

## **BISHOPTON RFC - Child Protection and Good Practice**

**Bishopton Rugby Football Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Coaches and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.**

**This document outlines *Bishopton RFC's* commitment to protecting children.**

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm, abuse and exploitation.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the health, development and welfare of children.

### **Bishopton RFC will:**

- Promote the health and welfare of children by providing opportunities for them to take part in rugby safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
- Recruit, train, support and supervise its coaches, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require coaches, members and volunteers to adopt and abide by this Child Protection Policy and its procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and its procedures.

### **Review**

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Bishopton RFC.
- Following any issues or concerns raised about the protection of children within Bishopton RFC
- In all other circumstances, at least every three years.



Established 1994

## BISHOPTON RFC - Child Protection and Good Practice

### ASSOCIATED POLICIES AND PROCEDURES

- Club Code of Conduct
- Are You Ready To Play Rugby (Scottish Rugby)
- Scottish Rugby Right – on line Annual training – Mandatory
- Age-Grade Law variations and regulations (Scottish Rugby)
- Welfare and Child Protection Guidelines
- Responding to Concerns procedures
- Child Protection in Sport NSPCC

<https://thecpsu.org.uk/>

- Children First Safeguarding in Sport

<http://www.children1st.org.uk/what-we-do/our-services/search-our-services/safeguarding-in-sport/>

- Scottish Rugby Union Child Protection Resources.

<http://www.scottishrugby.org/scottish-rugby-values/child-protection/child-protection-resources>

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# BISHOPTON RFC - Child Protection and Good Practice



## Policy Statement

**Bischopton Rugby Football Club** (“the Club”) recognises that all those involved in the coaching or supervision of children associated with the club have a duty to safeguard the welfare of those children. This duty extends to the prevention of physical, sexual or emotional abuse of children associated with the Club and shall be applied regardless of a child’s sex, race or religion.

The Club’s Child Protection Co-ordinator is: Roslyn Redpath

The Club’s President is: Graeme Adam

A copy of the CHILD PROTECTION AND GOOD PRACTICE document is available from either of the above named club officials or from the Club Secretary.



## BISHOPTON RFC - Child Protection and Good Practice

### 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.

## BISHOPTON RFC - Child Protection and Good Practice

### Coaches Charter

- Coaches must respect the rights, dignity and worth of every player and treat everyone equally within the context of our sport.
- Coaches must 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 (“the SRU”) and be registered on the SRU coaches’ database.
- Coaches must 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 must encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 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 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.
- Coaches must be prepared to complete our club’s “Children’s Coach Registration Form” and follow the procedures laid down by the Club.

## BISHOPTON RFC - Child Protection and Good Practice

### Procedures for Coaches

All coaches shall comply with the Coaches Charter.

All coaches shall complete the Club's "Child's Coach Registration Form".

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

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.

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

A good Conduct Guide for spectators and parents will be distributed with the information pack 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.

An Incident Book shall always be on hand to record incidents that may have repercussions for the club, coach or player.

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 and parent or other adult being present.

## BISHOPTON RFC - Child Protection and Good Practice

Procedures to be followed by coaches where abuse is disclosed or suspected.

### 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 Club 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 Club 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.



# BISHOPTON RFC - Child Protection and Good Practice

**Junior Section Coaches  
Registration Form – Bishopton RFC**  
(All details on this form shall be treated as confidential)

**Surname**

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**Previous Surname**

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**Forenames**

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**Present Address**

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**Postcode**

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**Telephone No.**

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**Former Address (if new to area)**

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**Postcode**

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**Current Employer's Name, Address & Phone No.**

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**Coaching Qualifications (Rugby/Other)**

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# BISHOPTON RFC - Child Protection and Good Practice

**Junior Section Coaches  
Registration Form – Bishopton RFC**  
(All details on this form shall be treated as confidential)

**References (Not a relative)**

**Name**

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**Address**

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**Phone**

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**Name**

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**Address**

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**Phone**

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Have you ever had action taken against you in relation to child abuse, sexual offences or violence? YES/NO

Are you known, or have you ever been known to any social services department or the Police as an actual/potential risk to children? YES/NO

Do you consent to a Police and/or Social Services check? YES/NO

A failure to disclose information will result in exclusion from the Club.

**Signed** ..... **Date**

.....

**Please complete and return in a sealed envelope to Bishopton RFC's Child Protection Officer**

## BISHOPTON RFC - Child Protection and Good Practice



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**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 Club Child Protection Co-ordinator shall consult the appropriate agencies; i.e.
- **Social Work Department, phone number 0800 811 505**
- **Standby Social Works (out of hours service) Freephone via operator**
- **Police phone number – Erskine Police Station – 01505 404140**
- The Co-ordinator will obtain the names and phone numbers of those consulted.
- The Co-ordinator will follow the advice given by the appropriate agencies.
- **The Co-ordinator shall inform the Club's President, Graeme Adam that an incident has occurred and of the action taken.**

## BISHOPTON RFC - Child Protection and Good Practice

*Abuse Indicators: NSPCC Booklet "PROTECTING CHILDREN a guide for Sportspeople"*

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

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.

## BISHOPTON RFC - Child Protection and Good Practice

Club Child Protection Officer

Responsibilities:

- Implement the Club child protection policy and procedures.
- Implement and administer the disclosure checking of volunteers undertaking regulated work on behalf of the club through the PVG scheme in partnership with Scottish Rugby.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report to the Management/Committee/Board.
- Raise awareness of the Club Child Protection Officer role to parents/carers, adults, and children involved in the club.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Keep abreast of developments in the field of child protection by liaising with the SRU Child Protection Officer, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Establish and maintain contact with local statutory agencies including the police and social services.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.
- Where required liaise with the Scottish Rugby Lead Officer for Child Protection and Welfare and/or statutory agencies and ensure they have access to all necessary information.

## **BISHOPTON RFC - Child Protection and Good Practice**

### Person Specification

- The ability to build relationships with club members, parents/carers, children and the Bishopton Club President
- An interest in the well-being and safeguarding of children and child protection matters
- A willingness to challenge opinion, where necessary, and to drive the child protection agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.

### Skills/Experience

- Attend relevant training to fulfil the role of Club Child Protection Officer.
- Experience of working with children.



## BISHOPTON RFC - Child Protection and Good Practice

### SIGNIFICANT INCIDENT FORM

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to Club Child Protection Officer/Scottish Rugby Lead Officer for Child Protection as soon as possible after completion; do not delay by attempting to obtain

information to complete all sections.

- Complete Part A of this form if the concerns relate to the general welfare of a child.
- Complete Parts A and B if the concerns relate to possible child abuse.

### PART A WHERE THERE ARE CONCERNS ABOUT GENERAL WELFARE OF A CHILD

#### 1. Child's Details

Name: Date of Birth:

Address:

Postcode:

Tel No:

Preferred Language: Is an interpreter required? YES / NO

Any Additional Needs?

#### 2. Details of Person Recording Concerns

Name: Position/Role:

Address:

Postcode:

Tel No:

#### 3. Details of Incident giving rise to Concerns

(including date, time, location, nature of concern, who, what, where, when, why)

#### 4. Details of any witnesses

(including names, addresses and telephone contacts)

#### 5. Details of injuries

(including all injuries sustained, location of injury and action taken)

## BISHOPTON RFC - Child Protection and Good Practice

PART B (where there are concerns about possible child abuse)

### 6. DETAILS OF PERSON ABOUT WHOM THERE IS A CONCERN

Name:

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Relationship to Child:

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Address:

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Telephone Contact:

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### 7. DETAILS OF CONCERNS (Continue on a separate sheet if necessary)

### 8. DETAILS OF ANY ACTION TAKEN

### 9. DETAILS OF AGENCIES CONTACTED (Record date, time, name of person contacted and advice received)

### 10. Have the child's parents been informed? YES / NO (delete as appropriate)

If yes, record details:

### 11. Child's views on situation (if expressed)

Signed:

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Date:

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Print Name:

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Position:

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