

PETERSFIELD RUGBY FOOTBALL CLUB SAFEGUARDING POLICY FOR CHILDREN & VULNERABLE ADULTS



“Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- **safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part; and**
- **a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.”**

(Working Together to Safeguard Children - HM Government, 2015)

Petersfield Rugby Football Club acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in rugby at our club.

PRFC Safeguarding Policy covers the following:

1. Overview
2. Codes of Conduct
 - 2.1. Child Protection Code of Conduct
 - 2.2. Coach and Official Code of Conduct
3. Changing Room Protocol
4. Social Media
5. Tours
6. Photography
7. Anti-Bullying
8. Recruitment
9. Equality
10. Summary

1. OVERVIEW

“Effective safeguarding arrangements in every local area should be underpinned by two key principles:

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Petersfield Rugby Football Club acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in rugby at our club.

Petersfield RFC confirms that it adheres to all the RFU’s Safeguarding Policies and procedures, recommended practices and guidelines and furthermore endorses and adopts the statements contained in those documents. These can be viewed at: [Safeguarding Children](#) (RFU Welfare Policy and Guidelines, including RFU Anti-bullying and Photographic policies)

For the definitions under ‘Child Protection’, a child is anyone under the age of 18 engaged in any rugby union activity. However, where a 17-year-old male player is playing in the adult game it is essential that every reasonable precaution be taken to ensure his safety and well-being are protected.

The Key Principles of the RFU Welfare Policy are that:

- The welfare of the child or vulnerable adult (as appropriate) is, and must always be, paramount to any other considerations.

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- All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm and should be able to enjoy their rugby in a positive, safe and enjoyable environment.
- All allegations or suspicions of abuse, neglect, harm, discrimination and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
- Children have a right to expect support, and personal and social development delivered by an appropriately recruited and vetted adult.

PRFC have appointed a Safeguarding Team:

The Club Safeguarding Officer is Wendy Wilson,

Telephone 07747761090

Email safeguarding@petersfieldrfc.co.uk

Assistant Safeguarding Officer – Youth is Ruth Chinnock

Telephone 07906 070134

Email ruth.chinnock@gmail.com

Assistant Safeguarding Officer – Mini's is Tracey Francis

Telephone 07710124426

Email traceyfrancis123@gmail.com

2. CODES OF CONDUCT

In the interest of maintaining child welfare it is important to adhere to the following rules when applicable:

2.1. Child Protection Codes Of Conduct

- All rugby coaches must respect the rights, dignity and worth of every young person with whom they work with 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 coaches and adult helpers working with young people at our club will be made aware of good safeguarding practices and any poor practices will be addressed immediately.

2.2. Codes of Conduct for coaches and officials

Codes of conduct will ensure that all children and young people and the individuals who work with them will enjoy the game in a safe environment. When working with young people coaches and officials must adopt the following guidance:

- They must always be publicly open when working with young people. They must avoid situations where the adult and an individual child are alone and/or unobserved, e.g. individual skill session after a team training session. They must work in pairs and never alone with a group or individual.

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- Rugby is a physical game. However, 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/young person and their parent/carer.
- Any contact or touching which is inappropriate (not directly related to the coaching context) or is aggressive is poor practice and is unacceptable.
- If groups are to be supervised in changing rooms, always ensure that individuals work in pairs and that gender is appropriate. Children/young people must not change at the same time or in the same place as adults.
- Where mixed teams compete away from home they must always be accompanied by at least one male and one female adult.
- Volunteers and professionals must respect the rights, dignity and worth of all and treat everyone with equality.
- Coaches must place the well-being and safety of the player above the development of performance. This means that coaches must adhere to the following guidelines:
 - Avoid overplaying of players (particularly talented players). All players need and deserve equal opportunity to play and to rest.
 - Remember that children/young people play for fun and enjoyment and that winning is only a part of it.
 - Motivate youngsters through positive feedback and constructive criticism.
 - Ensure that contact skills are taught in a safe, secure manner paying due regard to the physical development of young players.
 - Never allow young players to train/play when injured. If unsure, err on the side of caution.
 - Ensure equipment and facilities are safe and appropriate to the age and ability of the players.
- At least one coach per age group must hold a current RFU coaching award or a recognised award. All other coaches should hold a current RFU coaching award or be working towards one. All adults who may have unsupervised access to children must have a current RFU DBS clearance.
- Coaches must keep up-to-date with knowledge and technical skills and should be aware of their own limitations. Coaches must 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, managers, volunteers and parents must always promote the positive aspects of their sport (e.g. fair play), and never condone law violations or use of prohibited substances.
- Coaches and team managers must consistently display high standards of personal behaviour and appearance.
- Coaches, volunteers and parents must never overtly criticise players or use language or actions which may cause the player to lose self esteem or confidence.
- Young People must neither be allowed, nor encouraged, to drink alcohol if they are under the legal age to do so (18 years of age).
- Follow concussion protocol if a concussion occurs

3. CHANGING ROOMS

NO UNAUTHORISED ADULTS ARE ALLOWED TO BE IN THE PLAYERS CORRIDOR, CHANGING ROOMS OR SHOWERS.

ALL AUTHORISED ADULTS ARE ISSUED WITH ID BADGES TO BE WORN AT ALL PETERSFIELD RFC EVENTS AND TRAININGS

Petersfield RFC will challenge any adult seen in the changing rooms to ensure this is being adhered to.

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Petersfield RFC manages the changing facilities and arranges for them to be supervised by at least two adults (RFU CRB checked) of the appropriate gender for the players using the facilities.

Petersfield RFC has a Changing Room Etiquette Document to detail child changing requirements

4. SOCIAL MEDIA

Petersfield RFC is a friendly, family club and encourages all its players, members and visitors to behave in a way that respects others.

We promote and follow the RFU Code of Conduct and ask that everyone involved in Petersfield rugby, (player, coach, referee, administrator, parent or spectator), to uphold the Core Values of our sport:

Teamwork - Respect - Enjoyment - Discipline - Sportsmanship

These Values are supported by a number of behaviours that can be applied to how we use Social Networking sites, such as facebook and twitter. These include;

- Win with dignity, lose with grace
- Respect opponents, referees and all participants
- Reject cheating, racism, violence and drugs

With this in mind we encourage everyone using Social Networks that are directly connected to, or otherwise associated with, Petersfield Rugby Club to be mindful of how they conduct themselves when posting. Please take care to ensure that posted comments and/or images cannot be deemed defamatory or likely to bring the Club or the RFU in to disrepute.

This policy is designed to provide helpful, practical advice to all members and staff in respect of using social media effectively and positively. As a club we encourage the responsible use of social media. The club realises that social media has become increasingly popular in recent years, because it allows people to connect in the online world instantly.

Social media can be hugely beneficial in disseminating information about the Rugby Club. It is also a popular forum for developing personal and business relationships. It can take many different forms, including internet forums, internet blogs, social blogs, podcasts, pictures and video. Summit Judo Club recognises that there are a wide range of platforms that the term 'social media/networking' relates to, for example Twitter, Facebook and YouTube.

The risks posed by such methods of communication arise from a variety of issues: the privacy provided, the wide range of content that can be transmitted, including content of a violent, sexual or hateful nature, the ease with which images can be forwarded onto others and the difficulty in knowing truly who you are communicating with.

In sport, there are additional risks for children: inappropriate pressure can be exerted by adults, particularly coaches, on children or inappropriate criticism of a child's performance. An official position or role within a club, such as coach, can carry with it a level of authority, and engender a level of trust, that facilitates the control of a child.

It is important therefore, that all parents, staff, volunteers, coaches, officials/referees, board/trustee members, or anyone working on behalf of PRFC are aware of this policy and agree to the following principles.

Key Principles

- Safeguarding children is a key responsibility of all members and it is essential that everyone at Petersfield RFC considers this and acts responsibly if they are using social networking sites out of club involvement.
- All stakeholders at Petersfield RFC have a responsibility to ensure that they protect the reputation of the club, and to treat fellow stakeholders of the club with dignity and respect.

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- It is important to protect Petersfield RFC from allegations and misinterpretations which can arise from the use of social networking sites. Consequently we would request that all social media commentary relating to Petersfield RFC is of a positive nature – please think carefully before making comments that may lead to unintended consequences.

Code of Conduct

If you wish to set up a social media forum representing the Club in any capacity you are required to **obtain approval from the Safeguarding Team** prior to making the forum active.

The owner/administrator(s) of a forum using social media is required to ensure that:

- All content complies with the Club's and RFU's policies and Codes of Conduct
- No one posts material that is obscene, defamatory, threatening, harassing discriminatory or hateful to another person or entity, including Petersfield RFC, its stakeholders, any club associated with Petersfield RFC, opposition teams, the RFU or the sport as a whole
- No one's personal information is disclosed
- All groups that contain children (under 18 years old) as members have security and privacy settings set to 'closed' or 'secret'; i.e. They are not open to the public
- Groups are organised so that they are either adult/coach/parent only or child/player only. Coaches can support the development of a team ethos by requesting that information to be shared with players is only added by one of the player representatives/captains
- All 'player only' groups will have TWO adult administrators who will be DBS/CRB cleared and will be known to the parents/carers of the group. They will have received written permission from each parent/carer for their child to be a member of the group
- Parents of players belonging to the group will be informed of the identity of the Group Administrators at the beginning of the season, when any new player joins the group, or when there is any change in administrator
- The role of Group Administrators on a player-only site is to ensure there is no inappropriate content posted on the site, such as indecent images or cyber-bullying etc. Group Administrators should not post comments, opinions or remarks on the site unless necessary for the safety of the group members
- All members of the forum are 'age aware' and do not invite anyone who is not a member of the team to become part of the group
- Adults acting on behalf of Petersfield RFC as volunteers, in a position of trust with children, will not invite or accept invitations from children/players under 18 years to become their 'friends' on social media sites

The owner/administrator(s) of a forum is required to ensure that the content published is:

- Respectful of all individuals and communities with which you interact online
- Polite and respectful of others' opinions, even in times of heated discussion and debate

Whilst Petersfield RFC recognises that a certain amount of 'banter' may take place on some forums, we would request that any language used is moderated by the group. Please remember that these forums may be viewed by a range of age groups from both genders. Do not comment in a way that you would not want to be seen in the public domain.

Any grievance, criticism or resentment should be directed in person to the individual (depending on age) or respective group administrators, managers or coaches. Matters of a more serious or contentious nature

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should be disclosed to the owner/administrator of the forum or Club's Safeguarding Team, if a child is involved.

Serious instances or irresponsible use of social media platforms associated with Petersfield RFC may be referred to the Board of the Club, although any action taken by the committee will be judge on a case by case basis. The club will take appropriate action to protect the club's reputation and that of its members, volunteers, children and anyone else who is directly linked to the club.

In summary:

- All groups to be notified to Safeguarding Officer
- Player only or adult only CLOSED/SECRET Facebook (or other) groups,
- Requests to join CHECKED with membership database via PRFC Office before approval
- Administrators of age group forums to be CRB/DBS cleared and made known to parents of player groups.

Any queries to the PRFC Safeguarding Team. Further information about how to support children's safety online in sport can be found here: [Child Protection in Sport Unit](#)

5. TOURS

Petersfield RFC actively encourage tours and will ensure that the correct protocol is followed when ever a tour is organised.

Petersfield RFC acknowledge that a youth tour is any event organised but the club that not a regulated activity (eg trips to watch internationals or other rugby matches that the PRFC officials are organising as a group event) or any over night event, tour rules apply even if parents are accompanying their own child and tour protocol will be followed.

Petersfield RFC is a community club and a family club, and tours should encourage family members to join the tour to support their child, and to look after their welfare whilst on tour, however, the Tour organiser remains the solely responsible person.

On tour, all the touring players are the responsibility of the Tour Staff **whether the parents are present or not**. If parents are accompanying the tour, this duty of care must be carefully explained to parents. Allowing players under the age of 18 to have access to alcohol or illegal drugs or **failing to supervise** players' access to alcohol or illegal drugs is a criminal offence.

Unaccompanied children are allowed but the parent or legal guardian must nominate a guardian for the child for the duration of the tour and the guardian must take responsibility for the welfare of the child for the duration of the tour. The guardian will not normally be the tour organiser or age group coach (both of whom have their hands full).

Petersfield RFC will obtain approval from the CB, whether your tour/activity is taking place **in England** or **outside** of England ("overseas", including Ireland, Scotland or Wales) when we want to go on tour (adults) or take young players on tour or overnight trips ('youth' means **ANY PLAYER** under the age of 18) .

Arranging a tour:

- Each age group going on tour should appoint a person to be responsible for organising the tour at that age group, or for liaising with the tour organiser if a number of age groups are going together.
- Every tour must be self funding, and organisers should budget to cover the cost of the tour in full, plus a provision for emergencies, or to provide limited free places to members who otherwise would not be able to tour.

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- The choice of location for a tour (and therefore the cost) should be made with a mind to being as inclusive as possible to all members of the club, regardless of their financial means.
- Sponsorship is of course welcome. If age groups organise fund raising within the club on behalf of their own tour, the fact that the contributions are for a specific age group fund must be made clear to anyone contributing.
- Tours that are to take place outside the United Kingdom and Ireland and have the Agreement of the club's Executive Committee must also get ratification from both Hampshire RFU and written approval from the RFU for the tour to go ahead. Applications are made on the 'RFU Notification of Proposed Overseas Tour' form which is completed by the tour organiser, signed by the club Secretary and Chairman, sent to Hampshire Honorary Secretary who countersigns it and forwards it to the RFU.
- Full travel and sports injury insurance must be provided for all players, and travel insurance for all parents/coaches. If any other activities are organised (such as kayaking, climbing etc), the organisers must ensure that adequate insurance is in place.
- The parent or legal guardian of every player on tour should complete a Consent Form prior to departure. This form gives consent for medical treatment to be administered if necessary. The organisers should also ensure they are aware of any medical issues of tourists, such as regular medication taken, asthma, etc.
- Organisers are responsible for organising suitable fixtures, with the primary objective of safety.
- Some countries age group rules differ from the RFU's, and every effort should be made to ensure that players are not put at risk by playing against opposition who are outside of their age group. If on arrival, tour organisers find that playing the opposition would put the children's safety at risk, the game should not go ahead.
- Organisers are responsible for ensuring the accommodation is suitable and safe for children. The club would encourage organisers to inspect facilities before the tour to assess their suitability. The cost of this should be built into the tour budget.
 - A risk assessment is required by Hampshire RFU
- The primary responsibility of the club in organising a tour is the safety of the players, both on and off the pitch, and sporting and non sporting activities must be organised with safety in mind.
- The Tour Manager is personally responsible for the good behaviour of the party both on and off the pitch. Unfortunately, what used to be described as high spirits when applied to rugby tours is today often included in the category of hooliganism.
- Code of conducts will be agreed with all players and volunteers/staff/club members involved prior to the tour to ensure everyone is aware of what is expected:

YOUNG PERSON CODE OF CONDUCT

You must:

- treat others with the same respect and fairness that you would like them to show you
- demonstrate fair play on and off the field.
- look out for the welfare of yourself and others.
- challenge behaviour which is not okay.

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- talk to a member of staff if you have a concern.
- be on time when meeting the team.

You must not:

- smoke
- swear or use in appropriate language
- engage in sexual behaviour
- consume alcohol or use recreational or illegal drugs
- leave the site for any reason unless accompanied by a member of staff

STAFF CODE OF CONDUCT

- respect the rights, dignity and worth of every young person with whom they work with and treat them equally within the context of Rugby Union.
- place the physical and emotional well being of all young players above all other considerations, including the development of performance.
- ensure that the relationship that our staff develops with the players with whom they work must be based on mutual trust and respect.
- ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players.
- 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.

TOUR STAFF MUST NOT

- share a room with a player.
- smoke.
- consume or provide to players any alcohol, cigarettes, recreational or illegal drugs
- engage in sexual activity with each other or with players.
- engage in inappropriate physical contact.
- make sexually suggestive comments to a player even in jest.
- swear or use inappropriate language.
- Arrange to meet a player on your own
- Condone poor practice or behaviour by any players or staff

All tour organisers will follow the Hampshire RFU guidelines to ensure correct procedure is followed. A Tour Manger is required to complete the following:

1. Tour Application form
2. Youth Rugby Tour Preparation Guidelines
3. Touring with children guidelines
4. RFU Tour Codes of conduct
5. Youth Rugby Tour Checklist
6. Parental / Carer Consent Form
7. Outgoing Tour Permission form (if outside England)
8. Incoming tour Permissions form (for incoming teams from outside England)

Full tour guidelines, checklists and consent forms can be found at <http://www.hampshirerugby.com/archive/tours.html> and all tour organisers need to ensure they are completed and signed off by PRFC Safeguarding officer before being sent to Hampshire RFU for consent.

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6. PHOTOGRAPHY

Petersfield RFC and the RFU positively encourages parents and spectators to take photographs of participants involved in rugby union to celebrate the ethos and spirit of the sport. However, we are mindful that there may be circumstances where taking a photograph of a child might not be acceptable. Any photograph (digital or printed) which is produced and released into the public domain may be misused by anyone as once this has been done, control has been lost. In this day and age when it is so easy to upload or email a photograph within seconds of it being taken. PRFC have therefore produced guidelines to ensure all precautions are taken to protect our young players.

We are sure that all parents and volunteers will exercise caution when it comes to taking and sharing photographs and we will certainly not prevent them.

PRFC will exercise caution when photographic images are used on club websites and promotional material and expect any person connected with PRFC to do the same.

Guidelines.

- Personal Information which can lead to a child being identified will not be used.
- If it is necessary to identify a child written parental consent must be obtained – this will be included in the membership forms to be signed each season.
- If there are any reasons why a child cannot be photographed the Team manager / coaches / Safeguarding Officer are to be made aware so appropriate action can be taken.
- All parents will be informed as to how the image will be used, for example in press releases, websites, match reports etc.
- Photographs should be on the activity or team not of individuals.
- Children must be appropriately dressed when being photographed.
- It is NEVER acceptable to capture images in changing rooms or when players are dressing.
- Images should be neither sexual, of exploitative nature nor open to misinterpretation or misuse.
- Parents will be made aware if a film is being taken to be used a coaching aid.
- PRFC and Safeguarding Officer will ensure that any footage is monitored and stored securely and appropriately deleted when no longer being used
- When attending fixtures / festivals confirmation should be obtained from each participating club or team that parental permission has been given for the children participating.
- Parents will be made aware that they may be asked to register their intention to take photographs.
- The Club, managers, coaches or safeguarding officer may at times question any adult taking photographs to ensure safeguarding of youth players is paramount.
- If local media or professional photographers are commissioned then the photographer needs to have been appropriately vetted
 - The club/ safeguarding officer will provide a clear brief about what is considered appropriate in terms of content and behaviour
 - The photographer will be informed of PRFCs commitment to safeguarding children and establish who will hold the recorded images and what they intend to do with them.
 - PRFC will issue the professional photographer with ID which is to be worn at all times.
- PRFC will always put the safeguarding of our young players first.

7. ANTI BULLYING

At PRFC we aim to create a safe and secure learning environment where individuals treat each other with respect and understanding. Bullying will not be tolerated at all in our Club. Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation.

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It is the responsibility of every adult working in rugby union whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment.

- **To create a positive ethos within the club based on mutual respect and trust**
- **To recognize what bullying is and to provide effective measures to address bullying issues**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying occurs when this behaviour is exercised through the use of power rather than an exchange between equals. This power may be due to greater physical or psychological strength or greater numbers.

Bullying can be:

- Emotional – being unfriendly, excluding (emotionally and physically) and tormenting (e.g. hiding rugby kit, threatening gestures including sending threatening text/social media messages).
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Racist – racial taunts, graffiti, gestures.
- Sexual – unwanted physical contact or sexually abusive comments.
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumours, teasing

A child may indicate by signs or behaviour that he or she is being bullied. Children and Young people have described bullying as:

- being called names.
- being teased.
- being hit, pushed, pulled, pinched, or kicked.#
- having their bag, mobile or other possessions taken.
- receiving abusive text/social media messages.
- being forced to hand over money.
- being forced to do things they do not want to do.
- being ignored or left out.
- being victimised or attacked because of religion, gender, sexuality, disability, appearance, ethnic or racial origin.

The most important aspect of our strategy to combat bullying is the creation of a positive and inclusive Club ethos. This begins with how adults in the Club treat each other, parents, and pupils: with respect and understanding, even in difficult situations. Concerns expressed by pupils and parents are always listened to carefully and taken seriously.

We promote and follow the RFU Code of Conduct:

Everyone involved in rugby in England, whether as a player, coach, referee, administrator, parent or spectator is expected to uphold the Core Values of our sport:

Teamwork – Respect – Enjoyment – Discipline – Sportsmanship

We aim to be constantly promoting and reinforcing positive behaviour and developing all children's self-esteem through celebration of achievement. In this way, by aiming to 'include' everyone in the Club community, it is much less likely either those children will become a focus for bullying, or that others may resort to bullying.

We encourage children, parents, staff or senior players to report any suspected instances of bullying to one of the coaching staff or to the Club Safeguarding Officer. Children in particular need to be assured not to keep worries to themselves, but to tell their parent and/or a Coach. The whole Club community needs to be assured that all instances are taken very seriously, and investigated thoroughly.

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It is essential that the first adult involved in the situation reassures the victim and informs the Club Safeguarding Officer.

Parents of all children involved should be informed at the earliest opportunity, so that their support can be encouraged. Parents are encouraged to:

- **Listen carefully to their child, and reassure them that action will be taken**
- **Stay calm whatever the concerns**
- **Discuss issues with the Club at the earliest opportunity, and review actions regularly**
- **Give the Club time to address the issues**

In the case of a Looked After Child, it is essential that their Social Worker be involved at the earliest opportunity.

In the event that any child involved continues to bully others, then it will be necessary to initiate further action. Further parental involvement would be essential. If all of these strategies were tried and failed, then ultimately this can lead to permanent exclusion from the Club.

It is essential that all Committee Members, Coaches, Volunteers, parents and children are aware of this policy.

When the policy is revised, it should be discussed with all Coaches & Volunteers involved with children. New Coaches & Volunteers should be made aware of the policy as part of their Induction process. At the start of each Club year, the key points of the policy should be discussed.

Copies of the policy will be available on request, on the Club website and on the RFU website at the link in the previous section.

Comments from parents are very much welcomed.

8. RECRUITMENT

Petersfield RFC acknowledges that a rugby club should be a safe, friendly and welcoming environment where all staff and volunteers involved with children should be suitable to work with them.

PRFC will take all reasonable steps to prevent anyone who may pose a threat to children from working with them.

PRFC will follow a thorough recruitment process to help identify those who are not suitable and will ensure job descriptions are written for all roles, in accordance with RFU suggestions.

All volunteers and staff who work in regulated activity are members of the childrens workforce and as such must complete an application in accordance with RFU Regulation 21.

http://www.englandrugby.com/mm/Document/General/General/01/31/99/68/RFUregulation212016-2017_English.pdf

PRFC are committed to ensuring best practise is followed when recruiting new members and volunteers as detailed below:

1. Application form to be completed including references – where the role does not meet strict DBS eligibility criteria (for example grounds staff or bar manager) then the references are very important.
2. Safeguarding Officer will be notified that a new adult has applied, or started helping to ensure that correct procedure is being followed.
3. All adults undertaking regulated activity must complete a DBS disclosure via the club Safeguarding Officer within 4 weeks of their appointment.
4. Any person completing a DBS must provide any such further details, explanation or clarification that may be required by the RFU and provide references to the RFU is requested.

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5. A person may temporarily work on a paid or voluntary basis with children, young people or vulnerable adults whilst their DBS is being processed providing that they are SUPERVISED at all times during any activity by a person who has received DBS clearance from the RFU.
6. Anyone who fails to comply with the RFU's DBS process or is not cleared may be prevented from participating in Rugby Union by being Barred as set out in the RFU regulations or may be designated as not cleared to work in regulated activity. Any such decisions are subject to the right of appeal.
7. All DBS disclosures are valid for 3 years and must be renewed prior to expiry
8. If a person working in regulated activity is cautioned or convicted they must notify the Safeguarding Officer, who will discuss with the RFU Safeguarding team and they may request a new DBS check is completed.
9. Once a cleared DBS check has been received on the Rugby First system (GMS) normal activity can begin.
10. All staff are required to wear a photo id badge so that they can be easily identified by players, club members and general public, these will be issued once DBS clearance (if necessary) has been granted.
11. An individual's training needs should be identified and progressed as soon as possible
12. Any individual undertaking coaching should attend an appropriate Rugby union coaching award course.
13. PRFC would like all volunteers and staff to undertake a safeguarding awareness course – RFU Play it Safe.
14. All new recruits will be introduced to club officials particularly Club Safeguarding Officer and informed of policies and procedures.

PRFC Safeguarding Officer will keep an updated Child Workforce list to ensure all adults involved in regulated activity have a current cleared DBS check.

Any jobs advertisements that are placed must specify if a DBS check is required.

PRFC suggests, in the interests of safeguarding and best practise that all members of senior coaching staff, and team captains undertake DBS checks in case of any involvement with U18 / COLT development or training and to enable smooth transition to senior teams through mixed training sessions or mentoring.

PRFC's Safeguarding Officer will compile and distribute a team managers handbook to help managers ensure all information is easily accessible and will be available to help with any issues that arise.

9. EQUALITY

The RFU has clearly stated the importance of affording equity, equal opportunity and fair treatment to all present and potential RFU employees and members. Petersfield Rugby Football Club (PRFC) in turn will follow and adhere to any Equity Policy issued by the RFU.

PRFC aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation, or disability have a genuine and equal opportunity to participate in rugby union at all levels and in all roles. This aim includes all players, coaches, managers, administrative staff, referees, officials or spectators.

It is the aim of Petersfield RFC, in its relationships with members, employees, and in its provision of services, not to disadvantage any individual by imposing any conditions or requirements which cannot be justified. Failure to comply may result in disciplinary action being taken.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

Advice and training will be given to all those working for or on behalf of PRFC.

PETERSFIELD RUGBY FOOTBALL CLUB SAFEGUARDING POLICY FOR CHILDREN & VULNERABLE ADULTS



Direct Discrimination

Direct discrimination is defined as treating a person less favourably than others or would be treated in the same or similar circumstances

Indirect Discrimination

Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

The objectives of the PRFC Equity Policy are:

- To adopt a planned approach to eliminating perceived barriers which discriminate against particular groups. This will include widening the traditional approach to include communities who are experiencing disadvantage, poverty or health inequalities.
- To ensure that no one acting on behalf of the club receives less favourable treatment on the grounds outlined in this policy statement.
- To obtain from the RFU clear guidance for anyone acting on behalf of the club on any Equity matters.
- To ensure that all those acting on behalf of the club at all levels and roles receive fair and equitable treatment.
- To ensure that the format of any competitions or assessments organised by PRFC provide equity for all, except where specific situations and conditions properly or reasonably prevent this.
- To ensure that all advertising or PRFC documentation which is distributed promote a clear image of the profile of those who are part of the club.

PRFC will, in pursuance of this policy, adopt any special measures or positive actions implemented by the RFU in favour of any group who is under represented within its membership.

Petersfield RFC also recognises the legal obligations which are set out in the RFU Equity Policy.

Monitoring

The Equity Manager of the RFU is responsible for providing the RFU with data for monitoring the effectiveness of the RFU Equity Policy. The Equity Manager is also tasked with providing clubs with appropriate information concerning the RFU Equity Policy.

The RFU will work with key equity partners and accountable officers within these organisations to ensure that all programmes and initiatives are inclusive.

Petersfield RFC will when requested provide the Equity Manager any information to assist the appointee in fulfilling this objective.

Exemptions

Petersfield RFC will seek advice from the RFU Equity Manager where appropriate to ensure that the correct procedures are implemented when it is necessary to limit competitions organised by the club to persons of a specific age, gender or disability group to ensure equitable, safe and equal competition.

PETERSFIELD RUGBY FOOTBALL CLUB SAFEGUARDING POLICY FOR CHILDREN & VULNERABLE ADULTS



Responsibility

All those who represent the club have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

In pursuance of this policy and compliance with RFU guidelines, Petersfield RFC reserves the right to discipline any of its members or employees who practice any form of discrimination on the grounds of a person's age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation.

10. SUMMARY

In summary, the following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the club, the CB or the RFU:

- Working alone with a child, children, vulnerable adult, or adults, this includes whist transporting children to and from away fixtures.
- Consuming alcohol whilst responsible for children or vulnerable adults.
- Providing alcohol to children or allowing its supply.
- Smoking in the presence of children including electronic cigarettes or vape devices.
- Humiliating children or vulnerable adults.
- Inappropriate or unnecessary physical contact with a child or vulnerable adult.
- Participating in, or allowing, contact or physical games with children or vulnerable adults.
- Having an intimate or sexual relationship with any child or vulnerable adult developed as a result of being in a 'position of trust.'
- Making sexually explicit comments or sharing sexually explicit material.

Any events held on Petersfield RFC premises, or PRFC organised events away from the club must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected.

It is **EVERYONE'S** responsibility at Petersfield RFC to report concerns.

Petersfield RFC is committed to working in partnership with parents/carers and statutory Welfare agencies in order to safeguard the young people at our club.

If you witness or are aware of an incident where the welfare of a child or vulnerable adult has been put at risk you must in the first instance inform the Club Safeguarding Officer. They will then inform the CB Safeguarding Manager and the RFU Safeguarding Executive. If an incident involves the Club Safeguarding Officer you should inform the Club Chairman or contact the RFU Safeguarding team at www.rfu.com

Wendy Wilson

PRFC Safeguarding Officer.