

# Aretians RFC - Safeguarding Policy

## Contact Details

Aretians RFC Safeguarding team can be contacted on [safeguardingaretiansrfc@hotmail.com](mailto:safeguardingaretiansrfc@hotmail.com)

Safeguarding Officer is **Emily Ellis**

Gloucestershire RFU Safeguarding Officer:

**Rich Berry:** [safeguardsouth@gloucestershirerfu.co.uk](mailto:safeguardsouth@gloucestershirerfu.co.uk)

**RFU Safeguarding team:** [safeguarding@rfu.com](mailto:safeguarding@rfu.com) - 0208 831 6655

\*\*\* If you believe a child is in imminent danger dial 999 or 112 and ask for the police \*\*\*

## Policy

ARETIANS RUGBY FOOTBALL CLUB (ARFC) acknowledges its responsibility to safeguard the welfare of all children, young people and vulnerable adults involved in ARFC from harm.

ARFC confirms that it adheres to the Rugby Football Union's (RFU) Safeguarding Policy.

This policy should be read in conjunction with the RFU Policy and does not replace or supersede it.

A child or young person is anyone under the age of 18 engaged in any rugby union activity.

Where a 17-year-old player is playing in the adult game every reasonable precaution will be taken to ensure their safety and wellbeing are also protected.

The Key Principles of the RFU Safeguarding Children & Vulnerable Adults Policy are that:

The welfare of the child, young person or vulnerable adult is, and must always be, paramount to any other consideration.

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 and young people.

ARFC recognises that all children and young people 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. ARFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the Club.

Codes of Conduct ARFC follows the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials. These Policies are in APPENDIX A:

### **Websites, Online and Mobile Communications**

ARFC follows the RFU Guidance for Websites, Online and Mobile Communications as set out on the RFU website. A link to RFU Guidelines is listed in APPENDIX B: ARFC Safeguarding Policy relating to Club Websites, Mobile and Online Communication with Children and Vulnerable Adults

### **Photographic Policy**

ARFC Photographic Policy is published on the club website and in Appendix C. ARFC follows the RFU Photographic Policy recommendations and Best Practice guidelines. APPENDIX C: ARFC Photographic Policy.

### **Incident Reporting**

The Club Safeguarding Officer and Assistant Safeguarding Officers are published on Club Noticeboard and in the Contacts and Safeguarding sections of the Club Website. Anyone witnessing or aware of an incident where the welfare of a child, young person or vulnerable adult has been put at risk must in the first instance inform the Club Safeguarding Officer or an Assistant Safeguarding Officer.

#### **If an incident involves the Club:**

ARFC Safeguarding Officer & ARFC Club Chairman should be informed and either the Gloucestershire RFU Safeguarding Manager or the RFU Safeguarding Executive.

The RFU require an Incident Reporting form to be completed, there are some on the notice board in the clubhouse, plus they can be found at the following link

<https://www.englandrugby.com/governance/safeguarding/reporting-an-issue> (Correct at time of Copy Review 12th June 2022)

### **RFU Disclosure and Barring Service (DBS) Checks**

All members of ARFC who have regular supervisory contact with children or management responsibility for those working with children must undertake an RFU Disclosure and Barring Service (DBS) check. It is a criminal offence to work with children unsupervised without such a check.

ARFC operate a Gold Standard approach to Safeguarding & RFU DBS checks. Therefore, Positions that require a DBS check at Aretians Rugby Football Club include (but not excluding) the following:

Safeguarding and Assistant Safeguarding Officers.  
Volunteer coordinator.  
Coach coordinator  
Coach (whether volunteer or paid, assisting or leading).  
Club Referees.  
Age Group Managers.  
Open Age Team Captains (mixed touch teams)  
Mini & Junior Committee Members  
Mini & Junior Kitchen Assistants  
Clubhouse Staff (who work during Children's Parties, Sundays etc.)  
First Aiders / Physiotherapists / Medical Support.  
People with access to children's personal information (GMS etc.)

Wondering whether you need a check? Contact ARFC Safeguarding team  
[safeguardingaretiansrfc@hotmail.com](mailto:safeguardingaretiansrfc@hotmail.com)

**ARFC will enforce the following policy:**

First Application, DBS application must have been started within 4 weeks from starting coaching, else you will be asked to stop coaching.

If the individual has an expired DBS check (necessary for their role), they can continue in role ONLY IF supervised by a DBS valid colleague, and ONLY IF;

Once aware / notified of their expired status the individual is actively seeking renewal, AND they have supplied all relevant documents

If the individual has not started the renewal process WITHIN 2 WEEKS of being told that their DBS has expired,

Then: the individual is Excluded from all player contact (including coaching etc.) WHETHER supervised or not with immediate effect

**Safeguarding Best Practice**

ARFC will ensure that all coaches, volunteers, and officials comply with the Safeguarding 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, Gloucestershire RFU or the RFU:

Working alone with children or young people.

Consuming alcohol or smoking whilst working with children or young people.

Failing to comply with the Club's guidelines on phone, email, messaging, internet and online contact with children or young people given in APPENDIX B.

Providing alcohol to children or young people or allowing its supply.

Humiliating children or young people.

Inappropriate or unnecessary physical contact with a child, young person or vulnerable adult.

Participating in, or allowing, contact or physical games between adults and children or young people.

Having an intimate or sexual relationship with any child, young person or vulnerable adult developed because of being in a "position of trust".

Making sexually explicit comments or sharing sexually explicit material.

**Changing Facilities**

ARFC ensures all its coaches, parents, officials and spectators are aware that adults must not use the changing facilities at the same time as children, young people or vulnerable adults.

Adults must only enter changing rooms when absolutely necessary due to (poor behaviour, injury or illness). Adults must only ever enter the changing rooms by themselves in an emergency and when waiting for another adult could result in harm to a child. If children need supervising in changing rooms, or coaches or managers need to carry out a range of tasks in that environment this must involve two DBS checked individuals of the same gender as the children

No pressure should be placed on young people who feel uncomfortable changing or showering with others if this is the case they should be allowed to shower or change at home.

### **Safeguarding Training**

ARFC will provide coaches and volunteers with access to the support and safeguarding training required for their position and role. Coaches and

Volunteers must ensure they attend this training.

### **Events**

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

### **Tours**

Any tours, overseas or domestic, undertaken by ARFC must comply with the relevant RFU Regulations and Guidance relating to tours. All Tours must be notified to the RFU in advance and all overseas tours require RFU approval in advance. Tour organisers should contact the Club Safeguarding Officer in the first instance.

### **Bullying**

ARFC has adopted the RFU's Anti-Bullying policy.

### **Policy Implementation**

The welfare of children at ARFC will only be protected properly if this policy is implemented effectively.

#### APPENDIX A: RFU Codes of Conduct

<https://www.englandrugby.com/governance/safeguarding/> (Correct at time of Copy Review 12 June 2022)

#### APPENDIX B: ARFC Safeguarding Policy relating to Club Websites, Mobile and Online Communication with Children and Vulnerable Adults

Website and Message Board The Club Website is a key part of the daily operation of the Club. Social media feeds (Instagram, Facebook, Pitchero etc) display on the website is the primary means of communicating with Parents, Players and Members. They are also a very safe way to communicate with children given their wide accessibility.

However, in the same way, that ARFC has responsibility for the physical safety of Mini and Youth members when on the Club's premises, ARFC will also ensure that there is nothing on its website which could harm a child, directly or indirectly. ARFC is responsible for the content of its website. Social media content, which can be posted by all members, will be moderated by social media moderators to ensure inappropriate content is removed.

Given our Club Website and Social media are open to the public, there are 2 key risks to guard against when posting information:

1. Disclosing personal information about a child to people accessing the website. This could be the child's name, address, or any information about a child's life, interests or activities which would help a stranger target a child or engage that child in conversation.
2. Abusive or inappropriate content (photos, video or text), on the site itself. This includes material which criticises or humiliates a child. It could also be information which places undue pressure on the child to participate in some aspect of a Clubs' activities

## APPENDIX C: ARFC Club Photographic Policy

### Overarching Principles

ARFC Club's photography policy derives from the RFU's Policy. The basic principles are:

#### Permission:

Every parent or carer has the option to decline permission for the taking and publication of images/videos of a young person in their care

#### Appropriate Circumstances & Attire:

Photography/video must be undertaken in appropriate circumstances. All young people must be appropriately attired at all times

#### Publication and Identification:

Publication should not be done in such a way that young people are identifiable; images should be published without accompanying sensitive personal details such as a young person's address

#### The focus of the Photography:

The imagery should focus on the activity rather than any particular individual

#### Equity Policy:

Wherever possible, imagery should reflect the diversity of the young people making up the clubs membership

#### Third Party Photography:

Whenever professional photographers or outside media are invited or commissioned, the club will require identification and safeguarding measures to ensure only the proper use and dissemination of imagery

#### Circumstances of photography/video

Photographs/videos of junior players are usually taken in the following contexts. This list is not exhaustive.

Coaching - video may be filmed and used thereafter for training and coaching purposes

Action photographs - general photographs of players during a game

Team photographs - posed group photos of teams, Awards and ceremonies

Press coverage - local, national and specialist rugby media photographs/video

Tours and festivals - at other clubs and grounds which will be subject to the host clubs policy permission.

All parents/guardians are asked to indicate on Registration Forms if they do not consent to the taking and use of photographs/videos featuring their children throughout the season. If consent is not withheld, the parent or carer permission continues throughout the season, terminating at its conclusion, unless the parent or carer notifies the squad manager and Club Safeguarding Officer, in writing, of a change of mind.

The result of withholding or withdrawing permission is that the club reserves the right to require the parent or carer to be present throughout an event where photo/video is expected to be taken and to undertake to supervise and monitor the event for the purpose of safeguarding their child.

#### Focus and content of the imagery

Images taken by parents, carers, supporters and coaches at the club's grounds, and at away games, tours and festivals where the host club applies no stricter policy, should comply with the following restrictions:

The club adopts the RFU guidelines on appropriate dress for young players. These recommend that all young people featuring in photographs/videos be appropriately dressed in outer clothing/garments covering their torso between the bottom of the neck and the thighs i.e. a minimum of a vest/shirt and shorts. For formal photographs, players should be properly dressed in club kit.

Wherever possible the club also undertakes to reflect the RFU Equity Policy. Accordingly, photographs/videos should represent the diversity of young people participating in rugby at the club.

Photographs/video should focus on the activity rather than any particular young person. Where possible the photography of young people should concentrate on small groups of players.

#### Sensitive Information

Photographs/videos should not include nor be accompanied by sensitive information which might enable a stranger to identify the players. Such information might include, but is not limited to, an image of the player's parent or guardian, the player's full name, age, address, email address, telephone number or such personal details of the parent/guardian or the parents/guardians personal details.

#### Publication by the Club of Imagery

The club must have general parent or carer permission to use an image of a young person (see above). When such permission has been given, the club may publish photographs/videos in its own materials or via third-party media organisations such as the local press. Such publication of photographs/videos will not include any sensitive information described or identified above of the young people or of their parents or carers.

Where the reason for publication is an individual achievement (i.e. a player's selection for a representative side, triumph over adversity), particular attention will be paid to ensuring specific permission is also secured from the young person to use their image.

#### Publication by Others of Imagery

The club must have general parent or carer permission to use an image of a young person (see above).

#### Photography/Video by the Media or Third Party

The club reserves the right to invite photographers from the local media or rugby specialist press to record the club's events.

If it does so it undertakes that it will:

Require any such photographers to register upon arrival at a club event; to carry with them, at all times, bona fide and appropriate identification which must be produced on request and to abide by the overarching principles set out above

Inform parents and participants that one or more media photographers will be present and

Not approve/allow unsupervised access to the players, one-to-one photography sessions with players, nor photo sessions outside the event or at any player's home.

Use of photographic/video equipment by parents/guardians and adult supporters

Parents and carers are advised that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the squad manager, to an event organiser or to an official so that these may be recorded and dealt with in the same manner as any other child protection concern. If parents or carers or adult supporters wish to take images of a game, session, or event at a club ground, they must ascertain whether any member of the squad has had permission withheld for photography; at any other ground, they must also be prepared to comply with the policy of the host club. In addition, wherever the club's young players are playing photographers may be required to identify themselves and state their purpose for photography/videoing an event. They must, if advised that any visiting or host clubs young player withholds permission for photography, cease doing so immediately unless able to come to an arrangement with that player's parent or guardian.

The club reserves the right to contact authorities in the event that any individual refuses to stop taking photographs/video or refuses to identify themselves upon challenge by the club.

#### APPENDIX D: Incident Reporting Flowchart Coaches Code of Conduct

All rugby coaches must respect the rights, dignity and worth of every young person with whom they work and treat them equally within the context of Rugby Union

All rugby coaches must place the physical and emotional well being of all young players above all other considerations, including the development of performance

The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect

All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players

All rugby coaches must encourage young players to accept responsibility for their own behaviour and performance

All rugby coaches should clarify with the young players (and their parents/carers) what is expected of them both on and off the rugby field and also what they are entitled to expect from the coach

All rugby coaches should work in partnership with others within the game (officials, doctors, physiotherapists, sports scientists) to ensure the wellbeing, safety and enjoyment of all young players

All rugby coaches must promote the positive aspects of the sport e.g. Fair Play etc. Violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant regulations or the use of prohibited techniques or substances must never be condoned

Club procedures to manage cases of poor practice

Poor practice is defined as any behaviour which contravenes RFU Codes of Conduct (Fair Play Codes) or RFU Guidance for Good Practice

Once an incident is reported to the Club Safeguarding Officer they will consult with RFU Ethics and Equity Manager in order to ascertain whether the allegation is poor practice, bullying or abuse

Once the incident has been identified as poor practice and in consultation, with senior club officials (Club Chairman/Youth Chairman) a decision will be made whether or not to suspend, temporarily, the person accused. Each case will be considered on its merits

A disciplinary hearing may be called. The panel should be made up of three club members with regard to the following criteria:

No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel

Senior management of the club must be represented

If the case relates to poor coaching practice, experience in this field must be represented

The accused will be advised of receipt of the report and provided with copies

The accused will be invited to attend the hearing which must be held at a convenient time for him/her

The accused must be given sufficient advance notice of the hearing

The accused must be given the opportunity to be accompanied to the hearing by a person of their choice, offer their side of the story and call witnesses.

Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing

A copy of the findings should be sent to the CB Safeguarding Officer and RFU Ethics and Equity Manager

Power of the Club Disciplinary Panel

Temporary suspension

A person may only coach whilst supervised

A coach must undertake RFU Best Practice and Child Protection Course

A coach must attend the appropriate RFU Coaching Course

Terms of Reference for ARFC

Safeguarding Officer

To ensure the club has a Child Protection Policy and implementation plan



To ensure Codes of Conduct are well publicised and adhered to

In consultation with County Safeguarding Officer to ensure all reported incidents are managed at the appropriate level in line with RFU procedures

To ensure all relevant club members are aware of training opportunities

To ensure all parents are aware of the club policy on Child Protection and the correct protocols for voicing concerns

To be aware of local Social Services and Area Child Protection Committee contacts

To sit on relevant club committees