



Andover Rugby Football Club Limited

Youth Academy

Safeguarding Policy

Title	ARFC Safeguarding Policy
Owner(s)	Club Chairman, & Youth Academy Chairman
Responsible for Review	Club Safeguarding Officer & Youth Academy Chairman
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A child is defined as any person under the age of 18

This also includes any person who is 18 but is playing Colts age grade rugby.

An 18-year-old person may be dual registered for Colts and Adults rugby.

An 18-year old playing Colts rugby is regarded as a Child for all policies.

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1. Statement of Intent

- 1.1 At Andover RFC, we will create and maintain a safe, secure and fun learning environment where individuals treat each other with respect and understanding.
- 1.2 Andover RFC acknowledges its responsibility to safeguard the welfare of all children involved in Andover RFC from harm.
- 1.3 Andover RFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorse and adopt the Policy Statement contained in that document and any successor policy.
- 1.4 A child is anyone under the age of 18 engaged in any rugby union activity. However, 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. See RFU Regulation 15.3.7.
- 1.5 The Key Principles of the RFU Safeguarding Policy are that:
 - 1.5.1 The welfare of the child is, and must always be, paramount to any other considerations.
 - 1.5.2 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.
 - 1.5.3 All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
 - 1.5.4 Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children.
 - 1.5.5 Children have a right to expect support, and personal and social development delivered by an appropriately recruited, 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.
- 1.6 Andover 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, bullying and poor practice. Andover RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.
- 1.7 The safeguarding of all children from harm, in so far as it is possible to do is paramount. Safeguarding issues are taken seriously, responded to promptly, and the procedures in this policy are designed to deal with many situations.
- 1.8 Andover RFC will comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate.
- 1.9 Andover RFC has its' own policies which mirror and support the RFU and Hampshire RFU policies.
- 1.10 To maintain the positive ethos within the club which is based on the mutual respect and trust of one another.

2. Club Policies

- 2.1 Andover RFC has published and made readily available all Youth Academy specific policies in addition to this policy in relation to:
 - 2.1.1 Anti-Bullying
 - 2.1.2 Equality
 - 2.1.3 Code of Conduct for Children
 - 2.1.4 Code of Conduct for Coaches, Managers, First Aiders etc
 - 2.1.5 Code of Conduct for Parents, Carers, Spectators and Visitors.
 - 2.1.6 Social Media (Use of)
 - 2.1.7 Photography / Videography
 - 2.1.8 Injuries & Accidents
 - 2.1.9 Emergency Procedures (for Serious Injuries / Accidents)
- 2.2 All policies are subject to continual scrutiny and modification to take account of the changing laws, regulations and national policies of the governing bodies and their advisors.
- 2.3 To this end, they will assist to maintain a safe environment for all children and adults engaged in coaching, managing and educating children to play rugby union.

3. Safer Recruitment of Volunteers - Disclosure and Barring Service (DBS)

- 3.1 ALL members of Andover RFC who work with children in Regulated Activity must undertake an RFU Disclosure and Barring Service (DBS) check in accordance with RFU Regulation 21.
- 3.2 Any person aged 16 or over who works in Regulated Activity with Children in Rugby Union in England must comply with the requirements of the RFU's DBS process.
- 3.3 These requirements are
 - (a) to apply for a DBS disclosure processed through the RFU Safeguarding Team within four weeks of their employment or appointment; and
 - (b) to provide the DBS certificate and any such further detail, explanation or clarification of any or all part or parts of that DBS disclosure as may be required by the RFU Safeguarding Team; and
 - (c) to provide, on request from the RFU Safeguarding Team, references that attest to their suitability to be involved in working in Regulated Activity in Rugby Union; and
 - (d) to provide, on request from the RFU Safeguarding Team, any decisions from any other body that may be relevant and such other information as the RMG considers appropriate; and in respect of the above, the RMG may take into account any such information when determining whether the individual should be cleared to work with children.

3.2 Requirements for New Volunteers.

- 3.1.1 All new volunteers, whatever their proposed role must be directed to one of the Clubs' Safeguarding team in order to submit their details for an Enhanced DBS Check which must be completed* *before* they engage in any role.
- 3.1.2 Those volunteers who already have an enhanced DBS certificate and are registered with the Update Service must have their certificate checked via the RFU Safeguarding Team and cleared before engaging in any role within the club. This can only be checked via the Club Safeguarding Officer.

3.1.3 All new managers, coaches, first aiders etc will be expected to undertake RFU approved training including Continuous Professional Development courses as detailed in Appendix 01.

3.1.4 All new managers, coaches, first aiders etc should be allocated a mentor for the first few weeks or months, depending on their role, responsibilities et al.

3.1.5 All new volunteers regardless of role will be required to fill out the 'Volunteer Application form' as part of the safe recruiting process.

3.1.6 Before any DBS check 3.1.1 takes place the online E-learning course 'Introduction to Safeguarding' must be completed first. This does not replace 'Play it Safe'

*A DBS check will only be considered complete when the checked persons record on Game Management System (GMS) or subsequent RFU database(s) shows that they hold a valid DBS certificate – currently indicated by a Green marker against a persons' record. Final approval of any check is made by the RFU.

Whether or not the person sends any notification to the club that they have received their DBS certificate.

3.3 Existing Volunteers.

3.3.1 It is the duty of each DBS Certificate holder to ensure that steps are taken to renew their certificate *before* it expires.

4 Club Identity Cards

4.1 All volunteers need to have a club issued identity card.

4.2 All volunteers are required to display it in a clearly visible manner at all time that they are engaged in a regulated activity.

4.3 The first identity card and a suitable holder will be issued at the expense of the club.

4.4 Failure to display their identity card may result in sanctions as agreed and published by the Youth Committee and ratified by the Clubs' Executive Committee.

4.5 Any loss of an identity card must be reported as soon as practicable to a member of the Club Safeguarding Team.

4.6 Cardholders may be liable to pay for the re-printing and re-issuing of identity cards due to wilful or negligent damage or loss. This will be determined on the merits or otherwise of each case and on a case by case basis.

4.7 All age grade managers, coaches and academy position holders will wear a clearly visible identity card with their name, position and role clearly printed at all times whilst undertaking 'regulated activity' and until they have handed back responsibility for all children that they have a duty of care for.

4.8 These will be available for examination by any concerned parent / carer / coach / official from either Andover RFC, any visiting club, a Constituent Body, the National Governing Body or member of the Emergency Services / Social Services

5 Club Safeguarding Team

5.1 The Club Safeguarding team is currently made up of:

5.1.1 Club Safeguarding Officer – Shaun Mair safeguarding@andoverrfc.co.uk

5.1.2 First Aid Co-Ordinator/Rugby Safe lead – Richard Retallick
rich10retallick@hotmail.com

5.2 There are plans to introduce Safeguarding Representatives into each age grade (*Yet to be finalised and enacted*)

6 Witnessing A Safeguarding Incident

6.1 If you witness or are aware of an incident where the welfare of a child has been put at risk you must, in the first instance, inform the CSO or ACSO.

6.2 If assessed as necessary, they will then inform the CB Safeguarding Manager and the RFU Safeguarding Team.

6.3 If an incident involves the *Club Safeguarding Officer / Assistant Safeguarding Officer / First Aid Co-Ordinator* you should inform:

6.3.1 The Youth Academy Chairman **Mr Andy Waite**, and either

6.3.2 The CB Safeguarding Manager safeguarding@hampshirerugby.com and / or

6.3.3 The RFU Safeguarding Team safeguarding@therfu.com

7 Children's Workforce List

7.1 Andover RFC Ltd is required by law to maintain and protect a Children's Workforce List (CWL).

7.2 This list must document all those persons who undertake a regulated activity within the club.

7.3 The list **must** be stored in a manner which is:

7.3.1 Secure.

7.3.2 Readily produced for inspection etc.

7.3.3 If it is kept as an electronic file, then it **must** be saved under password protection in compliance with the provisions of the Data Protection Act.

7.4 This list **must** be presented upon request of any appropriate official from:

7.4.1 A member of the clubs' executive;

7.4.2 A member of the youth academy committee;

7.4.3 An official of Hampshire RFU who has due reason to see it;

7.4.4 An official of the RFU or other national governing body who has due reason to see it;

7.4.5 A Police Officer / Police Staff Investigator / Social Worker / other official [determined on a case by case basis], who is engaged in the lawful investigation of an allegation of any form of abuse against a child or otherwise vulnerable adult.

8 Support, Education & Training

- 8.1 Andover RFC will ensure that its coaches and team managers will receive the support and training considered appropriate to their position and role.
- 8.2 The RFU “Managing Challenging Behaviour” Policy has been adopted and circulated amongst the club workforce both, voluntary and paid.
- 8.3 Andover 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.

9 Changing Rooms – Access To and Use Of

- 9.1 Andover 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.
- 9.2 Andover 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.

10 Unacceptable Practices & Sanctions

- 10.1 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:
 - 10.1.1 Working alone with a child.
 - 10.1.2 Consuming alcohol whilst responsible for children.
 - 10.1.3 Providing alcohol to children or allowing its supply.
 - 10.1.4 Smoking in the presence of children.
 - 10.1.5 Humiliating children.
 - 10.1.6 Inappropriate or unnecessary physical contact with a child.
 - 10.1.7 Participating in, or allowing, contact or physical games with children.
 - 10.1.8 Having an intimate or sexual relationship with any child developed as a result of being in a ‘position of trust.’
 - 10.1.9 Making sexually explicit comments or sharing sexually explicit material.

11 General

- 11.1 Any events held on Andover RFC premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected.
- 11.2 Any tours, overseas or domestic, undertaken by Andover RFC must comply with the relevant RFU Regulations and Guidance relating to tours.
- 11.3 Andover RFC will aim to ensure that all managers, principal age grade coaches and other officials as deemed necessary will have attended a RFU Safeguarding course, currently “Play It Safe” and expect that those persons will undertake a refresher at least every 3 years.

- 11.4 The RFU Safeguarding Policy and Guidance document will be clearly displayed and published e.g. on a noticeboard / club website This can also be found online at:
<https://www.englandrugby.com//dxdam/8a/8a4d35ee-0a0a-458d-8bcc-20dba6ff3065/safeguardingpolicybooklet.pdf>

12 Appendix 01

Manager / Assistant or Deputy Manager

Mandatory: to be completed within the first year:

- a. **Completion of Headcase (or subsequent course)** concussion awareness and training.
- b. **Introduction to Safeguarding.**
- c. **Safeguarding Children level 1** – currently “Play It Safe” and should be renewed every three years afterwards following ‘Best Practise’.

Optional:

- a. **First Aid** – Any approved (i.e. currently a 6-hour input) first aid course whether or not it is undertaken through the club.
- b. **Any other RFU** course available via the EnglandRugby.com website course booking facility.

N.B. If the Manager including assistant or deputy also intends to coach then the coaches’ requirements also apply.

Principal & Assistant Age Grade Coaches

Mandatory: to be completed within the first year:

- a. **Completion of Headcase (or subsequent course)** concussion awareness and training.
- b. **Introduction to Safeguarding**
- c. **Safeguarding Children level 1** – ‘Play it Safe’

Mandatory: to be completed within the first two years:

- a. **Age Grade Rugby U6-U8** – ‘Kids First Tag Rugby’
- b. **Age Grade Rugby U9** – ‘Kids First Contact Rugby’
- c. **Age Grade Rugby U10-U13(Inclusive)** – ‘Kids First Rugby’
- d. **Age Grade Rugby U14+** - ‘England Rugby Coaching Award (ERCA)’
- e. **Annual RFU CPD’s**

All Above courses (not including any Safeguarding) are optional for assistant coaches, however they will be encouraged to attend them.

Optional:

- a. **First Aid** – Any approved (i.e. currently a 6-hour input) first aid course whether or not it is undertaken through the club.
- b. **Any other RFU CPD course** available via the EnglandRugby.com website course booking facility

First Aider

Mandatory: to be completed within the first year:

- a. **Completion of Headcase (or subsequent course)** concussion awareness and training.
- b. **Introduction to Safeguarding**
- c. **Safeguarding Children level 1** – currently “Play It Safe” and should be renewed every three years afterwards following ‘Best Practise’.

Optional:

- a. **Any other RFU** course available via the EnglandRugby.com website course booking facility.

N.B. If the first aider also intends to coach then the above coaches’ requirements also apply.

- 13 **Regulated Activity. Definition:** Regulated Activity’ means the statutory definition of the term as set out in the Safeguarding Vulnerable Groups Act 2006 (as amended) that for the RFU’s purposes shall be construed as meaning: (i) any coaching and training of children; and/or (b) any teaching, instruction, care or supervision of children, carried out by the same person frequently (once a week or more often), or on four or more days in a 30 day period, or overnight. The frequency requirements are set down by three criteria:

1. 3 times in a rolling 30-day month;
2. 4 times or more in a rolling 30-day month or weekly, and
3. Overnight – which is defined as being 02:00 and 06:00 hours.