

Child Protection and Wellbeing - Policy and Good Practice

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Appointments:

Child Protection and Wellbeing Officer

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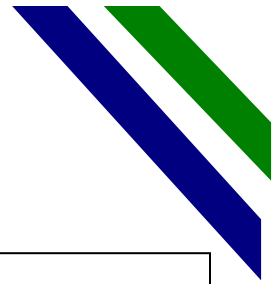
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A copy of the **Child Protection and Wellbeing - Policy and Good Practice** document is available on our website (<http://ghkrfc.com>) or on request from either of the above named club officials or from the Club Secretary.



GHK JUNIOR RUGBY CLUB POLICY

GHK RFC acknowledges its responsibility to protect and safeguard the welfare of all children in GHK RFC from harm, and has a duty to protect the wellbeing of those children.

GHK RFC recognises that all children have the right to participate in rugby union in a safe, enjoyable and positive environment whilst at the same time being protected from physical, sexual, emotional abuse, neglect or poor practice, regardless of a child's age, gender, ability, disability, race, cultural background, religious beliefs, size, language or sexual identity. This includes bullying behaviour.

GHK RFC confirms that it adheres to the Scottish Rugby Safeguarding Policy and the procedures, guidelines, and practices contained in that document and any successor policy.

GHK RFC confirms that it will appoint a Child Protection and Wellbeing Officer (CPWO) at the club. Their details will be available within the clubhouse and on the club website. The CPWO will undergo Safeguarding training as directed by Scottish Rugby.

The GHK RFC CPWO is Pamela Dewar and they agree to be contacted with any concerns regarding child protection and safeguarding and will take appropriate action.

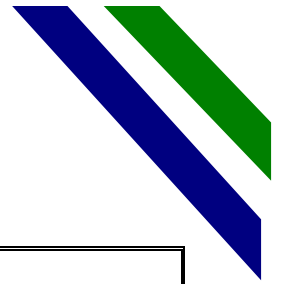
GHK RFC agrees that all allegations or suspicions of abuse, neglect, harm or poor practice will be taken seriously and responded to swiftly, fairly and appropriately.

GHK RFC recognises that all children have the right to expect that their participation in rugby union will be supported and delivered by suitably recruited, vetted and managed staff, whether they are volunteering or officiating.

All members of GHK RFC who undertake regulated work must be member of the PVG Scheme with a Scheme Record Update if necessary.

GHK RFC acknowledges the Disclosure Scotland referrals process and agrees to action a referral if required.

GHK RFC agrees that any tours, overseas or domestic must comply with the relevant Scottish Rugby Regulations and Guidance relating to tours.



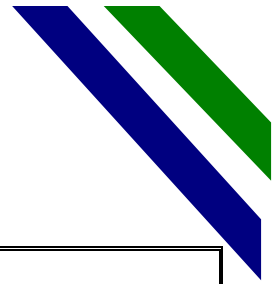
THE COACH – ATHLETE RELATIONSHIP

Coaches – particularly of children – hold a powerful and unique leadership role, often carrying considerable authority and status. A closeness and mutual trust often accompany this role usually only held between parent and child. Coaches often unwittingly or wittingly assume this power and authority, and occasionally this influence spills over into a child’s personal life. One of the challenges coaches repeatedly face is how to manage this potential power and balance the responsible and safe boundary between coach and performer. The challenge to do this is exacerbated by the need for coaches to build high levels of trust from children – particularly those involved in elite performance – to encourage them to change their behaviour to develop the level of commitment required to achieve their potential.

Coaches of young children start by using their authority role to build a strong relationship or bond. Over time this hopefully positive influence can grow to be extremely strong and it is from this influence that trust grows.

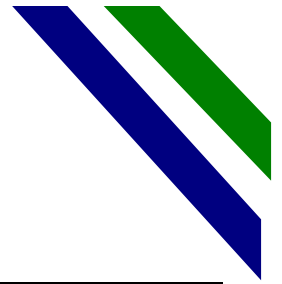
Where trust is given, there exists the potential for the abuse and misuse of power by a coach. This may be as a result of thoughtlessness, negligence or occasionally wickedness. Even the passive abuse of power by a coach e.g. by questioning loyalty or commitment, may produce a dangerous level of conformity and emotional dependency in a child.

By seeking conformity and commitment to their own values and ideals, coaches may be exaggerating the need to conform at the price of the child’s own personal development, self-determination and independence. All coaches should be able to recognise, the negative consequences of the power they may hold and the trust placed in them, by children and parents.



COACHES CHARTER

- GHK Junior Rugby coaches will obtain Disclosure Scotland's PVG Scheme membership before being recognised as an approved GHK coach. Other parent-helpers, volunteers and club officials may be required to obtain Disclosure Scotland's PVG Scheme membership following an assessment by the Child Protection Co-ordinator.
- Coaches will recognise the rights, dignity and worth of every player and treat everyone equally within the context of our sport.
- Coaches will place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the Scottish Rugby Union and be registered on the SRU coaches' database.
- Coaches will develop an appropriate working relationship with players based on mutual trust and respect. Coaches must not exert any undue influence to gain any personal benefit or reward.
- Coaches will encourage and guide players to accept responsibility for their own behaviour and performance
- Coaches will ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual(s) in their charge.
- Coaches should at the outset clarify with players (and where appropriate their parents) exactly what is expected of them and what players are entitled to expect of their coaches.
- Coaches should create an environment where players respect one another, bullying behaviour is acknowledged and challenged, and where players feel comfortable to talk to coaches about any concerns. Incidents of bullying will be listened to carefully, taken seriously and reports investigated at committee level. Children experiencing bullying behaviour will be supported and be made of wider appropriate support where relevant. Coaches should contact CPWO in issues of uncertainty.
- Coaches should co-operate fully with other specialists (e.g. other coaches, physiotherapists, club officials' etc.) in the best interest of the player.
- Coaches should always advocate the positive aspects of Rugby and never condone rule violations or the use of prohibited substances.
- Coaches must respect a player's right to his or her own personal development, independence and self-determination.
- Coaches must consistently display high standards of behaviour and appearance.



PROCEDURES FOR COACHES

All coaches shall comply with the Coaches Charter.

All coaches/, applicant coaches must obtain Disclosure Scotland PVG Scheme membership before being recognised as a GHK Junior Rugby Coach.

Other parent-helpers, volunteers and club officials may be required to obtain Disclosure Scotland's PVG Scheme membership following an assessment by the Child Protection Co-ordinator.

All new coaches / organisers will be made aware of our policy on Child Protection and Good Practice.

All new coaches and existing coaches will have the GHK Junior Rugby Child Protection and Good Practice Policy (re-)iterated to them in a formal setting, on an annual basis.

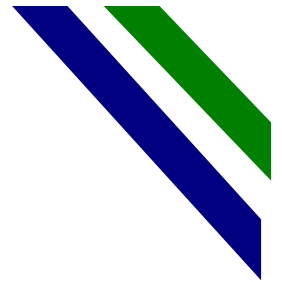
Coaches shall follow the guidelines issued on how to deal with the disclosure or suspicion of abuse.

Coaches shall know who their Club Child protection co-ordinator is.

All activities shall be planned to minimise situations in which abuse may occur.

The coaches shall observe the following guides to good practice:

- Following an open door policy in changing rooms and showers.
- Prohibit the use of camcorders and cameras in changing rooms and showers. Allow parents access to changing areas when appropriate.
- Do not participate in one to one coaching other than during a normal coaching session and always in the presence of other coaches and players.
- Do not allow or engage in inappropriate touching of any form.
- Do not make sexually suggestive comments about or to a child, even in fun.
- Do not refer to a child's ethnicity, religion, gender, disability or sexuality in a way that is derogatory.
- Do not allow children to use inappropriate language unchallenged.
- Do not engage in sexually provocative games or horseplay.
- Do not do things of a personal nature for children that they can do for themselves.
- Immediately report incidents of inappropriate language, behaviour or abuse by another coach.
- Immediately report incidents of inappropriate language, behaviour or abuse by a child.
- Ensure children are safely picked up by appropriate adult after training and use emergency contacts where a child is left after a session. Coaches should not travel in a vehicle alone with children.



Parents shall be encouraged to attend matches and coaching sessions and to accept responsibility for ensuring their child's safety.

A Code of Conduct for players and parents will be distributed with fixture lists at the start of the season and to new members.

A current membership list or appropriate checklist shall be available at all activities.

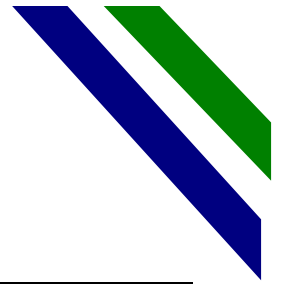
An appropriate first aid kit, (coaches shall not attempt to treat injuries unless qualified to do so), to be on hand at all activities.

Appropriate coach:child ratios will be observed, and children supervised to ensure a safe environment.

An Incident Book shall always be on hand to record incidents that may have repercussions for the club, coach or player. It is held by the Child Protection Co-ordinator. Please consult the Child Protection Co-ordinator should you need to make an entry in the Incident Book. Should a reportable incident take place 'off site' when coaches are responsible for the wellbeing of the players, report verbally to the Child Protection Co-ordinator or Convener as soon as possible and follow up with a written report as appropriate.

Whilst at coaching/home fixtures and travelling to away fixtures etc. children will be kept under the closest supervision and, when appropriate, a "Stay Behind" coach will be nominated.

Coaches shall not meet children away from the Rugby Club situation or meeting place without a parent or other adult being present.



Procedures to be followed by an individual where abuse or neglect is suspected

Refer to the Junior Rugby Child Protection and Wellbeing Officer as soon as possible, for further action and referral to the appropriate authorities.

Create a safe environment by:

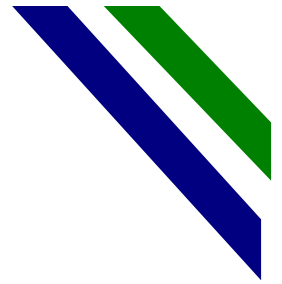
- Staying calm and not rushing into actions which may be inappropriate.
- Confirming you know how difficult it must have been to confide in you.
- Reassuring the child and stressing he/she is not to blame.
- Listening to and believing what the child says; show you are taking the matter seriously.
- Be honest and do not make promises you cannot keep. Explain you may have to tell other people in order to stop what is happening.
- Be clear about what the child says so that it can be passed on to child protection professionals. Keep questions to a minimum and avoid closed questions (i.e. ones that can be answered by a single word e.g. yes/no). Use open questions to encourage the child to use his/her own words. Do not lead the child, or suggest words or ideas on what may have happened.

Record:

- What the child has said to you, in a legible and accurate format, in the Incident Book.
- Facts and observations, not your opinion.
- The child's name, address, date of birth.
- The date and time of the incident.
- Exactly what the child said and what you said.
- Actions taken and contact with parents/agencies. Remember names, addresses and phone numbers.

Ensure:

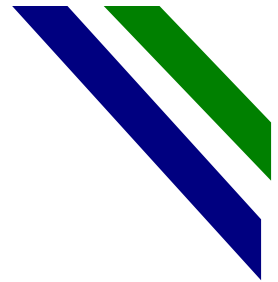
- You date and sign the record.
- The Child Protection Co-ordinator witnesses the record.
- **You maintain confidentiality;** breaches of confidentiality can be very damaging to the child, family and any child protection investigations that take place.
- **You do not take sole responsibility.** Consult with the Child Protection Co-ordinator or another coach as soon as possible, so that you can begin to protect the child and gain support for yourself in a difficult situation.
- **You do not contact parents** if you consider the child to be a victim of sexual abuse or at increased risk.



Procedure to be followed by the Club where abuse is disclosed or suspected.

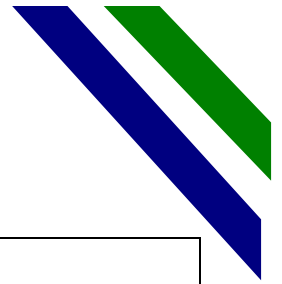
- The coach/concerned person shall conform to the Procedures to be followed by coaches where abuse is disclosed or suspected.
- The Child Protection Co-ordinator shall consult the appropriate agencies; i.e.
The Local Social Work Department for the child's home address
Standby Social Works (out of hours service). 0800 811 505 or Freephone via operator
Police phone number; 0141 532 3500: Strathclyde Police Communications Centre, the report will result in a referral to the appropriate police station.
- The Child Protection Co-ordinator will obtain the names and phone numbers of those consulted.
- The Child Protection Co-ordinator will follow the advice given by the appropriate agencies.
- The Child Protection Co-ordinator shall inform the Club's Convener that an incident has occurred and of the action taken.

Coaches must be aware that they are not Childcare professionals and that the procedures set down are to be followed immediately they suspect abuse to have taken place. It is the role of the professional childcare protection agencies to investigate.



Abuse Indicators: NSPCC Booklet “PROTECTING CHILDREN a guide for Sportspeople”

<i>Types of Abuse</i>	<i>Physical Indicator</i>	<i>Behavioural Indicator</i>
<i>Physical</i>	<ul style="list-style-type: none"> ▪ Unexplained bruises, marks, injuries ▪ Bruises which reflect hand marks ▪ Cigarette burns ▪ bite marks ▪ Broken bones ▪ Scalds 	<ul style="list-style-type: none"> ▪ Fear of parent being contacted ▪ Aggressive or angry outbursts ▪ Running away ▪ Fear of going home ▪ Flinching ▪ Depression ▪ Keeping arms, legs covered ▪ Reluctance to change clothes ▪ Withdrawn Behaviour
<i>Neglect</i>	<ul style="list-style-type: none"> ▪ Constant hunger ▪ Unkempt state ▪ Weight loss/underweight ▪ Inappropriate dress 	<ul style="list-style-type: none"> ▪ Missing doctor/hospital appointments ▪ Truancy-late for school ▪ Constantly tired ▪ Few friends ▪ Regularly alone and unsupervised
<i>Emotional</i>	<ul style="list-style-type: none"> ▪ Development delayed ▪ Sudden speech disorder 	<ul style="list-style-type: none"> ▪ Neurotic behaviour ▪ Unable to play/take part ▪ Fear of making mistakes ▪ Sudden speech disorders ▪ Self harm/mutilation ▪ Fear of parents being contacted
<i>Sexual</i>	<ul style="list-style-type: none"> ▪ Pain/itching in genital area ▪ Bruising/bleeding in genital area ▪ Sexually transmitted disease ▪ Vaginal discharge/infection ▪ Stomach pains ▪ Pregnancy 	<ul style="list-style-type: none"> ▪ Sudden changes in behaviour ▪ Becoming aggressive/withdrawn ▪ Apparent fear of one person ▪ Running away ▪ Nightmares ▪ Unexplained sources of money ▪ Sexual drawings/language ▪ Bedwetting ▪ Overeating/anorexia ▪ Self mutilation/suicidal ▪ Secrets which cannot be told to anyone ▪ Substance/drug abuse ▪ Advanced sexual knowledge ▪ Behaving beyond their age ▪ Not allowed to have friends ▪ Sexually explicit behaviour ▪ Telling about the abuse



Guidance on overnight trips and/or travel abroad

Any GHK coach planning a trip should take into account Scottish Rugby guidance as below and liaise with the Child Protection Officer as appropriate.

Away trips:

Travelling to away fixtures are a regular event for many clubs and teams. Trips may be short ones across town, or more complex such as overnight stays and trips abroad. Even the simplest of trips require some level of planning to ensure children are as safe as they can be.

Communication:

Parents:

Parents should receive full details – travel plans, venue, time for drop off and return/collection. What kit is required, meal/drink arrangements. Contact details of the team manager and emergency plans. They should have completed a consent form with medical details. Full checklist below.

Children:

Children should be aware of the travel plans, times for drop off and pick up and what kit and equipment they may need. They should know what standard of behaviour is expected.

Other coaches/volunteers:

Should be aware of their role and responsibilities as well as a full itinerary.

Home based contact:

Full details of any trip should also be held by someone back at the club for reference in case of an emergency.

PLAYER HANDBOOK:

Best way of communicating all the details is to produce a Player or tour handbook given to participants and their parents (copy each) covering:

- Who is going, players & staff
- Contact details – emergency contacts/hotel details/host family details
- Itinerary including flight details, transport, competition times, day to day activity
- Code of conduct – for staff and players – including agreed social media policy
- What to bring – equipment/kit/off duty clothing/money
- What will happen in case of emergency?

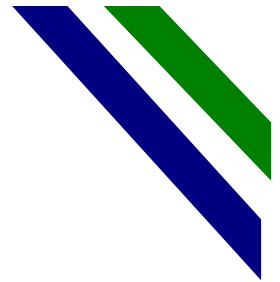
Planning:

- What is the purpose of the trip?
- Competition? Training? Social? Combination of these?
- Clear purpose needs to be agreed on & communicated to parents – managing expectations.

Who is in charge of overall planning?

- Team manager? Coach? Volunteer?
- Have planning meetings

Some planning points to consider:



Staffing:

- Staff to child ratios
- Male/Female staff if a mixed group
- Enough staff to cover competition/free time etc?
- PVG checks in place for those who need them?
- Clear responsibilities agreed on by all staff – e.g. no alcohol in evenings?
- Suitable medical staff travelling to cover training/competition – do they need license to practice?

Accommodation:

- What type – hotel/hosting/hostel/camping etc
- Carry out pre-event recce/visit and risk assessment
- What catering do they offer – dietary requirements/food allergies
- Is it suitable for the group/age of group/accessibility?
- Draw up rooming lists
- What are arrangements for adults supervising – can they be on same floor? If in shared bathroom/shower facilities do the adults have separate facilities?
- Are there other guests/groups staying on same floor/block? Try to ensure that your group has a block together and not with other guests adjacent.
- What time is check in/out and how does that fit with your travel plans?
- What other types of events are held there? (e.g. is a hotel that does stag/hen parties the right accommodation for your group?)
- Are parents travelling to see their children compete going to be allowed to stay in same accommodation? Need clear guidelines about team/personal free time.

Transport:

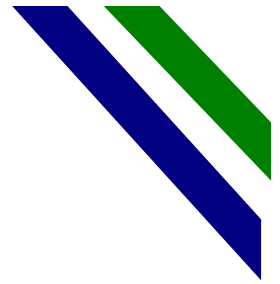
- Agree pick up and drop off times – plans for anyone late
- Journey times – agree stopping/rest plan for driver
- Number of staff travelling with group for supervision
- Does bus have seatbelts
- Drivers checked
- Insurance

Flights

- Passports needed – keep copy on file at club base in the event anything is lost/stolen
- Will airline let you board as a group/seat you as a group
- Label all team baggage with club contact details not individual child details
- Agree who will look after all tickets/passports/visas
- Depending on age, letters of consent to take abroad may be required by parents

Insurance:

- Liability



- Medical
- Accident
- Transport

Emergency procedures:

- Parental consent for medical procedures
- Details of children's medical conditions/medication etc
- Plan where nearest emergency facilities are – local hospital/surgery etc
- Ask everyone to have an EHIC (European Health Insurance Card)
- Details of local GB Embassy/consulate
- Register your group on Foreign Office website if travelling abroad – if there is an incident in that area they know you are there & can help quickly

Hosting or being hosted:

- How are hosts recruited? Through school/church/rugby club etc
- What is vetting process – do they provide references?
- Can they deal with special requirements – dietary/health – hosts should be given as much information as possible about child staying with them and of the trip/competition
- Language barriers?
- Transport arrangements
- Accommodation arrangements – own room etc
- Agreed protocols – e.g. what to do in medical emergency, curfew times – bear in mind differences in cultural practices.
- Ensure children/parents know culture of their hosts and what to expect

Training/competition venues:

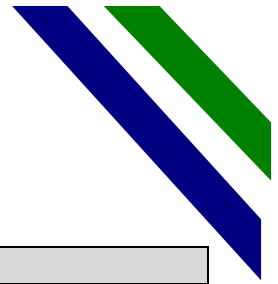
- Staff carry out recce on arrival if logistically possible
- Have copy/access to the rules/regulations in case of issues
- Refer to Scottish Rugby for advice if needed

Cash/money/security

- Brief parents/players on how much money is needed
- Ensure group leader has sufficient to deal with emergency (e.g. flight delayed, everyone needs to eat)
- Group leader should collect passports & keep in safe for duration of trip

Post travel:

- Check rooms before departure for anything left behind
- Debrief group
- Log & share any issues/concerns as appropriate
- Staff review any incidents – learning/changing in procedure – amend policies
- Thank and/or provide feedback to venues/hosts etc



ONLINE SAFETY AND SOCIAL MEDIA GUIDANCE

GHK RFC will ensure there is nothing on its website or other social media platforms which could harm a child, directly or indirectly.

GHK RFC will adhere to the following guidelines:

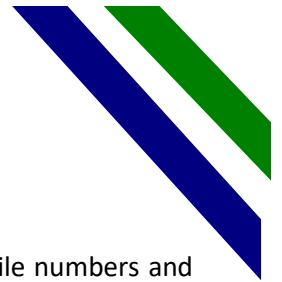
- All social media accounts will be password-protected, and at least 2 club committee members will have access to each account and password
- The accounts will be monitored by a designated person who will seek advice from the club CPWO on safeguarding requirements
- Inappropriate posts by children, volunteers or staff must be removed
- Identifying details such as a child's home address, school name or telephone number should not be posted on social media platforms
- Clubs will make sure children and young people are aware of who manages the social media accounts and who to contact if they have any concerns about the running of the account
- Parents will be asked permission for clubs to communicate with their children through social media, or by any other means of communication
- Parents need to give permission for photographs or videos of their child to be posted on social media

What we expect of coaches and volunteers

- Coaches and volunteers should seek advice from the club CPWO if they have any concerns about the use of the internet or social media
- Coaches and volunteers should not 'friend' or 'follow' children or young people from personal accounts on social media
- Coaches and volunteers must ensure any content posted is accurate and appropriate
- Coaches and volunteers should not communicate with young people via personal accounts or private messages
- At least one other member of staff should be copied into any emails/messages sent to children or young people
- Coaches and volunteers should avoid communicating with children or young people via email at unusual times (e.g. early morning/late night)
- Any disclosures of abuse reported through social media should be dealt with in the same way as face-to-face disclosure, according to club reporting procedures
- Coaches, volunteers and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing
- Make children and young people aware of this advice sheet

Using mobile phones or other digital technology to communicate

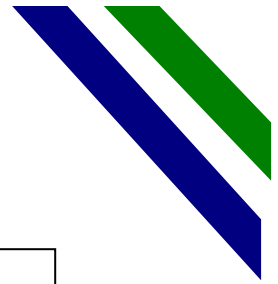
When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), GHK RFC will take the following precautions to ensure young people's safety:



- Coaches and volunteers will avoid having children's or young people's personal mobile numbers and seek contact through a parent or guardian
- Copies of texts also be made available to the club's CPWO or to parents
- Texts will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation
- If a young person misinterprets such communication and tries to engage a staff member or volunteer in conversation, the member of staff or volunteer will take the following steps:
 - End the conversation or stop replying
 - Suggest discussing the subject further at the next practice or event
 - If concerned about the child or young person, provide details for the club's child protection officer or appropriate agencies

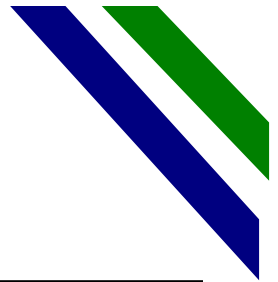
Use of other digital devices and programmes

These principles apply no matter which current or future technology is used. If any digital devices are used as part of activities within the club establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm.



Junior players code of conduct

- All players must play within the rules and respect officials and their decisions.
- All players must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Players should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Players must wear suitable kit for training and match sessions. This includes GHK top and socks, a mouth guard, appropriate studded boots, scrum cap where relevant. All players should also have a water bottle.
- Players must complete registration to GHK and Scottish Rugby Scrums (P4 upwards only) and pay subscriptions by the date stipulated.
- Players are not allowed to smoke or consume alcohol or drugs on club premises or whilst representing the club at competitions.
- Bullying of any sort will not be tolerated. GHK is a community where players across minis and midis will respect and support one another.



Parents code of conduct

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials.
- Help your child to recognise effort and good performance, not just results.
- Support your child to understand a sense of team and play their role within their team as well as the wider club
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child' involvement and help them to enjoy their sport
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance, behaviour and kit.