

CHINNOR Rugby Football Club in Thame



Touring with Children

Chinnor RFC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and RFU requirements.

All tours must be authorized by Mandy Spencer (Club Safeguarding Officer), Doug Humphries (Club Chairman) and the RFU via Oxfordshire RFU at least 1 month before planned departure.

Parents

Parents need to be given all the tour details well in advance of the tour and meet with the tour leaders. These details must include full itinerary, tour application form, accommodation details, arrangements for meals and refreshments, tour volunteer names and details, RFU tour safeguarding policy, kit list, cost of the tour and when/how to pay and emergency procedures and contacts.

Players

It is essential to meet with players prior to the tour to discuss and agree; behavior, expectations of players, itinerary, accommodation and room allocation, who to speak to if they are worried, unhappy or homesick and emergency procedures. We discourage the taking of mobile phones and other electronics on tour to encourage interaction between the touring party and to reduce the risk of theft, loss and damage.

Coaches and Volunteer parents

All volunteers should attend a induction/tour briefing by the tour manager (supported by either safeguarding officer or the section chair) and be familiar with RFU safeguarding policy and guidance.

All volunteers on tour will be required to have a DBS check; it is a legal requirement for all those who are supervising children overnight. Those who have not have had a DBS check will not be allowed to stay at the same accommodation as the touring party, nor be given any supervisory duties of the children.

All volunteers and coaches will need to have attended the RFU “Play it Safe” course before they are allowed to on tour.

Younger players must not be left unsupervised at any time. It is therefore necessary to have a daytime rota and a night-time rota with an allocation of at least two responsible volunteers.

Access to 24-hour medical care must be available, including the provision on no less than three responsible allocated adults to drive/accompany players as required.

Two members of the tour management team must be accountable to check, together, all under 18 member of the tour party are safely accounted for before going to bed for the night. They should also do a final security check (i.e. doors and locks) before retiring for the night.

If the tour venue requires that accommodation has a combination of adults and children per unit (e.g. a caravan) there must be at least two adults per group of children at all times. One adult must never be left alone with a child or children.

The Tour Manager should appoint a club home contact. This person will be based in the locality of the club and not be part of the tour. The club home contact will be required if an emergency occurs and must have; a list of all players with parent/guardian contact details and medical information, a list of all volunteers and their contact details including next of kin, the full itinerary and the name, address and contact details for the accommodation and venues used on tour. For tours abroad it is recommended that the club home contact has copies of passport numbers, travel documents and tickets.

Insurance

When planning the tour the Tour Manager must contact the RFU to establish the type of cover required.

If you witness or are aware of any incident where the welfare of a child has been put at risk please in the first instance inform the Club Safeguarding Officer, Mandy Spencer; safeguarding@chinnor-rfc.com

George Zychowicz	Safeguarding Officer and Youth Secretary	safeguarding@chinnor-rfc.com	0780 1990239
Richard Hinde-Smith	Mini Chairman U6-U13	minichairman@chinnor-rfc.com	07767 821 300
Chris Horne	Youth Chairman U14-U16	juniorchairman@chinnor-rfc.com	07954 834 818
Pete Conway	Club Secretary	chairman@chinnor-rfc.com	07763 943 669

This Policy will be reviewed a year after development and then every three years, or in the following circumstances:

- As required by RFU guidelines.
- As a result of any significant change or event.

Appendix A Tour flowchart

