



HEATHFIELD & WALDRON RFC

Youth Welfare Policy & Procedures

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SECTION 1

INTRODUCTION

Anyone under the age of 18 within the club should be considered as a young person for the purposes of Heathfield & Waldron RFC's Youth Welfare Policy and Procedures, as set out in this document.

Heathfield & Waldron RFC recognises its moral and legal obligation to ensure that the coaches and volunteers who have a responsibility for young people within the club provide them with the highest possible standard of care.

Through the implementation of a policy for the welfare of young people and the support of its coaches and volunteers, the club will maintain the professionalism and safeguards of good practice which are associated with the game. The policy outlines the following key areas:

- It recognises the responsibility of all those involved in the club to safeguard and promote the interests and well being of the young people with whom they are working.
- It provides a framework for the recruitment, selection, suitability and deployment of individuals working with young people.
- It emphasises the value of working closely in partnership with coaches, parents, professionals and volunteers to protect young people from harm and discrimination.
- It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the young players, coaches and all others working within the club.

The following principles will be applied by the club in respect of young persons:

- The welfare of all young people is paramount
- All young people, whatever their age gender, culture, ability, language, religious belief, racial origin, and/or sexual identity should be able to enjoy the game in a fun environment, safe from abuse of any kind.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All individuals within the club who work with young people will be made aware of good practice in order to ensure that they are not placed in situations where allegations could result.
- The club will work with parents/carers to ensure that all youngsters within the club enjoy the game in a safe environment.
- The club recognises the statutory responsibilities of Social Services Departments and the Police to ensure the welfare of young people and is committed to complying with Local Area Child Protection Committee Procedures.

The club acknowledges that within RFU regulations a male player is permitted to play in the adult game on reaching his 17th birthday. In these circumstances certain provisions relating to interaction with adults cannot practically be applied. However, the club recognises its responsibility to be mindful of the safety and well-being of such players.

You should familiarise yourself with this important document, and if you have any questions please contact either the Chairman of the Hurricanes or the Chairman of the Juniors.

SECTION 2

RECOGNISING ABUSE AND POOR PRACTICE

In order to provide young people in the club with the best possible experiences and opportunities in Rugby Union, it is imperative that all club members operate within an accepted ethical framework and demonstrate exemplary behaviour. This not only ensures that Rugby Union makes a positive contribution to the development of young people and safeguards their welfare, but also protects all club personnel from false allegations of abuse or poor practice.

It is recognised by the club that it is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore, the responsibility of adults within the club to determine whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a young person.

The four main types of abuse are:

Emotional Abuse.

In a rugby situation, emotional abuse may occur when coaches:

- Provide repeated negative feedback.
- Repeatedly ignore a young player's efforts to progress.
- Repeatedly demand performance levels above those of which the young player is capable.
- Over emphasise the winning ethic.

Abuse By Neglect.

In a rugby situation neglect may occur when:

- Young players are left alone without proper supervision.
- A young player is exposed to unnecessary heat or cold without fluids or protection.
- A young player is exposed to an unacceptable risk of injury.

Physical Abuse.

In a rugby situation physical abuse may occur when:

- Coaches, managers or helpers expose young players to exercise/training which disregards the capacity of the player's immature and growing body.
- Coaches, managers or helpers expose young players to overplaying, over training or fatigue.
- Coaches, managers or helpers expose young players to alcohol or give them the opportunity to drink alcohol below the legal age.
- Coaches, managers or helpers expose young players to performance enhancing drugs and/or recommend that they take them.

Sexual Abuse.

The close proximity of coaches and others, to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.

SECTION 3

BULLYING

What is Bullying?

Bullying is not always easy to define and it 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:

- Physical e.g. hitting, kicking, theft.
- Verbal e.g. racist or homophobic remarks.
- Emotional e.g. persistent negative feedback.

Emotional and verbal bullying is more likely to be found in rugby than physical violence, it is also difficult to cope with or prove.

Examples of Bullying.

Bullying will include:

- Deliberate hostility and aggression towards a victim.
- A victim who is weaker and less powerful than the bully or bullies.
- An outcome which is always painful and distressing for the individual.

Bullying behaviour may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive offensive comments of sexual nature.

Who can be a Bully?

The competitive nature of Rugby Union makes it a potential environment for the bully. This may manifest itself in some of the following ways:

- A parent who pushes too hard.
- A coach who adopts a win at all costs philosophy.
- A player who intimidates others.
- An official who is over officious.

Anti-Bullying Policy.

Where allegations of bullying are made, the club will:

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

Decide on appropriate action, 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.

SECTION 4

ROLES AND RESPONSIBILITIES

The Role of the Rugby Club.

The club's role and responsibilities relating to the welfare of its young players can be summarised as follows:

- To appoint a Youth Welfare Officer for each of the Junior Section and the Mini-Midi Section who will act as the first point of contact for concerns about the welfare of young people (see Appendix 1 for Terms of Reference).
- To accept that all officers and committee members have a responsibility in this area and be prepared to respond to any indication of poor practice or abuse and to put in place structures and systems to ensure that this is followed in practice.
- To adopt and implement a policy of *Best Practice* for all adults working with young people (see Section 7).
- To ensure that all relevant members who have regular supervisory contact with young people or a management responsibility for those working with young people undertake a Criminal Records Bureau (CRB) disclosure check.
- To ensure that relevant training is available for all those working with young people.
- To identify an incident panel which, where necessary, will be convened to review an allegation relating to youth welfare (see Appendix 2).
- To keep written records of player attendance, parent contact details.
- To operate a player disciplinary procedure which is appropriate to young players (see Appendix 3).

Coaches', Manager's and Helpers' Responsibility.

Coaches, managers and helpers should:

- Be familiar with and adhere to these Youth Welfare Policy and Procedures.
- Undertake any relevant training provided by the club.
- Undertake a Criminal Records Bureau (CRB) disclosure check.

Players' Responsibility.

Players should:

- Be familiar with the Good Players Code.
- To have fun and enjoy their rugby.

Parents and Guardians Responsibility.

Parents and guardians should:

- Ensure the club has relevant details relating to their son or daughter.
- Share any welfare concerns initially with the relevant Youth Welfare Officer.
- Be involved in club activities.
- Assist in the supervision of their son or daughter when appropriate.

SECTION 5
TAKING APPROPRIATE ACTION

Concerns about Poor Practice and possible Abuse within Heathfield & Waldron RFC.

This relates to anyone working with young people within the club. For example, volunteer coaches, club helpers, managers, administrators and club employees. The club will take all allegations seriously and appropriate action will be pursued.

Allegations will usually relate to poor practice where an adult's behaviour is inappropriate and may be causing concern to a young person, their colleagues or parents. Poor Practice constitutes any behaviour which:

- Contravenes the club's policy on achieving Good Practice (Section 7).
- Contravenes the Codes of Conduct (Section 8).
- Infringes on an individual's rights.
- Is a failure to meet and maintain the highest standards of care.

Immediate action by the Club. If a young person discloses that he/she is concerned about someone's behaviour towards them within the rugby club or an adult expresses concerns about the welfare of a young person, Heathfield & Waldron RFC will take the following immediate action:

- Conduct a interview of the relevant person, listening carefully, not leading the interviewee and taking detailed notes. In particular it is important not to promise the interviewee anything – you are simply gathering information.
- Compile a full written record of what has been said, heard seen as soon as possible.
- Inform the Youth Welfare Officer for the relevant Section (Juniors or Mini-Midis) immediately.
- The Youth Welfare Officer will forward a written report about the matter to the RFU Ethics and Equity Manager, with a copy to the Welfare Manager at Sussex RFU (the Constituency Body - CB).

If in doubt about the seriousness of an incident, the Youth Welfare Officer should contact the CB Welfare Manager immediately by telephone.

Follow-on action by the Club.

- **Poor Practice:** Following guidance from the CB Welfare Manager that the issue is Poor Practice, the Youth Welfare Officer will follow the club's incident procedures for a first report of Poor Practice (See Appendix 2). If the same individual is involved in Poor Practice on subsequent occasions then the CB Welfare Manager, in consultation with the RFU Ethics and Equity manager, may conclude that the issue constitutes abuse and should be referred to the RFU Disciplinary Officer.
- **Abuse:** Following guidance from the CB Welfare Manager that the issue is Abuse, the Youth Welfare Officer should:
 - Where necessary, ensure that the young person receives immediate medical attention.
 - Inform the child's doctor that the concern relates to Child Protection.
 - Refer the allegation to Police or Social Services They will give advice relating to the contacting of parents/guardians.
 - Inform the CB welfare officer and the RFU Ethics and Equity Manager and forward a written report utilising the Incident Referral Form (see Form 2).

Youth Welfare issues outside the Club.

Heathfield & Waldron RFC will take the following action if, through an adult's observations or through a third party, the club becomes aware of possible abuse occurring at a young person's home or in some other setting (outside of the club).

- Ensure the safety of the young person – if he/she requires immediate treatment, call an ambulance.
- Inform doctors of concerns and ensure they are aware that this is a potential Youth Welfare/Child Protection issue.

The following procedures will then be followed:

- Concerns reported to the Youth Welfare Officer for the relevant Section. The Youth Welfare Officer may seek advice from RFU Ethics and Equity Manager, the CB Welfare Manager, the RFU Child Protection Helpline or the NSPCC. If there is any delay in receiving advice contact must be made with Social Services.
- If a formal referral is made, make it clear to Social Services/Police that this is a Youth Welfare/Child Protection referral.
- All police forces have dedicated Child Protection Teams (CPTs) which deal with allegations of abuse within the family setting or by people in a position of trust. In a real emergency dial 999.
- Parents/carers should only be contacted after receiving advice from Social Services.

Generally

In all cases Heathfield & Waldron RFC recognises that:

- It is often more difficult for some young people to disclose abuse than others. Young people from ethnic minorities may have regularly experienced racism which may lead them to believe that certain groups including those in authority roles do not really care about their well being. They may well feel they have good reason to question whether the response may be different.
- Disabled young people may have to overcome additional barriers before feeling that they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care. The abuse may be the only attention/affection they have experienced. There may be communication difficulties and they will almost certainly have to overcome prejudices which block our willingness to believe they may be abused or to use their medical condition to explain away indicators which in an able bodied young person would concern us.
- In all cases every effort will be made by the club to ensure that confidentiality is maintained

Information will be handled and disseminated on a need-to-know basis. This will include the following people.

- The club's Youth Welfare Officers/the CB Welfare Manager
- Designated Officers within the RFU
- Person making the allegation
- Social Services and Police
- Parents of the young person alleged to have been abused

RECRUITMENT AND SELECTION

Heathfield & Waldron RFC recognises that anyone may have the potential to abuse young people in some way and the club will therefore ensure that unsuitable people are prevented from working with young people within the club. The club recognises that Under the Protection of Children Act 1999 all individuals working on behalf of the club are treated as employees, whether paid or volunteers. Heathfield & Waldron RFC will therefore carry out the following recruitment checks

Advertising

If any form of advertising is used to recruit staff, it will reflect the:

- Responsibilities of the role.
- Level of experience or qualification required (e.g. working with children an advantage).
- The club stance on Child Protection/Youth Welfare.

Applications

All adults who are in contact with young people, whether paid or voluntary, should complete an application form (See Form 1).

Checks and References

All adults within the club who have “regular supervisory contact with young people” will undertake CRB disclosure. These people will include:

- Professional Staff (if relevant).
- All coaches/assistant coaches.
- Heads of Mini/Midi Rugby sections.
- Heads of Youth Rugby Sections.
- Team Managers.
- All referees who manage mini/midi and youth games.
- Welfare Officers.
- Physiotherapists.

Interview/induction

Where appropriate e.g. all professional appointments for full or part time will undergo formal interview. All staff, paid or voluntary, working with young people will undergo an induction process where:

- Coaching qualifications, if applicable will be verified.
- Training needs will be identified.
- Codes of Conduct and Codes of Good Practice are signed up to.
- The roles, responsibilities and expectations of the role are clarified.
- Youth Welfare Procedures are explained and training needs established.

Training

Heathfield & Waldron RFC will offer training which will enable all adults working with young people to recognise their responsibilities with regard to their own good practice and the reporting of poor practice or concerns of possible abuse.

The club will offer the following opportunities to adults working with young people:

- “RFU Guide to Best practice and Child Protection”.
- “An appropriate RFU Coaching Course” It is vital that all staff working with young people in Rugby Union are conversant with.
- Player-centred coaching techniques.
- How to work with young people safely and effectively.

Monitoring and Appraisal

Heathfield & Waldron RFC will provide appropriate feedback to adults working with young people which will;

- Identify training needs.
- Set new goals.
- Highlight concerns about inappropriate behaviour.

SECTION 7 GOOD PRACTICE

This Section, and those following, set out Heathfield & Waldron RFC's procedures which are designed to ensure Good Practice at the club and which all those involved in the delivery of Rugby Union to young people at the club will adhere to.

The Good Practice Procedures

In summary, the club's Good Practice procedures cover the following:

- The club has in place a Youth Welfare Policy and Procedures, with an implementation and monitoring programme.
- A designated officer (Youth Welfare Officer) is appointed for each Section (Juniors and Mini-Midi) with representation on relevant club committees.
- The Youth Welfare Policy and Procedures will be publicised and available to show the club's commitment to providing a safe environment.
- The club has a procedure in place to deal with complaints or concerns which is available to all club members.
- The club will provide training opportunities for adults who work with young people.
- The club has Codes of Conduct and Codes of Practice in place and will ensure that all coaches, helpers and managers sign up to the relevant codes.
- Parents/guardians will be made aware of what the organisation and coaches are doing and also of the correct procedures to express any concerns they may have.
- The club will ensure that the Equity Policy Statement (See Appendix 4) is observed and that all discrimination is challenged and prohibited.
- The club will ensure that all adults who regularly supervise young people undertake Criminal Record Bureau (CRB) disclosure checks.
- The club will ensure guidelines are in place to control and monitor the use of photographic images of children (see Appendix 5).
- The club has an anti-bullying policy which is actively promoted (see Section 3).
- The club will monitor coaches and provide them with feedback with particular reference to "poor practice".

SECTION 8
COACH & HELPER RESPONSIBILITIES

What the Club asks of its Coaches

The club's aim for coaches and helpers is:

- To provide a safe, stimulating, caring equal opportunities environment where young people can flourish.
- To provide a positive role model for players and spectators.
- To encourage and praise positive behaviour.
- To promote individual youth development – Physically, emotionally and socially through their acquisition of skills and team spirit.
- To encourage parents and carers to do the same.

Codes of Good Practice for Coaches and Officials

Rugby is a physical game. Situations will occur when, in order to teach or coach certain techniques, it is necessary to make contact with the player. However the following must apply:

- Parents and young players must be made aware of situations in which this may happen when they join the club.
- Physical handling should only be used for safety reasons or where there is no other way of coaching the technique.
- Contact or touching which is inappropriate (not directly related to the coaching context) or aggressive, will not be tolerated.
- If groups are to be supervised in changing rooms, always ensure that individuals work in pairs, and that gender is appropriate. Ideally young people should not have to change at the same time or in the same place as adults.
- Where mixed teams compete away from home they should always be accompanied by at least one male and one female adult..
- Coaches must place the well-being and safety of the player above the development of performance. Coaches should:
 - 1 Avoid overplaying of players (particularly talented players). All players need and deserve equal opportunity to play.
 - 2 Remember that young people play for fun and enjoyment and that winning is only a part of it.
 - 3 Motivate youngsters through positive feedback and constructive criticism.
 - 4 Ensure that contact skills are taught in a safe, secure manner paying due regard to the physical development of young players.
 - 5 Never allow young players to train/play when injured.
 - 6 Ensure equipment and facilities are safe and appropriate to the age and ability of the players.
- Coaches should hold current RFU coaching awards or a recognised qualification.
- Coaches should keep up to date with knowledge and technical skills and should be aware of their own limitations. Coaches should only work within the limitations of their knowledge and qualifications

- Coaches must ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the players.
- Coaches should always promote the positive aspects of their sport (eg fair play), and never condone law violations or use of prohibited substances.
- Coaches must consistently display high standards of personal behaviour and appearance
- Coaches should never overtly criticise players or use language or actions which may cause the player to lose self esteem or confidence.
- People should not be allowed to drink alcohol or encouraged to drink alcohol if they are under the legal age to do so.

Practice to be avoided

Everyone should also be aware that, as a general rule, it does not make sense for a coach to:

- Spend amounts of time alone with young people away from others.
- Take young people alone on car journeys, however short.
- Change or shower with players (agree a timetable, or use separate facilities where available).

Always be publicly open when working with young people. Avoid situations where you and an individual child are completely unobserved.

If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge in the club/governing body and/or a person with parental responsibility for the player.

If you accidentally hurt a player, or cause distress in any manner, or the player appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a written report of the incident as soon as possible. Parents/carers should also be informed of the occurrence.

Practice that is prohibited by the RFU/RFUW

Individuals should never:

- Take young people to their home or other secluded places where they will be alone.
- Engage in rough, physical games, sexually provocative games or horseplay with young people.
- Take part as player in any dynamic contact games or training sessions with young people. 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 should be done with the utmost care and with due regard to the safety and well being of the young players.
- Share a room with a young person unless the individual is the parent/guardian of that young person.
- Allow any form of inappropriate touching (not specifically related to the coaching of the game).
- Make sexually suggestive remarks to a young person even in fun.
- Use inappropriate language or allow young players to use inappropriate language unchallenged.
- Allow allegations by a young person to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents/carer (*Please note that it is recognised that some young people will always need help with things such as lace tying, adjustment of Tag belts, fitting head guards*).

- Depart the Rugby Club until all the safe dispersal of all young people is complete.
- Cause an individual to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Treat some young people more favourably than others.
- Agree to meet a young person on your own on a one to one basis.

RFU Code of conduct on the Abuse of Trust

The club recognises that all adults who work with young people are in a position of trust which has been vested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

In Rugby Union most adults in a position of trust recognise that there are certain boundaries in the adult/young person relationship which must not be crossed in terms of the relationship with the young player. The relationship is no different to that between a school teacher and the pupils in their care.

It is therefore essential that:

- Any behaviour, which encourages a physical, or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care must be avoided.
- All those within the club have a duty to raise concerns about behaviour by coaches, officials, volunteers, administrators which may be harmful to the young people in the club, without prejudice to their own position.
- Allegations relating to a breach of the code of conduct will be investigated according to RFU procedures.

Summary – Key Points

These guidelines are intended to help you understand the importance of recognising and notifying any areas of concern that you may have as a coach or helper. Important points to remember:

- Never let a young player go off with an unauthorised person.
- Always record any information you are concerned about. If it is a player giving the information to you listen to what they have to say without prompting or suggestion. Always record exact words/incident and report to the Youth Welfare Officers.
- Confidentiality is a vital part of youth protection – only discuss concerns or sensitive information with the appropriate people i.e. those who need to know.
- Rugby is a physical game so ensure good practice, be publicly open and avoid situations where you are unobserved.
- In coaching youngsters, explain any physical contact to them and ensure the contact is appropriate.
- “Youth” and “young players/persons” in terms of youth protection/welfare includes all those under 18

The full RFU Code of Conduct for Coaches and Helpers is contained in Appendix 6 and the club’s guidelines for player safety are contained in Appendix 7.

SECTION 9

PLAYER RESPONSIBILITIES

What the Club wants from its Young Players

Heathfield & Waldron RFC recognises the importance of ensuring its young players are aware of their own responsibilities and in instilling best practice from an early age. To create a habit of positive, constructive, sociable behaviour, from Under 6's upwards:

- Players will be reminded as to what is acceptable and unacceptable behaviour.
- Older players will be encouraged to be good role models to the younger players.
- Unacceptable behaviour will be discussed and may result in either yellow/red card and/or time out.

Any persistent behaviour problems or significant misconduct will result in a report to the Chairman of the relevant Youth Section who will decide on further investigation/action eg implementing the Player Disciplinary Procedure (see Appendix 3). Heathfield & Waldron RFC always aims to work towards a positive outcome.

The Good Player's Code

Players will be asked to follow the *RFU's Good Players Code* by which players are encouraged to:

- (a) Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity to play the game and enjoy the rugby environment.
- (b) Understand the values of loyalty and commitment to adults and team mates.
- (c) Recognise that every player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- (d) Understand that if an individual or group of players feel they are not being treated in a manner that is acceptable, then they should tell an adult either at the club or school or outside of the game.
- (e) Play because they want to do so, not to please coaches or parents.
- (f) Remember that skill development, fun and enjoyment are the most important parts of the game.
- (g) Be attentive at all training and coaching sessions.
- (h) Work equally hard for themselves and their team - both will then benefit.
- (i) Recognise good play by all players on their team and by their opponents.
- (j) Be a sportsman - win with dignity, lose with grace.
- (k) Play to the IRB Laws of the Game and accept, without question, all referees' decisions even if they appear to make a mistake.
- (l) Control their emotions. Verbal or physical abuse of team-mates, opponents, coaches, match officials or spectators is not acceptable.
- (m) Treat all players, as they would like to be treated themselves. Do not interfere with, bully or take advantage of any player.

SECTION 10 PARENT RESPONSIBILITIES

What the Club expects of Parents and Guardians

We have a membership registration, a player medical form and a parental consent form that parents are asked to complete in respect of their charges (see Forms 4, 5 and 6). By signing the application form for their charge, Parents/Guardians are also agreeing to abide by the **RFU's Good Parents Code** according to which they should:

- (a) Be familiar with the coaching and training programme in order that they can ensure their child is fully involved and the coaches are aware of their availability.
- (b) Be familiar with the teaching and coaching methods used by observing the coaching and training sessions in which their child participates.
- (c) Be aware that the club has a duty of care to ensure the safety of players and therefore, where appropriate, assist coaches with the supervision of the players, particularly where numbers are large and there is a need to transport players to away games.
- (d) Be involved with club activities and share their expertise.
- (e) Share concerns, if they have them, with club or school officials.
- (f) Be familiar with the Good Coaches' Code contained in the Rugby Continuum. In particular be aware that:
 - (1) coaches should recognise the importance of fun and enjoyment when coaching players; and
 - (2) coaches should keep winning and losing in perspective, encouraging players to behave with dignity in all circumstances.
- (g) Support coaches in instilling these virtues.
- (h) Remember that young people play rugby for their own enjoyment, not that of their parents.
- (i) Encourage young people to play - do not force them.
- (j) Focus on the players' efforts, rather than winning or losing.
- (k) Be realistic about the players' abilities; do not push them towards a level that they are not capable of achieving.
- (l) Provide positive verbal feedback both in training and during the game.
- (m) Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude.
- (n) Always support the club in their efforts to eradicate loud, coarse and abusive behaviour from the game.
- (o) Remember young people learn much by example.
- (p) Always show appreciation of good play by all players both from their own club and the opposition.
- (q) Respect decisions made by the match officials, even if they appear to make a mistake, and encourage the players to do likewise.
- (r) Help coaches encourage players to follow the Good Players Code (see Section 9).

Complaints

We hope you will never reach the stage where you feel it is necessary to make a complaint about Heathfield & Waldron RFC or the treatment of your child. In the first instance we would ask you to discuss any problems with your child's coach. However if you do not wish to do this or are not satisfied, please put your concern/complaint in writing to the Chairman of Heathfield & Waldron RFC's Junior or Mini-Midi Sections. If you do not wish to do this or are not satisfied then the main club chairman is available to discuss anything with you. If you remain dissatisfied you may contact people outside the club – in the first instance it is recommended that you contact the Regional Development Officer (see Section 11 – Useful Contact Details).

SECTION 11
USEFUL CONTACT DETAILS

<p>The RFU Ethics Welfare and Medical Manager Nic Scott Telephone: 07764 960403 Email: nicscott@rfu.com</p>	<p>The RFUW Child Protection Lead Officer Helen Ames Telephone: 0208 831 7996 Email: helenames@rfu.com</p>
<p>Sussex County Regional Development Officer (RDO) Malcolm Chumbley Brighton & Hove Council Offices, Kings House, Grand Avenue, Hove BN3 2ST Telephone 01273 292559 (O) 07793 167075 (M) e-mail : malchumbley@rfu.com</p>	<p>Sussex RFU Safeguarding Officer Jackie Coleman Telephone: 01323 506104 e-mail : jacqueline.coleman@tiscali.co.uk</p>
<p>The RFU Helpline and e-mail childprotection@therfu.com 0208 831 6655</p>	

NSPCC Helpline

Telephone: 0808 800 5000

Asian Helpline: 0800 096 7719

Welsh Helpline: 0800 100 2524

Deaf Users Textphone: 0800 056 0686

www.nspcc.org.uk

This is a 24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

APPENDIX 1

TERMS OF REFERENCE FOR CLUB WELFARE OFFICERS

- Ensure club has a Youth Welfare Policy and implementation plan.
- Ensure Codes of Conduct are well publicised and adhered to.
- In consultation with CB Welfare Officer ensure all reported incidents are managed at the appropriate level in line with RFU procedures.
- Ensure all relevant club members are aware of training opportunities.
- Ensure all parents are aware of the club policy on Youth Welfare and the correct protocols for voicing concerns.
- Be aware of local Social Services and Area Child Protection Committee contacts.
- Sit on relevant club committees.

APPENDIX 2

PROCEDURES TO MANAGE YOUTH WELFARE INCIDENTS

Procedure in the case of Poor Practice

Poor practice is defined as any behaviour which contravenes RFU Codes of Conduct (Fair Play Codes) or RFU Guidance for Good Practice.

- Once an incident is reported to the Youth Welfare Officer he/she should consult with RFU Ethics and Equity Manager in order to ascertain whether the allegation is poor practice, bullying or abuse.
- Once the incident has been identified as poor practice and in consultation with senior club officials (Club Chairman/Youth Chairman) a decision will be made whether or not to suspend, temporarily, the person involved. Each case will be considered on its merits.
- A disciplinary hearing may be called. The panel should be made up of three club members with regard to the following criteria:
 - No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel.
 - Senior management of the club must be represented.
 - If the case relates to poor coaching practice experience in this field must be represented.
- The person involved will be advised of receipt of the report and provided with copies.
- The person involved will be invited to attend the hearing which must be held at a convenient time for him/her.
- The person involved must be given sufficient advance notice.
- The person involved must be given the opportunity to offer his/her side of the story and call witnesses.
- Once the disciplinary panel reaches a decision it should be communicated to the person involved and confirmed in writing.
- A copy of the finding should be sent to the CB Welfare Officer and RFU Ethics and Equity Manager.

Power of the Club Disciplinary Panel

- Permanent suspension from relevant activities
- Temporary suspension from relevant activities.
- Person may only continue relevant activities whilst supervised.
- Coach must undertake RFU Best Practice and Child Protection Course.
- Coach must attend ScUk “Good Practice and Child Protection Course.
- Coach must attend appropriate RFU Coaching Course.

APPENDIX 3

PLAYER DISCIPLINARY PROCEDURE

1. Disciplinary Committee:

- 1.1 Heathfield & Waldron RFC maintains a Disciplinary Committee which comprises the Chairman of the Juniors, the Chairman of the Mini-Midi Section, the Youth Welfare Officers (Junior and Mini-Midi) and the relevant player's Head Coach (except where such person is also the parent/guardian of the player concerned).
- 1.2 The Disciplinary Committee has responsibility for ensuring that where Heathfield & Waldron RFC players fail to meet the standards required of them by the RFU and the club, this receives prompt, fair and consistent treatment which respects the interests of all concerned.
- 1.3 Disciplinary matters involving Heathfield & Waldron RFC will generally be dealt with within forty-eight hours of the relevant incident and communicated promptly to the player concerned via their parent/guardian.
- 1.4 Where a matter is either notified to the Disciplinary Committee or referred to the Disciplinary Committee for review, this shall be recorded on an incident form, including any decision taken by the Disciplinary Committee and a copy shall be provided to the parent or guardian of the relevant player. Incident forms will be internal to the club and will be filed with the relevant Youth Welfare Officer. They will be destroyed 12 months after the incident if there has been no further incident requiring the filing of an incident report in respect of that player in the meantime.

2. Matters requiring Disciplinary Attention: Disciplinary matters fall into three categories: physical abuse, verbal abuse (in various forms) and unsatisfactory behaviour (for example vandalism, bullying, dishonest behaviour), each of which has its own consequences and procedures as set below:

2.1 Physical Abuse:

- Minor physical abuse to be punished by use of the sin-bin.
- If physical abuse is more serious eg kicking, punching etc then player to be retired from training/match and given an official warning, parent/guardian to be informed.
- If serious physical abuse is a recurring aspect of a player's game then the head coach may suspend the player for a period of time (determined by the head coach). On expiry of the suspension, the player will be permitted to return for training; however he/she will only be permitted to take part in fixtures once he/she can demonstrate, to the satisfaction of the head coach, that he/she can be relied upon to represent the club in a sportsman-like manner.
- Parent/guardian also to be informed and home sanctions recommended to parent/guardian eg withdrawal of privileges, letter of apology etc. Degree of parental support will also be taken into account.

- In any case where physical abuse results in an injury, the incident must always be referred to the Disciplinary Committee for consideration and imposition of appropriate sanctions, as the Disciplinary Committee considers appropriate.

2.2 Verbal Abuse/Dissent:

- General treatment: sin-binned.
- If sin-binning is not accepted graciously, player retired for rest of training/match and given an official warning, parent/guardian to be informed.
- If verbal abuse/dissent is severe or prolonged or repeated during a training session/match, the player concerned is restricted to participation in home training and not fixtures against other clubs until such time as he/she can demonstrate to the satisfaction of the head coach for the squad that he/she can be relied upon to represent the club in a sportsman-like manner.
- Parent/guardian also to be informed and home sanctions recommended to parent/guardian eg withdrawal of privileges, letter of apology etc. Degree of parental support will also be taken into account.
- If severe/prolonged/repeated verbal abuse/dissent occurs, then player's membership is suspended and the matter referred to Disciplinary Committee for further consideration and imposition of appropriate sanctions.

2.3 Unsatisfactory behaviour

Where a player is engaged in any unsatisfactory behaviour which can be reasonably expected to bring the club into disrepute, this shall be referred by a coach or officer of the club having knowledge of the relevant incident to the Disciplinary Committee for review and a decision on sanctions which are appropriate in the circumstances.

3. **Appeal:** Where the parent/guardian of a player who is the subject of disciplinary measures considers the sanctions applied are unfair, they may write to the Chairman of Heathfield & Waldon RFC explaining their reasons and the Chairman will review this with the Disciplinary Committee. The Chairman will inform the parent/guardian of the outcome of the review and this decision shall be final.
4. **Sanctions from the RFU:** As players get older, they become subject to the disciplinary procedures laid down by the RFU and the Sussex Constituency Body. The Disciplinary Rules described above are internal club procedures and a player may also therefore be subject to further disciplinary sanctions imposed by such bodies. In the case of any conflict between the disciplinary measures taken by the club and those imposed under RFU/Sussex CB procedures, the latter will apply.

APPENDIX 4
EQUITY POLICY STATEMENT

Heathfield & Waldron RFC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity: Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

APPENDIX 5
PHOTOGRAPHIC IMAGES

RFU Guidelines

While the Rugby Football Union and the Rugby Football Union for Women recognises that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

1. Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian Permission Form (see Form 6).
2. All young people must be appropriately dressed for the activity taking place.
3. Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address, should never be revealed.
4. Where an individual has achieved success in the game (eg when selected for a representative side or showing triumph over adversity) permission must be gained from parent/guardian and young person to use photographs/recordings and relevant details.
5. Where possible, to reflect the club's Equity Policy Statement, photographs/recordings should represent the diverse range of young people participating in rugby.
6. Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organisers/persons in charge.
7. They should make themselves known to the event organisers/persons in charge and be able to identify themselves if requested during the course of the event.
8. All concerns regarding inappropriate or intrusive photography should be reported in confidence to the RFU Equity and Ethics Manager via the Rugby Club or Constituent Body Welfare Manager.

APPENDIX 6

COACHES & HELPERS CODE OF CONDUCT

- All rugby coaches and helpers must respect the rights, dignity and worth of every young person with whom they work and treat them equally within the context of Rugby Union.
- All rugby coaches must place the physical and emotional well being of all young players above all other considerations, including the development of performance.
- The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect.
- All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players.
- All rugby coaches must encourage young players to accept responsibility for their own behaviour and performance.
- All rugby coaches should clarify with the young players (and their parents/carers) what is expected of them both on and off the rugby field and also what they are entitled to expect from the coach.
- All rugby coaches should work in partnership with others within the game (officials, doctors, physiotherapists, sports scientists) to ensure the well-being, safety and enjoyment of all young players.

All rugby coaches must promote the positive aspects of the sport e.g. Fair Play etc. Violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant regulations or the use of prohibited techniques or substances must never be condoned.

APPENDIX 7
PLAYER SAFETY GUIDELINES

In the interests of promoting players safety, it should be noted that:

- Club, referee and coach owe players a duty of care to ensure their safety. Failure in this duty of care may result in club, referee or coach being liable for damages for personal injury which may be very substantial.
- The compulsory playing insurance which clubs are obliged to maintain through the RFU provides cover for players, referees, coaches etc (for serious personal injury) and for referees and coaches (for liability which they may incur as a result of a player suffering serious personal injury).
- Clubs themselves are not covered by the compulsory playing insurance and need to arrange their own voluntary insurance. In Heathfield's case, this is arranged through our sponsor, Wrightsure.
- Failure to play in accordance with the Laws of the Game (which includes the Continuum for Mini-Midis) may invalidate the insurance cover. This could include, for example, Mini-Midis playing matches during September without an RFU dispensation.
- Specifically, fielding players in teams for which they are the wrong age according to the Continuum or Youth Regulations risks invalidating the insurance cover for the entire team in which that person is playing unless an age dispensation is in force.
- Strict compliance with the Laws of the Game and any applicable dispensations does not, however, relieve club, referee or coach from their duty of care to ensure player safety and you should decide whether or not it is safe to allow a player to participate taking into account the circumstances at the time eg size, experience, conditions etc. This includes the safety of the player concerned and the safety of the other players on the pitch.
- Given that the advice from the RFU's insurance brokers is that playing young people out of age may invalidate insurances and that such insurances may be the primary route available to our players from the point of view of recovering damages, you should not be afraid to challenge the age of players from visiting clubs (or to be challenged for that matter). For this reason, Coaches should ensure they have their Squad registers with them in order to be able to prove ages. If you are in doubt you should ask the other team not to play the relevant player. If they refuse to do so, you should decline to play a match with them, continue with training and request the opposing coach to take this up with one of the club officials.

Concerning things to take into account as a coach in having regard to your duty of care to ensure player safety, this will include the following:

- Player Preparation:** Ensure players are not too exhausted/cold/wet/hot/emotional to play
Warm players up before active training/matches
Watch for lack of technique (eg tackling) where this could cause danger
Do not allow a player who is injured to play
- Equipment & Kit:** Check no illegal/damaged studs, watches, jewelry, glasses, dangerous kit
Check equipment is safe eg post protectors, tackle pads not damaged, safe flagpoles etc

- Grounds:** Check the playing area for broken glass, stones, rubbish, dog litter etc
Check playing surface is safe to play on eg not frozen, not too waterlogged, not too hard
Check physical objects are not too close to perimeter
- Safe Play:** Check player is physically mature enough to play in his/her age grade
Check age of players who appear too old or too young
Confirm with other sides' coach that players are all within age grade
During training ensure your own participation does not pose a risk of injuring the players eg don't rush around in a way that you may lose your balance and fall on a player
- Medical Care:** In case of injury don't let player be dragged to his/her feet
Keep other players back from injured player
Call for medical support
Administer first aid if appropriate
Ensure you are familiar with any special medical requirements of your squad

Whenever you are supervising, always ask yourself the question "is it safe to proceed in this way?" And remember, the more knowledgeable you are about coaching rugby, the better placed you will be to assess what constitutes a risk of injury so make an effort to develop your know-how, read into the subject, attend training courses and talk to more experienced coaches. We cannot completely avoid risks in life but we can be more aware of the risks and how best to minimise them.

FORM 1
ADULT VOLUNTEER/STAFF FORM

NAME OF ADULT (coach/team manager/official/club employee):

.....

All coaches/team managers/officials/club employees working within Heathfield & Waldron RFC are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, coaches/team managers/officials/club employees should be aware of and adopt Heathfield & Waldron RFC 's:

- Codes of Conduct for coaches/team managers/officials
- Youth Protection Policy & Procedures
- Equity Policy Statement
- Safety Guidelines.

The club will ensure that its coaches/team managers/officials/employees have a copy of each policy and guidance note that is relevant to their work (in the case of employees being their contract of employment). The club will listen and respond to matters that the coaches/team managers/officials/employees bring to its attention in relation to their work and will support, where possible, their training needs.

I am familiar with Heathfield & Waldron RFC's standards of practice named above and will adopt these in my activities at the club. I accept the responsibilities outlined in the attached task description.

I authorize the club to carry out a Criminal Records Bureau registration for me and agree to renew such registration every three years while I am involved in the club.

SIGNED: **DATE:**

NB Before a volunteer signs and returns the agreement, you should provide them with copies of all/some of the following (tick boxes to confirm they have been given):

- Codes of Conduct for coaches/team managers/officials
- Youth Protection Policy & Procedures
- Equity Policy Statement
- Safety Guidelines.
- Task description

FORM 2
YOUTH WELFARE INCIDENT - RECORD FORM

Your Name	Your Position	
Child's Name	D.O.B.	Male or Female
Child's address	Parents/carers names & address:	
Ethnic Group	Disability (if applicable)	
<p>1. White British <input type="checkbox"/> Irish <input type="checkbox"/> Other <input type="checkbox"/> please specify:</p> <p>2. Mixed White /Black Caribbean <input type="checkbox"/> White/Black African <input type="checkbox"/> White/Asian <input type="checkbox"/> Other mixed background <input type="checkbox"/> please specify</p> <p>3. Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background <input type="checkbox"/> please specify :</p> <p>4 Black or Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other black background <input type="checkbox"/> please specify:</p> <p>5. Chinese or other Oriental group Chinese <input type="checkbox"/> Other <input type="checkbox"/> please specify</p> <p>6. Other group not included above <input type="checkbox"/> please specify</p>		
Time and date of any incident:		
Your observations:		
State exactly what the child said and what you said: remember do not lead the child – record actual details		
Action taken so far:		
Name of Person Accused	Position in Sport	
Relationship between the person accused and child		
Ethnic origin (please state as per chart above)	Marital status	Age

Address:	
External Agencies contacted (date and time)	
Police yes / no	If yes – which: Name and contact number Details of Advice given
Social Services	If yes – which: Name and contact number Details of Advice given
NGB	If yes – which: Name and contact number Details of Advice given
Local Authority	If yes – which: Name and contact number Details of Advice given
Other (e.g. NSPCC)	If yes – which: Name and contact number Details of Advice given

SIGNED BY:

NAME:

ADDRESS:

DATE:

FORM 3 H&W RFC INJURY/DAMAGE REPORT FORM

Please report all incidents, accidents or damage to people, property, equipment and/or the environment.

1. Location where incident/accident/damage took place:.....
2. Name of person in charge of session/competition/game:
3. Name (and Club) of injured person(s)/property/equipment:
-
4. Address of injured person(s)/location of property/equipment:
-
5. Date and time of incident/accident:
6. Nature of incident/accident:
-
7. Give details of how and precisely where the incident/accident/damage took place. Describe what activity was taking place, eg training, game, getting changed, warming up etc.
.....
.....
8. Give full details of any action taken including any first aid treatment and the name(s) of the first aider(s):
-
9. Give details of any witnesses including contact numbers and any comments they provided about the incident:
.....
.....
10. Were any of the following contacted:

Police:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parent/guardian:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Director of Rugby:	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session) or what happened to the damaged equipment or property.
.....
.....
12. What follow up has taken place since the accident?
-
13. Has the relevant insurance company been advised of the incident? Yes No
14. All of the above facts are a true and accurate record of the incident/accident.

SIGNED: **DATE:**

Name:

Please include overleaf any additional information that may be useful (e.g. sketch/plan of incident/damage).

FORM 4
MEMBERSHIP APPLICATION FORM

Subscriptions, which include compulsory social membership at £10 per family, must be paid no later than 5 weeks after starting, after which playing and training privileges may be withdrawn pending payment.

Please return this form, together with the completed Medical Form and Parental Consent Form, with the correct amount of money, cheques payable to “H&W RFC” to:

Mini-Midi: Registrations Secretary: [●]

Juniors: Registrations Secretary: [●]

RFU Registration

Separately from annual subscriptions, each player must be registered with the Rugby Football Union when they first start playing (Under 7 and above). If you are not already registered, please obtain a separate form for this from your Squad Manager.

PLAYER SURNAME FORENAMES

ADDRESS

POST CODE TEL NOs (home) (mobile)

E-MAIL SCHOOL/COLLEGE
(Now the main communication route)

DATE OF BIRTH SQUAD AGE GROUP: Under

NAMES OF PARENTS/GUARDIANS

JOBS OF PARENTS/GUARDIANS

PARENTS’/GUARDIANS’ FIRST AID QUALIFICATIONS

Annual Membership fee	Under 6: £[●] per player	£.....
	Under 7 –12: £[●] per player	£.....
	Under 13 – 18: £[●] per player*	£.....

LESS £10 if there are two or more same family players £.....

Please make cheques payable to: “H & W RFC” TOTAL £.....

*NB this includes a tie on first joining, supply of a squad shirt to wear for matches and after match food

SIGNATURE OF PARENT OR GUARDIAN

DATE

FORM 5
PLAYER MEDICAL FORM

MEDICAL CONSENT FORM
for
TRAINING / MATCHES / TOURS

PLAYER'S FULL NAME:
DATE OF BIRTH:

I am the parent / guardian of the above named child and hereby give the Manager, Coach or nominated Heathfield & Waldron Rugby Football Club representative, coaching or supervising my child at the relevant time, and only in my absence, consent for medical treatment to be administered, including anaesthetic or any other urgent medical treatment which may include blood transfusions and intrusive surgery, should this be considered necessary by the qualified medical staff tending to him or her. I understand that such treatment will only be considered if delay is considered to be in the best interests of my child in the opinion of the qualified medical staff in attendance. I understand that every reasonable endeavour will be made to contact me or any other person I may have nominated.

PLEASE ANSWER ALL QUESTIONS BELOW

My child is asthmatic and is allowed to use his or her inhaler: Yes or No
I agree to my child being administered drugs by medically qualified practitioners: Yes or No
My child is allergic to the following:
My child takes the following medication on a regular basis:
Other medical conditions that coaching staff should be aware of:
.....

I agree to inform my child's Age Group Manager if any details, including contact details, change. I will not hold the Manager, Coach or nominated Heathfield & Waldron Rugby Football Club representative accountable for any consequences as a result of my failure to do so.

SIGNED:

DATE:

RELATIONSHIP TO CHILD:

My EMERGENCY CONTACT NUMBER IS:

ALTERNATIVE EMERGENCY CONTACT NAMES and NUMBERS:
.....

Note: ONE FORM to be completed PER PLAYER
Please return medical consent form to Player's Age Group Manager as soon as possible

FORM 6
PARENTAL CONSENT FORM

To: Heathfield & Waldron RFC
Hardy Roberts Sports Ground
Cross-in-Hand
East Sussex

By signing this form I am confirming to the Club as follows:

Photographic Policy: I have seen the Club's Policy on photographic and video images in relation to members of the Mini-Midi and Junior Sections and agree to such images being taken and used in the manner described in the policy.

Data Protection: I agree that information provided by me to Heathfield & Waldron RFC may be used for the purposes of distributing information electronically.

Parents Code of Practice: I have seen the RFU approved Parents Code of Practice and agree to abide by it

Players Code of Practice: I have seen the RFU approved Players Code of Practice and agree to ensure my son/daughter abides by it

Membership Form: Enclosed with this letter is a completed Membership Application Form for my son/daughter

Medical Form: Enclosed with this letter is a completed Medical Consent Form for my son/daughter

Bullying: I am aware of the Club's anti-bullying policy and will support the Club in eliminating this.

Equity: I am aware of the Club's equity policy and will support the Club in implementing this.

Help: I am interested in helping the Club in one of the following capacities (tick):

- Coaching _____
- Refereeing _____
- Administration _____
- Fund raising _____
- sponsorship _____

SIGNED:

DATE:

NAME OF SON/DAUGHTER:

RELATIONSHIP TO CHILD: