



HULLENSIANS RUGBY UNION FOOTBALL CLUB
SPRINGHEAD LANE, ANLABY, HULL, EAST YORKSHIRE, HU4 7RU
www.hullensians.org

HULLENSIANS RUFC WELFARE POLICY

OCTOBER 2009



HULLENSIANS RUGBY UNION FOOTBALL CLUB

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FOREWORD

Hullensians RUFC recognises its moral and legal obligation to ensure that the coaches and volunteers who have a responsibility for young people within the club provide them with the highest possible standard of care. Through the implementation of a policy for the Welfare of Young People and the support of its coaches and volunteers, Hullensians RUFC will maintain the professionalism and safeguards of good practice which are associated with the game.

The Welfare policy is a dynamic document, which will be reviewed on a regular basis to ensure best practice. The views and opinions of all club members welcomed and this combined with ensuring best practice will help in making Hullensians RUFC a safe and friendly environment for all.

The policy outlines the following key areas:

- It recognises the responsibility of all those involved in Hullensians RUFC to safeguard and promote the interests and well being of the young people with whom they are working
- It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people
- It emphasises the value of working closely in partnership with coaches, parents, professionals and volunteers to protect children and young players from harm and discrimination.
- It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected, will further safeguard the young players, coaches and all others working within the club.



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SECTION ONE

Introduction

- 1.1 Anyone under the age of 18 within the club should be considered as a young person for the purposes of this document.
- 1.2 The welfare of all young people is paramount.
- 1.3 All young people, whatever their age gender, culture, ability, language, religious belief, racial origin, and/or sexual identity should be able to enjoy the game in a fun, environment safe from abuse of any kind.
- 1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- 1.5 All individuals within the club who work with young people will be made aware of best practice in order to ensure that they are not placed in situations where unmerited allegations are made. It is of paramount importance that all club members who have contact with young people ensure they read and understand the contents of this policy and sign an acknowledgement to this effect.
- 1.6 Hullensians RUFC will work with parents/carers to ensure that all youngsters within the club enjoy the game in a safe environment

SECTION TWO

Recognising abuse and poor practice

In order to provide young people in the club with the best the possible experiences and opportunities in Rugby Union, it is imperative that all club members operate within an accepted ethical framework and demonstrate exemplary behaviour. This not only ensures that Rugby Union makes a positive contribution to the development of young people and safeguards their welfare, but also protects all club personnel from false allegations of abuse or poor practice. It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore, the responsibility of adults within the club to determine whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a young person/s.

The four main types of abuse are:

2 Emotional abuse

- 2.1 In a rugby situation, emotional abuse may occur when coaches provide repeated negative feedback.
- 2.2 Repeatedly ignore a young player's efforts to progress.
- 2.3 Repeatedly demand performance levels above those of which the young player is capable over emphasise the winning ethic.



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Abuse by neglect

2.4 In a rugby situation neglect may occur when:

2.5 Young players are left alone without proper supervision.

2.6 A young player is exposed to unnecessary heat or cold without fluids or protection.

2.7 A young player is exposed to an unacceptable risk of injury.

Physical abuse

2.8 In a rugby situation physical abuse may occur when:

2.9 Coaches, Managers or helpers expose young players to exercise/training which disregards the capacity of the players immature and growing body.

2.10 Coaches, Managers or helpers expose young players to overplaying, over training or fatigue.

2.11 Coaches, Managers or helpers expose young players to alcohol, or give them the opportunity to drink alcohol below the legal age.

2.12 Coaches, Managers or helpers expose young players to performance enhancing drugs and recommend that they take them.

Sexual abuse

2.13 The close proximity of coaches and others, to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.

SECTION THREE

BULLYING

3. Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that the bully is a young person. There are three main types of bullying:

- Physical e.g. hitting, kicking, theft.
- Verbal e.g. racist or homophobic remarks.
- Emotional e.g. persistent negative feedback.

All of these will include:

Deliberate hostility and aggression towards a victim

3.1 A victim who is weaker and less powerful than the bully or bullies.

3.2 An outcome which is always painful and distressing for the individual.



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- 3.3 Bullying behaviour may also include.
- 3.4 Other forms of violence.
- 3.5 Sarcasm, spreading rumours, persistent teasing.
- 3.6 Tormenting, ridiculing, humiliation.
- 3.7 Racial taunts, graffiti, gestures.
- 3.8 Unwanted physical contact or abusive offensive comments of sexual nature.

The competitive nature of Rugby Union makes it a potential environment for the bully. This may manifest itself in some of the following ways:

- 3.9 A parent who pushes too hard.
- 3.10 A coach who adopts a win at all costs philosophy.
- 3.11 A player who intimidates others.
- 3.12 An official who is over officious.

Hullensians RUFC has an anti-bullying policy (See appendix 4)

SECTION FOUR

ROLES AND RESPONSIBILITIES

The role of the Rugby Club:

- 4 To appoint a Welfare Officer who will act as the first point of contact for concerns about the welfare of young people (see appendix 2 for Terms of Reference).
- 4.1 To accept that all officers and committee members have a responsibility in this area and be prepared to respond to any indication of poor practice or abuse and to put in place structures and systems to ensure that this is followed in practice.
- 4.2 To adopt and implement a policy of Best Practice for all adults working with young people (see section 7 and appendix 3).
- 4.3 To ensure that all relevant members who have regular supervisory contact with children or a management responsibility for those working with young people undertake a Criminal Records Bureau disclosure.
- 4.4 To ensure that regular and relevant training is available for all those working with young people within the club.
- 4.5 To identify a disciplinary panel, this, where necessary, will be convened to hear case (see appendix 1)
- 4.6 To keep written records of player attendance, parent contact details.

Coaches Responsibility

- 4.7 Be familiar with and adhere to the club Child Protection Policy and Best Practice Guidelines.
- 4.8 Undertake any relevant training provided by the club.
- 4.9 Undertake a CRB Disclosure.



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Parents

- 4.10 Ensure the club has a relevant and up to date details relating to their son or daughter.
- 4.11 Share any concerns initially with the club welfare officer.
- 4.12 Be involved in Club Activities.
- 4.13 Assist in the supervision of the young player where able and when appropriate.

SECTION FIVE

TAKING APPROPRIATE ACTION

Concerns about poor practice and possible abuse within the rugby club

5 This relates to anyone working with young people within the Rugby Club. For example, volunteer coaches, club helpers, administrators.

The club will take all allegations seriously and appropriate action will be pursued.

Allegations will often relate to poor practice where an adult's behaviour is inappropriate and maybe causing concern to a young person/s, colleagues or parents.

Poor practice

5.1 Constitutes any behaviour which contravenes the club Coaches Codes of Conduct (Appendix 3) and Codes of Good Practice in the Rugby setting (section 7)

- Infringes on an individuals rights
- Is a failure to fulfil the highest standards of care

HULLENSIANS RUFC will take the following action if a young person discloses that he/she is concerned about someone's behaviour towards them within the Rugby club or an adult expresses concerns about the welfare of a young person/s:

5.2 Compile full written record of what has been said, heard seen as soon as possible

5.3 Club welfare officer to be informed immediately

5.4 Club welfare officer will report the matter to the RFU Ethics and Equity Manager, with copy to the CB Welfare Manager.

Following guidance that the issue is **poor practice** then the Club Welfare officer should follow club disciplinary procedures for a first report of poor practice (See appendix 1)

5.5 Forward a written report on action taken to CB Welfare Manager and RFU Ethics and Equity Manager

5.6 If an individual is identified by the club as being guilty of poor practice on subsequent occasions then the CB Welfare Manager in consultation with the RFU Ethics and Equity manager may conclude that the issue constitutes abuse and should be referred to the RFU Disciplinary Officer.

Following guidance that the issue is **abuse** then the club Welfare Officer should:



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5.7 If the young person requires immediate medical attention

- An ambulance must be called
- The doctor should be informed that the concern relates to Child Protection

5.8 Refer the allegation to Police or Social Services They will give advice relating to the contacting of parents/guardians.

5.9 Inform the CB welfare officer and the RFU Ethics and Equity Manager and forward a written report utilising the Incident Referral Form

Non action is not an option. "The welfare of the young person/s is paramount"

Hullensians RUFC will take the following action if through an adults observations or through a third party, the club become aware of possible abuse occurring at a young person's home or in some other setting (outside the Rugby club)

If this happens:

5.10 Ensure the safety of the young person - if he/she requires immediate treatment, call an ambulance, inform doctors of concerns and ensure they are aware that this is a Child Protection issue.

The following procedures will then be followed:

5.11 Concerns reported to Club Welfare Officer.

5.12 Club Welfare Officer may seek advice from RFU Ethics and Equity Manager CB Welfare Manager, RFU Child Protection Helpline or NSPCC. If there is any delay in receiving advice contact must be made with Social Services.

5.13 If a formal referral is made, make it clear to Social Services/Police that this is a Child Protection referral.

5.14 All police forces have dedicated Child Protection Teams (CPTs) which deal with allegations of abuse within family setting and by people in a position of trust. In a real emergency dial 999.

5.15 Parents/carers should only be contacted following advice from Social Services.

Non action is not an option "The welfare of the young person/s is paramount"

Delay in acting can increase the risk to the child.
In all cases Hullensians RUFC recognises that:

5.16 It is often more difficult for some young people to disclose abuse than others. Young people from ethnic minorities may have regularly experienced racism which may lead them to believe that certain groups including those in authority roles do not really care about their well being. They may well feel they have good reason to question whether the response may be different.

5.17 Disabled young people may have to overcome additional barriers before feeling that that they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care. The abuse may



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be the only attention/affection they have experienced. There may be communication difficulties and they will almost certainly have to overcome prejudices which block our willingness to believe they may be abused or to use their medical condition to explain away indicators which in an able bodied young person would concern us.

5.18 In all cases every effort will be made by the club to ensure that confidentiality is maintained Information will be handled and disseminated on a need to know basis. This will include the following people.

- The Club/CB Welfare Officers
- Designated Officers within the RFU
- Person making the allegation
- Social Services and police
- Parents of the young person alleged to have been abused

SECTION SIX

Recruitment and selection of coaches and volunteers

6 Hullensians RUFC recognises that anyone may have the potential to abuse young people in some way and we will therefore ensure that unsuitable people are prevented from working with young people within the Rugby Club. The club recognises that

Under the Protection of Children Act 1999 all individuals working on behalf of the club are treated as employees whether paid or volunteers.

Hullensians RUFC will carry out the following recruitment checks

Advertising

6.1 If any form of advertising is used to recruit staff, it will reflect the

- Responsibilities of the role
- Level of experience or qualification required (e.g. working with children an advantage)
- The club stance on Child Protection

Checks and References

6.2 All adults within the club who have "regular supervisory contact with young people" will undertake CRB disclosure. These people will include:

- Professional Staff (if relevant)
- All coaches/assistant coaches
- Heads of Mini/Midi Rugby sections
- Heads of Youth Rugby Sections
- Team managers
- All referees who manage mini/midi and youth games
- Welfare Officer
- Physiotherapists

Training

6.3 Hullensians RUFC will offer training which will enable all adults working with young people to recognise their responsibilities with regard to their own good practice and the reporting poor practice or concerns of possible abuse.



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Hullensians RUFC will offer the following opportunities to adults working with young people

- "RFU Guide to Best practice and Child Protection"
- "An appropriate RFU Coaching Course"

6.4 It is vital that all staff working with young people in Rugby Union are conversant with:

- Player centred Coaching techniques
- How to work with young people safely and effectively

Monitoring and Appraisal

6.4 Hullensians RUFC will provide appropriate feedback to adults working with young people which will:

- Identify training needs
- Set new goals
- Highlight concerns about inappropriate behaviour

SECTION SEVEN

Good practice at Hullensians RUFC

The following section sets out Good Practice Procedures which all those involved in the delivery of Rugby Union to young people at Hullensians RUFC will adhere to:

7.1

Good Practice Procedures

7.1.1 The club has in place a Welfare Policy with an implementation and monitoring programme

7.1.2 A designated officer (Club Welfare Officer) is appointed with representation on relevant club committees

7.1.3 The Welfare Policy will be publicised and available to show the clubs commitment to providing a safe environment

7.1.4 The club has in place procedures in place to deal with complaints or concerns which is available to all club members

7.1.5 The Club will provide training opportunities for adults who work with young people

7.1.6 The club has Codes of Conduct and Codes of Practice in place and will ensure that all coaches sign up to the relevant codes

7.1.7 Parents/carers will be made aware of what the organisation and coaches are doing and also of the correct procedures to express any concerns they may have

7.1.8 The club will ensure that there is an Equity Policy and that all discrimination is challenged and prohibited

7.1.9 The club will ensure that all adults who regularly supervise young people undertake CRB disclosure



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7.1.10 The club will ensure guidelines are in place to control and monitor the use of photographic images of children (see appendix 8)

7.1.11 The club has an anti-bullying policy which is actively promoted (See appendix 4)

7.1.11.1 The club will monitor coaches and provide them with feedback with particular reference to "poor practice"

7.2

Hullensians RUFC Codes of Good Practice for Coaches and Officials

7.2.1 Always be publicly open when working with young people. Avoid situations where you and an individual child are completely unobserved.

7.2.2 Rugby is a physical game. Situations will occur when, in order to teach or coach certain techniques, it is necessary to make contact with the player. However the following must apply

- Parents and young players must be made aware of situations in which this may happen when they join the club
- Physical handling should only be used for safety reasons or where there is no other way of coaching the technique

7.2.3 Contact or touching which is inappropriate (not directly related to the coaching context) or aggressive, will not be tolerated

7.2.4 If groups are to be supervised in changing rooms, always ensure that individuals work in pairs, and that gender is appropriate. Ideally young people should not have to change at the same time or in the same place as adults

7.2.5 Where mixed teams compete away from home they should always be accompanied by at least one male and one female adult.

7.2.6 Coaches must place the well-being and safety of the player above the development of performance. Coaches should:

- Avoid overplaying of players (particularly talented players). All players need and deserve equal opportunity to play
- Remember that young people play for fun and enjoyment and that winning is only a part of it
- Motivate youngsters through positive feedback and constructive criticism
- Ensure that contact skills are taught in a safe, secure manner paying due regard to the physical development of young players.
- Never allow young players to train/play when injured.
- Ensure equipment and facilities are safe and appropriate to the age and ability of the players.

7.2.7 Coaches should hold current RFU coaching awards or a recognised qualification.

7.2.8 Coaches should keep up to date with knowledge and technical skills and should be aware of their own limitations. Coaches should only work within the limitations of their knowledge and qualifications

7.2.9 Coaches must ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the players.

7.2.10 Coaches should always promote the positive aspects of their sport (e.g. fair play), and never condone law violations or use of prohibited substances.

7.2.11 Coaches must consistently display high standards of personal behaviour and appearance



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7.2.12 Coaches should never overtly criticise players or use language or actions which may cause the player to lose self esteem or confidence.

7.2.13 People should not be allowed to drink alcohol or encouraged to drink alcohol if they are under the legal age to do so.

Practice to be avoided

Everyone should also be aware that, as a general rule, it does not make sense for a coach to:

- Spend amounts of time alone with young people away from others.
- Take young people alone on car journeys, however short.

If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge in the club/governing body and/or a person with parental responsibility for the player.

If you accidentally hurt a player, or cause distress in any manner, or the player appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a written report of the incident as soon as possible.

Parents/carers should also be informed of the occurrence.

7.3

Practice that is prohibited by the Hullensians RUFC Welfare Policy

Individuals should never:

7.3.1 Take young people to their home or other secluded places where they will be alone.

7.3.2 Engage in rough, physical games, sexually provocative games or horseplay with young people.

7.3.3 Take part as player in any dynamic contact games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids e.g. contact pads, this should be done with the utmost care and with due regard to the safety and well being of the young players.

7.3.4 Share a room with a young person unless the individual is the parent/guardian of that young person.

7.3.5 Allow any form of inappropriate touching, (not specifically related to the coaching of the game).

7.3.5 Make sexually suggestive remarks to a young person even in fun.

7.3.6 Use inappropriate language or allow young players to use inappropriate language unchallenged.

7.3.7 Allow allegations by a young person to go unchallenged, unrecorded, or not acted upon.

7.3.8 Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents/carer (Please note that it is recognised that some young people will always need help with things such as lace tying, adjustment of Tag belts, fitting head guards).

7.3.9 Depart the Rugby Club until all the safe dispersal of all young people is complete.

7.3.10 Cause an individual to lose self esteem by embarrassing, humiliating or undermining the individual.

7.3.11 Treat some young people more favourably than others.



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7.3.12 Agree to meet a young person on your own on a one to one basis.

7.4

Positions of trust

All adults who work with young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in apposition of power and influence by virtue of their position.

In Rugby Union most adults in a position of trust recognise that there are certain boundaries in the coach/player relationship which must not be crossed in terms of the relationship with the young player. The relationship is no different to that between a school teacher and the pupils in their care.

Hullensians RUFC Code of conduct on the Abuse of Trust

7.4.1 Any behaviour which encourages a physical, or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care must be avoided.

7.4.2 All those within the club have a duty to raise concerns about the behaviour by coaches, officials, volunteers, administrators which may harmful to the young people in the club, without prejudice to their own position.

7.4.3 Allegations relating to a breach of the code of conduct will be investigated according to RFU disciplinary procedures.



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SECTION 8

Useful contact details

The RFU Ethics and Equity Manager
Steve Fan-
Telephone: 0208 831 7479
Email: stevefar@rfu.com

The RFUW Child Protection Lead Officer
Helen Ames
Telephone: 0208 831 7996
Email: helenames@rfu.com

Hullensians Welfare/Safeguarding officer
Karen Scott
karen.scott@hullensians.org

The RFU Helpline and e-mail
childprotection@therfu.com
02088316655

NSPCC Helpline
Telephone: 0808 800 5000
Asian Helpline: 0800 096 7719
Welsh Helpline: 0800 100 2524
Deaf Users Textphone: 0800 056 0686
www.nspcc.org.uk

Child Protection in Sport Unit (CPSU)
3 Gilmour Close, Beaumont Leys, Leicester LE4 1EZ
Telephone: 0116 234 7200
www.sportprotects.org.uk

Yorkshire RFU CB Safeguarding Officer
John Sheperd
01302 724383
07801 537130
Oldshep@talktalk.net



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Appendix One

CLUB PROCEDURES TO MANAGE CASES OF POOR PRACTICE

Poor practice is defined as any behaviour which contravenes RFU Codes of Conduct (Fair Play Codes) or RFU Guidance for Good Practice

1. Once an incident is reported to the Club Welfare Officer he/she should consult with RFU Ethics and Equity Manager in order to ascertain whether the allegation is poor practice, bullying or abuse
2. Once the incident has been identified as poor practice and in consultation with senior club officials (Club Chairman/Youth Chairman) a decision will be made whether or not to suspend, temporarily, the person accused. Each case will be considered on its merits
3. A disciplinary hearing may be called. The panel should be made up of three club members with regard to the following criteria
 1. No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel
 2. Senior management of the club must be represented
 3. If the case relates to poor coaching practice experience in this field must be represented
4. The accused will be advised of receipt of the report and provided with copies
5. The accused will be invited to attend the hearing which must be held at a convenient time for him/her
6. The accused must be given sufficient advance notice of the hearing
7. The accused must be given the opportunity to be accompanied to the hearing by a person of their choice, offer their side of the story and call witnesses.
8. Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing
9. A copy of the finding should be sent to the CB Welfare Officer and RFU Ethics and Equity Manager

Power of the Club Disciplinary Panel

1. Temporary suspension
2. Person may only coach whilst supervised
3. Coach must undertake RFU Best Practice and Child Protection Course
4. Coach must attend ScJk "Good Practice and Child Protection Course
5. Coach must attend appropriate RFU Coaching Course



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APPENDIX 2

TERMS OF REFERENCE FOR CLUB WELFARE OFFICER

1. Ensure club has a Child Protection Policy and implementation plan
2. Ensure Codes of Conduct are well publicised and adhered to
3. In consultation with County welfare Officer ensure all reported incidents are managed at the appropriate level in line with RFU procedures
4. Ensure all relevant club members are aware of training opportunities
5. Ensure all parents are aware of the club policy on Child Protection and the correct protocols for voicing concerns
6. Be aware of local Social Services and Area Child Protection Committee contacts
7. Sit on relevant club committees



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Appendix 3

COACHES CODES OF CONDUCT

1. All rugby coaches must respect the rights, dignity and worth of every young person with whom they work with and treat them equally within the context of Rugby Union
2. All rugby coaches must place the physical and emotional well being of all young players above all other considerations, including the development of performance
3. The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect
4. All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players
5. All rugby coaches must encourage young players to accept responsibility for their own behaviour and performance
6. All rugby coaches should clarify with the young players (and their
1. parents/carers) what is expected of them both on and off the rugby field and also what they are entitled to expect from the coach
7. All rugby coaches should work in partnership with others within the game (officials, doctors, physiotherapists and sports scientists) to ensure the well being, safety and enjoyment of all young players
8. All rugby coaches must promote the positive aspects of the sport e.g. Fair Play etc. Violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant regulations or the use of prohibited techniques or substances must never be condoned



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Appendix 4

HULLENSIANS ANTI-BULLYING POLICY

“THE CLUB” takes seriously the problems caused by bullying and is committed to providing an environment in which bullying or any other form of harassment are not tolerated in any form.

The Club will ensure that all of its members (which include its employees, coaches, players, officials, volunteer helpers and parents) subscribe to, and agree to be bound by, the Club’s policy on bullying and will ensure that its members acknowledge that they have a duty to ensure that the policy is observed by others.

It is appreciated that “bullying” is not always easy to define and may not necessarily consist of an isolated incident of an adult abusing a young person.

Bullying usually takes place over a period of time and the bully may be an adult as well as a young person.

Examples include:

- **Hitting.**
- **Kicking.**
- **Unwanted physical contact.**
- **Theft.**
- **Any other form of violence.**
- **Racist or homophobic remarks.**
- **Name-calling.**
- **Sarcasm.**
- **Spreading rumours.**
- **Ridiculing.**
- **Taunting.**
- **Abusive or offensive comments of a sexual nature.**
- **Threats.**
- **Persistent negative feedback.**

Examples of bullying maybe by but are not limited to:

- **A parent who pushes their child too hard.**
- **A coach who adopts a “win at all costs” philosophy.**
- **A player who intimidates others.**
- **An official who is over-officious.**

Liaise with the child welfare officer and Chairman of the Club and or Chairman of the Section (Youth or Mini) to which the victim and the bully belong.



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Appendix Five

CHILD PROTECTION POLICY

- 1. The Club recognises the value of working closely in partnership with youth coaches, parents, professionals and volunteers to protect its youth players from harm and discrimination.**
- 2. The Club acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected within the Club will further safeguard youth players, youth rugby coaches, youth rugby volunteers and all others working within the game of rugby.**
- 3. A Welfare Officer (formerly referred to at the Club as its Child Protection Officer) has been appointed to act as the first point of contact for concerns about the welfare of youth players within the Club.**
- 4. Each youth rugby squad at the Club will nominate an adult who will be responsible for liaising with the Welfare Officer in respect of child protection matters in general and those particularly relating to that squad.**
- 5. The Club accepts that all officers and committee members have a responsibility in respect of child protection and is prepared to respond to any indication of poor practice or abuse in line with RFU policy and to put in place structures and systems to ensure that this is followed in practice.**
- 6. The Club has adopted a Code of Conduct for Youth Rugby Coaches and Other Youth Rugby Volunteers and will implement and enforce its terms. The Club will introduce from time to time other codes or policies relating to its youth players. All codes and policies will be posted on the Club's website and will be subject to amendment.**
- 7. All youth rugby coaches and other youth rugby volunteers at the Club are required to complete a Criminal Records Bureau disclosure form and an RFU Application Form.**
- 8. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.**
- 9. All youth rugby coaches and other youth rugby volunteers will have a job description.**
- 10. The Club acknowledges that appropriate training will enable individuals within the Club to recognize their responsibilities with regard to their own good practice and the reporting of poor practice or concerns of possible abuse. All the Club's coaches working with youth players will be expected to complete an appropriate RFU coaching course. Other youth rugby volunteers will be encouraged to seek appropriate training to assist them in the conduct of their role at the Club.**
- 11. All youth rugby coaches and other youth rugby volunteers who have regular contact with youth players are encouraged to complete the RFU Guide to Best Practice and Child Protection distance learning course. A pack for this course is available (at a charge) from the RFU.**



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12. The Club will encourage youth rugby coaches and youth rugby volunteers to stay up-to-date with rugby, coaching, and child protection issues.
13. The Club will keep written records of attendance, parental consent, and accidents.
14. The Club will provide coaches and parents with a written procedure for dealing with accusations or suspicions of child abuse.
15. The Club will promote fair play and playing within the spirit of the Laws of the Game and the letter of the Continuum.

Hullensians R.U.F.C. agree to uphold the updates policy's



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Appendix six

RFU INCIDENT GUIDELINES & REPORT FORM

Ensure That:

- Stay calm - do not rush into inappropriate action. React calmly in order to not alarm the young person
- Reassure the child - that they are not to blame and confirm that you know how difficult it must be to confide
- Listen sympathetically - to what the child says and show that you take them seriously
- Keep questions to a minimum - the law is very strict and child abuse cases have been dismissed where the child has been led or words and ideas have been suggested. Only ask questions to clarify
- Ensure you clearly understand what the child has said - in order that the information can be passed on to the appropriate agencies
- Consult with the club or CB Welfare Officer - ensuring that you communicate all the information accurately
- Maintain confidentiality - complete the incident report form. All incidents will be treated with an open mind and be handled in a fair and equitable manner. Confidentiality must be maintained until a case is proven
- Keep track of the child's safety and wellbeing - if urgent medical attention is required, then call an ambulance, inform the doctors of the concerns and ensure they are aware that this is a child protection issue

Ensure That You Do Not:

- Panic - or allow your feelings to be evident
- Make promises you cannot keep - explain that you will need to tell other people
- Make the child repeat the story unnecessarily
- Delay
- Speculate or make assumptions
- Approach the alleged abuser
- Take sole responsibility
- Investigate yourself



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In all cases, if you are not sure what to do, you can gain help from the NSPCC 24-hour freephone helpline (0800 800 500) or the RFU Child Protection Line (0208 831 6655).

Record The Incident:

Make sure that all relevant information passed to external agencies is as helpful as possible. It will be necessary to make a detailed report at the time of disclosure. The report should contain the following details:

- The young person's name, address, date of birth, race, ethnic origin, and any disability they may have
- Nature of the allegation
- A description of any injuries/bruising
- Any observations about the behaviour/emotional state of the young person
- Times, locations, dates
- The young person's account in their own words of what has happened
- Actions that have been taken as a result of your concerns
- Whether the person writing the report is expressing their own concerns or those of a third party
- Sign and date
- Keep a copy
- Keep a record of the name and designation of a Social Services member of staff or police officer to whom concerns were passed



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| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------|------------------|
| (please write or insert text in the white boxes only) | | Date of completion: | |
| | | Date received at Twickenham: | |
| Person Reporting the Incident/Allegation: | | Case reference number: | |
| Your Name: | Your Club: | | |
| Address (inc county & post code): | | Position in Club and/or Constituent Body: | |
| Phone numbers (inc mobile): | | e-mail address: | |
| Name and Contact Details of Person Making Allegation if different from above: | | | |
| Name | Your Club: | | |
| Address (inc county & post code): | | Position in Club and/or Constituent Body: | |
| Phone numbers (inc mobile): | | e-mail address: | |
| Name and Contact Details of Victim - Child or Vulnerable Adult: (please use another sheet if there is more than one victim) | | | |
| Name: | Club or Organisation: | | |
| Address of Parent/Guardian/Carer: | | Position at Organisation (player/volunteer): | |
| Phone numbers (inc mobile): | | e-mail address: | |
| Other useful information: | | Ethnicity: | Disability(ies): |
| Date of Birth: | Age: (at time of incident) | Gender: | |



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| Name and Contact Details of Accused (if known): | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------|
| Name | Club or Organisation: | |
| | | |
| Address (inc county & post code): | Position in Organisation (eg club coach): | |
| | | |
| Phone numbers (inc mobile): | How long have they held this position? | |
| | | |
| Age: | Gender: | e-mail address: |
| | | |
| Relationship of accused to the victim/child/vulnerable adult: | | |
| | | |
| Is the accused a member of the club/CB? | | |
| | | |
| Is the accused a member of paid or voluntary staff? | | |
| | | |
| Do they hold a current RFU Enhanced CRB Check? | | |
| | | |
| Are they a qualified coach or referee? | | |
| | | |
| Does the accused hold an RFU Coach Licence? | | |
| | | |
| Does this person work in any other role with children or vulnerable adults (eg. performance teams, School of Rugby, teacher, scouts, care worker, other sports clubs)? If yes, please give details: | | |
| | | |
| The Allegation/Incident: | | |
| Date of Incident: | Time of incident: | |
| | | |
| Where incident took place (e.g. club name): | Where incident took place (e.g. 2nd team pitch): | |
| | | |
| Witness 1: Name and Contacts | Witness 2: Name and Contacts | |
| | | |
| Witness 3: Name and Contacts | Witness 4: Name and Contacts | |
| | | |

Please continue with any further witnesses on a separate sheet; Witness Statement Form - appendix 1



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What happened? Please detail the incident as you saw it or how it was reported to you:

If incident occurred during a match a referees report is required. Please supply contact details of the referee together with a copy of his/her report. Attached?

Y / N

Referees Name

Referees Contact details:

If Child/Vulnerable Adult spoke to you directly, please record actual details and words used by them. (Remember do not lead or question the child or young person):



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| | | | |
|---------------------------------------------------------------------------------------------------|--------------------------|-------------------------|--------------------------|
| Action taken by you or others so far: | | | |
| Have you or the club taken any action (e.g. suspended the accused, etc)? | | | |
| | | | |
| Have you contacted the CB Safeguarding Manager? | | | |
| If yes, then please state when and how: | | | |
| RFU contacted: | Police Contacted: | Social Services? | Other (eg NSPCC)? |
| | | | |
| By whom? | By whom? | By whom? | By whom? |
| | | | |
| Contact details: | Contact details: | Contact details: | Contact details: |
| | | | |
| Please sign here (if paper copy) to confirm your statement as a true and accurate account: | | | Date completed: |
| | | | |

Please return this form to **Ann Hutchins** Safeguarding Executive, Rugby Football Union, Rugby House, Rugby Road, Twickenham TW1 1DS or email to rmg@therfu.com. If you require any assistance completing this form please also contact Ann Hutchins on 0208 831 7479.



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APPENDIX 1 - Witness Statement

Witness Name (please ensure their details are shown in main incident report form):

Please explain your relationship if any with:

a)the accused:

b)the victim(s):

Please explain where you were, what you were doing, what you saw, heard & felt in respect of the incident/allegation?

Please sign here (if paper copy) to confirm your statement as a true and accurate account:

Date completed:



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Appendix seven

CONSENT FOR EMERGENCY TREATMENT FORM

Players Name: Date of Birth:

Player address: Doctors Name:

..... Surgery Phone:

..... NHS Number:

Home Phone: Mobile Phone:

Emergency Contact No: Name:

Does your child suffer from any illness/allergies?

.....

.....

.....

I, the parent/guardian of Understand that he/she attends Hullensians RUFC Mini and Junior Section completely at their own risk and realize that Hullensians RUFC or any of its agents cannot be held responsible for any accident or injury occurring during the training sessions or matches. If it becomes necessary for my son/daughter to receive medical treatment (including blood transfusions and anesthetics) and I cannot be contacted by telephone or other reasonable means to authorize this, I hereby give my consent to any necessary medical treatment and authorize the representative of Hullensians RUFC to sign any documents required by the medical authorities.

Signed: Parent/Guardian Date:



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Appendix eight

PHOTOGRAPHY YOUNG PERSONS POLICY

Any person wishing to photograph or video Youth Players at Hullensians RUFC should identify themselves to the team coaching staff; explain their reason for taking photographs and their relationship to the player(s) before commencing photography.

Any parent or guardian of a child under court order protection or who do not want their child photographed for any reason should make themselves and the child known to the team Head Coach/Manager. The Club will then undertake to take all reasonable steps to ensure the child is not photographed whilst playing or training at the club.

The Club undertakes to gain the consent of any child and their parent/guardian before a photograph is taken by using the clubs photography consent form. This form is available by asking the team managers or coaching team, and is available at the following website address: www.Hullensians.org

All Club officials are required to challenge anyone they suspect of not having permission, taking photographs of youth players on the club pitches and premises. The official should request the photographer explain their reason for taking photographs and their relationship to the player(s). However it should be noted that all the pitches and land surrounding the club are public places. If the photographer gives an inappropriate answer or refuses to answer when challenged, Club officials should request the photographer stops and or leaves, but may take no other action.

Cameras are NOT permitted in changing areas



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Appendix nine

PHOTOGRAPHY CONSENT FORM

Players Name: Date of Birth:

Players Address:

.....

Home Phone: Mobile Phone:

I, the parent/guardian of

Give permission for officials of Hullensians R.U.F.C. who have been criminal bureau checked to take photograph images of the above person and distribute them to promote rugby at the club. This may include images been placed on the Club website or in match programmes.

Signed: Parent/Guardian

Date:



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Appendix ten

YOUTH ACCIDENT FORM

Date of incident/accident: _____ Time of incident/accident: _____

Site where incident/accident took place

Name of person injured:- _____ age:- _____

Give precise details of how and where the incident accident took place. Include details of the activity-taking place
(e.g. training, game, getting changed etc):

Give full details of the action taken, including any first aid treatment and the name(s) of the first aider(s):

Referee name (if match) _____

Were any of the following contacted? (Delete as appropriate)

Police Yes/No Ambulance Yes/No Parent/carer Yes/No Doctor Yes/No

Further Details _____

What happened to the injured person after the game (e.g. carried on playing went to hospital went home):

All of the above are a true and accurate record of the accident/incident.

Signed: _____ Name:-: _____ Date:- _____

SEND THIS FORM TO MINI/JUNIOR CHAIRMAN (KEEP A COPY) AND, IF NECCSSARY, NOTIFY
PETE JONES CLUB SECRETARY