



Crowborough RFC Safeguarding Policy

CRFC Policy Document Updated September 2020



1. The Crowborough RFC Safeguarding Team.

CRFC has appointed a Safeguarding Team to be your first point of contact for any concerns that you might have relating to allegations of abuse, bullying or poor practice. Their contact details are as follows:

CRFC Safeguarding Officer

Name: **Frances Davies**

Home: 01892 663 915. Mobile: 07788 203 525

Email: frannydav@aol.com

CRFC Assistant Safeguarding Officer

Name: **Karen Rosier**

Home: 01892 660 267. Mobile: 07796 327 412

Email: k.rosier@sky.com

2. The Crowborough RFC Safeguarding Policy Statement.

CRFC is committed to safeguarding the welfare of children and vulnerable adults in the sport. They are entitled to be protected and kept safe from physical, sexual and emotional abuse, bullying or poor practice. They have a right to take part in sport in a safe, positive and enjoyable environment. Our Safeguarding Policy is based on the following key principles:

- 2.1 The welfare of children and vulnerable adults is paramount.
- 2.2 All participants regardless of their Age, Disability, Gender Reassignment, Race, Religion, Belief, Sex, Sexual Orientation, Marriage, Civil Partnership, Pregnancy or Maternity have the right to protection from harm.
- 2.3 All allegations, suspicions and concerns relating to abuse, bullying or poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
- 2.4 Everyone will work in partnership to promote the welfare, health and development of children

3. The Crowborough RFC Commitment to Safeguarding.

To underpin our commitment to safeguarding children and vulnerable adults CRFC will:

- 3.1 Develop and deploy robust procedures for dealing with accusations of abuse, bullying and poor practice.
[Refer to Sections 5, 6, 7 and 8 of the Safeguarding Policy].
- 3.2 Comply with the RFU Laws, Regulations, Policies and Procedures.
- 3.3 Comply with RFU Regulation 15 relating to Age Grade Rugby.
[Refer to the RFU Age Grade Policy].
- 3.4 Ensure that the members of the Safeguarding Team are properly qualified.
- 3.5 Ensure that all Coaches are appropriately qualified and encouraged to attend CPD Courses to stay up-to-date with rugby coaching techniques and have a valid DBS certificate.
- 3.6 Ensure that all Volunteers and Staff are recruited in accordance with the CRFC Volunteer Recruitment Policy, appropriately trained and where required have a valid DBS certificate.
[Refer to the CRFC Volunteer Recruitment Policy]
- 3.7 Encourage Coaches and Volunteers to hold an RFU accredited First Aid qualification.
- 3.8 Promote fair play and always play within the spirit of the laws of the game.
[Refer to the CRFC Codes of Conduct for Mini, Youth and Senior Players]
- 3.9 Define the responsibilities of Parents, Guardians and Carers for the safety and wellbeing of their children
[Refer to the Responsibilities of Parents, Guardians and Carers]
- 3.10 Develop and enforce Codes of Conduct for Parents, Coaches, Volunteers, Officials and Spectators.
[Refer to the CRFC Codes of Conduct].
- 3.11 Ensure that all people irrespective of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, race, pregnancy and maternity have a genuine and equal opportunity to participate in Rugby Union at all levels and in all roles (e.g. player, coach or spectator).
[Refer to the CRFC Equity Policy].
- 3.12 Develop and comply with written procedures for dealing with Accidents & Emergencies
[Refer to the CRFC Accident & Emergency Procedures].
- 3.13 Maintain written records of attendance, parent/guardian consents and accidents or injuries as they occur.
- 3.14 Develop and comply with a written Health & Safety Policy.
[Refer to the CRFC Health & Safety Policy].
- 3.15 Comply with RFU policies and procedures for Touring outside of England.
[Refer to the CRFC Touring Policy].

- 3.16 Develop and comply with a written policy for taking Photographic Images.
[Refer to the CRFC Photographic Policy].
- 3.17 Control the content of the CRFC Website and the CRFC Facebook and Twitter Accounts
[Refer to the CRFC Website & Electronic Communications Policy].
- 3.18 Develop and comply with a written policy to protect the data held on our Players and Supporters
[Refer to the CRFC Data Protection Policy].
- 3.19 Develop and comply with a written policy designed to prevent children from gaining access to alcohol, cigarettes or non prescribed drugs on CRFC premises and grounds
[Refer to the CRFC Alcohol, Drugs and Smoking Policy].

4: Best Practice Guidelines.

CRFC aims to ensure that children and vulnerable adults enjoy the game in a safe enjoyable setting. Whilst not a comprehensive list when dealing with children Club Officials, Team Managers, Volunteers and Staff should:

- 4.1 **NEVER** expose children to physical abuse [e.g. physical punishment, forcing a child to take part in unsuitable training sessions and/or competitions or physical assault].
- 4.2 **NEVER** engage with children in rough, physical games, sexually provocative games or horseplay.
- 4.3 **NEVER** take part as a player in any dynamic contact games or training sessions with children. If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids e.g. contact pads, this must be done with great care and with due regard to safety.
- 4.4 **NEVER** allow any form of inappropriate touching. Physical handling must only be used for safety reasons or where there is no other way of coaching the technique and always with the permission of the child and their parent, guardian or carer. In a situation where a Coach or Referee has to intervene to prevent a child being injured, injuring themselves or others, physical intervention should always be avoided unless absolutely necessary. In these situations it is imperative that they:
 - Consider their own safety.
 - Give verbal instructions first.
 - Use the minimum reasonable force and only when necessary to resolve the incident, the purpose being restraint and reducing risk.
 - Do not strike blows, act with unnecessary force or retaliate.
 - Avoid contact with intimate parts of the body, the head and neck.
 - Stay in control of your actions.
- 4.5 **NEVER** do things of a personal nature for a child that they can do for themselves unless you have been requested to do so by the parents/guardian. Note: It is recognized that some young people will always need help with things such as lace tying and adjusting Tag Belts.
- 4.6 **NEVER** engage in any form of inappropriate sexual contact and/or behavior or make sexually suggestive remarks to children even in fun.
- 4.7 **NEVER** expose children to emotional abuse [e.g. subjecting children to constant criticism, name-calling, sarcasm, favoritism, bullying, regular exclusion from an activity or non-selection for a team].
- 4.8 **NEVER** expose children to neglect [e.g. exposing them to undue heat or cold, expecting them to train/play in unsuitable weather conditions or exposing them to unnecessary risk of injury].
- 4.9 **NEVER** expose children to poor practice [e.g. shouting, excessive training, creation of intra-club 'elite clubs', ignoring health and safety guidelines or failing to comply with the Club's code of conduct].
- 4.10 **NEVER** share a room with a child unless the individual is the parent, guardian or carer of the child.
- 4.11 **NEVER** communicate directly with children by telephone, email, or text or through social media. All communications should be sent through their parents, guardians or carers.
- 4.12 **NEVER** take a child to their home or any other place where they will be alone with them. If unavoidable they **MUST** notify the parent, guardian, carer and a member of the Safeguarding Team.
- 4.13 **NEVER** use inappropriate language or allow the children to use inappropriate language unchallenged.
- 4.14 **NEVER** allow children and adults to change together in the same changing room.
- 4.15 **NEVER** allow children to drink alcohol, smoke or take illegal drugs.

Any behavior that contravenes these Best Practice Guidelines or any behavior that causes you concern should be reported to the CRFC Safeguarding Team.

5: Identifying Abuse.

It is not always easy to differentiate poor practice from abuse. It is not the responsibility of the CRFC Official, Coach, Volunteers and Staff to determine whether or not abuse is taking place. It is their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a child or young person. There are four main types of abuse:

- 5.1 **Emotional Abuse:**
This occurs when individuals persistently fail to show young people due care with regard to their emotional welfare, when a young person may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. There may also be over-protection, preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and may become withdrawn and nervous.
In rugby, emotional abuse may occur when coaches, volunteers or parents:
- Provide repeated negative feedback.
 - Repeatedly ignore a young player's efforts to progress.
 - Repeatedly demand performance levels above the young player's capability.
 - Over-emphasise the winning ethic.
- 5.2 **Abuse by Neglect:**
This occurs when a young person's essential needs for food, warmth and care both physical and emotional are not met.
In rugby, abuse by neglect may occur when:
- Young players are left alone without proper supervision.
 - A young player is exposed to unnecessary heat or cold.
 - A young player is not provided with necessary fluids for re-hydration.
 - A young player is exposed to an unacceptable risk of injury.
- 5.3 **Physical Abuse:**
This occurs when individuals including other young people, deliberately inflict injuries on a child or young person, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when young people are given alcohol, or inappropriate drugs, or there is a failure to supervise their access to these substances.
In rugby, physical abuse may also occur when:
- Young players are exposed to exercise/training, which disregards the capacity of the player's immature and growing body.
 - Young players are exposed to over-playing, over-training or fatigue.
 - Any person exposes young players to alcohol and gives them the opportunity to drink alcohol below the legal age or fail to supervise access to alcohol.
 - Young players are provided with or encouraged to take prohibited substances including performance-enhancing drugs.
- 5.4 **Sexual Abuse:**
Girls or boys can be abused by adults (both male and female) or other young people. This may include encouraging or forcing a child or young person to take part in sexual activity.
In rugby, sexual abuse may occur when:
- An adult uses the context of a training session to touch young people in an inappropriate sexual way.
 - Coaches, Team Managers or volunteers use their position of power and authority to coerce young players into a sexual relationship.
 - Coaches or Team Managers imply better progression of the player in return for sexual favors.

5: Identifying Bullying.

- 6.1 Bullying of any kind will not be tolerated at CRFC
- CRFC has a 'telling' culture and anyone who knows or suspects that bullying is happening is expected to tell the CRFC Safeguarding Officer, the CRFC Director of Governance or the SRFU Safeguarding Officer.
 - Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation.
 - It is the responsibility of every adult involved in the club to ensure that all young people can enjoy the sport in a safe enjoyable environment.
- 6.2 Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that the bully is a young person. There are three main types of bullying:
- Emotional - being unfriendly, excluding (emotionally and physically), tormenting (e.g. hiding rugby kit, threatening gestures including sending threatening texts messages).
 - Physical - pushing, kicking, hitting, punching or any use of violence.
 - Verbal - name-calling, sarcasm, spreading rumors, teasing.

- 6.3 A child may indicate by signs or behavior that he or she is being bullied. Children and Young People have described bullying as:
- Being called names and/or being teased.
 - Being hit, Kicked, pushed, pulled or pinched.
 - Being attacked because of religion, gender, sexuality, disability, appearance or ethnic or racial origin.
 - Receiving abusive text messages.
 - Being forced to hand over money.
 - Being forced to do things they do not want to do.
 - Being ignored or left out.
 - Having their possessions taken.
- 6.4 Parents and carers may see other signs and symptoms of bullying. A child or young person:
- Doesn't want to attend training or club activities.
 - Changes their usual routine.
 - Begins being disruptive during sessions.
 - Starts stammering.
 - Has unexplained cuts or bruises.
 - Stops eating.
 - Becomes withdrawn anxious, or lacking in confidence.
 - Has possessions going missing.
 - Becomes aggressive, disruptive or unreasonable.
 - Is bullying other children.
 - Is frightened to say what's wrong.

7: Identifying Poor Practice.

Poor practice occurs when anyone fails to comply with:

- 7.1 CRFC Policies and Procedures that are posted on the CRFC Website.
- 7.2 RFU Laws. Policies and Procedures which can be found on the RFU website [www.rfu.com]

8: Dealing with Accusations of Abuse, Bullying and Poor Practice.

If you have any concerns contact the CRFC Safeguarding Team

If you have concerns about or suspect abuse, bullying or poor practice it is important that you:

- 8.1 **IMMEDIATELY** contact the CRFC Safeguarding Team. Their contact details are as follows:

CRFC Safeguarding Officer:

Name: **Frances Davies**

Home: 01892 663 915. Mobile: 07788 203 525

Email: frannydav@aol.com

CRFC Assistant Safeguarding Officer:

Name: **Karen Rosier**

Home: 01892 660 267. Mobile: 07786 327 412

Email: k.rosier@sky.com

If you feel, for any reason, that you are unable to discuss your concerns with the CRFC Safeguarding Team then you should contact the CRFC Director of Governance who is responsible for Safeguarding or any other member of the CRFC Executive Committee.

CRFC Director of Governance:

Name: Tony Helliwell. **Mobile:** 07973 121 8123. **Email:** info@thincs.co.uk

If you feel, for any reason, that you are unable to discuss your concerns with the CRFC Safeguarding Team or the CRFC Director of Governance then you should contact the Sussex RFU Safeguarding Officer.

Sussex RFU Safeguarding Officer:

Name: Jackie Coleman. **Home:** 01323 506 104. **Mobile:** 07932 436 647. **Email:**

jacks4ox@gmail.com

- 8.2 **NEVER** under any circumstance, investigate an alleged incident yourself or approach the individual suspected of abuse, bullying or poor practice.
- 8.3 **ALWAYS COMPLETE** an 'Initial Issue or Concerns Reporting Form' and send it to the CRFC Safeguarding Team, the CRFC Director of Governance or the Sussex RFU Safeguarding Officer. The form can be found on the CRFC website under **(Information) – (Policies & Procedures) – (Safeguarding Policy) – (Initial Issues or Concerns Reporting Form)**.
- 8.4 **ALWAYS** maintain confidentiality. Information must only be shared on a need to know basis and confidentially must be maintained until a case is proven.

Never ignore Abuse, Bullying or Poor Practice