

Marr Rugby Values – LEADERSHIP; ENGAGEMENT; ACHIEVEMENT; ENJOYMENT; RESPECT

MARR RUGBY: CHILD PROTECTION POLICY AND PROCEDURE (2017)

Marr Rugby's child protection policy and procedures are based on [Scottish Rugby's child protection policy \(2017\)](#) and the [National guidance for child protection in Scotland \(2014\)](#)

Participation in rugby is widely recognised as a fantastic activity for children and young people, with far reaching benefits not just in health, but in confidence, friendships, communication, teamwork and leadership.

Marr Rugby supports and applies Scottish Rugby's values of Leadership, Engagement, Achievement, Enjoyment and Respect in what we do. We all have a responsibility to look after children and young people involved in rugby and their wellbeing and safety is at the centre of everything we do.

Marr Rugby is committed to child protection and the welfare of children and young people in our sport. All children and young people are entitled to protection from harm and take part in rugby in a safe and enjoyable environment. We embrace difference and diversity and respect the rights of all children and young people. Everyone within Marr Rugby will be made aware of the policies and procedures in place to protect children and young people in our care and to promote their wellbeing.

KEY PRINCIPLES: POLICY STATEMENT

- A child or young person is recognised as someone under the age of 18.
- The safety and welfare of the child or young person is paramount.
- All participants regardless of age, gender, ability, disability, race, faith, size, language or sexual identity have the right to protection from harm.
- Everyone will work in together to promote the safety, welfare, health and development of children and young people.
- The protection of children and young people in our care is everyone's responsibility.

DEFINITIONS, ACRONYMS and NATIONAL/LOCAL KEY CONTACTS

Who is a Child?

In Scotland, a child is legally an adult when they turn 16, however this can be extended to 18 under certain circumstances but it is important to know that Scottish Rugby and Marr Rugby policy and procedures covers **all** players up to the age of 18 due to the position of trust that coaches and volunteers are in.

17 Year Olds Playing Adult Rugby

This policy and procedures covers all players under the age of 18. However it is recognised that some players under the age of 18 but over the age of 16 can, with the necessary consents as per our Age Banding Policies, play adult rugby. Those dealing with players under 18 who are playing up a level (i.e. in adult rugby) must always be mindful of the player's safety and wellbeing.

However for the purposes of this policy, a player who is training or playing with an adult team, having obtained the necessary consents for playing up a level is treated as an adult and the detail of this policy does not apply while he/she is training or playing with that adult team.

CPO

Child Protection Officer

GIRFEC

Getting It Right For Every Child

PVG (Protection of Vulnerable Groups Scheme)

Protection of Vulnerable Groups Scheme (Protection of Vulnerable Groups (Scotland) Act 2007) is a membership scheme that provides information on a person's criminal records and suitability to work with children or vulnerable groups.

Scottish Rugby Child Protection Team

Scottish Rugby has a dedicated Lead Child Protection Officer and Child Protection Administrator who are part of the HR & Regulatory Teams. They can be contacted on safeguarding@srug.org.uk or 0131 346 5000.

Marr Rugby Child Protection Officer

Marr Rugby has a dedicated child protection lead (officer). They can be contacted [here](#).

ROLES and RESPONSIBILITIES

To ensure a safe environment in which children can enjoy their rugby, everyone involved in the sport must work together. **EVERYONE** involved with Marr Rugby has responsibility to contribute towards protecting children.

Marr Rugby will:

- Appoint a Child Protection Officer (CPO) to act as the first point of contact for any child protection and wellbeing concerns.
- Ensure our CPO is a member of the PVG Scheme with necessary Scheme Record Update and attends Foundation & Intermediate Level Child Protection training within 6 months of appointment and refresher on a regular basis (at least annual).
- Ensure our Child Protection Policy and Procedures is in place and easily accessible.
- Ensure our CPO is easily contactable to deal with any areas of concerns around a child's wellbeing and refers to the appropriate agency/Scottish Rugby Child Protection team.

Marr Rugby Volunteers who are in coaching or other key roles and Employees will:

- Agree to work together to provide a safe environment, friendly and accessible to all children to experience and enjoy rugby.
- Agree to comply with the Club's Child Protection Policy.
- Agree to complete Child Protection training as required by their role.
- Agree to become a PVG Scheme Member if their role is in regulated work¹.

Roles & Responsibilities for 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 available on club website.

¹ The PVG Scheme doesn't apply to all jobs and volunteering. It only applies to 'regulated work'. For our purposes this is all coaches who are involved in delivering Minis and Midis coaching, the Club Membership Secretary and Child Protection Officer.

- 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 without delay.
- Ensure that good practice is used in the recruitment of all volunteers, coaches, 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 Committee or equivalent on any issues or concerns.
- Maintain records of any reported cases and action taken, on a confidential basis.
- Liaise with Scottish Rugby Child Protection department as required.
- Signpost other members of the club to relevant training or advice.

WHAT IS ABUSE?

There are four main areas of abuse – PHYSICAL, SEXUAL, NEGLECT, EMOTIONAL – and these are detailed below. However a child's overall wellbeing is vitally important and any concerns around this should also be raised in the appropriate manner. Further information on WELLBEING and the 'SHANARRI' indicators can be found in the Legislation section of this Policy.

Physical Abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a carer or parent feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. This is known as fabricated or induced illness. In sport: Physical abuse may occur when the nature and intensity of training disregards the capacity of the young person's immature and growing body.

Sexual Abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. It involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images, or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways. Sexual abuse is not only committed by men; women can also sexually abuse children, as can other children.

In sport:

Activities which might involve physical contact with players could potentially create situations where sexual abuse could go unnoticed, however it is important to identify that positive and appropriate touch in sport can actually help children identify inappropriate touch should that ever happen at another point.

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's emotional needs. Neglect may result in a child's failure to thrive or to meet normal weight and growth developmental milestones.

In sport:

It is important that if you have concerns that a child may be being neglected that you speak to the child protection officer. You are not expected to be an expert or investigate but you have a vital contribution to make in creating a child centred culture where children feel valued, listened to and believed when they are experiencing difficulties in their lives. Neglect in sport could mean exposing a child to unnecessary risk of injury, forcing them to train or play in extreme weather conditions, or not ensuring they are safe and failing to seek medical attention for injuries.

Emotional

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve saying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may involve the imposition of age, or developmentally inappropriate expectations on a child or causing them to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill-treatment of a child. It can also occur independently of other types of abuse.

In sport:

Emotional abuse in sport can be constant criticism, giving negative feedback or being expected to perform at levels that are above the individual's capability. Bullying will not be tolerated within Scottish Rugby either from other players, Scottish Rugby officials or parents and carers. Social media is also increasingly used by abusers to contact, bully and abuse children. In most situations, children may experience more than one type of abuse. For example, most types of abuse are emotionally harmful and sexual abuse can also cause physical harm.

MARR RUGBY CHILD PROTECTION GUIDANCE and PROCEDURES**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 concerns from someone else, follow the 4 R's.

4 R's:

- RECOGNISE
- RESPOND
- REPORT
- RECORD

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 for:

- 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, looking for food, always tired.
- Have inadequate clothing, are dirty, poor personal hygiene.

- Have unexplained cuts, 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 club volunteer or staff member, including the CPO, to investigate or decide whether a child has been abused. Concerns should be reported so that experts can advise and take action if necessary. Marr Rugby will speak with Scottish Rugby's child protection team and/or Children 1st, NSPCC, Police Scotland and South Ayrshire or other Social Work departments for their advice on individual concerns.

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 have to tell someone else.
- Reassure them they are not in any trouble.

Third, you need to **REPORT** – or refer – passing on information to the club's Child Protection Officer. This will begin to make 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 Officer.
- Refer to and use the "Marr Rugby - Report a Concern Form" (this can be found on the information pages of the club's website)

RECORD your observations, your concerns and the actions you take using Marr Rugby's 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.

IMPORTANT – WE DO NOT NEED ALL THIS INFORMATION BEFORE WE ACT

RESPONDING TO CONCERNS – What to do/consider

SITUATION: A child or young person 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 or young person, which may be considered abuse or poor practice.

ACTION:

Consider - Is the person in need of urgent medical attention?

If YES deal as medical priority – call '999'

If No – Contact the Club Child Protection Officer (07552 177656) and if not available the Scottish Rugby CPO email - safeguarding@sru.org.uk or telephone 0131 346 5168

SITUATION: Is the matter serious enough to be considered a criminal offence?

If Yes - contact Emergency services & advise potential child protection issue (Police Emergency '999' – Non Emergency '101')

If No or Unsure

CONSIDER

- Does the allegation involve the child's parents or guardian/carer?
- Does the allegation/incident involve the child's parent/guardian?

ACTION

If NO - Inform parents/ guardian/carer at earliest opportunity
Ensure CPO informed

Club CPO will

- Inform parents/guardian/carer at earliest opportunity
- Inform police and/or social services & Scottish Rugby CP Team at earliest opportunity & await instructions
- Inform Scottish Rugby

A written report preferably using the Scottish Rugby "Report a Concern" form, should be submitted by the club CPO to safeguarding@sru.org.uk as soon as possible.

RECRUITMENT OF VOLUNTEERS AND STAFF TO WORK WITH CHILDREN AND YOUNG PEOPLE AT MARR RUGBY

All reasonable steps will be taken to ensure anyone who may pose a threat to children is excluded from working in our sport. If a job involves working with children, the club has a legal and moral responsibility to ensure that the person appointed is suitable.

The steps below are a guide to recruiting coaches and volunteers.

CHECKLIST FOR APPOINTMENT

ESSENTIAL (ALL involved in coaching children and young people and key club roles)

- Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work.
- PVG scheme explained and signpost to Disclosure Scotland website.
- Self-declaration form completed and returned.
- Informal interview & evidence of qualifications
- 2 x verbal references (1 involving work with children).
- PVG scheme membership application.
- PVG membership received by Club Protection Officer.
- Supervision and monitoring of performance

PVG forms can be obtained from Marr Rugby's Child Protection Officer

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

If Disclosure Scotland informs Scottish Rugby that an individual is barred from working with children, they will immediately notify the Marr Rugby Child Protection Officer. The CPO will inform the Club President and Lead for Minis and/or Midis. The coach will be removed from working with children immediately and the Club will 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 same notification will occur and action take. The person should be suspended from regulated work as a precaution until the outcome of the investigation is determined.

Marr Rugby and Scottish Rugby require every active youth coach, Club Child Protection Officer and any others meeting the criteria above to be a member of the PVG Scheme as per our Child Protection Policy. If coaching in a school, the school or Local Authority will process your PVG. If working in a Club, they would process your PVG.

Who doesn't need a PVG?

The role needs to be regular – e.g. if someone is helping out at a minis section for a couple of weeks but usually coaches over 18s, they don't need a PVG.

If an U18 player is playing adult rugby (with usual consents) then they are treated as an adult for the purposes of that team so the coaches don't need PVG checks – the purpose of the team is an adult team.

Do the caterers/clubhouse staff need PVG checks? No, they are not teaching, instructing or supervising children.

BEST PRACTICE IN HELPING KEEP CHILDREN AND YOUNG PEOPLE SAFE IN SPORT

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 take into account 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: between 3 – 7 years 1:8 and all over 8 years 1:10

Changing Rooms & Showers

Adults and children must never use the same facilities at the same time to shower and 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 clubhouses.
- 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. **IMPORTANT – PARENTS MUST BE ABLE TO BE INCLUDED AS MEMBERS OF THE GROUP**

- 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 (eg 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.

POLICIES and LEGISLATION

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 needs 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.

WELLBEING - 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 decisions 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>

KEY CONTACTS

Marr Rugby Child Protection Officer: 01292 311133 or email [here](#)

Scottish Rugby: Lead Child Protection Officer 0131 346 5168 email safeguarding@sru.org.uk

Police Scotland: Non-emergency 101 – Emergency 999

South Ayrshire Council Social Work: 01292 267675

Other Information on child protection www.south-ayrshire.gov.uk/childprotection/

Marr Rugby (2017)