

KNARESBOROUGH RUGBY UNION FOOTBALL CLUB

Knaresborough Rugby Union Football Club

Safeguarding Policy Document

KNARESBOROUGH



RUFC

Produced in accordance with policies outlined by the RFU

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Foreword

Knaresborough RUFC consider that they have a moral obligation to ensure, when given responsibility for children, that coaches and volunteers provide them with the highest possible standard of care.

Through the implementation of this safeguarding policy and with the support of the coaches and volunteers, Knaresborough RUFC will maintain the necessary professional approach and safeguards of good practice required within the game of Mini/Midi and Junior/Youth rugby.

In order to achieve this Knaresborough RUFC has drawn up the following safeguarding policy to be implemented throughout the club, with appropriate personnel attending training courses sponsored by the RFU/RFUW and NSPCC.

The policy outlines the following key areas:

- Recognising the responsibility of those involved with Knaresborough RUFC to safeguard and promote the interests and well being of the children with whom they are working.
- The value of working closely with other coaches, parents and volunteers to protect children from harm and discrimination.
- Recognising 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 children, coaches and others working within the club.

Introduction

It is the responsibility of all adults to protect children from all forms of abuse.

Alleged child abuse (particularly sexual abuse) arouses strong emotions in those faced with dealing with such a situation; these feelings must be understood and not allowed to interfere with your judgment about what actions to take.

Abuse can happen within any environment, school, the home, sports or social clubs, etc. and can happen to your children. Some individuals actively seek to work with children in order to harm them.

Everyone working within the Rugby Union framework, paid or voluntary, has a role to play in safeguarding the welfare of children and preventing abuse.

Adult club members and coaches, as well as parents, have regular contact with children and can be an important link in identifying cases where a child needs protection.

It is important to recognise that everyone associated with Knaresborough RUFC has a legal and moral obligation to ensure that the children for whom the club is responsible are provided with the highest possible standard of care.

Members of Knaresborough RUFC must recognise that they have a responsibility to;

- Safeguard and promote the interests and well being of children they are working with or supervising
- Ensure that all adults who work with young people are aware of their role and responsibilities and that training opportunities are made available to them
- Take all reasonable practical steps to protect children from harm, discrimination or degrading treatment.
- Respect their rights, wishes and feelings.

Knaresborough RUFC's child protection procedures will;

- Offer safeguards to children with whom we work and to all coaches, assistants, committee members and club members
- Help to maintain the professional approach and the safeguards of good practice, which should operate within the club.

We must recognise that any procedure is only as effective as the ability and skill of those who operate it. Knaresborough RUFC is committed to the sound recruitment, provision of support and appropriate training for coaches and helpers; enabling them to work together with parents/carers and other organisations to ensure the needs and welfare of the children remains paramount.

Principle statements

- Anyone under the age of 18 should be considered as a child or young person for the purposes of this document.
- The welfare of all children and young people is paramount.
- All children and young people, regardless of age, gender, ability, race, religion, ethnic origin, nationality, social status or sexual orientation should be able to enjoy the game in an environment safe from abuse of any kind.
- It is the responsibility of child protection professionals to determine whether abuse has taken place but it is everyone's responsibility within the sport of rugby union to report concerns.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately as per RFU/RFUW Policy and Procedures.
- Working in partnership with parents/carers is essential for the protection of young people.
- The RFU/RFUW recognises the roles and responsibilities of statutory agencies in relation to safeguarding children/young people and promoting their welfare, and is fully committed to complying with the procedures of the Local Safeguarding Children's Boards.
- The RFU/RFUW Policy and Procedures for the Welfare of Young People is mandatory and all affiliated clubs and Constituent Bodies must appoint a Welfare Officer to ensure that the appropriate procedures are followed.

Recognising abuse in rugby union

In order to provide young people with the best possible experiences and opportunities in the sport of rugby union, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. This not only ensures the game makes a positive contribution to the development of young people, safeguards them and promotes their welfare, but also protects all personnel from allegations of abuse or poor practice. It is not always easy to differentiate poor practice from abuse. It is not the responsibility of employees or volunteers in the sport of rugby union to determine whether or not abuse is taking place. It is their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a child or young person.

The four main types of abuse:

1. Emotional abuse

This occurs when individuals persistently fail to show young people due care with regard to their emotional welfare, when a young person may be constantly shouted at, threatened or taunted, or be subjected to sarcasm and unrealistic pressures. There may also be overprotection, preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and may become withdrawn and nervous.

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

- provide repeated negative feedback.
- repeatedly ignore a young player's efforts to progress.
- repeatedly demand performance levels above the young player's capability.
- over-emphasise the winning ethic.

2. Abuse by neglect

This occurs when a young person's essential needs for food, warmth and care both physical and emotional are not met.

In 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.
- a young player is not provided with necessary fluids for re-hydration.
- a young player is exposed to an unacceptable risk of injury.

3. Physical abuse

This occurs when individuals including other young people, deliberately inflict injuries on a child or young person, or knowingly do not prevent such injuries. It includes injuries caused by hitting, shaking, squeezing, biting or using excessive force. It also occurs when young people are given alcohol, or inappropriate drugs, or there is a failure to supervise their access to these substances.

In a rugby situation physical abuse may also occur when:

- young players are exposed to exercise/training which disregards the capacity of the player's immature and growing body.
- young players are exposed to over-playing, over-training or fatigue.
- any person exposes young players to alcohol and gives them the opportunity to drink alcohol below the legal age or fail to supervise access to alcohol.
- young players are provided with or encouraged to take prohibited substances including performance-enhancing drugs.

4. Sexual abuse

Girls or boys can be abused by adults (both male and female) or other young people. This may include encouraging or forcing a child or young person to take part in sexual activity.

- In a rugby situation sexual abuse may occur when:
- an adult uses the context of a training session to touch young people in an inappropriate sexual way.
- coaches, managers or volunteers use their position of power and authority to coerce young players into a sexual relationship.
- coaches or managers imply better progression of the player in return for sexual favours.

Bullying

Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that the bully is a young person. There are three main types of bullying: physical, verbal and emotional.

In a rugby situation bullying may occur when:

- a coach adopts a win-at-all-costs philosophy.
- a player intimidates others.
- an official is over officious.

It is of paramount importance that all Rugby clubs have in place an Anti-bullying Policy (see Appendix VI) to which all players, coaches and parents subscribe.

Indications of abuse

Abuse in all its forms can affect children at any age. Effects can be so damaging that if not treated, they may follow an individual into adulthood. For example; an adult abused as a child may have difficulty in maintaining a stable, trusting relationship, becoming involved in drugs or prostitution, possibly attempting suicide or becoming an abuser in the future.

There have been several studies suggesting disabled children face increased risks of abuse through factors such as stereo-typing, prejudice, isolation or an inability to communicate. Children from ethnic minorities who may experience racial discrimination may be similarly powerless. Dealing with child abuse is rarely straight forward. In some cases a child's disturbed behaviour or some injury may suggest that a child has been abused. However, in many situations the signs will not be clear cut and decisions about what actions to take may be difficult. Signs and indicators in the following list are not exhaustive, and the presence of one or more indicators is not proof that abuse is actually taking place.

Signs and indicators for coaches and volunteers to be aware of

- An injury for which the explanation seems inconsistent or untreated injuries.
- Fear of returning home.
- Aggression towards others.
- A child describes what appears to be an abusive act involving him/her.
- Someone else, a child or adult, expresses concern about the welfare of another child.
- Unexplained changes in behaviour, such as becoming quiet, withdrawn or displaying uncharacteristic outbursts or temper.
- Inappropriate sexual awareness or inappropriate language.
- Sexually explicit behaviour.

- A child is distrustful of adults, particularly those with whom a close relationship would normally be expected.
- A child has difficulty making friends, or displays low self esteem.
- A child is prevented from socializing with other children
- A child displays variations in eating patterns such as over eating or loss of appetite.
- A child loses weight for no apparent reason.
- A child becomes increasingly unkempt or dirty.

NB: It is not the responsibility of those working in Rugby Union to decide if abuse is taking place but it is their responsibility to act on any concerns.

Roles and responsibilities

It is the role of Knaresborough RUFC to:

- Appoint a Safeguarding Officer who will act as the first point of contact about the welfare of young people.
- 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 in line with RFU Policy and to put in place structures and systems to ensure that this is followed in practice.
- Adopt and implement a policy of Best Practice for all adults working with young people.
- Ensure that all relevant members who have regular supervisory contact with children or a management responsibility for those working with young people undertake a Criminal Records Bureau disclosure.
- Ensure guidelines are in place to control and monitor the use of photographic images of children (see Appendix V)

Responding to suspicions

It is understandable that people who are well motivated, loving and caring individuals, with a deep commitment to their sport are reluctant to believe that children may be suffering harm in the sporting environment or at home.

It may be difficult to accept that children could be at risk because of the way the organisation is being run and the attitudes of those involved.

Levels of awareness need to be raised without creating an atmosphere of anxiety or suspicion. However, a basic principle should be that; If you become aware of anything which causes you to feel uncomfortable you should talk to someone else about it. This means being aware of the attitudes of coaches and volunteers and of the interactions between them and the children and also with each other. You should be alert to any unusual incidents or activities which take place where you feel that coaches or volunteers are putting themselves in a vulnerable position.

Abuse taking place within the rugby environment

This includes anyone working with children in a professional or voluntary capacity such as club coaches and helpers, tutors on training camps and coaches. Child abuse can and does occur outside the family setting and although a sensitive and difficult issue, abuse occurs within institutions and other settings such as sport and other social activities. Research indicates that abuse occurring within public settings is rarely a one-off event. It is crucial that everyone involved in sport is aware of the possibilities and that all allegations are treated seriously and appropriate action taken.

The Person in Charge may be informed if the reporter is unsure whether an allegation constitutes abuse and is unclear what action to take. There may be circumstances where allegations refer to poor practice rather than abuse, but those responsible should always consult professional RFU/RFUW staff, Social Services or NCPCC if there is any doubt. Whilst acknowledging that feelings generated by discovery of suspected abuse by a coach/volunteer may raise concerns in other coaches/volunteers, including difficulties inherent in reporting such matters, it is important for the child's welfare that suspected harassment or abuse should be reported immediately.

Members of the RFU and RFUW and members of BRUFC Junior and Main committees want to assure all coaches and volunteers of their full support and protection, if they in good faith, report their concerns that a colleague is abusing a child.

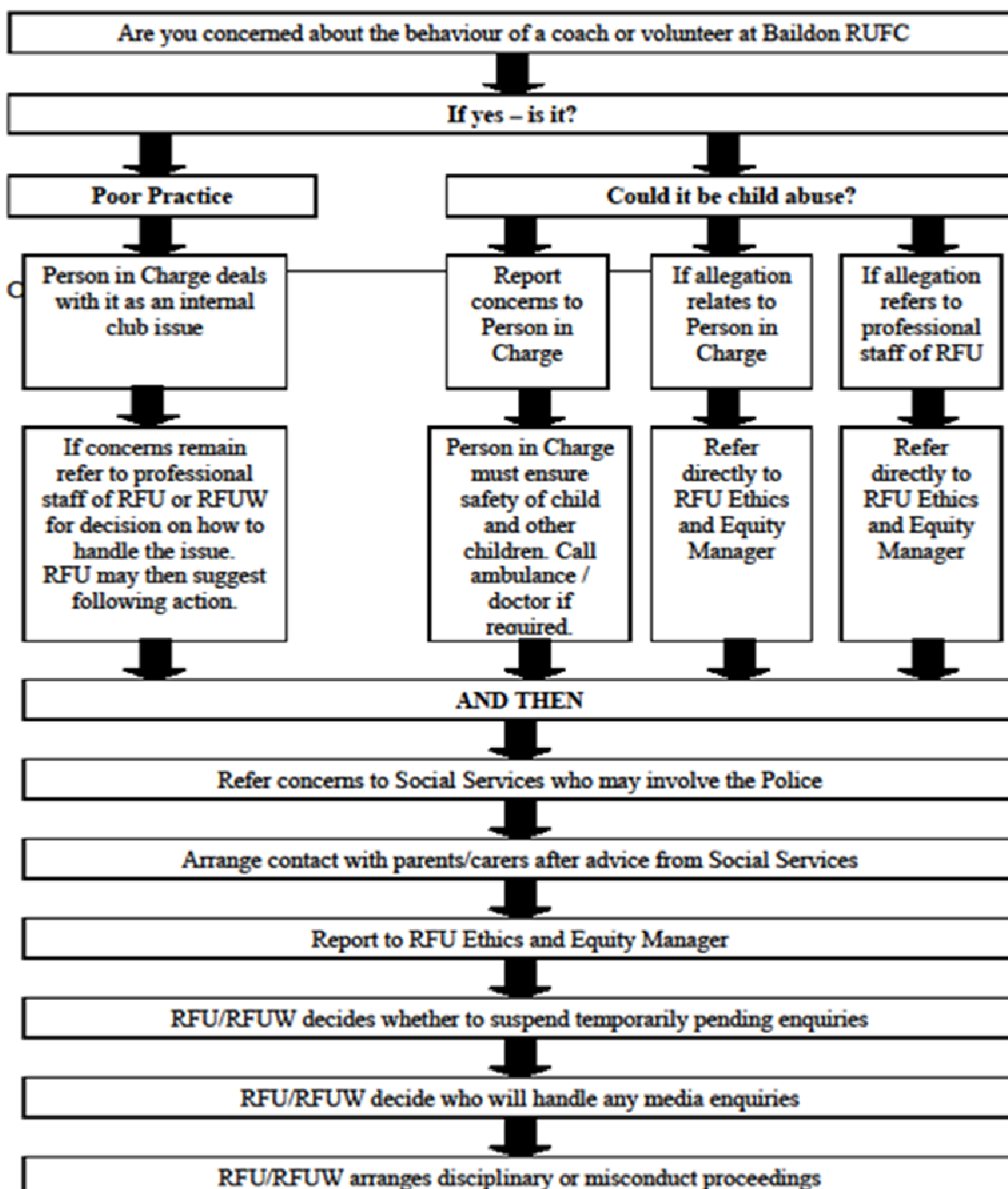
Allegations of abuse against coaches and volunteers

Where there is a complaint of abuse against a coach or volunteer, there may be any one of three types of investigation:

- A disciplinary or misconduct investigation
- A child protection investigation
- A criminal investigation.

The results of the Police and Social Services investigation may well influence the disciplinary investigation.

What to do if there are concerns about the behaviour of a coach or volunteer



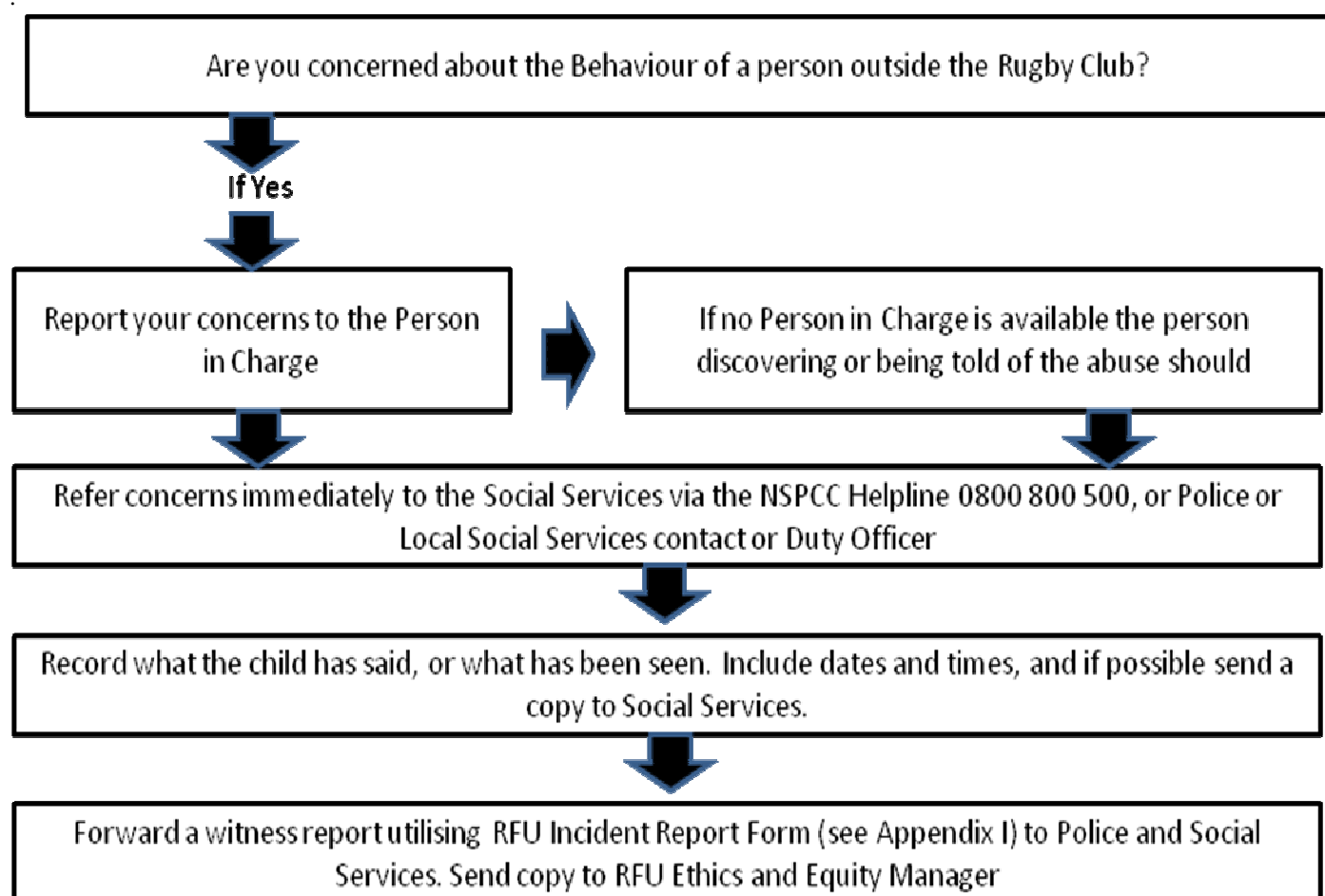
The RFU/RFUW recognizes that young players are coached in a variety of environments and by any number of coaches. Thus the term Person in Charge will refer to the senior official responsible for the event. At Knaresborough RUFC this will be the Senior Coach, Club Chairman or in their absence any other committee member or coach present at the time.

- If, following consideration the allegation is clearly about poor practice then the Person in Charge will deal with it as an internal club issue.
- If the allegation refers to poor practice by the Person in Charge or where a matter has been handled inadequately and concerns remain, it should be referred to the RFU/RFUW who will decide how it should be dealt with and whether to instigate a formal course of action.
- Any suspicion of child abuse by a coach or volunteer must be reported to the Person in Charge who must take the necessary steps to ensure the immediate safety of the child and any other child who may be at risk.
- The Person in Charge will, after consultation with the professional staff of the RFU/RFUW, refer any allegations to the Social Services Department who may then involve the Police.
- A child's parents/carers will be contacted immediately following advice from Social Services.
- The Person in Charge must also notify a senior officer of the club and between them decide who should deal with any media enquiries.
- Every effort must be made to maintain the confidentiality of all persons concerned.
- The RFU/RFUW will make an immediate decision as to whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries.
- Irrespective of Police and Social Services findings the RFU/RFUW must assess all individual cases under the appropriate disciplinary/misconduct procedure, to determine whether the accused person can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence for Police action. In such cases the RFU/RFUW must make a decision based upon the information available. The child's welfare must remain paramount at all times.
- Consideration should be given to what support may be appropriate to children, their parents or the coach/volunteer involved.
- Where allegations prove to be unfounded, the RFU/RFUW will work in a professional manner to ensure that the person concerned is given appropriate support to continue working in rugby.

Abuse taking place outside the rugby environment

You may be made aware of abuse in a number of ways:

- A child may tell you
- A third party may have reported an incident or may have a strong suspicion
- You may have the suspicion



If an allegation is brought to your attention:

DO

STAY CALM – do not rush into inappropriate action

REASSURE THE CHILD – that they are not to blame and confirm that you know how difficult it must be to confide.

LISTEN – to what the child says and show that you have taken him/her seriously.

ALLOW ONLY ONE ADULT TO TALK TO THE CHILD – as any discrepancies in statements may lead to legal problems.

ENSURE THAT YOU HAVE CLEARLY UNDERSTOOD WHAT THE CHILD HAS SAID – and record it – so that you can pass it on to the appropriate authorities.

CONSULT WITH YOUR IDENTIFIED CHILD PROTECTION PERSON – ensuring that you communicate all the information accurately.

FOLLOW GUIDELINES relating to confidentiality.

DO NOT

DO NOT QUESTION THE CHILD. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.

DO NOT IGNORE WHAT HAS BEEN DISCLOSED.

DO NOT PANIC.

DO NOT CHALLENGE PARENT/GUARDIAN about concerns.

DO NOT MAKE PROMISES YOU CANNOT KEEP – explain that you may have to tell other people in order to stop what is happening whilst maintaining the maximum possible confidentiality.

DO NOT MAKE THE CHILD REPEAT THE STORY UNNECESSARILY.

DO NOT DELAY the reporting procedure.

Promoting good practice within the rugby club environment

All young players have a right to be safe and to be treated with dignity and respect.

Data protection

Information collected by the RFU/RFUW, or by affiliated clubs on behalf of the Governing Body, particularly personal details relating to young rugby players, is subject to the Data Protection Act.

Recruitment and selection of coaches and volunteers

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. It is essential that a consistent procedure is used at all times.

Knaresborough RUFC agrees with the RFU/RFUW recommendation that when undertaking preselection checks, they should adopt the following procedure:

- All adults who are in contact with young people should complete an application form (see Appendix II).
- All adults who have “regular supervisory contact with young people” will undertake CRB disclosure. This will include all coaches / assistant coaches, heads of mini/midi/junior sections, welfare officers, and referees who manage mini/midi/youth games.
- Where it is deemed appropriate, 2 references should be taken up, including at least one regarding previous work with children.
- The club will ensure that all information received is treated in the strictest confidence.

Knaresborough RUFC reserve the right to pursue Police and Social Services checks as they deem fit.

Policy and procedure

To help prevent abuse of children the club has a policy which ensures that children are protected and safe from harm. Everyone involved in the care of children must be aware of the procedures if there are concerns about abuse. See Safeguarding Policy Aims and Objectives (Appendix III).

Training

It should be clearly recognised that checks are only a part of the process of protecting children from possible abuse. Appropriate training is also necessary to make coaches and volunteers aware of and sensitive to possible abuse. All coaches who have a coaching responsibility for young people should attend an appropriate RFU coaching course. The RFU/RFUW provides appropriate training for all nominated child protection personnel.

Supervision

Coaches and volunteers should be sensitive to any concerns about abuse, and act on them at an early stage. They should also offer appropriate support to those who report concerns.

Complaints

The Club Committee must ensure that there is a well established complaints procedure in operation and those parents and children have the relevant information that will allow easy access to the procedure.

Guidelines for good practice

1. Always be publicly open when working with children. Avoid situations where you and an individual child are completely unobserved.
2. 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. If this is the case, tell the player beforehand and ask if they have any objections. Parents must be made aware of situations in which this may happen when their child joins the club. Physical handling should only be used for safety reasons or where there is no other way of coaching the technique.
3. If groups are to be supervised in changing rooms, always ensure that adults work in pairs and that gender is appropriate. Camera phones should not be allowed in changing rooms or, at best, switched off.
4. Where mixed teams compete away from home they should always be accompanied by at least one male and one female adult.
5. Coaches and volunteers must respect the rights and dignity and worth of all and treat everyone with equality.
6. Coaches must place the well being of the player above the development of performance.
7. Coaches should:
 - Avoid overplaying of players (particularly talented ones). All players need and deserve an equal opportunity to play.
 - Remember that children play for fun and enjoyment and that winning is only part of it.
 - 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 play or train when injured.
 - 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 leadership award.
 - Coaches must ensure that the activities which they direct or advocate are appropriate to age, maturity and ability of the players.
 - Coaches should always promote the positive aspects of their sport (e.g. Fair play) and never condone law violations or use of prohibited substances. Young people should not be allowed to drink alcohol if they are under the legal age to do so.
 - Coaches should consistently display a high standard of personal behaviour.
 - Coaches should never overtly criticise players or use language or actions likely to cause a player to lose self esteem or confidence.

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

- Spend amounts of time alone with children away from others.
- Take children alone on car journeys, no matter how short the journey.
- Take children to your home.

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 and or a person with parental consent responsibility for the player.

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

You should never

- Engage in inappropriate physical contact, including horseplay.
- Share a room with a player.
- Permit any form of inappropriate touching.
- Permit players to use unacceptable or explicit language unchallenged.
- Make sexually suggestive comments to a player, even in fun.
- Agree to meet a player on your own, outside the context of the normal coaching or mentoring process.
- Allow allegations made by a player to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a player can do for themselves. It may be necessary for a volunteer to do things of a personal nature for some players, particularly if they are disabled. Such tasks should only be carried out with the full knowledge and consent of the parent or carer. There is also a need in these circumstances to be responsive to the player's reactions – if a player is fully dependant upon you, talk with them about what you are doing and give choices where possible.

Codes of Conduct

Knaresborough RUFC will ensure that all coaches, players, parents and spectators are given access to, and abide by, the relevant codes of conduct (see Appendix IV).



Knaresborough RUFC Incident Record Form

Your name _____ Position _____

Tel (home) _____ (mobile) _____

Child's name _____ Sex (male or female) _____

Date of birth _____

Parent/guardian name _____

Address _____

Tel (home) _____ (mobile) _____

Time and date of any incident _____

If incident is reported by a third party, please record details below

Third party name _____

Address _____

Tel (home) _____ (mobile) _____

Observations _____

State exactly what the child said and what you said. Remember do not lead the child – record actual details

Actions taken so far _____

Name of accused _____ Position _____

Relationship between the accused and child _____

Please note. A copy of this form should be sent to Social Services or the police after the telephone report.

Remember to maintain confidentiality on a need to know basis only if it will protect the child.

Do not discuss this incident with anyone other than those who need to know

Signature _____ Print name _____

Date _____

External agencies contacted (date and time):

Police

Contact name and number _____

Details given of advice _____

Social services

Contact name and number _____

Details given of advice _____

Other agencies

Contact name and number _____

Details given of advice _____



Application Form Coach/Supervise

Information required on adults wishing to supervise at Knaresborough RUFC (Mini, Junior and Youth Section) involving non-related children (Ref: Children Act 1989).
This form will be held by the "Safeguarding Officer" at Knaresborough RUFC.

Surname _____ First name _____

Title _____ Sex (male or female) _____

Address _____

Tel (home) _____ (mobile) _____

E-mail address _____

Date of birth _____ Place of birth _____

Post for which applying (coaching/supervision/administration) _____

1. I have read and agree to abide by Knaresborough RUFC's Code of Practice
2. I have never been convicted of any form of offence against children and young people
3. I agree that a necessary police check may be carried out by the club

Signature _____ Date _____

Please supply the names and addresses of two people (not relatives) who will provide references regarding your experience of, and suitability for, working with children and young people

Name _____	Name _____
Address _____	Address _____
_____	_____
_____	_____

Position _____ Position _____

Tel _____ Tel _____



Safeguarding Policy Aims and Objectives

At Knaresborough Rugby RUFC we believe that taking part in our sport should be a positive and enjoyable part of children's lives.

We want to ensure that children are protected and kept safe from physical or emotional harm while they are with the club's coaches, helpers and other volunteers.

To do this we have the following aims:

- All coaches and volunteer helpers and club officials will have a job description.
- Women will be actively encouraged to become coaches with the eventual aim of having as many women coaches as men.
- Coaches of each age group will be required to attain a minimum qualification of Level 1 within the RFU National Coaching Structure.
- The club will encourage and help coaches to stay up-to-date with rugby, coaching and child protection issues. All coaches will be provided with a copy of the Club's Code of Conduct for Coaches and be expected to keep to it at all times.
- We will provide a written Health and Safety policy covering fire procedures, telephone access and first aid emergency procedures.
- We will provide a written procedure, available to coaches and parents, for dealing with accusations of abuse.
- As a club, we will promote "fair play" and always play within the spirit of the laws and adhere to the Continuum (rules of play for Mini/Midi rugby).
- We will identify a person whose role it is to deal with any concerns about physical or emotional abuse within the club.



Codes of Conducts Coaches

Any coach working with young players within Knaresborough Rugby Union Football Club is part of a structure that has many stakeholders, and as such he/she has responsibilities to all of them.

This code has been written to inform and remind coaches of those responsibilities and the minimum standards of behaviour commensurate with fulfilling them. All coaches will be provided with a copy of the code and be expected to read and abide by it.

Players

- Rugby is only part of player's lives. This should be recognised and allowed for when making demands of them.
- Treat games against other clubs as lessons and opportunities to learn, not as tests.
- Rugby at Knaresborough RUFC is for everyone. Do not create and rely on "star players" and never make any player feel like a "spare part". Share game time and your time in practice evenly.
- Never ridicule or belittle any player. Always make every player feel valuable.
- Get to know and understand each player as an individual. Be able to spot changes in their behaviour.
- Find out the facts about child development to help understand the physical, intellectual and emotional capabilities of the age group you work in.

Rugby Union

- Rugby is a potentially dangerous game that relies on every participant playing it in a spirit of mutual respect. Teach the players you work with the meaning of 'fair play' and set them a good example.
- Rugby works best when sides are evenly matched. Always try to mix and match ill matched teams for the benefit of all.
- Much work went into constructing the Continuum. Understand it and abide by it, the Continuum is part of the Laws of the Game and must be adhered to.
- Learn the laws of the game and learn to referee for the benefit of all the players.
- Teach players, by your own example, to always respect the referee!

Coaching

- When calling yourself a coach you are applying to join an elite; when others call you a coach you have achieved membership. You owe it to yourself, other coaches, the players and the club to behave as a coach:
 - Always look and act like a coach.
 - Start and finish sessions on time.
 - Plan your session
 - Plan your season.
 - Do not drink alcohol or smoke during working sessions.
- To be a good coach you need to stay in touch with up to date information on coaching and rugby issues
- You are responsible for the safety of players you work with whilst they are in your care:
 - Mark out safe working areas. Make sure equipment is in good repair and safe.
 - Be careful during contact drills and games, you can easily injure young players if you join in.
 - Do not allow or encourage players to play with an injury.
- Do not put yourself in a position where you could be suspected of or accused of physical abuse of a child associated with the club. Use separate changing rooms from the players and do not allow yourself to be alone behind closed doors with individual players. Never 'get in the bath with the boys'.
- Tell the players (and yourself) that winning and losing are only by-products of performance. We are there to enjoy playing the game, nothing more.

I have read, and agree to abide by the Coaches Code of Conduct

Coaches signature _____ Date _____



Codes of Conducts Players

Players should be encouraged to:

1. 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.
2. Understand the values of loyalty and commitment to adults and team mates.
3. Recognise that every player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
4. Understand that if an individual or group of players feels they are not being treated in a manner that is acceptable, then they should tell an adult either at Knaresborough RUFC or outside of the game.

Players should:

1. Play because they want to do so, not to please coaches or parents.
2. Remember that skill development, fun and enjoyment are the most important parts of the game.
3. Be attentive at all training and coaching sessions.
4. Work equally hard for themselves and their team – both will then benefit.
5. Recognise good play by all players on their team and by their opponents.
6. Be a sportsperson – win with dignity, lose with grace.
7. Play to the IRB Laws of the Game and accept, without question, all referees' decisions even if they appear to make a mistake.
8. Control their emotions. Verbal or physical abuse of team mates, opponents, coaches, match officials or spectators is not acceptable.
9. Treat all players, as they would like to be treated themselves. Do not interfere with, bully or take advantage of any player.

I have read, and agree to abide by the Players Code of Conduct

Player's signature _____

Date _____



Codes of Conducts Parents/Carers

Parents/Carers are encouraged to:

1. 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.
2. Be familiar with the teaching and coaching methods used by observing the coaching and training sessions in which their child participates.
3. Be aware that Knaresborough RUFC 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.
4. Be involved with the Club activities and share their expertise.
5. Share concerns, if they have them, with Club officials.
6. Be familiar with the Good Coaches' Code contained in the Rugby Continuum. In particular be aware that:
 - coaches should recognise the importance of fun and enjoyment when coaching players; and
 - coaches should keep winning and losing in perspective, encouraging players to behave with dignity in all circumstances.
 - Support coaches in instilling these virtues.

Parents/Carers should:

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

I have read, and agree to abide by the Parents/Carers Code of Conduct

Parents/Carers signature _____ Date _____



Codes of Conducts Spectators

Spectators are encouraged to:

1. Act as positive role models to all players.
2. Be familiar with, and abide by, the RFU Child Protection Guidance in relation to verbal and emotional abuse.
3. Respect guidance from Knaresborough RUFC with regard to spectator behaviour.

Spectators should:

1. Remember children play sport primarily for their own enjoyment, not for that of the spectators.
2. Acknowledge good individual and team performance from all players irrespective of the team in which they play.
3. Respect match officials' decisions, even if they appear to make a mistake – remember, they are volunteers providing an opportunity for players to play rugby.
4. Never verbally abuse players, coaches, match officials or fellow spectators: such behaviour can create a negative environment for players and their behaviour will often reflect this.
5. Acknowledge effort and good performance rather than "to win at all costs".
6. Verbally encourage all players in a positive manner, shouting "for", not "at", the players.
7. Encourage all players irrespective of their ability – never ridicule any individual player, regardless of the team in which they play.

I have read, and agree to abide by the Parents and Spectators Code of Conduct

Parents/spectators signature _____

Date _____



Policy Statement Relating to the Use of Photographic and Recorded Images

Knaresborough RUFC (Mini, Junior and Youth Section) recognizes the need to ensure the welfare and safety of all young people in rugby union. As part of our commitment to ensure the safety of young people we will not permit photographs, videos or other images of young people to be taken or used without the consent of the parents/guardian and the young person.

The Club will follow the RFU guidelines for the use of images of young people.

The Club will take all steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of activities of the club.

If you become aware that these images are being used inappropriately you should inform the Club.

The images may be published on the web site: www.Knaresborough-rugbyclub.co.uk

If at anytime either the parent/guardian or the young person wishes the data to be removed from the web site, the Club's Safeguarding Officer should be informed.



Anti-Bullying Policy

Principles

- Bullying of any kind is not acceptable within any Club or CB providing playing opportunities for children and young people.
- The RFU/W are a 'telling' culture and anyone who knows that bullying is happening is expected to tell their Club Safeguarding Officer or CB Welfare Manager.
- Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation.
- 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.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be

- Emotional – being unfriendly, excluding (emotionally and physically), tormenting (e.g. hiding rugby kit, threatening gestures including sending threatening text 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.

Objectives of the Policy

- All Club members, coaches, volunteers and parents should have an understanding of what bullying is.
- All Club members, coaches and volunteers should know what the RFU/RFUW/Club/ Constituent Body policy is on bullying, and follow it when bullying is reported.
- All players and parents should know what the RFU/RFUW/Club/Constituent Body policy is on bullying, and what they should do if bullying arises.
- Players and parents should be assured that they will be supported when bullying is reported
- Bullying will not be tolerated.

Signs and Symptoms

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

Other Signs and Symptoms

A child:

- doesn't want to attend training or club activities.
- changes their usual routine.
- begins being disruptive during sessions .
- becomes withdrawn anxious or lacking in confidence.
- has possessions going missing.
- becomes aggressive, disruptive or unreasonable.
- starts stammering.
- has unexplained cuts or bruises.
- is bullying other children.
- stops eating.
- is frightened to say what's wrong.

These signs and behaviours may not constitute bullying and be symptoms of other problems.

Club/Constituent members, coaches and volunteers need to be aware of these possible signs and report any concerns to the Club Safeguarding Officer or CB Welfare Manager.

Procedures and Management of Bullying

1. Report bullying incidents to the Club Safeguarding Officer (or CB Manager), record (using the RFU Incident Record Form). If the incident is an adult bullying a young person, the Club Safeguarding Officer (or CB Manager) will report the incident to the RFU Child Protection Officer. If the incident is a young person bullying a young person, the club/county will manage this, and can access advice and support from the Club Safeguarding Officer, CB Welfare Manager or RFU Safeguarding Officer at any stage of the process.
2. Parents may be informed and asked to come in to a meeting to discuss the problem.
3. If necessary and appropriate, police will be consulted.
4. If mediation fails and the bullying is seen to continue the Club/CB/RFU can initiate disciplinary action under the relevant constitution.

Implementing RFU Anti-Bullying Policy

Raise Awareness

Raise awareness with all members and players within the club:

- Put posters on the notice board
- Ensure all young players know they can talk to someone if they are worried
- Ensure that parents have a copy of the policy
- Adopt the policy within the club constitution
- Ensure that the Code of Conduct clearly states that behaviour which constitutes bullying will not be accepted
- Ensure all coaches, staff and volunteers have signed up the code of conduct
- Ensure the policy is given to members and players.
- Set up a working party to support the ongoing development and implementation of the policy.
- Identify any training needs within the club and contact the RFU to find out about workshops and opportunities for support.

Knareborough Rugby Football Club Club Safeguarding Vulnerable People Summary Document

Guiding Principles

1. Knareborough Rugby Football Club acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in Knareborough Rugby Football Club from harm.
2. Knareborough RFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines and endorse and adopt the Policy Statement contained in that document.
3. 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 is taken to ensure his safety and wellbeing are protected.
4. The Key Principles of the RFU Safeguarding Vulnerable People Policy are that:
 - The welfare of the child or vulnerable adult (as appropriate) is, and must always be, paramount to any other considerations.
 - All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm.
 - All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
 - Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children and young people.
 - Children have a right to expect support, and personal and social development delivered by an appropriately recruited, vetted and managed in relation to their participation in rugby union, whether they are playing, volunteering or officiating in the community or professional areas of the sport.
5. Knareborough RFC recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. Knareborough RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.
6. Knareborough RFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate. Knareborough RFC will ensure its spectators, parents, members and officials are all aware of and have accepted the club Photographic Policy as set out in the club welcome pack and on the website.
7. Knareborough RFC will endeavour to comply with the Guidance for Websites as set out on the RFU website.
8. The Club Safeguarding Officer is Peter Roberts and can be contacted on 07881 626876 or 01423 868987 or on email pds.roberts@gmail.com

9. 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 Ron Bird on 07971443680 or 01423 868998 or email ronbird867@btinternet.com and either the CB Safeguarding Manager or the RFU Safeguarding Executive.
10. All members of Knaresborough RFC who have a regular supervisory contact with children or a management responsibility for those working with children must undertake an RFU Enhanced Criminal Records Bureau disclosure and must also be ISA-registered in accordance with the RFU ISA-registration Policy.
11. Knaresborough RFC will ensure that all its members, whether they are coaches, parents, players or officials will comply with the Best Practice Guidance as issued by the RFU. In summary, the following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the club, the CB or the RFU:
- Working alone with a child, children, vulnerable adult, or adults.
 - Consuming alcohol whilst responsible for children or vulnerable adults.
 - Providing alcohol to children or allowing its supply.
 - Smoking in the presence of children.
 - Humiliating children or vulnerable adults.
 - Inappropriate or unnecessary physical contact with a child or vulnerable adult.
 - Participating in, or allowing, contact or physical games with children or vulnerable adults.
 - Having an intimate or sexual relationship with any child or vulnerable adult developed as a result of being in a 'position of trust.'
 - Making sexually explicit comments or sharing sexually explicit material.
11. Knaresborough RFC manages the changing facilities and arranges for them to be supervised by two adults (ISA-registered and RFU CRB checked) of the appropriate gender for the players using the facilities. Knaresborough RFC ensures that all its coaches, parents, officials and spectators are aware that adults must not change at the same time, using the same facilities as children or vulnerable adults.
12. Knaresborough RFC will ensure that its coaches and assistants will receive the support and training considered appropriate to their position and role. The RFU "Managing Challenging Behaviour" Policy has been adopted and circulated amongst the club workforce both, voluntary and paid.
13. Any events held on Knaresborough RFC premises must comply with this Policy and if appropriate a Safeguarding Plan should be discussed and circulated to those affected. Any tours, overseas or domestic, undertaken by Knaresborough RFC must comply with the relevant RFU Regulations and Guidance relating to tours.

This must be adopted in accordance with the club constitution.

Signed

Date