



Wells Rugby Football Club
Somerset

Safeguarding Policy

Version: 2 (24 Dec 2016)

Version: 2.1 (21 Sept 2019) – Updates to Appendix A: Club Safeguarding Team

Aims and Objectives

The aims of the Wells Rugby Football Club (Wells RFC) Safeguarding Policy are:

1. To provide a safe and enjoyable environment for all players, officials, staff, parents, spectators and visitors;
2. To provide a safe and secure environment for all children and young people;
3. To provide training in safeguarding procedures as laid down by the English Rugby Football Union (RFU) guidelines, so as to ensure that adults involved in the game have the necessary knowledge and disciplines to meet the needs of the children and young people who participate in the game of rugby;
4. To develop and demonstrate the best practice within the area of safeguarding;
5. To promote the highest ethics and standards throughout the club.

Safeguarding Policy

Wells RFC acknowledges its responsibility to safeguard the welfare of all children involved in rugby at Wells RFC from harm.

Wells RFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines therein and endorses and adopts the Policy Statement contained in that document and any successor policy.

A child is anyone under the age of 18 engaged in any rugby union or club activity. Where a 17 year old male player is playing in the adult game it is essential that every reasonable precaution is taken to ensure his safety and wellbeing are protected.

The Key Principles of the RFU Safeguarding Policy are that:

- The welfare of the child is, and must always be, paramount to any other considerations.
- All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm.
- All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
- Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children.
- Children have a right to expect support, and personal and social development delivered by appropriately recruited personnel, vetted and managed in relation to their participation in rugby union, whether they are playing, volunteering or officiating in the community or professional areas of the sport.

Wells RFC recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. Wells RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.

Wells RFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate.

Wells RFC has a Club Safeguarding Team. The names, photographs and contact details of the members of the Club Safeguarding Team are displayed on a noticeboard in the club and included in Appendix A to this policy.

Any person who witnesses or is aware of an incident where the welfare of a child has been put at risk must, in the first instance, inform a member of the Club Safeguarding Team. The team will then inform the CB Safeguarding Manager and the RFU Safeguarding Team. If an incident involves a Club Safeguarding Officer, then another member of the Club Safeguarding Team should be informed.

All members and staff of Wells RFC who work with children in Regulated Activity must undertake an RFU Disclosure and Barring Service (DBS) check in accordance with RFU Regulation 21.

Wells RFC will ensure that all its members, whether they are coaches, parents, players or officials will comply with the Best Practice Guidance as issued by the RFU. In summary, the following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the club, the CB or the RFU:

- Working alone with a child.
- Consuming alcohol whilst responsible for children.
- Providing alcohol to children or allowing its supply.
- Smoking in the presence of children.
- Humiliating children.
- Inappropriate or unnecessary physical contact with a child.
- Participating in, or allowing, contact or physical games with children.
- Having an intimate or sexual relationship with any child developed as a result of being in a 'position of trust'.
- Making sexually explicit comments or sharing sexually explicit material.
- Bullying, whether physical, emotional or psychological

Wells RFC manages the changing facilities and arranges for them to be supervised by two DBS checked adults of the appropriate gender for the players using the facilities. Wells RFC ensures that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children.

Wells RFC will ensure that its coaches, first aid volunteers and team managers receive the support and training considered appropriate to their position and role. The RFU "Managing Challenging Behaviour" Policy has been adopted and circulated amongst the club workforce both, voluntary and paid

Any events held on Wells RFC premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected.

Any tours, overseas or domestic, undertaken by Wells RFC must comply with the relevant RFU Regulations and Guidance relating to tours, as well as the Wells RFC Tour Policy.

Guidelines and codes of conduct covering specific areas are included as appendices to this policy:

- Appendix A: Club Safeguarding Team
- Appendix B: Reporting of Safeguarding Concerns
- Appendix C: Recruitment of Coaches and Volunteers
- Appendix D: Safeguarding Good Practice
- Appendix E: Changing Room Conduct
- Appendix F: Photographic Images
- Appendix G: Social Media and Communications

This policy, together with the supporting appendices, was adopted at a meeting of the directors.

SignedRichard Hickman..... (Chair)

Date24 December 2016

Appendix A: Club Safeguarding Team

Club Safeguarding Officer:

David Maxwell

Phone: 07747 600 222



Deputy Safeguarding Officers:

April Bennett

Phone: 07815 325556



Appendix B: Reporting of Safeguarding Concerns

All persons who witness or are aware of any safeguarding concerns are encouraged to report their concerns as soon as possible to a member of the Club Safeguarding Team, either verbally or preferably in writing using the club's "Initial Issue/Concern Reporting Form", available from the club's website or from one of the Club Safeguarding Team.

All reports will be treated seriously and as far as possible with confidence. A record of all reports will be maintained by the club.

If the issue or concern involves a member of the Club Safeguarding Team, please report the incident to one of the other members of the team.

Reports will be managed in line with current best practice guidelines from the RFU. Where appropriate, and for any allegation involving an officer, coach or volunteer of the club, the Constituency Body Safeguarding Officer or the RFU Safeguarding Team will be involved.

If following consideration, the allegation is clearly about poor practice, the Club Safeguarding Officer will deal with it as a misconduct issue.

The Club Safeguarding Team may seek supporting evidence from other witnesses to a reported incident. This information will also be treated as far as possible in confidence.

Appendix C: Recruitment of Coaches and Volunteers

Wells RFC recognises that anyone may have a potential to abuse children and young people. The club will take all reasonable steps to ensure that unsuitable individuals are prevented from working with children and young people.

- All volunteers and coaching staff will complete an application form and a self-disclosure about any criminal record.
- Consent will be obtained from the Disclosure Barring Service before a person is allowed to work unsupervised with children or young persons.
- Wherever possible, confidential references will be sought, including references regarding any previous work with children.
- Applicants must provide the club with proof of identity (passport, photo ID or driving license with photo).

The club has absolute discretion whether to provide or withdraw permission for an individual to represent the club as a coach or volunteer.

Appendix D: Safeguarding Good Practice

Practices to be encouraged

All personnel are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegation.

They should:

- Always work in an open environment, (e.g. avoiding private or unobserved situations);
- Treat children and young people equally, with respect and dignity;
- Put the welfare of each child or young person first, before winning or scoring points;
- Maintain a safe and appropriate distance with players;
- Build balanced relationships based on mutual trust which empowers children and young people to share in the decision making process; Promote fair play;
- Ensure that if any manual/physical support is required, it should be provided openly and according to guidelines provided;
- Keep up to date with the technical skills, qualifications and insurance in the sport;
- Involve parents/guardians wherever possible;
- Ensure that at tournaments or residential events, adults should not enter childrens' or young peoples' rooms or invite children or young people into their rooms;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Avoid excessive training;
- Secure parental consent in writing to act as in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment;
- Request written parental consent if club officials are required to transport young people in their cars.

Practices to be avoided

The following should be avoided except in EMERGENCIES. If cases arise where these situations are unavoidable they should take place with the full knowledge of a member of the Club Safeguarding Team or the child's parent or guardian.

All club personnel should:

- Avoid spending excessive amounts of time alone with children or young people away from other adults;
- Avoid taking children or young people to their homes where they will be alone with the child or young person.

Practices never to be sanctioned

Club personnel will never:

- Engage in rough, physical or sexually provocative games, including horseplay;
- Share a room with a child or young person who is not a family member;
- Allow or engage in any form of inappropriate touching;

- Allow children or young people to use inappropriate language unchallenged;
- Make sexually suggestive comments to a child or young person, even in so-called fun;
- Reduce a child to tears as a form of control;
- Allow allegations made by a child to go unchallenged or unrecorded;
- Do things of a personal nature for a child that they can do for themselves;
- Invite or allow children or young people to stay with you at home unsupervised.

Records to be maintained

If any of the following occur, it will be reported immediately to colleague and recorded, and the child's/young person's parents or guardian will be informed.

- A child is accidentally hurt by a member of the coaching staff
- A child seems distressed in any way
- A child seems sexually aroused by a member of the coaching staff;
- A child misunderstands or misinterprets an action.

Appendix E: Changing Room Conduct

Separate facilities will be provided for male and female changing and showering. Separate facilities will also be provided for adults and children.

Adult staff/volunteers must not change or shower at the same time as children and young people using the same facilities

When children use changing rooms, they should be supervised by two members of staff/volunteers. Older teenagers may not require any supervision however an appropriately recruited adult should be within the vicinity of the changing facilities to ensure their welfare is monitored.

If a child feels uncomfortable changing or showering in public then no pressure should be placed on them to do so. Instead, they should be encouraged to do so at home.

If children with disabilities use the club's facilities, please make sure they and their carers are involved in deciding how they should be assisted. Make sure the child or young person is able to consent to the assistance that is offered.

The use of mobile phones and/or photographic equipment by club officials, members, parents and young people is strictly prohibited within the changing room areas and any areas where children and young people are changing or showering.

Where no changing facilities are available children and young people, parents and travelling clubs should be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. Tracksuits etc. This includes when teams are playing at Coxley and Haybridge pitches.

Appendix F: Photographic Images

The RFU and Wells RFC positively encourage parents and spectators to take photographs of participants involved in rugby union to celebrate the ethos and spirit of the sport. However, there may be circumstances where taking a photograph of a child might not be acceptable. Any photograph (digital or printed) which is produced and released into the public domain may be misused by anyone as once this has been done, control has been lost. In this day and age when it is so easy to upload or email a photograph within seconds of it being taken, it is worth taking a moment to consider the issue of control.

Care should be taken when placing photographic images on club websites and promotional material.

The key points are:

- Personal information which can lead to a child being identified should never be used. If it is necessary to name a child, ensure you have written parental consent and have informed the parents as to how the image will be used. This is particularly important when issuing press releases and match reports.
- Photographs should be of the activity or team, not of one individual.
- Wells RFC will obtain parental consent for photographs to be taken whilst a child is either at the club or away fixtures. This will be done easily at the beginning of the season when obtaining contact information and membership details. Coaches should be aware of any player under their supervision who is not to be photographed.
- Children must be appropriately dressed when being photographed. It is never acceptable to capture any images in changing rooms, showers or at any time when players are dressing. Images should be neither sexual, of an exploitative nature nor open to misinterpretation or misuse.
- Parents should be made aware if a film is being taken to be used as a coaching aid. Coaches should ensure that any footage will be carefully monitored and stored securely.
- Professional photographers for local media, etc. should contact the Club Safeguarding Team or an appropriate official at the Club for permission to take images and must be made aware of any players not to be photographed.

For the specific case where a child may not be photographed, the following will apply:

- Parents will be requested to seek permission from the coaches prior to any photographs being taken. Coaches will advise any conditions that might apply.
- Opposition teams will be advised that photographic conditions apply and asked to advise relevant coaches and parents.
- Visiting Teams will be advised not to take photographs without first seeking permission from their own coach, who will be made aware of any conditions that apply. The Wells Coach should make the opposition coach is aware.
- Appropriate signs will be used to alert visitors of any photographic conditions that apply.
- Website administrators will be advised of any conditions applying to specific teams.

Appendix G: Social Media and Communications

Care should be taken by coaches and volunteers to use recommended communications channels.

Key points are:

- When communicating by phone, where possible officials, coaches and volunteers coaches should speak to the parent of a child;
- Officials, coaches and volunteers should not communicate with individual children by text or on-line at any time, on any matter, unless there is an immediate risk to the welfare of that child which can be lessened by such contact;
- Officials, coaches and volunteers who need to communicate club-related information to children by email (such as training or match details) should use email groups comprising email addresses given by parents. It is inadvisable for a coach to communicate by email on a one-to-one basis with a child; if replying to an email from a child the parent should be copied in to the response.
- Email should be sent using the BCC function to prevent disclosing email addresses to third parties.
- Officials, coaches and volunteers should not communicate with children through social networking sites such as Facebook. Coaches should not be “friends” with the children they coach.