENT

All young players have a right to be safe and be treated with dignity and respect.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a **need to know basis** only. This includes the following people:

- The Club Child Protection Officer;
- The parents/carer of the person who is alleged to have been abused;
- The person making the allegations; Social service/Police;
- The appropriate Officer of Consett RFC and the RFU Regional Development Manager;
- The alleged abuser (and parents/carer if the alleged abuser is a child).

Information will be stored in a secure place with access limited to designated people and in accordance with the requirements of the Data Protection Act.

Data Protection

Information collected by Consett RFC and the RFU/RFUW, with particular reference to personal details relating to young rugby players, is subject to the Data Protection Act.

Recruitment and Selection of Coaches and Volunteers

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. It is essential the same procedure be used consistently throughout the game. When undertaking pre-selection checks Consett RFC has adopted the following procedure:

- Those wishing to apply for coaching positions will be required to complete an application form.
- Consent must be obtained from applicants for Criminal Disclosure checks.
- Where it is deemed appropriate, two references should be taken up, including one regarding previous work with children as a matter of good practice (if the applicant has previously worked with children).

Policy and Procedures

To help prevent abuse of children Consett RFC has prepared a Child Protection policy contained within this document and has appointed a Child Protection officer. Both measures are designed to ensure that children are protected and kept safe from harm. Everyone involved in the care of children should be aware of the procedures to follow if there are concerns about abuse.

Education and Training

It should be clearly recognised that checks are only part of the process to protect children from possible abuse by club members. These will be operated in conjunction with appropriate training of coaches and volunteers so that everyone is aware of and sensitive to possible situations of abuse. All coaches are required to hold appropriate technical coaching qualifications and additionally, training for all nominated child protection personnel is provided by the RFU/RFUW.

Supervision

Coaches, volunteers and club members should be sensitive to any concerns about abuse, and act on them at an early stage. They should also offer appropriate support to those who report concerns.

Complaints

The Club Committee of Consett RFC has established a complaints procedure to be followed by those suspecting child abuse and will ensure that parents and their children have the relevant information that will allow easy access to this procedure. The promotion of good practice will reduce situations and opportunities for the abuse of children and help to protect staff and volunteers.

GOOD PRACTICE

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Consett RFC. A coach's code of good conduct is attached (see appendix 1)

Good practice means:

- 1) Always be publicly open when working with children. Avoid potentially compromising situations i.e. where others cannot observe coaching with an individual child.
- 2) Rugby is a physical game. Situations will occur when, in order to coach certain techniques, it is necessary to make contact with the player. If this is the case, tell the player beforehand and ask them if they have any objections.
- 3) If groups are to be supervised in changing rooms, always ensure that adults work in pairs, and that gender is appropriate.
- 4) Where mixed teams compete away from home at least one male and one female adult should always accompany them.
- 5) Volunteers and professionals must respect the rights, dignity and worth of all and treat everyone with equality.
- 6) Coaches must place the well-being and safety of the player above the development of performance.
- 7) Coaches should :-
 - Avoid overplaying of players (particularly talented players). All players need and deserve equal opportunity to play.
 - Remember that children play for fun and enjoyment and that winning is only a part of it.
 - Ensure that contact skills are taught in a safe, secure manner paying due regard to physical development of young players.
 - Never allow young players to train or play when injured.
 - Ensure equipment and facilities are safe and appropriate to the age and ability of the players.
- 8) Coaches should hold current RFU coaching awards or a recognised qualification by an approved body.
- 9) Coaches must ensure that the activities, which they direct or advocate, are appropriate to the age, maturity and ability of the players.
- 10) Coaches should always promote the positive aspects of their sport (e.g. fair play), and never condone law violations or use of prohibited substances.
- 11) Coaches must consistently display high standards of personal behaviour and appearance.
- 12) Coaches should never overtly criticise players or use language or actions, which may cause the player to lose self esteem or confidence.

ABUSE TAKING PLACE WITHIN THE RUGBY ENVIRONMENT

This would include anyone working with children in a paid or voluntary capacity. For example, volunteer coaches in clubs, club helpers, tutors on training camps and coaches.

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and within other settings, for example, sport or other social activities. Recent research indicates that abuse, which takes place within a public setting, is rarely a one off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action pursued.

The Child Protection Officer may be informed of situations where the reporter is unsure whether the allegations constitutes abuse or not, and is therefore unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but the Child Protection Officer should always consult with professional RFU/RFUW staff, and seek advice from social services, or the NCSPCC where there is any doubt. This is because it may be just one of a series of other instances which taken together cause concern. It is acknowledged that feelings generated by the discovery that a member of staff or volunteer, including the difficulties inherent in reporting such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of the staff or volunteer should be reported immediately.

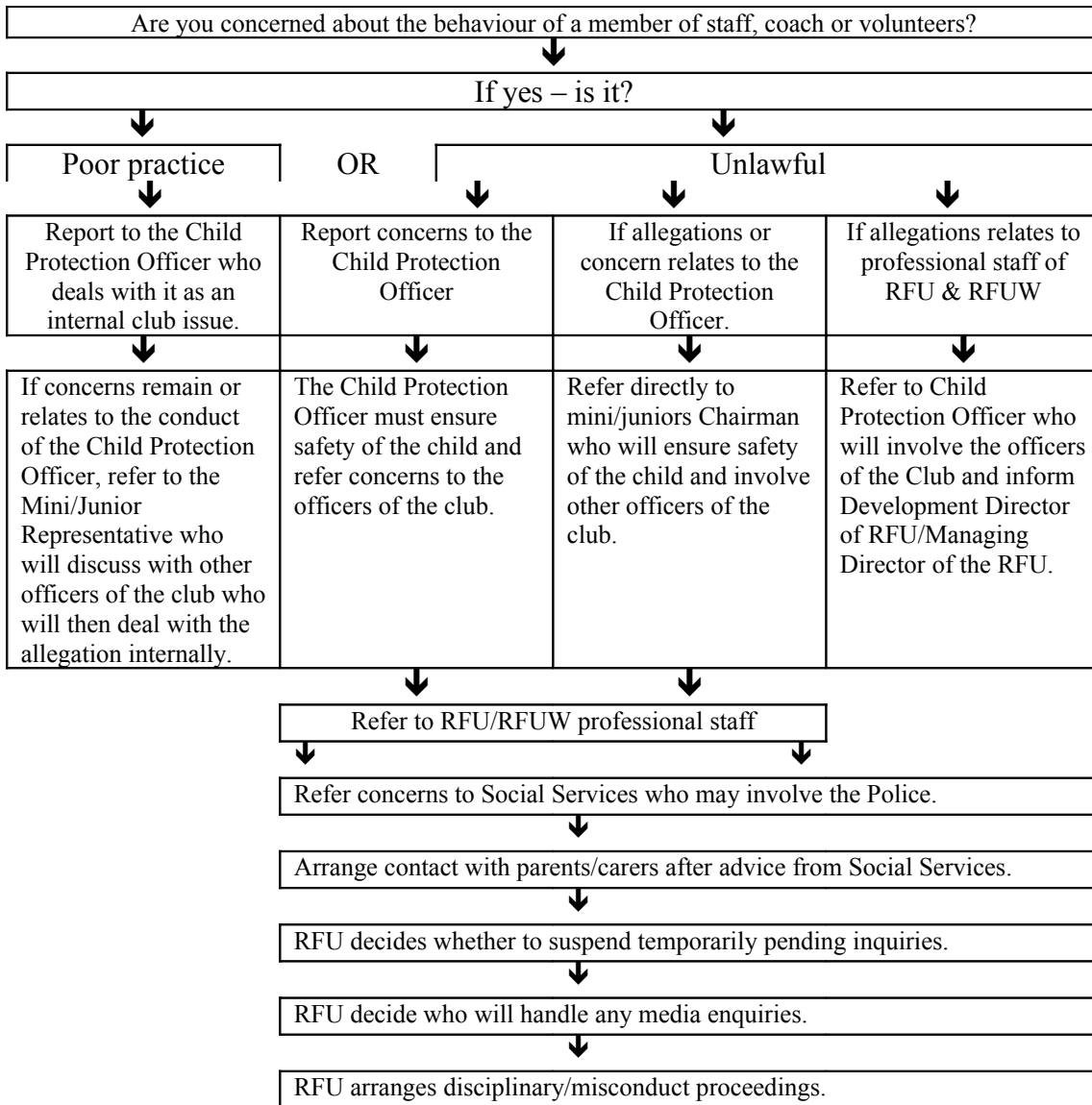
Responding to allegations or suspicions

It is not the responsibility of anyone working at Consett RFC in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Consett RFC will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, abusing a child.

What to do?

The following flowchart summaries how Consett RFC will deal with any concerns raised about inappropriate behaviour towards a child.



Consett RFU and the RFU recognise that young players are coached in a variety of environments and by any number of coaches. Thus the term 'Person in charge' will usually refer to the Child Protection Officer of Club.

Allegations of Abuse

Any suspicion that a child has been abused by either a coach or a volunteer must be reported to the Child Protection Officer who will take such steps as he or she considers necessary to ensure the safety of the child in a question and any other child who may be at risk.

Allegations relating to Poor practice.

If, following considerations the allegation is clearly about poor practice then the Child Protection Officer will deal with it as an internal club issue.

If the allegation is about practice by the Child Protection Officer, or where the matter has been handled inadequately and concerns remain, this should be referred to the Mini/Junior Rep of Consett Rugby Club, who will also involve the full committee who will then deal with the issue internally.

The Child Protection Officer (if appropriate) and the officers of the Club will decide who should deal with any media enquiries.

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Procedures for handling allegations of potentially unlawful abuse

Child abuse constitutes any situations where a child (anyone under the age of 18) is subject to either neglect, physical, sexual or emotional harm by another (usually older) person.

The Club has appointed a Child Protection Officer (CPO), a volunteer who has been trained to deal with situations where child abuse is alleged.

The names, photographs and contact details for both CPO and both junior rep and club chairman are posted on the club notice board.

If a young person informs you that he/she is concerned about someone's behaviour toward them in a rugby setting the following principles must be adopted.

DO:

- Stay calm
- Reassure the child
- Listen sympathetically
- Keeps questions to a minimum
- Ensure you clearly understand what the child has said
- Consult with the Child Welfare Officer
- Maintain confidentiality
- Ensure the safety of the young person

DO NOT:

- Panic or allow your feelings to be evident
- Make promises you cannot keep – explain that you will need to tell other people
- Make the child repeat the story unnecessarily
- Delay
- Speculate or make assumptions
- Approach the alleged abuser
- Take a sole responsibility

In **all** situations, you **MUST NOT** investigate the situations yourself.

All information must be kept **STRICTLY CONFIDENTIAL** between yourself and the CPO/Chairman.

The CPO will confirm to you what has been done to address your concerns.

ABUSE TAKING PLACE OUTSIDE THE RUGBY ENVIRONMENT

You may be aware of abuse in a number of ways:

- A child may tell you
- A third party may have reported an incident, or may have strong suspicions
- You may have suspicions

Dealing with child abuse is rarely straightforward. In some cases a child's disturbed behaviour, or an injury, may suggest that the child has been abused. In many situations however, the signs will not be clear cut decisions about what actions to take can be difficult. The signs and indicators in the following list are not exhaustive, and the presence of one or more indicators is not proof that abuse is actually taking place.

Signs and indicators for coaches, staff or volunteers to be aware of:

- An injury for which the explanation seems inconsistent;
- The child describes what appears to be an abusive act involving him/her;
- Someone else, a child or adult, expresses concern about the welfare of another child;
- Unexplained changes in behaviour, for example becoming very quiet, withdrawn or displaying sudden uncharacteristic outbursts or temper;
- Inappropriate sexual awareness;
- Sexual explicit behaviour;
- The child is distrustful of adults, particularly those with whom a close relationship will be normally be expected;
- Has difficulty making friends;
- Is prevented from socialising with other children;
- Displays variations in eating patterns including over eating, loss of appetite;
- Loses weight for no apparent reason;
- Becomes increasingly dirty or unkempt;
- Use of sexually explicit language, inappropriate for the age of the child.

N.B. It is not the responsibility of those working in Rugby Union to decide that abuse is occurring but it is their responsibility to act on any concern

Responding to suspicions

It is understandable that people who are well meaning and involved in sport are reluctant to believe that children may be suffering harm in the sporting environment or at home.

It may be difficult to accept that children could be at risk because of the way the organisation is being run and the attitudes of those involved.

You should be alert to any unusual incidents or activities that take place where you feel staff, coaches or volunteers are putting themselves in a vulnerable position.

Support to Deal with the Aftermath

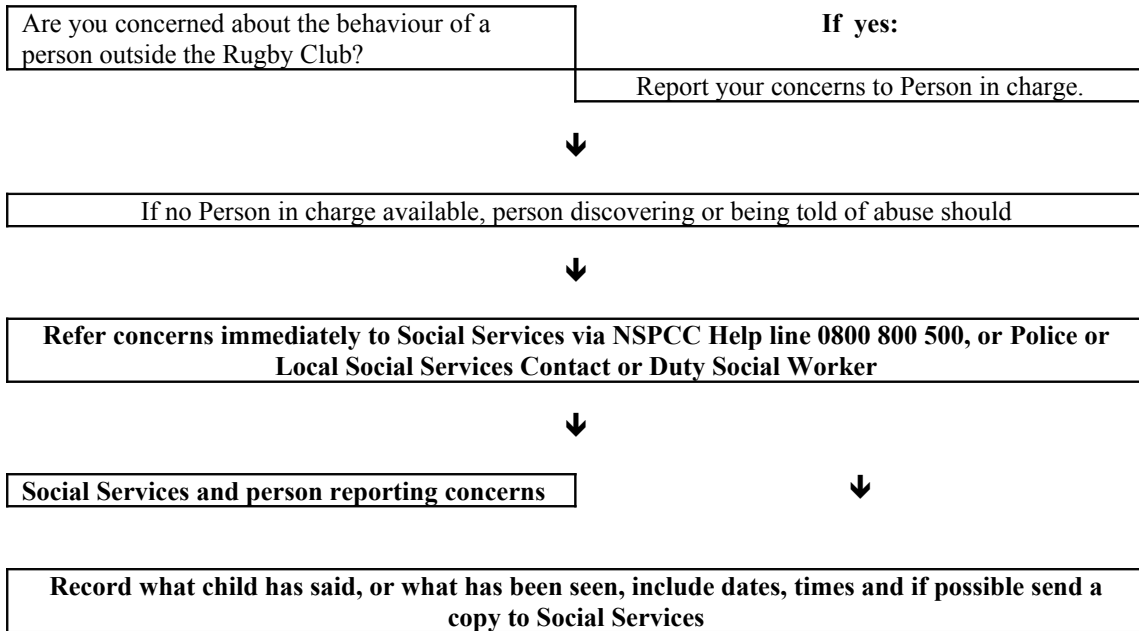
Consideration should be given about what support may be appropriate to children, parents, coaches and volunteers. Use of Help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory (**The British Association for Counselling Directory** is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ Tel: 01788 550899, Fax 01788 562189, E-mail: bac@bac.co.uk, Internet: www.bac.co.uk) may be a useful resource.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event. Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services of the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This reinforced by the details of the Protection of Children Act 1999.

Bullying

The same procedure should be followed as set out in the Section relating to responding to suspicions or allegations. See Appendix 8 for full policy on bullying



APPENDIX 1

Code of Good Practice for Coaches

Codes of Conduct will ensure that all youngsters and the individuals who work with them will enjoy the game of rugby at Consett RFC in a safe environment. When working with young people, coaches are expected to adopt the following guidance.

- 1) To always be publicly open when working with young people and avoid situations where the coach and an individual child are completely unobserved;
- 2) That situations may occur when, in order to teach or coach certain techniques, it is necessary to make contact with the player. In those circumstances the following must apply;
 - Parents and young people must be made aware of situations in which this may happen;
 - Physical handling should be used for safety reasons when there is no other way of coaching the technique;
- 3) That contact or touching which is inappropriate (not directly related to the coaching context) or aggressive, will not be tolerated;
- 4) That if groups are to be supervised in changing rooms, to always ensure that individuals work in pairs, and that gender is appropriate. Ideally, young people should not have to change at the same place as adults;
- 5) Where mixed teams compete away from home, they should always be accompanied by at least one male and one female adult;
- 6) That volunteers and professionals must respect the rights, dignity and worth of all, and treat everyone with equality;
- 7) Coaches must place the wellbeing and safety of the player above the development of performance. Coaches should:
 - Avoid overplaying of players (particularly talented players). All players need and deserve equal opportunity to play;
 - Remember that young people play for fun and enjoyment and that winning is only part of it;
 - Motivate youngsters through positive feedback and constructive criticism;
 - Ensure that contact skills are taught in a safe, secure manner, paying due regard to the physical development of young players;
 - Never allow young players to train/play when injured;
 - Ensure equipment and facilities are safe and appropriate to the age and ability of the players;
- 8) Coaches should hold current RFU coaching awards or a recognised award.
- 9) Coaches should keep up to date with knowledge and technical skills and should be aware of their limitations. Coaches should only work within the limitations of their knowledge and qualifications.
- 10) Coaches must ensure that the activities when they direct or advocate are appropriate to the age, maturity and ability of the players;
- 11) Coaches should always promote the positive aspects of their sports (e.g. fair play) and never condone law violations or use of prohibited substances;
- 12) Coaches must consistently display high standards of personal behaviour and appearance;

- 13) Coaches should never overtly criticise players or use language or actions which may cause the player to lose self-esteem or confidence;
- 14) Young people should never be allowed to drink alcohol or encourage to drink alcohol if they are under the legal age to do so.

Practice to be avoided

At Consett RFC, coaches are aware that it does not make sense for a coach to:

- 1) Spend amounts of time alone with children away from others;
- 2) Take children alone on car journeys, however short.

If it should arise that such situations are unavoidable, they should only take place with full knowledge and consent of someone in charge in the club/governing body and/or a person with parental responsibility for the player.

If a coach accidentally hurts a player, or causes distress in any manner, or the player appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something the coach has done, the incident is to be reported to a colleague supported by a written report of this incident as soon as possible. Parents/carers should also be informed of the occurrence.

Practice that is prohibited by Consett RFC

Individual staff or volunteers should never:

- 1) Take young people to their home or other secluded places where they will be alone;
- 2) Engage in rough, physical games, sexually provocative games or horseplay with young people;
- 3) Take part in any dynamic games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids e.g. contact pads, this should be done with the utmost care and with due regard to the safety and well being of the young players;
- 4) Share a room with a young person unless the individual is the parent/guardian of that young person;
- 5) Allow any form of inappropriate touching (not specially related to the coaching of the game);
- 6) Make sexually suggestive remarks to a young person, even in fun;
- 7) Use inappropriate language or allow young players to use inappropriate language unchallenged;
- 8) Allow allegations by a young person to go unchallenged, unrecorded, or not acted upon;
- 9) DO things of a personal nature for a young person that they can do for themselves, unless you have been requested to do so by the parents/carer. (It is of course recognised that some young people will always need help with things such as tying laces, adjustment of tag belts, fitting head guards etc.);
- 10) Depart the rugby club until the safe dispersal of all young people is complete;
- 11) Cause an individual to lose self-esteem by embarrassing, humiliating or undermining him/her;
- 12) Treat some young people more favourably than others;

- 13) Agree to meet a young person on their own on a one to one basis.

APPENDIX 2

Code of Conduct for Players

Consett RFC expects all players within the Mini and Junior sections to be made aware of this Code and the expectations of the club. In particular , players must:

- 1) Play to enjoy rugby – always try their best to improve skills and play well;
- 2) Play within the rules and laws of the game;
- 3) Never argue with referees or coaches their decision is final, (even if the player thinks they are wrong);
- 4) Remember that rugby is a team game – do their best for their team mates and don't try to grab all the glory for themselves;
- 5) Never show off, lose their cool, pick on other players or generally play unfairly – it's not part of rugby;
- 6) Accept defeat. Accept defeat with good grace and try harder next time;
- 7) Respect good play – from opponents or other members of their team;
- 8) Help team mates, opponents, coaches and officials – rugby cannot be played alone.

APPENDIX 3

Code of Conduct for Parent/Guardians

Consett RFC expects parents or guardians to take responsibility for the children within their charge and to be aware of the minimum standards or behaviour acceptable to Consett RFC. Every parent or guardian within the Mini and Junior Rugby sections will be expected to abide by this code.

- 1) To always be aware of the Club's policy on child protection;
- 2) To always remain on site at Consett RFC at all times. Consett RFC does NOT operate a 'drop and leave' facility. If a child has to be left a responsible adult must be left in charge;
- 3) To not force an unwilling child to participate – it is supposed to be for the child, they may be put off rugby forever;
- 4) To encourage their child to understand and play within the rules;
- 5) To teach their child that taking part and trying their best are more important than winning;
- 6) To focus their child on practicing their skills, sportsmanship and being part of a team. Winning isn't everything and not everyone can score the winning try;
- 7) To support and encourage their child – never criticise them for making mistakes. Console them for losing, but encourage them to try harder next time;
- 8) To set an example for sportsmanship – **applaud all good play**;
- 9) To never publicly criticise a referee or linesman – there is **NO** place for 'touchline rage' in junior rugby;
- 10) To support all efforts to remove verbal and physical abuse from children's sport and report anything to the Child Protection Officer or Club Chairman;
- 11) To help the Club function properly by turning up on time with the appropriate kit and be prepared to help out if asked;
- 12) To always support the coaches – they are giving up their time voluntarily. If any issues arise with the way a coach is performing, talk to them first. Refer any issues to an Officer of the Club.

APPENDIX 4

Code of Conduct of Match Officials

Codes of Conduct will ensure that all youngsters and the individuals who work with them will enjoy the game of rugby at Consett RFC in a safe environment. When working with young people, officials are expecting to adopt the following guidance:

- 1) When refereeing young players, match officials should:
 - Recognise the importance of fun and enjoyment when officiating young players;
 - Provide verbal feedback in a positive way during games;
 - Appreciate the needs of the players;
 - Be a positive role model;
 - Recognise that safety is paramount;
 - Explain decisions – most young players are still learning;
 - Never tolerate verbal abuse.

- 2) Officials should not:
 - Change in the same area as young people;
 - Shower with young players;
 - Be alone with young players at any time – if a young player comes to a dressing room, ensure another adult is present;
 - Check studs without the coach being present;
 - Administer first aid;
 - Allow a young player to continue playing if there are doubts about fitness;
 - Tolerate bad language from young players;
 - Give a lift to a player, unless there are other young people or adults in the car and parents are aware;
 - Take a young player to their home;
 - Overtly criticise young players or use language which may cause the player to lose confidence or self-esteem;
 - Make any explicit remarks to young people, even in fun.

- 3) Officials must always:
 - Report, in writing, to the Club or CB Welfare Officer and/or Society Secretary, behaviour by adults which they feel contravenes RFU Child Protection Policy, such as:
 - Verbal bullying by coaches/parents/spectators;
 - Physical abuse by coaches/parents/spectators;
 - Inappropriate or aggressive contact by an adult to a young person;
 - Verbal abuse directed at the official by young people or adults.

APPENDIX 5

Code of Conduct of Spectators

In Rugby Union players are impressionable and their behaviour will often reflect that of the adults around them. At Consett RFC we welcome spectators to our touchlines who embrace the ethos of the game as one of fun, enjoyment and skill development.

Consett RFC encourages its spectators to:

- Act as positive role models for all young players.
- Be familiar with, and abide by, the RFU Child Protection Guidance in relation to verbal and emotional abuse.
- Respect our club policy with regard to spectator behaviour.

APPENDIX 6

Photography Policy

Use of Photography/Filming Equipment

By becoming a member of Consett Rugby Club parents/guardians of young people have granted their consent for taking and publication of photographic images. Members are expected to complete a 'consent for the use of photographs and recorded images and request to take photographs and recorded images' form as part of registration process at the start of every season.

If both teams do not have the required forms signed the Club should always ask the person NOT to use photographic equipment.

In all circumstances:

- 1) All young people must be appropriately dressed for the activity taking place.
- 2) Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address must never be revealed.
- 3) Where an individual has achieved success in the game (e.g. when selected for representative side or showing triumph over adversity), permission must be gained from a parent/guardian and the young person to use photographs/recordings and relevant details.
- 4) Where possible, to reflect the RFU Equity Policy, photographs/recordings should represent the diverse range of young people participating in rugby.
- 5) Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organiser/person in charge.
- 6) They should make themselves known to the event organisers/person in charge and be able to identify themselves if requested during a course of the event.
- 7) All concerns regarding inappropriate or intrusive photography should be reported in confidence to the Club Welfare Officer.
- 8) When used as part of the coaching programme, video films will be stored safely and parents/guardians will be made aware that such video equipment is being used as a legitimate coaching aid.

APPENDIX 7

Equity in Sport Policy

Sports equity is defined as:

‘Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to redress them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone society.’

Consett RFC recognises the importance of affording equity, equal opportunity and fair treatment to all present and potential employees and members.

The Club aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in Rugby Union at all levels and in all roles. That is, as a beginner, participant or performer, and as a coach, official, referee, manager, administrator or spectator.

It is the aim of the Club in its relationships with its members, employees, job applicants and in the provision of its services, not to disadvantage any individual by imposing any conditions or requirements which cannot be justified. Failure to comply may result in Disciplinary Action being taken.

Advice will be given to all those working for or on behalf of the Club.

Direct discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances.

Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

APPENDIX 8

Anti-Bullying Policy

Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that the bully is a young person. There are three main types of bullying:

- Physical, e.g. hitting, kicking, theft;
- Verbal, e.g. racist or homophobic remarks;
- Emotional, e.g. persistent negative feedback.

All of these will include:

- Deliberate hostility and aggression towards a victim;
- A victim who is weaker and less powerful than the bully or bullies;
- An outcome which is always painful and distressing for the individuals.

Bullying behaviour may also include:

- Other forms of violence;
- Sarcasm, spreading rumours, persistent teasing;
- Tormenting, ridiculing, humiliation;
- Racial taunts, graffiti, gestures;
- Unwanted physical contact or abusive, offensive comments of sexual nature.

The competitive nature of rugby union makes it a potential environment for the bully. This may manifest itself in some of the following ways:

- A parent who pushes too hard;
- A coach who adopts a 'win at all costs' philosophy;
- A player who intimidates others;
- An official who is over officious.

Emotional and verbal bullying is more likely to be found in rugby than physical violence. It is also difficult to cope with or prove. Consett RFC treats all instances of bullying with paramount importance and this policy is intended as one of zero tolerance. The Club requires all its members, coaches, players, staffing volunteers and parents to subscribe to and accept this policy.

Any incidents of bullying should be referred to the Child Welfare Officer or Chairman of Junior Rugby. Consett RFC will always be prepared to:

- Take the problem seriously;
- Document any allegations;
- Investigate any incidents;
- Talk to the bullies and victims separately.

Following a review of the incident appropriate action will be taken. This may take the form of:

Unwarranted

- incident documented but no further action taken.

Warranted

- Apology obtained from the bully(ies) to the victim.
- Parents of bully(ies) informed.
- Hold age group discussion about bullying.
- In severe cases, sanctions may be imposed against the bully(ies)

APPENDIX 9

Health & Safety Policy

Consett RFC is committed to ensuring that Health and Safety is treated seriously. Health and Safety is an important area for clubs to address at all levels of the game. In cases like ours where clubs are run solely by volunteers there is no statutory responsibility, although all clubs and their individual members should aim to emulate the standards demanded by Health and Safety law.

Spectator Safety

It is the responsibility of all clubs to ensure that all practicable measures are taken for the health and safety of spectators at every level of the game.

Spectators should remain behind the roped off area, if one is provided. Otherwise, spectators should remain at least 3m back from the touchline at all times.

Ground/Clubhouse Safety

- Cleaning materials/chemical must be stored in the locked cupboards provided;
- Decorating materials, tools and paint must be stored out of children's reach in the store cupboard;
- Outside stores containing possible hazards must be locked when unattended;
- No children to be allowed unsupervised in the gym;
- If any hazards are spotted by a member of the Club, please report them to any committee member, who will act accordingly.

First Aid

- The Club will ensure that trained volunteers are available on match days and at training nights.
- All team captains (senior club), Age groups Managers (juniors and minis) and all coaches MUST know the whereabouts of the First Aid help before play commences.
- Emergency first aid should only be given by a qualified first aider.
- A list of all first aiders should be clearly communicated to the whole club.
- Under no circumstances should analgesics be administered by first aiders or kept in the first aid box.

Guidelines for standard First Aid box

- Guidance card.
- Individually wrapped sterile adhesive dressings.
- Sterile eye packs with attachments
- Individually wrapped triangular bandages
- Safety pin
- Medium sized individually wrapped sterile wound dressings
- Large individually wrapped sterile wound dressings
- Boxes should be clearly labelled.

Access

Please ensure that there is disabled access to the disabled toilets. Members should ensure that disabled parking is not obstructed.

Emergency Procedures

In the event of serious event, ensure a call a placed to the appropriate emergency services. In the event of fire, electrical failure or other emergency in the Clubhouse, please leave by the nearest available exit. And call the emergency services.

APPENDIX 10

Child Protection Officer – Detailed Procedures

These procedures will be followed by the Child Protection Officer in the event of an allegation of Child Abuse (or by a Section Chairman or the Club Chairman if the allegation concerns a CPO).

Initial Evaluation

- 1) Listen to the allegation or review the written allegation.
- 2) The facts of the allegation will be documented by completing Sections 1 and 2 of a Child Protection Incident Sheet (see appendix 11) – including observations and verbatim speech where appropriate.
- 3) On the basis of training received a decision will be made as to whether the allegation is:-
 - Unwarranted – no facts which fit the definition of the child abuse.
 - An example of poor practice – no form of abuse has taken place yet behaviour is inappropriate.
 - An unlawful action – one of the defined forms of abuse prima facie appears to have taken place.

The following procedure will then be implemented.

A) Unwarranted Allegation:-

1. The reason for the decision will be documented and the Child Protection Incident Sheet, signed, dated and filled.
2. An explanation of the reason(s) for the decision will be provided to the person who raised the allegation.

B) Poor Practice:-

1. The reason for that decision that lead to the same conclusion that the allegation raised is an example of poor practice, will be documented and also corrective behaviours required recommended using the appropriate section of the Child Protection Incident Sheet.
2. A confidential meeting will be arranged with the person who is the subject of the allegation.
3. An explanation will be provided of the behaviour that demonstrated poor practice and how that behaviour should be modified to correct poor practice.
4. The subject of the allegation will be requested to sign the Child Protection Incident Sheet to confirm that he/she has understood the explanation and has agreed to follow the advice given.
5. The Child Protection Incident Sheet will be signed, dated and filed.
6. Confirmation will be provided to the person who raised the allegation that appropriate action has been taken (no details).

C) Unlawful Actions(s):

1. The reason(s) that lead to the conclusion that the allegation raised is an unlawful action will be documented using the appropriate section of the child protection Incident sheet.
2. Durham Social Services Department will be contacted immediately and advice obtained.
3. The appropriate section of the Child Protection Incident Sheet will be completed.
4. Durham RFU will be contacted and informed of the situation and the advice given by Social services.
5. The Child Protection Incident Sheet will be signed, dated and filed with all notes or other related documentation. The file will be kept securely and all information contained will remain confidential.
6. The advice as given by Social Services will be followed exactly with the casefile updated as required.
7. Unless advised to do so by Social Services no further action will be taken.
8. Confirmation will be given to the person who raised the allegation that appropriate action has been taken (no details).

A brief monthly report of any allegations made will be submitted to the Management Committee.

Files to be maintained

Three distinct categories of confidential filing will be maintained by the Child Protection Officer:-

1. Unwarranted Allegations – all completed Child Protection Incident Sheets relating to unwarranted allegations will be filed by sequential reference number.
2. Poor Practice – All completed Child Protection Incident Sheets relating to incidents of poor practice will be filed by sequential reference number.
3. Unlawful Actions – All completed Child Protection Incident sheets relating to incidents of unlawful Actions together with all supporting documentation will be filed by sequential reference number.

APPENDIX 11

Incident Report Form

RFU/W INCIDENT REPORT FORM		
Your Name:	Your Position:	
Child's Name:	D.O.B.:	Male or Female?
Child's Address	Parents/carers Names & Address	
Disability (if applicable)		
Time and date of incident:		
Your Observations:		
State exactly what the child said and what you said – remember do not lead the child – record actual details:		
Action taken so far:		
Name of Alleged Offender	Position in Sport	
Relationship between the Alleged Offender and Child:		
Ethnic Origin (please state)	Marital Status	Age
Address		
External Agencies Contacted (date and time)		
Police yes/no – If yes give details of name, contact number and advice given:		
Social services – If yes give details of name, contact number and advice given:		

RFU – give details of name, contact number and advice given:

Local Authority – If yes, give details of name, contact number and advice given:

Other (eg. NSPCC) – If yes, give details of name, contact number and advice given:

Signature..... **Print Name**.....

Date.....

The information which you provide on this form will be transferred to the CB Welfare Manager and the RFU's Child Protection Department either of whom may, if necessary, provide the information to the relevant police force, social services department, or other bodies concerned with the protection of the child.

NB: A copy of this form should be sent to social services or police after the telephone report. This form must be completed as soon as possible and certainly when event or incident is fresh in the memory. Any delays in completing and forwarding this form may seriously jeopardize the safety, protection and welfare of the child/young person.

Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.