

Safeguarding Children Policy and Procedure

Name of Organisation	Scunthorpe Rugby Union Football Club
Address	Heslam Park, Ashby Road, Scunthorpe, DN16 2AG
Telephone	01724 843013
Date Policy Agreed	08/02/2023
Date of Next Review	07/02/2024
Signature	 SAFEGUARDING OFFICER
Name and telephone number of Designated Protection Person	Tony Wilkinson 07875716823
Name and telephone number of Deputy Designated Protection Person	Geoffrey Hull 07940733362

1. Policy statement on safeguarding children

The values held by Scunthorpe Rugby Union Football Club are:

Scunthorpe Rugby Union Football Club recognises that all children have a right to protection from abuse. Scunthorpe Rugby Union Football Club takes seriously its responsibility to protect and safeguard the welfare of children and young people. We will:

- respond swiftly and appropriately to all suspicions or allegations of abuse and neglect.
- provide parents and children with the opportunity to voice their concerns.
- have a system for dealing with concerns about possible abuse and neglect.

2. The policy

Scunthorpe Rugby Union Football Club recognises that many children and young people today are the victims of physical, emotional, sexual abuse and/or neglect. Accordingly, Scunthorpe Rugby Union Football Club has adopted the following policy guidelines. The policy sets out agreed guidelines for responding to allegations of abuse/neglect, including those made against staff and volunteers. These guidelines have been prepared in accordance with North Lincolnshire Children's MARS Policies and Procedures. They will be kept under review and be supported by appropriate training.

The policy applies to all staff and volunteers who act on behalf of Scunthorpe Rugby Union Football Club and who work with children. Every individual has a responsibility to inform the designated person, in respect of child protection or their deputy, of concerns relating to safeguarding children. The designated person should decide if the concerns should be communicated to North Lincolnshire Children's Services or the Police.

However, all staff and volunteers can contact North Lincolnshire Children's Services directly if necessary.

3. Definitions of Abuse (Working Together 2018)

A concern should be raised if any of the following circumstances have or are happening to a child:

- Physical abuse
- Emotional abuse
- Sexual abuse (including Child Sexual Exploitation)
- Neglect

Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
Emotional abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victims needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology
Neglect	<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment); • protect a child from physical and emotional harm or danger; • ensure adequate supervision (including the use of inadequate caregivers); or • ensure access to appropriate medical care or treatment <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>

4. What you should do if you suspect abuse

- a. You must report concerns as soon as possible to Tony Wilkinson Designated Child Protection Person on 07875716823 who is nominated by Scunthorpe Rugby Union Football Club to act on their behalf in referring allegations of suspicions of abuse or neglect to North Lincolnshire Children's Services, NLD Safeguarding Team and the RFU Safeguarding Team. In the absence of the designated person, the matter should be brought to the attention of the deputy designated person Geoffrey Hull on 07940733362. If it is an emergency, and the designated person(s) cannot be contacted, then North Lincolnshire Children's Services (01724 296500) or the police (101) should be contacted at the numbers given below. For further information, see [Helping Children and Families 2020-2024 \(northlincscmars.co.uk\)](http://northlincscmars.co.uk) and [Working Together to Safeguard Children \(northlincscmars.co.uk\)](http://northlincscmars.co.uk).
- b. If the suspicions relate to the designated person, then the deputy, North Lincolnshire Children's Services or the Police should be contacted.
- c. Suspicions should not be discussed with anyone, other than those named above.
- d. It is the right of any individual to make direct referrals to North Lincolnshire Children's Services. However this policy should be followed where possible.

5. Recording

- a. Write down exactly what the child has said in their own words. Write down the conversation held, where it was held, when and what was happening beforehand. Alternatively write down what you have observed, details of any witnesses, location, and your specific concern if you believe that a child has been abused or neglected. Record dates and times of the events and when the record was made. Keep all notes secure.
- b. Report your discussion as soon as possible to the designated person.

- c. Allegations against staff or volunteers will be investigated following local procedures. For further information see the Children's MARS Managing Allegations procedures

6. Maintenance of records

Retention	<ul style="list-style-type: none"> For concerns raised and acted upon, a record should be kept until the child is 25 years old. For concerns not acted upon, a record should be kept for 6 years after the child has ceased association with the organisation. For concerns regarding staff or volunteers (even if they are no longer associated with the organisation) they should be kept on their personal file until retirement age 67 years old or for 10 years whichever is longer.
Storage	<ul style="list-style-type: none"> Any written records will be promptly scanned to PDF and then saved to a password protected folder on the Safeguarding officer computer. A dedicated email to which only the safeguarding and deputy safeguarding officer have the password to is to be used.
Destruction	<ul style="list-style-type: none"> Any 'hard copies' will be shredded following the scanning to pdf Emails will be kept for the applicable retention period then deleted from the sub folder and from the deleted items Files saved on the computer will be deleted from the computer and the recycle bin.

7. Volunteer recruitment

Scunthorpe Rugby Union Football Club undertakes to adopt best practice guidelines for recruiting volunteers and we further undertake to:

- Offer Job descriptions for Manager, Coach and First Aid role descriptions.
- Request identification documents if appropriate.
- As a minimum meet and chat with the applicant before they commence work.
- For those who undertake any regulated activity involving the coaching of children, Scunthorpe Rugby Union Football Club will ask that individuals apply for a Disclosure and Barring Service (DBS) check in line with local Children's MARS for North Lincolnshire procedures.
- Request all volunteers sign a code of conduct.

8. E safeguarding and acceptable use policy for electronic equipment

- Any social media pages are limited to a few volunteers who provide the content for SRUFC. Any comments which are considered derogatory, insulting or highlights any individual or company in any negative form are to be deleted and the user can be banned from commenting on the page further.
- Electronic registration forms are to be used and consent for photographs will be obtained on the bespoke SRUFC registration form alongside that of the RFU Game Management system.

9. Whistle blowing procedures

It may be very hard to report a concern but as with all other difficulties people will come across, the safety and protection of a child at risk must be the priority in any decision that is made.

The RFU safeguarding policy can be found at [safeguardingpolicybooklet.pdf](#) ([englandrugby.com](#)).

For more information on how to share concerns regarding children, please see our [RFU Sharing Concerns Process.pdf](#) ([englandrugby.com](#))

The RFU Safeguarding Referral Form should be completed regarding any concerns you have or have been disclosed to you, relating to the behaviour of any child or adult involved in or spectating at your club. These may include general concerns about a child's welfare, concerns about bullying or poor practise, suspicions or allegations of misconduct, or allegations of abuse. To report concerns to the RFU Safeguarding team, please fill the form out and send it to safeguarding@rfu.com as soon as possible.

[Safeguarding Referral Form.pdf](#) ([englandrugby.com](#))

Scunthorpe Rugby Union Football Club is committed to ensuring that all individuals have the ability to raise genuine concerns in good faith without fear of victimisation, subsequent discrimination or disadvantage, even if they turn out to be mistaken.

Alcohol

It is important that Scunthorpe RUFC management committee take considered, positive action to ensure that they are responsible licensees. It is against the law:

- To sell alcohol to someone under 18
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18
- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol
- For someone under 18 to drink alcohol in licensed premises, with one exception - 16 and 17 year olds accompanied by an adult can drink but not buy beer, wine and cider with a table meal
- For an adult to buy alcohol for a person under 18 for consumption on licensed premises, except as above

At training sessions and games for children, adults' drinking habits may affect both children's attitude to alcohol and their emotional well-being. As role models adults should avoid excessive drinking in their presence. The unexpected can always happen; there should always be adults who abstain from drinking alcohol to deal with any emergencies and to manage the safety and welfare of children in their care.

Contact rugby

The wellbeing and safety of children must be placed above the development of performance. Contact skills must be taught in a safe, secure manner paying due regard to the physical development of the players involved. Adults and children must never play contact versions of the sport together including training games or contact drills. They may play either tag or touch rugby together if these games are managed and organised appropriately. A risk assessment on the conditions, players and apparent risks should be carried out by a person responsible for the overall session.

Coaching techniques

Any inappropriate or aggressive contact between adults and children is unacceptable and a number of principles should be followed when teaching contact rugby:

- Physical handling by a coach must only be used for safety reasons or where there is no other way of coaching the technique (Level 1 Coaching Award in Rugby Union)
- The reasons for physical contact should be explained wherever practicable so that children and their parents are comfortable with this approach
- The activity should always be conducted in an open environment and in the presence of another adult.

Physical intervention

Discipline on the field of play is the responsibility of the players. Coaches, team managers and parents must always promote good discipline amongst their players, both on and off the field. Penalising lack of discipline on the field of play which contravenes the laws of the game is the responsibility of the referee. Coaches, managers and spectators should not intervene or enter the field of play. In a situation where individuals have to consider whether to intervene to prevent a child being injured, injuring themselves or others, physical intervention should always be avoided unless absolutely necessary. In these situations it is imperative to:

- Consider your own safety
- Give verbal instructions first
- Use the minimum reasonable force and only when necessary to resolve the incident, the purpose being restraint and reducing risk
- Do not strike blows, act with unnecessary force or retaliate
- Avoid contact with intimate parts of the body, the head and neck
- Stay in control of your actions The Safeguarding Officer should be notified at the earliest opportunity of an incident of physical intervention which involves possible dispute as a complaint might be lodged with the RFU or the police by a parent whose child has been physically restrained.

The incident should be recorded on the RFU Initial Issue/Concern Reporting Form which may be found on the Safeguarding pages of the RFU website and sent to the RFU's Safeguarding Team. Physical intervention, often referred to in education as 'Positive Handling', should only be used to achieve an outcome in the best interests of the child whose behaviour is of immediate concern or other children involved and never as a form of punishment.

Changing rooms & showers

Adults, children of different sex and children must never use the same facilities to shower or change at the same time. Adults must only enter changing rooms when absolutely necessary due to poor behavior, injury or illness. Adults must only ever enter the changing rooms by themselves in an emergency and when waiting for another adult could result in harm to a child. If children need supervising in changing rooms, or coaches or managers need to carry out a range of tasks in that environment this must involve two individuals cleared to work in Regulated Activity of the same gender as the children. For mixed gender activities separate facilities should be available. If the same facilities must be used by adults and children on the same day a clear timetable should be established. No pressure should be placed on children who feel uncomfortable changing or showering with others, if this is the case they should be allowed to shower and change at home.

Where a disability requires significant support from a parent; or carer, the person concerned and their parents should decide how they should be assisted to change or shower. Before any assistance is offered by another person, appropriate consent should be given by a parent.

Transportation

Scunthorpe RUFC should develop a transport policy and preferably publicised to parents via the club welcome pack and club website giving advice on dropping off and collecting children. It should be made clear that in most instances it is the responsibility of parents, not Scunthorpe RUFC, to transport their child to and from the club or nominated meeting point. If parents make arrangements between themselves this is a private arrangement and at the parents' discretion. If Scunthorpe RUFC hires a coach from a reputable commercial coach company it is entitled to assume that the company provides properly maintained and insured vehicles and properly licensed drivers. However, children must never travel unaccompanied. A member of Scunthorpe RUFC must travel with the children and that adult's contact details must be readily available to any parent who has reason to contact them. If Scunthorpe RUFC formally arranges transport eg using minibuses or people carriers (as opposed to facilitating travel arrangements between parents) then the club should ensure that:

- Drivers have a valid driving licence and recruitment procedures, including vetting criteria have been followed and appropriate insurance and breakdown cover has been arranged
- The vehicle is suitable for the number of passengers and has operational safety belts and appropriate child car seats
- Parents give their consent and have the driver's contact details, with the driver having easy access to parents' contact details including mobile phone numbers
- No child is left alone in the car with the driver, unless it is the adult's own child. If, in extenuating circumstances, this situation arises the child should sit in the back of the car if possible
- The children involved are happy with the arrangement and adults are alert to any signs of disquiet.

In the event of a late collection of children, coaches and volunteers should: attempt to contact the parents, wait with the child, preferably in the company of others, notify the Safeguarding officer or club official and remind parents of their responsibility to collect their child promptly.

10. Contact information

	Name	Telephone Number
Main Contact for the Organisation	Liam Waldron	07724154390
Designated Protection	Tony Wilkinson	07875716823

Person		
Deputy Designated Protection Person	Geoffrey Hull	07940733362
National or support body for the organisation	England Rugby	0208 831 6655
North Lincolnshire Children Services Church Square House Church Square Scunthorpe DN15 6XQ		01724 296500 or 01724 296555 (extended hours)
Police Non Emergency		101
Police Emergency		999
Local Authority Designated Officer Independent Reviewing Service		01724 298293