




## Dunbar Rugby Football Club

Hallhill Sports Centre, Kellie Road, Dunbar, East Lothian, EH42 1RF

Website: <http://www.dunbarrugbyclub.com>

 Dunbar RFC

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### Child Protection Policy 2018

Dunbar Rugby Football Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation, for the purposes of this policy and associated procedure a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Dunbar Rugby Football Club's commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, social-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Dunbar Rugby Football Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in rugby safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this policy and these procedures as well as implementing where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines used by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these Procedures.

**REVIEW:**

This policy and these procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes with Dunbar Rugby Football Club.
- Following any issues or concerns raised about the protection of children within Dunbar Rugby Football Club.
- In all other circumstances, at least every three years.

## KEY CONTACTS:

In line with its obligations under the Scottish Rugby Participation agreement a Child Protection Officer (CPO) has been appointed to co-ordinate child protection and welfare on behalf of Dunbar Rugby Football Club and to provide a main point of contact for staff and volunteers, parents/carers and children in need of support, advise or training or if they need to report a concern.

### DUNBAR RUGBY FOOTBALL CLUB CHILD PROTECTION OFFICER (CPO)

LOUISE TAIT - 07763 961264  
[dunbarrfc.cpo@gmail.com](mailto:dunbarrfc.cpo@gmail.com)

Although matters relating to the welfare of children at Dunbar Rugby Football Club should ordinarily be referred in the first instance to the club CPO, the Scottish Rugby Lead Officer for Child Protection and welfare may also be contacted for support and advice on any child protection matter by any CPO, child, parent/carer, staff member or volunteer at any time.

**SCOTTISH RUGBY UNION** 0131 346 5000  
[safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk)

### LEAD PROTECTION OFFICER

KAREN BURNETT - 0131 346 5168  
[karen.burnett@sru.org.uk](mailto:karen.burnett@sru.org.uk)

Scottish Rugby Union acts as the umbrella body for the purposed of processing applications for the disclosure check of staff and volunteers working with children at rugby clubs in Scotland. Accordingly, a PVG administrator has been appointed to process applications for club staff and volunteers and to advise and support Club Child Protection Officers on matters relating to the PVG scheme.

### SCOTTISH RUGBY UNION

### LEGAL & GOVERNANCE ADMINISTRATOR/PVG APPLICATIONS & ENQUIRIES

KATHLEEN MUNRO - 0131 346 5102  
[kathleen.munro@sru.org.uk](mailto:kathleen.munro@sru.org.uk)

Situations where the immediate safety of a child and/or children is a concern, should be reported without delay to the appropriate statutory agency – the local police/or social services child protection team.

POLICE SCOTLAND - 101 (non-emergency)

EAST LOTHIAN COUNCIL - 01875 824090  
CHILDREN'S SERVICES out of hours: 0800 731 6969  
DUTY SOCIAL WORK TEAM (emergency social work service)  
[childrenandfamilies@eastlothian.gov.uk](mailto:childrenandfamilies@eastlothian.gov.uk)

### OTHER HELPFUL CONTACTS:

CHILDREN 1<sup>st</sup> - 0800 282223  
[www.children1st.org](http://www.children1st.org)

CHILDLINE - 0800 1111  
[www.childline.org.uk](http://www.childline.org.uk)

NSPCC - 0808 800500  
[www.nspcc.co.uk](http://www.nspcc.co.uk)

## **ROLE OF THE CHILD PROTECTION OFFICER**

### **Roles & Responsibilities of Club Child Protection Officer**

- Promote and champion Child Protection at the club and encourage good practice.
- Ensure club has a Child Protection Policy that is on the club website.
- Respond appropriately to any child protection or wellbeing concerns.
- If unable to deal with a concern due to conflict of interest or any other reason, they should refer the issue to Scottish Rugby Union without delay.
- Ensure that good practice is used in the recruitment of all volunteers, coaches and staff who are working with children.
- Ensure that everyone at the club in regulated work has a PVG membership, keep records of these and keep those records up to date.
- Report to the Club Management Committee or equivalent on any issues or concerns.
- Maintain records of any reported cases and action taken, on a confidential basis.
- Liaise with the Scottish Rugby Union Child Protection department as required.
- Signpost other members of the club to relevant training or advice.

### **Roles of the Scottish Rugby Union Lead Protection Officer**

Implement the governing body child protection policy and procedures.

Monitor and review the Scottish Rugby Child Protection policy and procedures to ensure they remain current.

Keep abreast of developments in the field of child protection.

Organise and signpost appropriate training for all adults working/volunteering with children in a rugby environment in Scotland.

Respond appropriately to disclosures or concerns which relate to the wellbeing of a child, undertaking investigations and arranging appropriate action as required.

Maintain confidential records of reported cases and action taken.

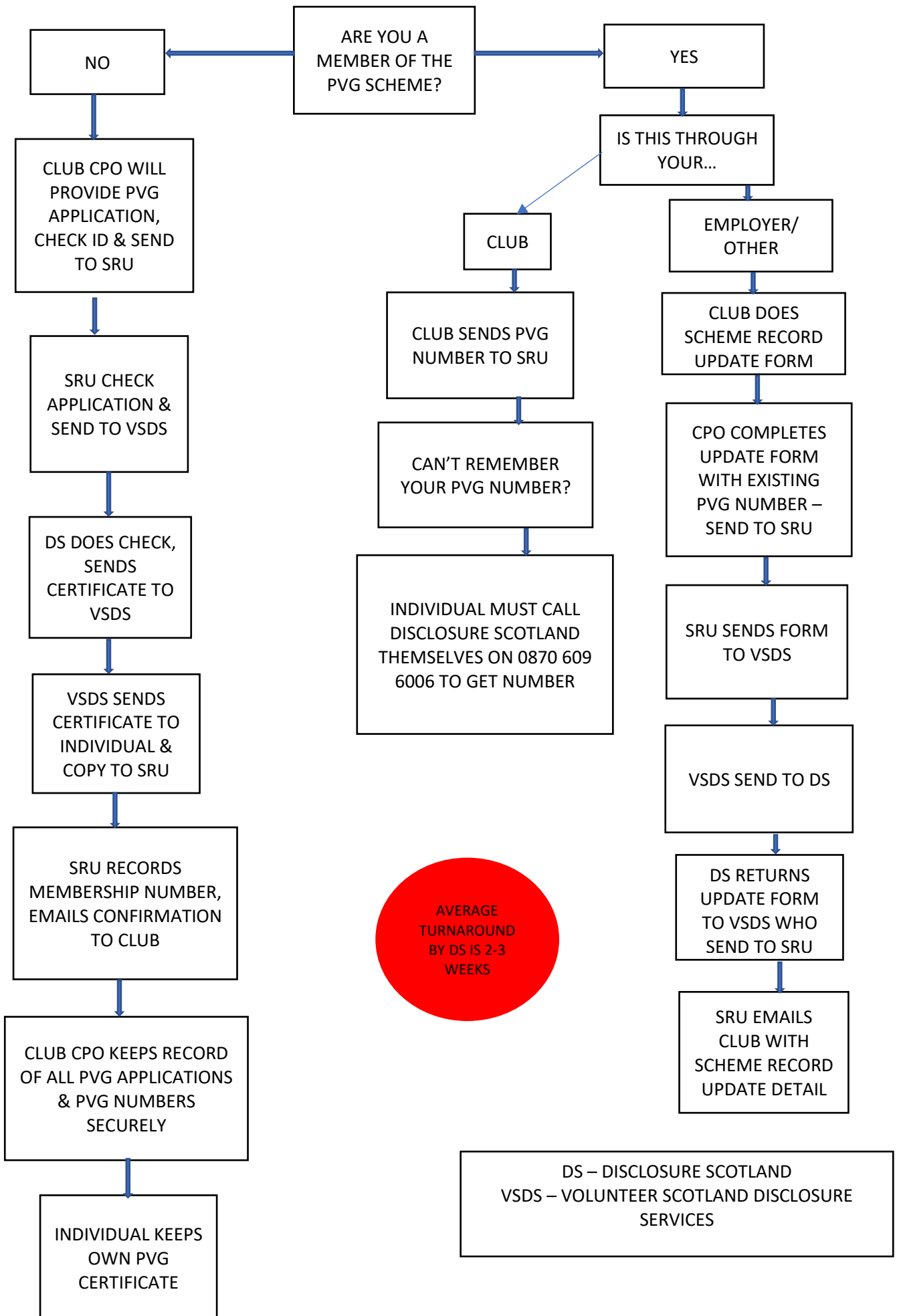
Oversee the gathering and maintenance of accurate records from clubs.

Ensure key staff have an understanding of the assessment process for providing help and intervention when required.

Liaise with nominated child protection officers within Scottish Rugby's professional teams and providing support and guidance to them.

To act as a source of support, advice and expertise to staff on matters of child protection and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

# PVG Flowchart



## RESPONDING TO CONCERNS

### How to Recognise, Respond, Report and Record

There are many signs and indicators that a child is being harmed. Often one of these signs alone is not cause for concern (e.g. most children will get a bruise at some point during activity) however cumulatively they should form a picture and be taken seriously. If a child discloses or you observe any concerns or are told about any concerns from someone else, follow the 4 R's.

#### 4 R's

- **RECOGNISE**
- **RESPOND**
- **REPORT**
- **RECORD**

You first need to **RECOGNISE** a child protection concern. You need to know what abuse is, what to look out for and be vigilant at all times.

#### Things to look out of:

- A change in the child's behaviour – e.g. becoming disruptive or unreasonable during sessions.
- Becoming anxious, lack confidence or are withdrawn and stop communicating.
- Begin bullying other children.
- Display sexual behaviour or language inappropriate for their age.
- Are often hungry, may steal food, always tired.
- Have inadequate clothing, are dirty, poor personal hygiene.
- Have unexplained cuts and bruises or bite marks.
- Self-harming or eating disorder.
- Reluctance to change clothes for sport/activity or receive medical treatment such as physio.
- Seem afraid of parents or carers, don't want to go home.
- Are frightened to say what's wrong.

If you have a concern, it is not the role of any volunteer or staff member including the CPO to investigate or decide whether a child had been abused. Concerns should be reported so that experts can advise and act if necessary. Scottish Rugby liaise with Children 1<sup>st</sup>, NSPCC, Police Scotland and Social Work departments for their advice on individual concerns.

Please see the following flowchart for action to be taken in the event of a concern

#### **RESPOND appropriately**

Second, you need to **RESPOND** to possible concerns. Sometimes a concern is obvious; sometimes it is not. It is important to respond when a player or another person tells you that something bad is happening in their lives, or someone else tells you. Not all children will tell someone what is happening to them, so if you see or hear anything that could be a concern for them, you must respond quickly.

## RESPOND

- React calmly so as not to frighten the child.
- Listen to what they say and don't show disbelief or disgust.
- Reassure them they are not to blame and were right to tell you.
- Avoid stopping them to go and get someone else – let them speak.
- Avoid asking too many questions, just gather basic questions, who, where, when.
- Don't give personal viewpoints.
- Don't promise to keep it a secret, be clear that this is important, and you must tell someone else.
- Reassure them they are not in any trouble.

## Report your concerns.

Third, you need to REPORT – or refer- passing on information to the Child Protection Officer in your club. This will begin the process of making sure that the club and Scottish Rugby is doing what it should to keep players safe.

## REPORT

If the child is in immediate danger call **Police Scotland on 999**.

Speak to the Child Protection Office at your club.

If you are the CPO, contact Scottish Rugby Child Protection team for advice.

Refer to "Report a Concern" on [scottishrugby.org](http://scottishrugby.org) for further information and incident form.

Or contact one of the main charity helplines – either **CHILDREN 1<sup>st</sup> on 08000 282223** or **NSPCC on 0808 800 5000 (24/7)**.

## Record your observations

Fourth you need to **RECORD** your observations, your concerns and the actions you take or do not take using Scottish Rugby reporting form.

## RECORD

As soon as you can, write down:

The child's name, date of birth.

When they made the disclosure (date/time/where).

Whether the child told you about their concern or about someone else.

Use the child's own words – don't try to edit or make it sound more polite.

What the concern is.

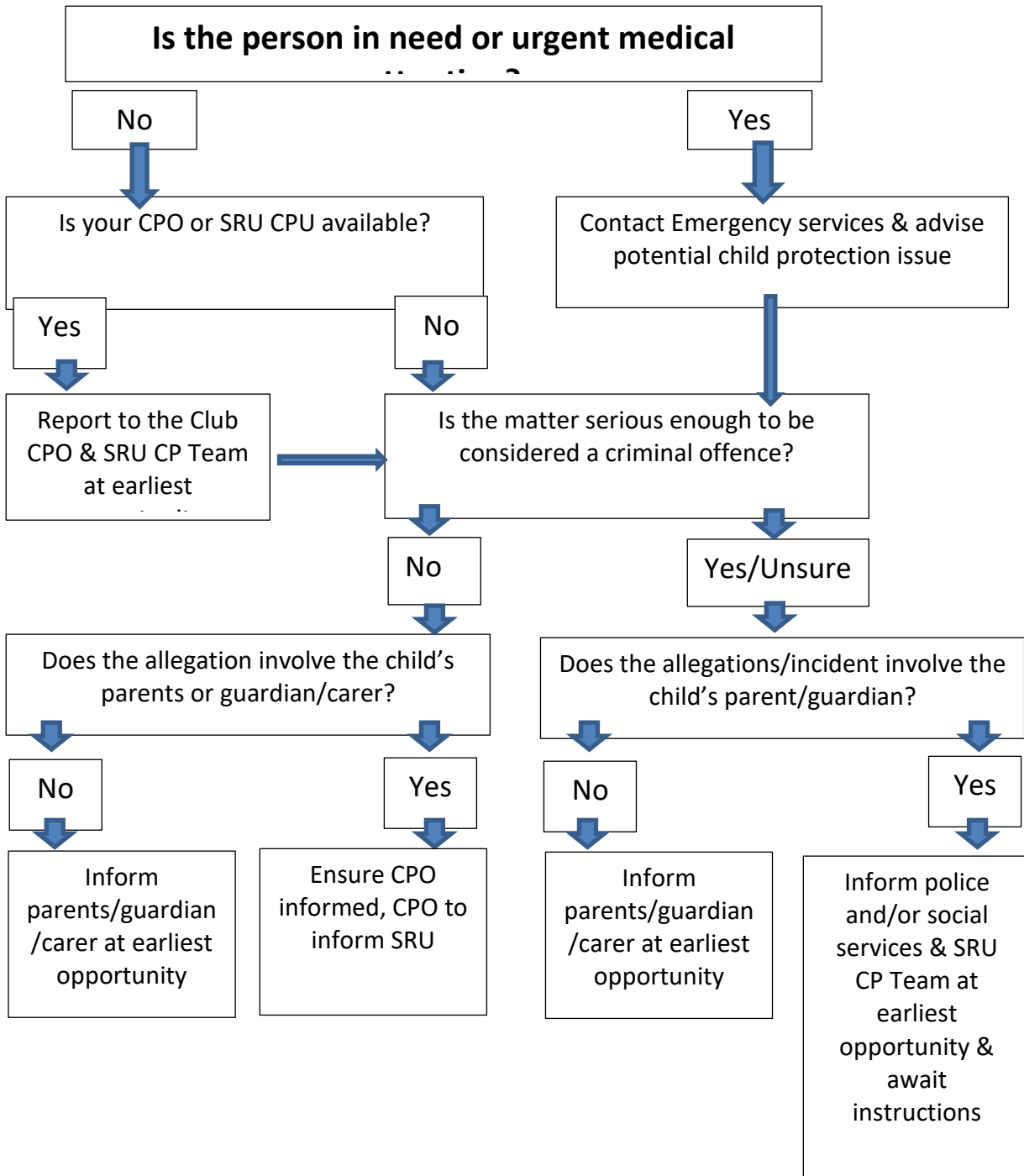
Description of any visible injuries, behaviours – don't examine the child.

Details of any witnesses.

What the child's view is – bear in mind the abuse may be something the child is not conscious of – it could be normal to them.

## Responding to concerns Flowchart

A child has disclosed concerning information to you OR you have witnessed or had reported to you an incident or complaint involving the behaviour of an adult in relation to a child, which may be considered abuse or poor practice.



Whatever the circumstances, a written report, preferable using the Scottish Rugby “Report a Concern” form should be submitted to [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk) as soon as possible.



## REPORTING A CONCERN

This form must be completed as soon as possible after receiving or observing information that causes concern about the welfare or protection of a child. The form must be passed to **Club Child Protection Officer/Scottish Rugby Lead Officer for Child Protection** as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

Please use language/words as they have been told to you.

<b>Details of who the concern is about:</b> Name of child/adult:	Date of Birth (if known) or approx age or age grade playing:
Address (if known)  Postcode: Tel: (if known)	Club:  Role at club: School:

What is the concern: (including details of the person whose behaviour has raised concern)?
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When and where did this incident occur/concern raised?
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Do you have any other comments?
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<b>Your details:</b> Name: Club: Club role:	Mobile: Email: Address:
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Please return this form to your Club Child Protection Officer and Lead Child Protection Officer at Scottish Rugby [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk)

Scottish Rugby website [scottishrugby.org](http://scottishrugby.org) has a range of best practice documents, some of which expand on the information given below. However, we have given some guidance here which our employee, club coaches and volunteers may find useful to provide a safe, welcoming and friendly environment for children.

### **PVG Membership:**

Scottish Rugby requires anyone within their member clubs who are in regulated work to be a member of the PVG Scheme.

Youth Coaches are not permitted to work within clubs until they have their PVG Membership number and it has been recorded on the Scottish Rugby club database (SCRUMS).

If Disclosure Scotland inform Scottish Rugby that an individual is barred from working with children, that member of the club must be removed from working with children immediately. The Club must consider whether that individual's membership of the Club should be suspended or terminated.

If Disclosure Scotland informs Scottish Rugby that an individual is considered for listing, the person should be suspended from regulated work as a precaution until the outcome of the investigation is determined.

### **Adult: Child Ratios**

Activities should be planned to involve at least two adults, preferably one male and one female. Ratios of adults to children should consider the activity and other risk factors such as whether any of the group has special requirements or a physical disability, the level of experience of the leaders, the age, maturity and experience of the children in that sport.

Recommended ratios are:

Age 3 and over	1:8
If all children are over 8	1:10

### **Changing Rooms & Showers**

Adults and children must never use the same facilities at the same time to shower or change.

It is recognised that in a rugby environment that adults may need to supervise children in changing rooms, or that in certain situations, physio or medical treatment may be necessary. There should be two adults present, both of whom are PVG members and this should be for necessary activity only.

No pressure should be placed on any children who feel uncomfortable changing or showering with others, and they should be allowed to do so at home if needed.

For mixed gender activities separate facilities should be available and staff of same gender on duty.

### **Transportation**

In most cases it is the responsibility of parents to drop off and pick up their children. There should be a clear transport policy in place with consent given for the children to be transported by the club to fixtures. Drivers must have appropriate licences, insurance and if a regular occurrence, a PVG check. Vehicles used must be of good condition with seatbelts and where required booster seats.

No child should travel unaccompanied. In the event of late collection, the club should try and contact the parents, wait with the child, preferably in the company of others, notify the club CPO. No child should be transported alone unless in emergency circumstances, where parents should be made aware and have given consent that the child is given a lift.

## Social Media & Photography

- Use of social media and taking photographs is largely a positive tool for promotion of rugby and recording of children's participation and enjoyment of the sport. However, there are risks associated and a few key principles should be followed.
- Clubs have responsibility for their websites and online presence and should keep children safe from harm in the same way as they do on their pitches and in their clubhouse.
- Key risks can be any inappropriate or abusive content on the site or linked sites, or disclosing information about a child to people accessing the website.
- No personal information regarding a child should feature on the club website without having obtained parental consent for that use – for example avoid listing a child's full name, school address etc.
- Club coaches should not be communicating directly with individual children through social media – e.g. should not be "friends" on Facebook.
- If a club is communicating with a group of players through social media, it should be done in a closed group using details provided by parents and with parental consent.
- Clubs should monitor any sites that allow comments to be posted to ensure that there is no online bullying or critical comments about individual players/children.
- Parental consent should be obtained before any photographs of a child appear on club websites or promotional material.
- There may be children who are not able to be photographed (e.g. subject to court orders) and clubs should be responsive to this.
- Children should be featured as a team, not individually.
- No photographs must ever be taken within changing rooms, or where anyone is not appropriately dressed.
- Images must not be inappropriate or of a sexual or exploitative nature.
- Parents may be asked to register their intention to take photos and be given guidance on using these photos.

## Media Enquiries

Stories about abuse will inevitably attract media attention.

Scottish Rugby has a media department who will deal with any media enquires and work with the Child Protection Team to ensure that appropriate responses are provided.

Scottish Rugby can also provide guidance to any club in handling media enquiries in the event of an incident/issue at their club.

Please refer to [scottishrugby.org](http://scottishrugby.org) child protection section "Best Practice" for more information and advice.

The Children and Young People (Scotland) Act 2014 is about improving the wellbeing of children and young people in Scotland. The Act is wide ranging and includes key parts of the **Getting It Right For Every Child** approach, commonly known as GIRFEC. Wellbeing sits at the heart of the GIRFEC approach and reflects the need to tailor the support and help that children, young people and their parents are offered to support their wellbeing. A child or young person's wellbeing is influenced by everything around them and the different experiences and need they have at different times in their lives.

Wellbeing is broader than child protection and how we tend to think about welfare.

To help make sure everyone – children, young people, parents, and the services that support them – has a common understanding of what wellbeing means, we describe it in terms of eight indicators.

The eight wellbeing indicators are commonly referred to by their initial letters – **SHANARRI**.

Child protection services will continue to protect children and young people at risk of significant harm.

## **Eight indicators of wellbeing**

### **Safe**

Protected from abuse, neglect or harm at home, at school and in the community.

### **Healthy**

Having the highest attainable standards of physical and mental health, access to suitable healthcare and support in learning to make healthy, safe choices.

### **Achieving**

Being supported and guided in learning and in the development of skills, confidence and self-esteem, at home, in school and in the community.

### **Nurtured**

Having a nurturing place to live in a family setting, with additional help if needed, or, where possible, in a suitable care setting.

### **Active**

Having opportunities to take part in activities such as play, recreation and sport, which contribute to healthy growth and development, at home, in school and in the community.

### **Respected**

Having the opportunity, along with carers, to be heard and involved in decision that affect them.

### **Responsible**

Having opportunities and encouragement to play active and responsible roles at home, in school and in the community, and where necessary, having appropriate guidance and supervision, and being involved in decisions that affect them.

### **Included**

Having help to overcome social, educational, physical and economic inequalities, and being accepted as part of the community in which they live and learn.

More details can be found at:

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

Name of doc: Child Protection Policy 2018

Purpose of document: To inform Dunbar Mini Rugby staff of their responsibilities when working with children.

Responsibility for its update: Child Protection Officer

Regulation applies to: All staff who work with children. Including coaches, helpers, parents and medical professionals.

Date Draft: 01/05/18

Date Policy approved by Management of Dunbar RFC:

Dunbar RFC acknowledges Scottish Rugby and Children 1st for some of the content for this document.