

BISHOPTON RUGBY FOOTBALL CLUB

Child Protection and Good Practice Guidance



Policy Statement

Bishopton Rugby Football Club (RFC) 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. Everyone in Bishopton RFC will be made aware of the policies and procedures in place to protect and promote the wellbeing of children and young people in our care.

For any queries, advice or guidance, please do not hesitate to email David Carey, our Child Protection Officer, at CPO@BishoptonRugby.com or call him direct: 0800 0141 812

You can also contact the Scottish Rugby Union at safeguarding@srug.org.uk. Alternatively, you can call Scottish Rugby on 0131 346 5000 and ask to speak to the Child Protection Team.

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

Key Principles

- A child or young person is recognised as someone under the age of 18 years.
- The welfare of children and young people is the primary concern.
- All children and young people, 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.
- The protection and care of children and young people is everyone's responsibility.
- Children and young people 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:

- Appoint a club Child Protection Officer (CPO) to act as the first point of contact for any child protection and wellbeing concerns.
- 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.

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>

The Child Protection Officer

The Child Protection Office (CPO) should be the main point of contact within the club for any support, concerns, advice and training.

Roles and Responsibilities of the CPO

- 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 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. Central to this duty is confident recognition, responding, reporting and recording.

How to Recognise, Respond, Report and Record (the 4 Rs)

You first need to recognise a child protection concern.

RECOGNISE - things to look out for

- A change in the child's behaviour, for example, becoming disruptive or unreasonable during sessions.
- Become anxious, lack confidence or withdrawing and not communicating.
- Begin bullying other children.
- Display sexual behaviour or language inappropriate for their age.
- Are often hungry, may steal food, always tired.
- Have inadequate clothing, are dirty, poor personal hygiene.
- Have unexplained cuts and bruises or bite marks.
- Self-harming or eating disorder.
- Reluctance to change clothes for sport/activity or receive medical treatment such as physiotherapy.
- Seem afraid of parents or carers, don't want to go home.
- Are frightened to say what's wrong.

Please remember that if you have a concern, it is **not** the role of any volunteer or staff member, including the CPO, to investigate or decide whether a child has been abused. Concerns should be reported so that experts can advise and take action if necessary. Scottish Rugby liaise with Children 1st, NSPCC, Police Scotland and Social Work Departments for their advice on individual concerns.

RESPOND to possible concerns

Sometimes a concern is obvious; sometimes it is not. It is important to respond when a player or another person tells you that something bad is happening in their lives, or someone else tells you. Not all children will tell someone what is happening to them, so if you see or hear anything that could be a concern for them, you must respond quickly.

How to respond

- React calmly so as not to frighten the child.
- Listen to what they say and don't show disbelief or disgust.
- Reassure them they are not to blame and were right to tell you.
- Avoid stopping them to go and get someone else – let them speak.
- Avoid asking too many questions, just gather basic questions, who, where, when.
- Don't give personal viewpoints.

- Don't promise to keep it a secret, be clear that this is important, and you have to tell someone else.
- Reassure them they are not in any trouble.

REPORT the concern to the Child Protection Officer in your club

This will begin the process of making sure that the club and Scottish Rugby is doing what it should to keep players safe. Reporting should be done as soon as is possible.

How to report

- If the child is in immediate danger call POLICE SCOTLAND ON 999
- Speak to the Child Protection Officer at your club.
- If you are the CPO, contact Scottish Rugby Child Protection team for advice.
- Complete an incident form.
- Or contact one of the main charity helplines – either CHILDREN 1ST ON 08000 282223 OR NSPCC ON 0808 800 5000 (24/7)

RECORD the information

Record your observations, your concerns and the actions you take or do not take using Bishopton RFC's *Significant Incident Form parts A and B*. As soon as you can, write down:

- The child's name, date of birth.
- When they made the disclosure (date/time/where).
- Whether the child told you about their concern or about someone else.
- Use the child's own words – don't try to edit or make it sound more polite.
- What the concern is.
- Description of any visible injuries, behaviours – don't examine the child.
- Details of any witnesses.
- What the child's view is – bear in mind the abuse may be something the child is not conscious of – it could be normal to them.

The coach / concerned person shall conform to the procedures to be followed by coaches where abuse is disclosed or suspected. The club CPO shall consult the appropriate agencies including

- Social Work Department, phone number 0800 811 505
- Standby Social Works (out of hours service) Freephone via operator
- Police phone number – Paisley (Mill Street) Police Station – 01786 289070

The CPO will obtain the names and phone numbers of those consulted and follow the advice given by the appropriate agencies.

The CPO shall inform the Club's President, Graeme Adam, that an incident has occurred and of the action taken.

Promoting Wellbeing

The *Children and Young People (Scotland) Act 2014* concerns improving the wellbeing of children and young people in Scotland. This act includes an approach to wellbeing called Getting it right for every child, commonly referred to as GIRFEC. Wellbeing is at the heart of GIRFEC approaches. A child or young person's wellbeing is affected by everything around them and the different experiences and needs they have as they grow and develop. The aspects of wellbeing, summarised by their initial letters as **SHANARRI** are as follows:

Safe

Protected from abuse, neglect or harm at home, at school and in the community.

Healthy

Having the highest attainable standards of physical and mental health, access to suitable healthcare and support in learning to make healthy, safe choices.

Achieving

Being supported and guided in learning and in the development of skills, confidence and self-esteem, at home, in school and in the community.

Nurtured

Having a nurturing place to live in a family setting, with additional help if needed, or, where possible, in a suitable care setting.

Active

Having opportunities to take part in activities such as play, recreation and sport, which contribute to healthy growth and development, at home, in school and in the community.

Respected

Having the opportunity, along with carers, to be heard and involved in decisions that affect them.

Responsible

Having opportunities and encouragement to play active and responsible roles at home, in school and in the community, and where necessary, having appropriate guidance and supervision, and being involved in decisions that affect them.

Included

Having help to overcome social, educational, physical and economic inequalities, and being accepted as part of the community in which they live and learn.

More details can be found at:

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

All at Bishopton RFC are fully committed to promoting the wellbeing of children, young people, parents / carers and the services that support them. Guidance for coaches and the associated *Coaches Charter* are central to supporting wellbeing.

Coaches' Charter

The 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

- 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 complete our club's "Children's Coach Registration Form" and follow the procedures laid down by the Club.

Procedures for coaches

All coaches shall comply with the Coaches Charter and 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 as detailed above.

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 good practice guidance.

- Follow 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 coaches are present 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 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, "Stay Behind" coaches 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.

Contacts

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Child Protection Officer

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Faye Henderson

Child Wellbeing and Protection Manager

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External Contacts (for out of hours services)

Children 1st 0800 282223/ www.children1st.org

Childline 0800 1111/ www.childline.org.uk 24/7 helpline

NSPCC 0808 800 500/ www.nspcc.co.uk 24/7 helpline

CEOP www.ceop.police.co.uk Online concerns/protection/reporting

Police Scotland 101 non-emergency

Details of Amendments

Date	13/10/2023	Date amendment agreed	13/10/2023
Amended by	Stuart R Hunt	Location	Bishopton
Checked by	Dave Carey	Checked by	Club Committee
Section		Description	
The 4 Rs		Added to increase clarity around recognising and reporting concerns	
Wellbeing		Section on GIRFEC and wellbeing added	
CPO role		Moved to earlier in the document	
Contacts		More detail on a range of contacts and CPO details noted earlier in document	
Policy Statement & Contacts		BRFC CPO telephone number added Update to SRU lead contact details	