

## **Eastleigh Rugby Football Club Safeguarding Children and Vulnerable Adults Policy 2010/11**

1. Eastleigh RFC acknowledges its responsibility to safeguard the welfare of all children and vulnerable adults involved in Eastleigh RFC from harm.
2. Eastleigh 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 Children & Vulnerable Adults 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. Eastleigh 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. Eastleigh RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the club.

6. Eastleigh RFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate. Eastleigh 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. Eastleigh RFC will abide by the RFU Photographic Policy recommendations and Best Practice guidelines and has signed the RFU Photographic Policy Statement. The recommendations are available to view on the RFU website at [www.rfu.com](http://www.rfu.com) and paper copies, including the signed Eastleigh RFC Photographic Policy for 2010/11, is kept in the policy folder at the Clubhouse and also held by the Safeguarding Officer, Alexandra Ellis.
7. Eastleigh RFC will endeavour to comply with the Guidance for Websites as set out on the RFU website and at Appendix A.
8. The Club Safeguarding Officer is Alexandra Ellis . 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 Chairman, Dylan Chandler, and either the CB Safeguarding Manager or the RFU Safeguarding Executive.
9. All members of Eastleigh 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.
10. Eastleigh 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. Eastleigh RFC manages the changing facilities and arranges for them to be supervised by two adults (RFU CRB checked) of the appropriate gender for the players using the facilities. Eastleigh 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. Eastleigh RFC will ensure that its coaches and *team managers* will receive the support and training considered appropriate to their position and role. The RFU “Managing Challenging Behaviour” guidelines have been adopted and a policy drawn up by Eastleigh RFC which is at Appendix B to this policy.
  13. Any events held on Eastleigh 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 Eastleigh RFC must comply with the relevant RFU Regulations and Guidance relating to tours.
  14. Eastleigh RFC has adopted the RFU’s Anti-Bullying policy. This can be viewed on the RFU website at [www.rfu.com](http://www.rfu.com) and paper copies are held in a policy document folder in the Eastleigh RFC clubhouse at the Hub and also in a Safeguarding document folder held by the club Safeguarding Officer.

### **POLICY IMPLEMENTATION**

The welfare of children at Eastleigh RFC will only be protected properly if guidance is implemented effectively.

- Eastleigh RFC has devised these written policies which cover its own particular circumstances, and meets its particular needs, and will ensure these policies are followed fully.
- Policies are widely publicised. They are on Eastleigh RFC’s website, and in a policy document folder held in the clubhouse at the Hub. They are also held in a Safeguarding Folder held by the club Safeguarding Officer, Alexandra Ellis and available to view at any time. The Safeguarding Officer will give a copy or send a copy by e-mail to anyone who requests.

- Eastleigh RFC has clear written procedures that set out how its policies are to be implemented. Procedures do not have to be publicised in the way that policies are, however, the internal organisation of Eastleigh RFC ensures that individual responsibilities are clearly defined and attributed, and people know precisely what action is expected of them to discharge those responsibilities.
- A club needs to make it easy for children, their parents or any interested individual to raise a child protection concern. Eastleigh RFC have a designated individual with child protection responsibility, Alexandra Ellis, and any concerns will be raised with her. Her name, and contact details are on the club's website and on display in the clubhouse.

## **APPENDIX A-**

### **Eastleigh RFC Safeguarding Policy relating to Club websites, mobile and online communication with children and vulnerable adults**

Websites are a key part of the daily operation of most clubs. They are probably the most flexible way to communicate with members, and to anyone interested in joining Eastleigh RFC. They also have the potential to be a very safe way to communicate with children, given their wide accessibility.

However, in the same way that Eastleigh RFC has responsibility for the physical safety of a junior member when visiting the club's premises, Eastleigh RFC will also ensure that there is nothing on its website which could harm a child, directly or indirectly. Eastleigh RFC is responsible for the content of its website.

There are 2 key risks to guard against, and which are constant themes in the more detailed provisions in this document:

1. Disclosing personal information about a child to people accessing the website. This could be the child's name, address, or any information about a child's life, interests or activities which would help a stranger target a child, or engage that child in conversation.
2. Abusive or inappropriate content (photos, video or text), on the site itself or on linked sites.

#### ***Website content generally***

There are three main child protection risks associated with content:

1. Inappropriate content (for example violent, sexual or hateful content). Although it is possible to impose restrictions on access, it is overwhelmingly likely that children will be able to access all areas of a club's website. Indeed, most clubs will positively want their website to generate interest among children. The risk applies both to text on club websites, and on any linked websites.
2. Bullying. This could be material on a site which criticises or humiliates a child. It could also be information which places undue pressure on the child to participate in some aspect of a club's activities.
3. Disclosure of personal information of children. This could lead to grooming.

### *Blogs*

Weblogs (also known as Blogs) are a type of content which is becoming commonplace on websites. The creation of a blog is straightforward. It does not require technical or design expertise, and it can be updated remotely. Blogs present two particular challenges:

1. A central part of the attraction of a blog is that it is updated frequently. However the same risks apply to its content as apply to all other content on the site. A club cannot distance itself from the content of a blog it chooses to include on its site.
2. Blogs often contain a lot of opinion, as opposed to purely factual information.

In all aspects of the above risks in website content, Eastleigh RFC will ensure that no material is included on its website that could potentially lead to endangering either physically or psychologically, any child or vulnerable adult.

### *Linked sites*

Many sites contain links to other sites. This could be for commercial reasons, such as the sites of sponsors or advertisers, or simply to communicate information to be found on other websites. Before creating a link, Eastleigh RFC will check thoroughly the content of the other website, both for child protection reasons, and to ensure the content poses no other risk to Eastleigh RFC's reputation. Once a link is included on the site, Eastleigh RFC will check its content periodically (the frequency of the checks depending on how frequently the content changes), and remove any link immediately if concerns arise.

An additional concern with linked commercial sites is inappropriate advertising or marketing aimed at children. The advertising industry is self-regulating

through the Advertising Standards Authority (ASA), and has produced detailed guidelines covering marketing to children.

#### ASA Recommendations:

- Content must be checked that it is appropriate to be seen by children, and that it does not have the potential to bully, before it is included on the website. Sometimes these decisions can be finely balanced. If there is any doubt, the text should not be included.
- The responsibility for checking content needs to be allocated clearly to individual(s) who understand properly the issues involved. This may well be the individual at the club with responsibility for child protection, but this is not essential. The individual should be familiar with this guidance.
- In the unusual circumstance that it is possible any content will go onto the website without being checked by someone else (such as a blog) the club must satisfy itself that the author is sufficiently aware of child protection risks, and the content of this guidance, to be able to self-check effectively.
- Where members of the public can email comments which would then appear on the website (often called a message board, or chatroom, or discussion forum) the content of these emails should be checked before appearing on the website. Publication should not be automatic.
- If a club receives any complaints about content, it should remove the content in question immediately, and reinstate it only once the complaint has been resolved. A club needs to be able to react quickly in the event of any complaint.
- Personal information about children over and above the child's name should not feature on the website.
- Links to another website should not be placed on a club's website unless that club has checked the site's content and is satisfied that the content is appropriate. It is good practice to discuss any proposed link with the owner of the other website, and obtain the owner's assurance that the linked site is designed to be suitable for children at all times of the day or night (some websites' content is different and more adult during the night). If the linked site has marketing content aimed at children, the club should obtain a further assurance from the other website owner that it complies with ASA guidelines.
- The content of linked sites should be checked thoroughly at least once every 6 months.
- If a club learns of any concerns over the content of the linked site, it should investigate immediately. Unless it is clear that there is no need for concern, the link should be removed immediately, and any decision to restore only made after the concern has been investigated.

Eastleigh RFC will abide by all guidance recommendations regarding linked sites as set out by the ASA ( Advertising Standards Authority)

#### ***Photos and video***

Photos and video clips can make any child featured vulnerable to grooming if information about the child (name, address, activities or interests) is also disclosed. Furthermore, posting an image on a website carries a risk that the image could be taken and adapted for an inappropriate use.

#### RFU Recommendations:

- Use group images, rather than individual images.
- For images of individual children (such as in action shots) where possible use models or illustrations.
- Only use images of children in suitable dress, to minimise the risk of inappropriate adaptation of the image
- If a child is named on the site, do not include an image (individual or group). If a child features in an image on the site, do not use the child's first name or last name, either in text on the site or in the image file name.
- Parents (in this guidance, the term "parents" covers whoever cares for the child), and the child if old enough to understand, should be notified of the intended use of an image on the website. The image should not be used if the parents or the child object (a requirement of the Data Protection Act as well as good child protection practice), and ideally clubs should obtain positive written consent. Where a club regularly uses certain types of image, such as team photos or match photos, notification and a consent request should be included in the information given to junior members and their parents upon joining the club.
- If consent was given initially, but is subsequently withdrawn by parent or child, the image should be removed from the site.

Eastleigh RFC will abide by all RFU recommendations regarding photo and video images and will obtain written consent from the appropriate responsible person(s) before using any images of children or vulnerable adults on its website. Consent request forms are included in the membership pack upon joining the club and are also held by the club Safeguarding Officer.

#### ***Webcams and live image streams***

The use of webcams on websites is becoming increasingly common, with pictures and sound streamed live. It can be a very effective way to portray a club's activities and atmosphere.

However control is difficult. Any live image stream, by its nature, cannot be checked before transmission. Also, depending on the siting of the camera, it may not be possible to limit the people whose image or speech is transmitted. Furthermore there is a risk that images or speech could help identify children, or contain personal information about those children, and the image stream could attract unwelcome interest from potential abusers. There is less risk when streaming a match or training session, compared to a social event.

Risks are lessened if the streamed images are on a part of the website where access is restricted, such as a members section. However such restricted access prevents the images generating interest in the club among members of the public.

#### RFU Recommendations:

- A club needs to give careful thought to why it wants its website to stream images, what images it intends to capture, and how they will be presented.
- Any transmitted image stream should be pictures only, without sound.
- As far as possible, the images should be of groups of people, not individuals.
- A club should try to notify all visitors (both adults and children) whose image may be caught that a webcam is in operation. Usually this is through the use of prominent notices placed around all entrances to the area covered by the camera.

Eastleigh RFC will not use webcams to stream live images of children or vulnerable adults and if use of a webcam to broadcast images of children or vulnerable adults is requested, the Safeguarding Officer at Eastleigh RFC will contact the RFU for further guidance before permission is granted.

#### **Mobile and on-line communication with children**

Technology is moving very fast in this area. There are now many different ways for people to communicate. In addition to land-lines, there are mobile phones for voice and text, and most new phones incorporate cameras that take still shots and video. Two-way video calling is set to grow fast. On-line communication can be by email, instant messaging, chatrooms, and social networking sites.

The risks posed by such methods of communication arise from:

- The privacy. It is usually one-to-one (often chatrooms have the facility for individuals to communicate 1:1 within the chatroom).
  - The wide range of content that can be transmitted, including content of a violent, sexual or hateful nature.
  - The ease with which images can be forwarded onto others.
  - The difficulty in knowing truly who you are communicating with.
- Where grooming happens, it often involves this type of communication.

In sport, there are additional risks:

- Inappropriate pressure can be exerted by adults, particularly coaches, on children (such as to play when injured).
- There can be inappropriate criticism of a child's performance.

- An official position or role within a club, such as Coach, can carry with it a level of authority, and engender a level of trust, that facilitates the control of a child.

Against this background, a club needs to establish rules covering how adults connected with that club communicate with children connected with that club.

RFU Recommendations:

- Club Officials and Coaches should not communicate with individual children by text or on-line at any time, on any matter, unless there is an immediate risk to the welfare of that child which can be lessened by such contact.
- When communication by phone is needed, where possible Club Officials and Coaches should speak to the parent of a child.
- Club Officials and Coaches can speak to individual children on mobile phones provided they have prior consent from the child's parents, and from the child if old enough to understand.
- If a club needs to communicate club-related information to children by email (such as training or match details), it should use email groups comprising email addresses given by parents. Such emails should only come from specific designated individuals, and children and their parents should know who these designated individuals are. Lists of the individuals within these groups (names only) should be publicised within the club, and easily available. Individuals must consent before they are included in the lists, and must be removed from the list if they wish to leave.

Eastleigh RFC will abide by all RFU guidance with regard to mobile and online communication with children and vulnerable adults and will cascade any information for them to the person(s) responsible for that child or vulnerable adult. Eastleigh RFC will not directly contact a child or vulnerable adult directly by mobile phone unless prior consent is given by the appropriate responsible person(s).

## **APPENDIX B** **Eastleigh RFC Managing Challenging Behaviour Policy 2009/10**

Coaches, managers and volunteers at Eastleigh RFC who deliver Rugby training to children may, on occasions, be required to deal with a child's challenging behaviour.

The policies of Eastleigh RFC are to ensure that

- The welfare of the child is the paramount consideration.

- All those involved in activities at Eastleigh RFC (including children, coaches/volunteers and parents/carers) will be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children will never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, eg a medical or psychological condition, and Eastleigh RFC coaches may therefore require specific or additional guidance. These and any other specific needs the child may have will be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child will be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, will a child be excluded from Eastleigh RFC club activities.

### ***Planning Activities***

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches will consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where Eastleigh RFC coaches/managers/volunteers identify potential risks, strategies to manage those risks will be agreed in advance of the session, event or activity. The planning will also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this will be discussed with parents/carers and where appropriate young people. Eastleigh RFC will seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

### ***Agreeing Acceptable and Unacceptable Behaviours***

Coaches, managers, volunteers, children, young people and parents/carers, in conjunction with Eastleigh RFC Junior and Senior Club Committees, will be involved in developing an agreed statement of what constitutes acceptable

and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour.

Issues of behaviour and control will regularly be discussed with coaches, managers, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group will be asked to sign it, as will new members as they join.

### ***Managing Challenging Behaviour***

In responding to challenging behaviour the response of Eastleigh RFC will be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, coaches, managers and volunteers at Eastleigh RFC might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by coaches, managers, volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing or event, bans from match(es) or training
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following will never be permitted as a means of managing a child's behaviour:

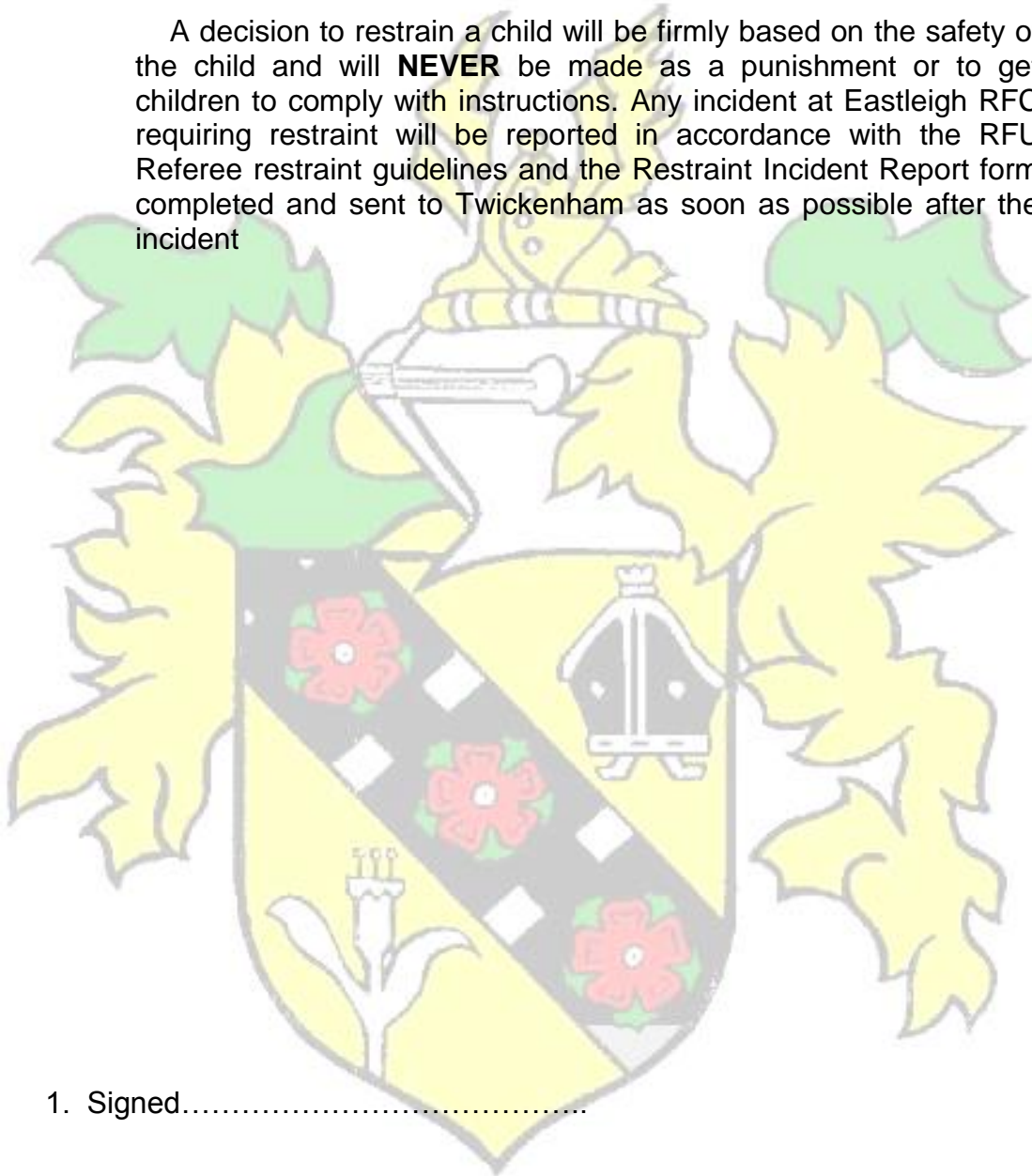
- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Coaches, managers and volunteers at Eastleigh RFC will review the needs of any child for whom sanctions are frequently necessary. This review will involve the child, parents/carers and in some cases others involved in

supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

**Restraint**

A decision to restrain a child will be firmly based on the safety of the child and will **NEVER** be made as a punishment or to get children to comply with instructions. Any incident at Eastleigh RFC requiring restraint will be reported in accordance with the RFU Referee restraint guidelines and the Restraint Incident Report form completed and sent to Twickenham as soon as possible after the incident



1. Signed.....

Date .....

2. Signed .....

Date .....

3. Signed .....

Date.....

