

EMRFC

Providing competitive and structured Rugby Union for
the local community in a safe and friendly
environment

Safeguarding
Children &
Vulnerable
Adults Policy
2022 - 2023



Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Matt Evans	Unknown	Paul Saunders	Unknown	Original Safeguarding Policy
2.0	John Roach	30/10/15	Paul Simms	30/10/15	Addition of Appendices regarding our Code of Conduct
2.1	John Roach	10/7/16	N/A	N/A	Dave Tulip appointed Temporary Safeguarding Officer
3.0	John Roach	31/7/16	David Tulip	31/7/16	Insertion of Clause 15 (Bullying) and Appendix F to ensure children members/non-member guests and un-invited children are treated the same following allegations of bullying or misconduct at the club.
3.1	John Roach	1/10/16	Gary Woods David Tulip	1/10/16	Samantha Hughes appointed as Safeguarding Officer
4.0	John Roach	26/11/16	Gary Wood	26/11/16	Amendment of Clause 1.3 (Events), Addition of Appendix G (Abuse) and Appendix H (Unacceptable Behaviour) to ensure that we comply with the RFU Safeguarding Policy for ALL events held at the club, including 3 rd PARTY EVENTS
5.0	Richard McArdle	17/08/21	David Dennis	18/08/2021	Michele Zylstra appointed as CSO. Update to Appendix C (Photography & Filming)
6.0	Richard McArdle	01/09/2022	David Dennis	01/09/2022	Richard McArdle appointed Interim CSO.





SAFEGUARDING POLICY

EMRFC (EMRFC) recognises and approves the RFU Policy on Welfare of Young People in Rugby Union and manages the club in accordance with its principles and regulations.

Statement of Intent

The welfare of the child or vulnerable adult is paramount.

In conjunction with the aims of The Rugby Football Union (RFU), EMRFC is committed to safeguarding the welfare of children and vulnerable adults in the sport. All children and vulnerable adults are entitled to protection from harm and have the right to take part in sport in a safe, positive and enjoyable environment. EMRFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorses and adopts the Policy Statement contained in that document. The club has a responsibility to:

- Safeguard and promote the interests and well-being of children who play rugby.
- Take all reasonable practical steps to protect children from harm, discrimination or degrading treatment.
- Respect children's rights, wishes and feelings.
- Ensure that all adults are aware of their responsibilities when working with children.

The child protection policies and procedures will:

- Offer safeguards to the children with whom we work, and to our club members (employees, coaches, players, members and volunteers).
- Help maintain the professionalism and safeguard the good practice which are associated with EMRFC, the RFU and the game of rugby.

In order for the child protection policy to be effective it is necessary for the codes of practice and conduct to be in force for the following persons:

- Safeguarding Officer and Officials
- Coaches
- Helpers/Guardians
- Players
- Parents
- Supports
- Any other persons directly involved with children



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SAFEGURDING POLICY OF ETON MANOR RUGBY FOOTBALL CLUB

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

- 1) EMRFC confirms that it adheres to the Rugby Football Union's (RFU) Safeguarding Policy and Procedures, practices and guidelines and endorses and adopts the Policy Statement contained in that document. See the RFU Website ~ <http://www.englandrugby.com/governance/safeguarding/>
- 2) EMRFC acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in EMRFC from bullying, abuse, and harm.
- 3) A child is anyone under the age of 18 engaged in any rugby union activity. However, where a 17-year-old male/female player is playing in the adult game it is essential that every reasonable precaution is taken to ensure their safety and wellbeing are protected.
- 4) The Key Principles of the RFU Safeguarding Children & Vulnerable Adult Policy are:
 - The welfare of the child or vulnerable adult 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, 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, guardians, children, and young people is essential for the welfare of children and young people.
 - Children have the 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.
- 5) EMRFC 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 and harm or poor practice. We recognise that this is the responsibility of everyone involved in whatever capacity at the club.



- 6) EMRFC will implement and comply with the **RFU Code of Conduct** and the Codes of Conduct for Coaches, Spectators and Officials as appropriate (See Appendix A – C below). EMRFC will ensure its spectators, parents, members, and officials are all aware of and have accepted the Club Photographic Policy as set out on the club website.
- 7) EMRFC will comply with the RFU cyber guidance principles. As an RFU affiliated club we are legally and morally responsible for the content of its website. EMRFC undertakes to ensure that there is nothing on its website which could harm a child directly or indirectly (see Appendix B and C).

Websites ~ There are two key areas:

Photos and video:

EMRFC undertake to maintain control and avoid misuse of any photographic images. Care should be taken when considering how a photo/video could be used or misused. The issue of control and release into the public domain of any image must be considered before release. Photos and video clips can make any child featured vulnerable to grooming if information about the child (name, address, interests) is also disclosed. Furthermore, posting an image on a website carries a risk that the image could be taken and adapted for inappropriate use.

RFU Recommendations:

- Use group images rather than individual images
- For images of individual children (such as action shots) where possible use models or illustrations
- Only use images of children in suitable dress to minimise the risk of inappropriate adaptation of the image
- If a child is named on the website do not include an image (individual or group) If a child features in an image on the website do not use the child's first name or last name, either in text on the site or in the image file name.

EMRFC will NOT use webcams to stream live images of children or vulnerable adults and if use of a webcam to broadcast images is requested the Safeguarding Officer at EMRFC will contact the RFU/CB for further guidance before permission is granted.



Mobile and online communication with children:

EMRFC undertake to follow the recommendations of the cyber guidance section of the RFU Safeguarding Toolkit. It is recommended that:

- a) When communicating by phone, where possible club officials and coaches should speak to a parent of the child.
- b) Club officials and coaches should not communicate with individual children by text or online at any time on any matter unless there is an immediate risk to the welfare of the child which can be lessened by such contact.
- c) If club officials or coaches need to communicate club related information to children by email (such as training or match details) they will use email groups comprising email addresses given by parents. If replying to an email directly from a child, the parent should be copied into the response.
- d) Coaches and club officials should not communicate with children through social networking sites such as Facebook, WhatsApp, Twitter, Instagram, or Telegraph. Coaches should not be 'friends' with the children they coach, and they should not comment on their status.

In all cases the above guidelines should be considered when determining the most appropriate method of communication in any given circumstance.

- 8) The Club Safeguarding Officer is Richard McArdle (cs@etonmanor.net).

If you are witness or are aware of an incident where the welfare of a child or vulnerable adult has been put at risk, you must in the first instance inform the Club Safeguarding Officer (CSO). They will inform the CB (Essex) Safeguarding Manager and the RFU Safeguarding Executive. If the incident involves a Safeguarding Officer, you should inform the Chair of Youth Rugby (Mr. Gary Davies) and either the CB Safeguarding Manager or the RFU Safeguarding Team. **Appendix D** provides guidance on who to contact and in what circumstances with regard to **Incident Reporting**.

- 9) All members of EMRFC who have supervisory contact with children or a management responsibility for those working with children in Regulated Activity must undertake an RFU Disclosure and Barring Service ~ **Enhanced DBS disclosure** check in accordance with RFU Regulation 21. There are no exemptions, this is independent of any current DBS checks or certificates that person may hold with any other body or organisation. **Appendix E** provides guidance on who requires a DBS check.
- 10) EMRFC will ensure that all its members, whether they are coaches, parents, players, or club officials will comply with the **Best Practice Guidelines** 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, children, Vulnerable adult, or adults
- Consuming Alcohol whilst responsible for children or vulnerable adults
- Providing alcohol to children or allowing its supply
- Smoking in the presence of children
- Humiliating children or vulnerable adults
- Inappropriate or unnecessary physical contact with a child or vulnerable adult
- Participating in or allowing, contact or physical games with children or vulnerable adults
- Having an intimate or sexual relationship with any child; or vulnerable adult developed as a result of being in a “position of trust”
- Making sexually explicit comments or sharing sexually explicit material.

11) EMRFC manages the **Changing Facilities** and arranges for them to be supervised by two adults (RFU DBS checked) of the appropriate gender for the players using the facilities. EMRFC ensures that all its coaches, parents, officials, and spectators are aware that adults **must not** change and shower at the same time, using the same facilities as children or vulnerable adults.

The following instructions must be adhered to by EMRFC members and any third party that books the club’s facilities: -

- If children (under 18 years of age) need supervising in changing rooms and shower area, or coaches or managers need to carry out a range of tasks in that environment only authorised adults i.e. coaches, manager etc. who have a valid RFU DBS and are responsible for that age group are allowed to supervise the children in the changing rooms and shower area and must be of the same gender as the children and only where necessary
 - For mixed gender activities separate facilities should be made available
 - An adult and child (under 18 years of age) should never be alone in the changing or shower areas unless in an emergency or an accident has occurred where imminent serious harm to that child could result and waiting for



another adult could increase the seriousness of the injury

- When under 18 years olds are 'playing up' within an adult team, every effort should be made to ensure separate showering facilities
 - 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.
- 12) EMRFC will ensure that its coaches and team managers will receive **Safeguarding Training** with 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.
- 13) **Any events, INCLUDING 3rd PARTY EVENTS, held on the grounds and/or in the premises of EMRFC must comply with this policy and the overriding RFU Safeguarding Policy.** If appropriate a Safeguarding Plan should be discussed and circulated to those affected in conjunction with the Risks Assessments and Health and Safety Plans.
- 14) Any tours, overseas or domestic undertaken by EMRFC must comply with the notified to the RFU in advance and all overseas tours require RFU approval in relevant **RFU Regulations and Guidance relating to Tours**. All tours must be notified to the RFU/CB in advance. Tour organisers should contact the club Safeguarding Officer in the first instance.
- 15) EMRFC follows the **RFU's Anti-Bullying Policy**. This can be viewed on the RFU website link shown above. (There is also summary guidance in Appendix F). All incidents, including those concerning bullying, whether they involve members, guests or even non-members/ un-invited children must be actioned in the same way and within the guidelines of the club's and RFU's Safeguarding and Anti-Bullying Procedures. If children are found to be unacceptably misbehaving, it might be deemed reasonable to initiate the necessary steps for them to leave the grounds to prevent further bullying, misbehaviours, or transgressions. The first step, even if they are on the grounds un-invited, must be to identify and inform their parents/guardians that they are being requested to leave the grounds and they are being asked to come and escort them from the premises. The child or children in question should be asked to wait in the club house until the parent(s)/responsible adult arrives.



The welfare of children at EMRFC will only be protected properly if this policy is implemented effectively. The designated individuals, with child protection responsibility, contact details will be posted on the club's site.

Signed

David Dennis

Chairman

Eton Manor

Date 1st September 2022



APPENDIX A: RFU CODES OF CONDUCT

THE GOOD COACHES CODE

IN RUGBY UNION, COACHES OF YOUNG PLAYERS SHOULD:

- Recognise the importance of fun and enjoyment when coaching young players.
- Most learning is achieved through doing. Appreciate the needs of the players before the needs of the sport.
- Be a positive role model - think what this implies.
- Keep winning and losing in perspective - encourage young players to behave with dignity in all circumstances.
- Respect all referees and the decisions they make (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.
- Provide positive verbal feedback in a constructive and encouraging manner, to all young players, both during coaching sessions and games.

IN RUGBY UNION, COACHES OF YOUNG PLAYERS MUST:

- Provide experiences, which are matched to the young players' ages and abilities, as well as their physical and mental development.
- Ensure all youngsters are coached in a safe environment, with adequate first aid readily to hand. Avoid the overplaying of the best players, by using a squad system, which gives everybody a satisfactory amount of playing time.
- Never allow a player to train or play when injured.
- Ensure good supervision of young players, both on and off the field.
- Recognise that young players should never be exposed to extremes of heat, cold, or unacceptable risk of injury.
- Develop an awareness of nutrition as part of an overall education in lifestyle management. Recognise that it is illegal for young players under 18 to drink alcohol.
- Ensure that their knowledge and coaching strategies are up to date and in line with RFU philosophy.
- Be aware of, and abide by, the RFU recommended procedures for taking young people on residential tours at home and abroad.
- Be aware of, and abide by, the policies and procedures outlined in the RFU Child Protection Guidance Booklet.

REMEMBER: COACHES WORKING WITH YOUNG PLAYERS BELOW THE AGE OF 18 MUST FOLLOW THE GUIDELINES LAID DOWN BY RFU RUGBY AGE GRADE REGULATIONS.



THE GOOD PARENT'S CODE

PARENTS ARE ENCOURAGED TO:

- Be familiar with the coaching and training programme in order that you can ensure that your child is fully involved, and the coaches are aware of their availability.
- Be familiar with the teaching and coaching methods used by observing the sessions in which your child participates.
- Be aware that the club has a duty of care and therefore, where appropriate, assist coaches with the supervision of the young players, particularly where numbers are large and there is a need to transport youngsters to away games.
- Be involved with club activities and share your expertise.
- Share concerns, if you have them, with club officials.
- Be familiar with the Good Coaches Code. In particular:
 - Coaches should recognise the importance of fun and enjoyment when coaching young players.
 - Coaches should keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances. It is important that parents support coaches in instilling these virtues.

PARENTS SHOULD:

- Remember that young people play rugby for their own enjoyment not that of their parents. Encourage young people to play - do not force them
- Focus on the young players' efforts, rather than winning or losing. · Be realistic about the young players' abilities; do not push them towards a level that they are not capable of achieving
- Provide positive verbal feedback both in training and during the game
- Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude
- Always support the rugby club in their efforts to eradicate loud, coarse, and abusive behaviour from the game
- Remember young people learn much by example
- Always show appreciation of good play by all young players both from your own club and the opposition
- Respect decisions made by the match officials and encourage the young players to do likewise.



THE GOOD PLAYER'S CODE

PLAYERS ARE ENCOURAGED TO:

- Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity for you to play the game and enjoy the rugby environment.
- Understand the values of loyalty and commitment to adults and teammates.
- Recognise that every young player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- Understand that if an individual or group of young players feel they are not being treated in a manner that is acceptable, then you have a right to tell an adult either at the rugby club or outside of the game.

PLAYERS SHOULD:

- Play because you want to do so, not to please coaches or parents.
- Remember that skill development, fun and enjoyment are the most important parts of the game.
- Be attentive at all training and coaching sessions.
- Work equally hard for yourself and your team - both will then benefit. Recognise good play by all players on your team and by your opponents.
- Be a sportsman - win or lose.
- Play to the Laws of the Game and accept, without question, all referees' decisions.
- Control your emotions. Verbal or physical abuse of teammates, opponents, or match officials is not acceptable.
- Treat all players, as you would like to be treated. Do not interfere with, bully or take advantage of any player.



THE GOOD SPECTATOR'S CODE

SPECTATORS ARE ENCOURAGED TO:

- Act as positive role models to all young players.
- Be familiar with, and abide by, the RFU Child Protection Guidance in relation to verbal and emotional abuse.
- Respect the rugby club with regard to spectator behaviour.

SPECTATORS SHOULD:

- Remember children play sport for their enjoyment not yours.
- Acknowledge good individual and team performance from all youngsters irrespective of the team for whom they play.
- Respect match officials' decisions. Remember - they are volunteers providing an opportunity for youngsters to play rugby.
- Never verbally abuse young players, match officials, fellow spectators or coaches. Such behaviour can create a negative environment for young players and their behaviour will often reflect this. Acknowledge effort and good performance rather than 'win at all costs' ethic.
- Verbally encourage all youngsters in a positive way. If you do want to shout, make sure it is 'for', not 'at' the players.
- Encourage all youngsters irrespective of their ability - never ridicule any individual player, regardless of the team for whom they play.



THE GOOD MATCH OFFICIAL'S CODE

MATCH OFFICIALS SHOULD:

- Recognise the importance of fun and enjoyment when officiating young players.
- Provide positive verbal feedback in a constructive and encouraging manner during games. Emphasise the spirit of the game.
- Appreciate the needs of the young players before the needs of the sport.
- Understand the physical, social and psychological development of young players.
- Be a positive role model. You set an example, and as such, comments you receive should be positive and supportive.
- Look to self-improvement e.g. participation in Mini/Midi or National 15-a-side courses.

MATCH OFFICIALS MUST:

- Recognise that the safety of young players is paramount.
- Explain decisions - all young players are still learning.
- EMRFC, Club Safeguarding Policy 8 · Always penalise foul play.
- Play advantage whenever possible in order to let the game flow.
- Show empathy for the age and ability of young players.
- Be consistent and objective.
- Ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by club officials immediately.
- Be aware of, and abide by, the RFU Child Protection Guidance policies and procedures.



APPENDIX B: EMRFC 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. In particular, the Message Board 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 EMRFC has responsibility for the physical safety of Mini and Youth members when on the club's premises, EMRFC will also ensure that there is nothing on its' website which could harm a child, directly or indirectly. EMRFC is responsible for the content of its website. Message Board content, which can be posted by all members, will be moderated by Board moderators to ensure inappropriate content is removed.

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

- 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.
- 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.

Online Photos and video

Photos and video clips can make any child featured vulnerable to grooming if information about the child (name, address, activities or interests) is also disclosed. Furthermore, posting an image on a website carries a risk that the image could be taken and adapted for an inappropriate use.

Recommendations:

- RFU Use group images, rather than individual images
- For images of individual children (such as in action shots) where possible use models or illustrations



- Only use images of children in suitable dress, to minimise the risk of inappropriate adaptation of the image
- If a child is named on the site, do not include an image (individual or group). If a child features in an image on the site, do not use the child's first name or last name, either in text on the site or in the image file name
- EMRFC will abide by all RFU recommendations regarding photo and video images and will obtain consent from the appropriate responsible person(s) before using any images of children or vulnerable adults on its website. Consent request clauses are included in the registration form which is completed each season and are also held by the club age group administrators.

Webcams and Live Image Streams

EMRFC will not use webcams to stream live images of children or vulnerable adults and if use of a webcam to broadcast images of children or vulnerable adults is requested, the Safeguarding Officer at EMRFC will contact the RFU for further guidance before permission is granted.

Mobile and Online Communication with Children

Technology is moving very fast in this area. There are now many different ways for people to communicate. In addition to landlines, there are mobile phones for voice and text, and most new phones incorporate cameras that take still shots and video. Two-way video calling is commonplace. On-line communication can be by email, instant messaging and social networking sites.

The risks posed by such methods of communication arise from:

- The privacy. It is often one-to-one
- The wide range of content that can be transmitted, including content of a violent, sexual or hateful nature
- The ease with which images can be forwarded onto others
- The difficulty in knowing truly who you are communicating with. Where grooming happens, it often involves this type of communication.

In sport, there are additional risks:

- Inappropriate pressure can be exerted by adults, particularly coaches, on children (such as to play when injured)
- There can be inappropriate criticism of a young player's performance



- An official position or role within a club, such as Coach, can carry with it a level of authority and engender a level of trust that facilitates the control of a child.

Against this background, EMRFC will abide by all RFU guidance with regard to mobile and online communication with children and vulnerable adults and will cascade any information for them to the parents (or guardian) of that child or vulnerable adult. EMRFC will not directly contact a child or vulnerable adult directly by mobile phone unless prior consent is given by the parent or guardian.

Club Guidelines:

- All Age Group communications – for example fixture information, team selection
 - should be sent via the Club Message Board. Emails can be sent linking to the Message Board as a reminder to parents to check the Message Board. Emails should only be sent using email groups comprising email addresses given by parents. An email should not be sent to a child unless the parent is also copied. Such emails should only come from age group coaches or administrators as communicated to Parents.
- Other Online (Social Media) Services. No Club Member may initiate a social media outlet that is directly linked and intended to be used by EMRFC members without the express permission of the Club Executive Committee or, for Mini or Youth matters, the respective Mini or Youth Committees. Administrators of social media outlets must ensure the content complies with the Website and Message Board policy above. Further:
 - Twitter can be used for broadcasting information but must not be used for 1-1 (Direct) Messaging between Adults and Young People. Content must conform to the Website and Message Board policy above.
 - Facebook. Communication via Facebook is permitted only via public club Facebook pages where the content is public and conforms to the Website and Message Board policy above. Private, closed groups and 1-1 messaging between Coaches and Young People is not permitted.
 - Other online and social media services whether public or private are not permitted. Requests to add other services (e.g WhatApps, SnapChat, Instagram, WeChat, Line, Telegram etc) should be directed to the Club Safeguarding Officer.
- SMS Messaging (Texting): Club Officials and Coaches should only communicate directly with individual children by text at any time, on any matter, if the parent or guardian is copied on such communication or there is an immediate risk to the welfare of



that child which, can be lessened by such contact.

- Telephone: When communication by phone is needed, Club Officials and Coaches can speak to individual young people on phones provided they have prior consent from the child's parents or guardian and from the young person if old enough to understand.



APPENDIX C: EMRFC PHOTOGRAPHIC POLICY

The RFU positively encourages parents/carers and spectators to take photographs of participants involved in rugby union to celebrate the ethos and spirit of the sport. It is not the intention of the RFU to prevent photographs or filming taking place for legitimate purposes.

Any photograph (digital or printed) or film which is produced and released into the public domain may be misused by anyone as control has been lost. With the widespread use of smartphones and other devices that can take photograph and film there are challenges.

There may be circumstances where photography / filming of a child might not be acceptable or appropriate as it may place the child at risk of harm. This may include legal restrictions or where it is potentially dangerous to reveal the child's whereabouts to an estranged parent. Such circumstances must be addressed between the parents/carers and club as a matter of urgency to mitigate any risk to the child. Communication is key to keeping children safe.

Basic Principles

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

- **Permission:** Every parent or guardian 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 first name, last name or address.
- **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 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 club's policy permission.

All parents/guardians are asked to indicate on GMS 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 guardian's permission continues throughout the season, terminating at its conclusion, unless the parent or guardian 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 guardian 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.

Clubs/CBs should ensure any opposition teams know ahead of any fixture if there is an objection to any filming/ photography taking place. Each club/CB will be responsible for communicating any objection and ensuring it is adhered to by their supporters or officials. Festival or event organisers should make their photography / filming policy clear ahead of the day.

The RFU encourage the filming of rugby union for the purpose of external examinations Duke of Edinburgh Award, GSCE, A level or BTEC Physical Education which will support a player's formal education. Clubs/CBs will need to manage this in accordance with the above guidance.



Focus and content of the imagery

Images taken by parents, guardians, 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 guidelines:

- Photographs /filming should be of the activity or team not of an individual child.
- Children must be appropriately dressed when being photographed or filmed. It is never acceptable to capture any images in changing rooms, showers, or at any time when players are dressing, injured or receiving first aid. Images must be neither sexual, of an exploitative nature nor open to misinterpretation or misuse.
- Parents /carers should be made aware if a film is being taken to be used as a coaching aid. Clubs and Constituent Bodies should ensure that any footage will be carefully monitored, stored securely and destroyed or deleted when no longer required or when requested by a parent/carer. Any coaching videos must follow Age Grade Code of Codes of Practice.

Sensitive Information

Personal information which leads to a child being identified should be avoided. If it is necessary to name a child, ensure that you have written parental/carer consent and have informed the parent/carer as to how the image will be used. This is particularly important when issuing press releases and match reports.

Publication by the Club of Imagery

The Club must have parental or guardian 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 or identifiable information/details of young people or of their parents or guardians.

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.

Photography/Video by the Media or Third Party

The Club reserves the right to invite/commission professional photographers or the press to cover an activity at the club. If it does so it undertakes to:

- Ensure that the photographer has been appropriately vetted prior to the event.
- Issue the professional photographer with identification, which must be worn at all times.
- Inform them of the club's commitment to safeguarding children. Establish who will hold the



recorded images and what they intend to do with them

- Provide a clear brief about what is considered appropriate in terms of content and behaviour including where photography is prohibited, toilets, changing areas, first aid areas, and injured players, no unsupervised access to children or a one-to-one photo session at the event
- Clarify issues about ownerships of the images and access. How will the images be stored, retained and used
- Inform parents and participants that a photographer will be in attendance and where the images will be published. Ensure parents and children consent to both the taking and publication of films or photos.

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

Members of the public are entitled to take photos in public areas, this may include taking images of children involved in sports events or activities including rugby union.

Eton Manor is privately owned land and there may regulate whether or not any filming or photography may take place.

Parents and guardians 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 recorded and dealt with in the same manner as any other child protection concern.

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.

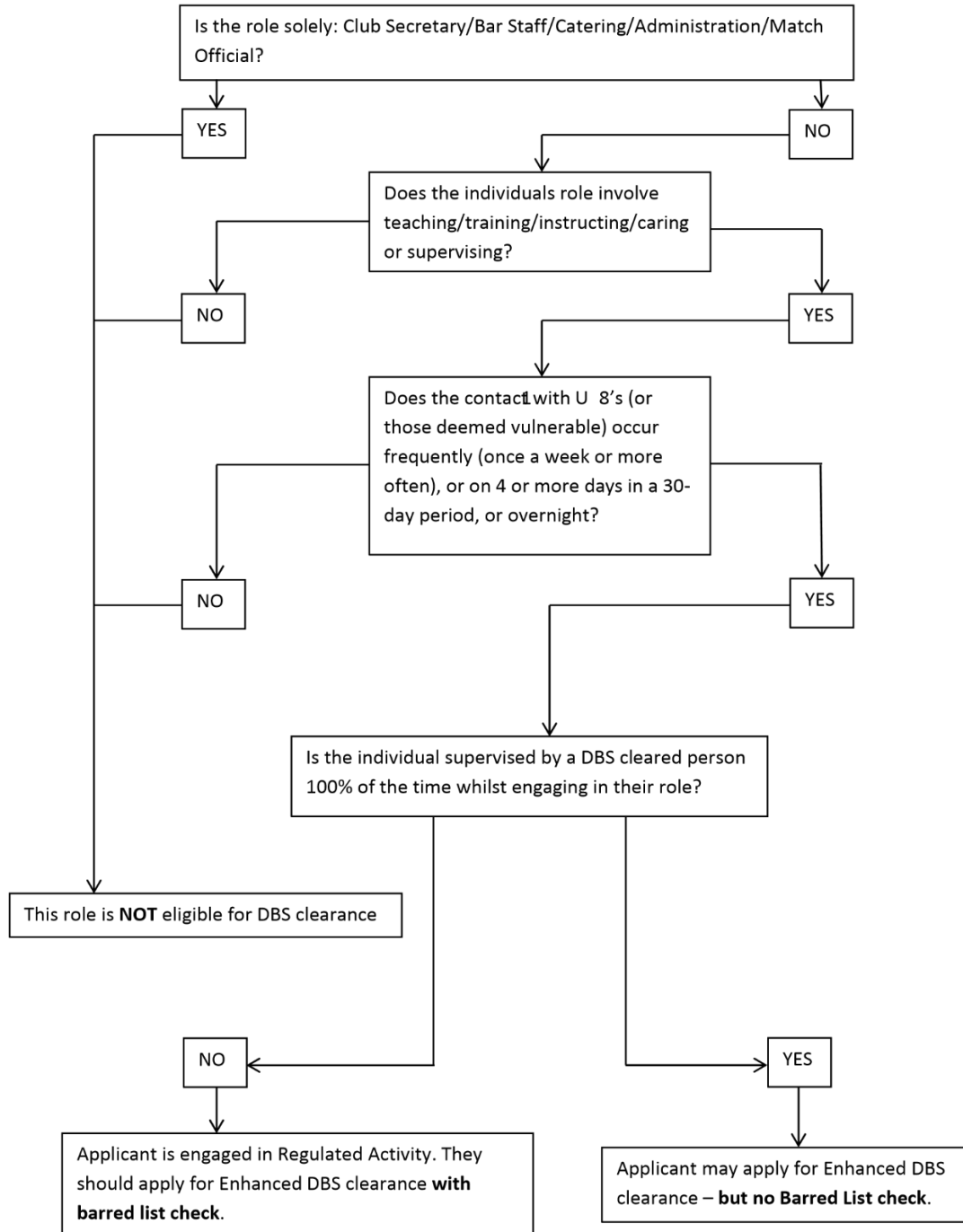


APPENDIX D: WHO NEEDS A DBS CHECK?



RUGBY FOOTBALL UNION

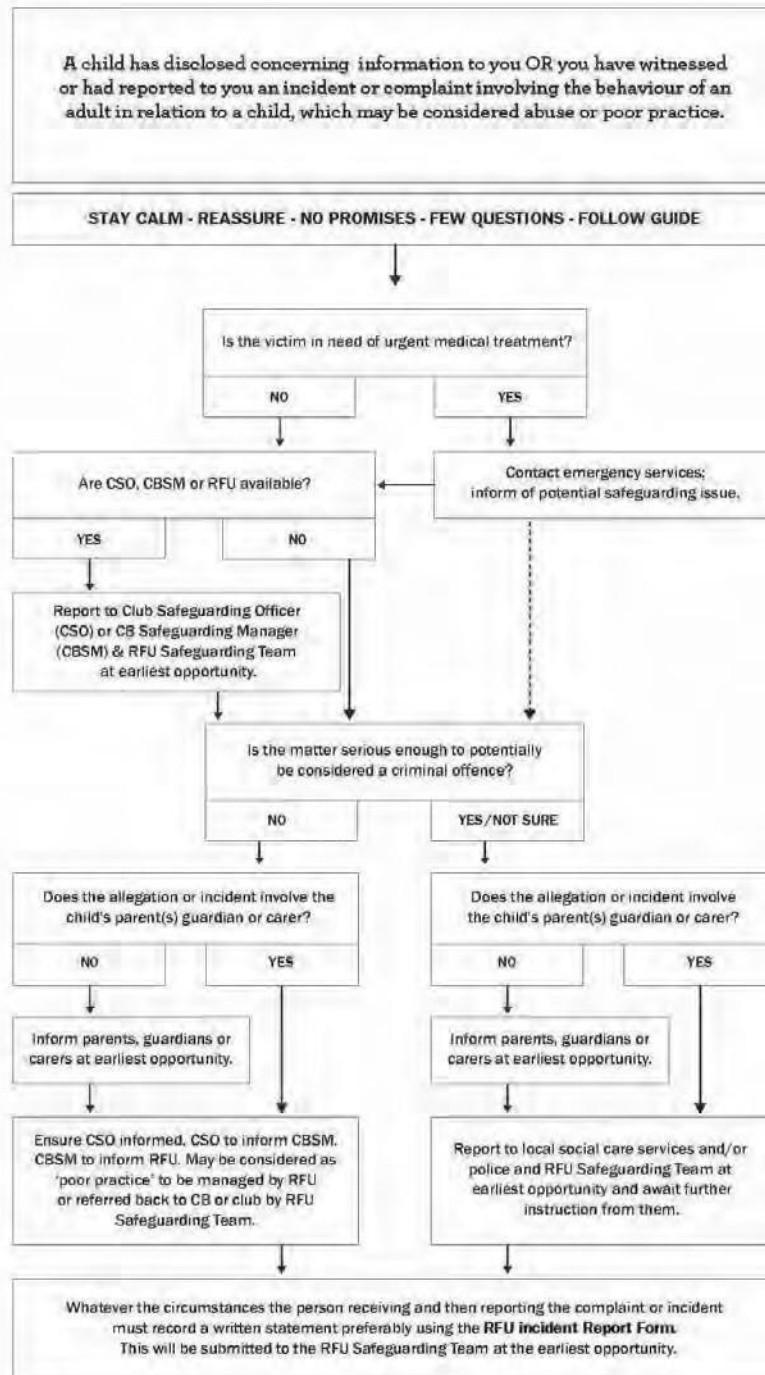
DBS Eligibility Decision Flow-Chart





APPENDIX E: INCIDENT REPORTING FLOWCHART

PROCEDURES





APPENDIX F: ANTI-BULLYING POLICY

EMRFC operates a strict no bullying policy. Bullying from players, members, non- members, coaches, spectators and parents will not be tolerated.

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: **physical** (e.g. hitting, kicking), **verbal** (e.g. **racist or homophobic** remarks, threats, name calling) and emotional (e.g. isolating an individual from activities).

They will all include:

- Deliberate hostility and aggression towards the victim;
- A victim who is weaker than the bully or bullies;
- An outcome which is always painful and distressing for the victim. Bullying behaviour may also include:
 - Other forms of violence;
 - Sarcasm, spreading rumours, persistent teasing or theft;
 - Tormenting, ridiculing, humiliation;
 - Racial taunts, graffiti, gestures;
 - Unwanted physical contact or abusive or offensive comment of a sexual nature.

In the case of any individual found to be bullying others or being bullied by others, EMRFC has a requirement to:

- Take the problem seriously;
- Investigate any incidents;
- Talk to the bullies and victims separately.

EMRFC will decide on the appropriate action to be taken, such as:

- Obtain apology from the bully(ies) to the victim;
- Inform parents of the bully(ies);
- Insist on the return of items 'borrowed' or stolen;
- Insist bullies compensate the victim;
- Hold club or class discussions about bullying;
- Provide support for the coach of the victim.



APPENDIX G: REPORTING OF ABUSE TAKING PLACE OUTSIDE OF THE RUGBY ENVIRONMENT

It may come to your notice that abuse of a young person is suspected of taking place outside of the rugby environment, for example at a club or **3rd party social event on the grounds**. If this is the case it will be dealt with as follows:

- Your concerns should be reported to the Safeguarding Officer or Assistant Officer.
- If they are not contactable then the matter should be reported to the Police or Social Services without delay.
- The matter should then be referred to the Safeguarding Officer who will report the matter to the professional staff (such as Essex County RFU Safeguarding Officer)

In such cases, it is NOT your decision as to whether abuse has taken place or not. That decision will be left to the Police and Social Services.

Where there are concerns, that unlawful abuse has taken place either within OR outside the rugby environment please follow the course of action outlined below:

DO

- Inform the relevant persons
- Listen to what the child has to say to you.
- Please do not promise the child/young person that you will not tell anyone what he or she has told you. Please be clear that you have a responsibility to pass the details on. You may tell the child/young person what you expect to happen next.
- Reassure the child that they are not to blame and confirm that you know how difficult it must be to confide.
- Ensure you clearly understood what the child has said.
- Try to record what the child has said, or what has been seen. Include dates and times. Also, record the time and date that the notes were made. (Please remember that you are not a professional in this and your recall of events may be incorrect but try and be as accurate as possible.
- Do not allow any other members of the club to talk to the child/young person about what they have disclosed. The young person will find the process difficult and too many adults may lead to discrepancies in evidence.
- Follow guidelines relating to confidentiality.

**DO NOT**

- Question the child.
- Ignore what has been said.
- Panic.
- Challenge parents or guardians.
- Make promises you cannot keep i.e. confidentiality.'
- Make the child repeat the story unnecessarily.
- Delay the reporting process.

Please remember it is not your job to investigate any allegation. That job will be undertaken by the Police and Social Services either together or singly. Your role would be to listen and accept. Do not worry if the details you write or remember are unclear.

If a child says to you, that you must not tell anyone, please remember that you have a responsibility to inform the relevant people if you suspect abuse or significant harm. Please inform the child of that. If that child then stops telling you details, please inform the relevant people of the situation. It is better that the child knows that you will pass details on than for you to break a promise made and tell anyway. Remember that the child is confiding in you solely because of your role with that child, as member of EMRFC.



APPENDIX H: GUIDANCE FOR DEALING WITH CHALLENGING BEHAVIOUR

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

The guidelines will also include the views and suggestions of children. These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/guardians) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, eg a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/guardians and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc.
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.



Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/guardians and where appropriate young people. The club should seek to work in partnership with parents/guardians, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/guardians should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour, the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/guardians. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.



- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/guardians and in some cases, others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.