



5.01 Child Protection Policy

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A. CHILD PROTECTION POLICY

Linlithgow Rugby Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

The policy is based on the following principles:

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

Linlithgow Rugby Club will:

- Promote the health and welfare of children by providing opportunities 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 staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

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 Linlithgow RFC.
- Following any issues or concerns raised about the protection of children within Linlithgow RFC
- In all other circumstances, at least every three years.



B. KEY CONTACTS

Linlithgow Rugby Club

In line with its obligations under the Scottish Rugby Participation agreement, Linlithgow Rugby Club has appointed a Child Protection Officer (CPO) to co-ordinate child protection and welfare on its behalf to provide a main point of contact for staff and volunteers, parents and children in need of support, advice or training or if they need to report a concern.

Child Protection Officer

Gillian Wells
01506-670965
07795-324568
gillianwells4829@gmail.com

Director of Youth Rugby

Ian Morrison
07789-637482
youth.rugby@lrfc.club

Club Development Officer

Dougie Thomson
07955-548685
cdo@lrfc.club

Scottish Rugby Union

Although matters relating to the welfare of children at Linlithgow Rugby Club should ordinarily be referred in the first instance to the Linlithgow Rugby Club CPO, the Scottish Rugby Lead Officer for Child Protection and Welfare may also be contacted for support and advice on any child protection matter by any CPO, child, parent, staff member or volunteer at any time.

Scottish Rugby acts as the umbrella body for the purposes of processing applications for the disclosure check of volunteers working with children at rugby clubs in Scotland. Accordingly a PVG administrator has been appointed to process applications for club volunteers and to advise and support Club Child Protection Officers on matters relating to the PVG scheme.

Scottish Rugby Contact Details

Kathleen E Munroe
Governance Administrator
Scottish Rugby
BT Murrayfield Stadium
Edinburgh
EH12 5PJ
Tel: 0131 346 5000 DL: 0131 346 5102 Mob: 07753 898994
kathleen.munroe@sru.org.uk



C. CODE OF CONDUCT FOR SAFEGUARDING YOUNG PLAYERS IN RUGBY

Linlithgow Rugby Club supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with young players under the age of 18 years. Staff and volunteers who work with young people sign up to this code of conduct.

The standards of practice given below are indicative not exhaustive and serve to highlight key areas. Basic principles remain consistent, but specific methods of application will vary depending on age and performance level of the players involved.

Good Practice - ORGANISATION / YOUTH PROGRAMME

- Implement suitable and robust recruitment for volunteers and staff to work with young players
- Appoint suitably trained coaches and managers
- Ensure there is a clear way for players and parents to raise any concerns
- Appoint a child protection officer
- Adopt and implement a child protection policy
- Involve parents/carers wherever possible
- Ensure staff/volunteers are up to date with good practice in welfare and child protection

Good Practice - COACHES, MANAGERS, PHYSIOS, MEDICS, MATCH OFFICIALS

- Follow Scottish Rugby Are You Ready to Play Rugby and age grade policies
- Keep up to date with and follow good practice coaching guidelines
- Properly supervise young players during rugby activity
- Make rugby fun, enjoyable and promote fair play principles
- Place value on the efforts and achievements of all players involved, including those on other teams
- Treat all players with respect, dignity and fairness
- Put the welfare and development of players first before winning or achieving team performance goals
- Build balanced relationships based on mutual trust and respect
- Include players in the decision-making process wherever possible and appropriate
- Work in an open environment, wherever possible
- Be an excellent role model
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognise the developmental needs and capacity of young players
- Follow medical advice and protocols relating to injury prevention and management
- In setting up communication mechanisms with children, e.g. social media groups, ensure that at least two adults have access to this group communication.

**PRACTICES TO BE AVOIDED - COACHES**

- Too much emphasis on the team winning over the enjoyment and development of the young players involved (Note: the balance of winning v player development will be different at different ages and levels of performance but should be in line with the relevant Long Term Player Development principles)
- Excessive training and competition, pushing young players against their will and putting undue pressure on them.
- Involving adults in practical demonstrations of contact rugby techniques
- Spending inappropriate and unnecessary amounts of time working with children alone in private or unobserved situations

PRACTICES TO BE AVOIDED - GENERAL

- Failing to follow SRU guidelines and recommendations on best practice
- Having 'favourites'
- Arranging to transport a child alone in your car, without prior parental consent
- Smoking, drinking alcohol or taking non-prescription drugs while responsible for young players
- Entering player's bedrooms on trips away, unless in an emergency or in the interest of health and safety
- Doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE PRACTICE - COACHING

- Deliberately threatening, insulting, humiliating or embarrassing a player as a form of control and/or 'motivation'
- Reducing a player to tears as a form of control
- Engaging in rough or physical contact, including tackling a young player and/or participation in contact games or training
- Swearing at young players or allowing players to do the same unchallenged
- Use sexualised language and/or allowing young players to do the same unchallenged
- Condoning or promoting excessive rivalry between players, teams and/or clubs on or off the pitch
- Shouting abusive or derogatory comments from the touchline at players or match officials

UNACCEPTABLE PRACTICE - GENERAL

- Inviting or allowing young players to stay at your home
- Sharing a room alone with a young player
- Getting changed and/or showered in the same facilities at the same time as young players
- Forming intimate emotional, physical or sexual relationships with young players
- Allowing or engaging in sexual behaviour
 - this includes suggestive comments and provocative jokes and games
- Allowing young players to smoke or drink alcohol
- Allowing young players to take non-prescription drugs
- Failing to follow SRU policies on safety for young players
- Allowing allegations made by a player to go unchallenged, unrecorded or not acted upon.



REPORTING

Any allegations by a player, parent or coach regarding safeguarding of players should in the first instance be reported immediately to the Child Protection Officer or the Director of Youth Rugby.

If a child reports a concern to an adult volunteer / coach, it is then the responsibility of this adult to report the matter to either the Child Protection Officer or the Director of Youth Rugby. Note that in receiving the report of concern from the player, the adult cannot promise not to tell anyone, however they can and should explain to the child that they will tell someone and that the matter will be handled sensitively and in confidence.



Youth Coach Declaration

I acknowledge that I have read the Club's child protection policy and agree to abide by it in all my duties as a youth coach.

I understand that as a youth coach I will be subject to a Protecting Vulnerable Groups background checks and I will co-operate with the Club in completing this.

Signed _____

Name _____

(please print)

Age Group _____

Please sign and return to your Age Group Head Coach to pass on to the Club Development Officer.



D. RECRUITMENT OF YOUTH RUGBY COACHES

Linlithgow Rugby Club welcomes volunteers who would like to take up coaching of Micro, Mini or Youth Rugby. Linlithgow Rugby Club also recognises that most volunteer coaches of Micro, Mini or Youth Rugby take up coaching because their own child is playing rugby. The Club has agreed that the Director of Youth Rugby should maintain a database of coaches of Micro, Mini or Youth Rugby.

All coaches of Micro, Mini or Youth Rugby should meet the Club's Director of Youth Rugby before beginning coaching. If any individual expresses an interest in coaching, the relevant age group coach should speak to the Director of Youth Rugby who, in turn, will arrange to meet the volunteer. No one can coach Micro, Mini and Youth Rugby at Linlithgow RFC unless the Director of Youth Rugby has met that person, obtained the necessary information, provided the volunteer with the documents listed below and set in train arrangements for membership of the PVG Scheme and for coach education.

At the meeting the Director of Youth Rugby will take the necessary details of the volunteer. Following this, the Club's Child Protection Officer will arrange for the individual to apply for membership of the PVG scheme or, where the individual is already a member, a Scheme Record to be obtained. The Club Development Officer will arrange for the individual to attend a coaching course relevant for the level at which the individual will be coaching.

At the meeting the Director of Youth Rugby will also give to the individual copies of following Club documents:

- Child Protection Policy
- Code of Conduct
- Guidance Notes for Coaches
- Partnership with Parents

In addition to membership of the PVG Scheme, relevant coaching qualifications and acknowledgement of receipt of the above three documents, Linlithgow Rugby Club requires that all coaches of Micro, Mini or Youth Rugby be members of the Club in their own right. This is so that coaches are subject to both the governance and covered by the insurance of Linlithgow Rugby Club and, through the Club, of Scottish Rugby.



E. PARTNERSHIP WITH PARENTS / CARERS FORM

Linlithgow Rugby Club values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in rugby. To help us fulfil our responsibilities for keeping children safe, Linlithgow Rugby Club has a Child Protection Policy and a Code of Conduct for Safeguarding Young People in Rugby Practice Guidelines. These tell you what you can expect from us when your child participates in rugby. The following form details the information we need from you to help us keep your child safe.

We need you to complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know (see C below).

Child's Name:	Date of Birth:
Address:	Tel No:
Postcode:	
Emergency Contact Name (1):	Emergency Contact Tel No (1):
Relationship to Child:	
Emergency Contact Name (2):	Emergency Contact Tel No (2):
Relationship to Child:	
Late Collection Contact:	Contact Tel No:
Relationship to Child:	
Name of GP:	Tel No of GP:
Address of GP:	
Postcode:	



GENERAL & MEDICAL INFORMATION

Please complete the following details. If none, please state “none”.

1. Does your child have a disability/medical condition that will affect their ability to take part in sport? If yes, please give details:
2. Does your child take any medication? If yes, please give details:
3. Does your child have any existing injuries (include when injury sustained and treatment received)? If yes, please give details:
4. Does your child have any allergies, including allergies to medication? If yes, please give details:
5. Is there any other relevant information which you would like us to know about your child? (e.g. access rights, disabilities, etc)

CONSENT – MEDICAL TREATMENT

I consent / I do not consent (delete as appropriate) to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

CONSENT – INFORMATION SHARING

I understand that membership information (name, address, telephone number and date of birth) will be required and retained by the Club Secretary, Membership Secretary and relevant Age Coach(es). In certain circumstances, this information will also need to be provided to Scottish Rugby the game’s governing body.



I understand that the Emergency Contact information above and the Medical Information (listed in A and B above) will need to be provided to relevant Age Coach(es).

Within these limits I consent/I do not consent (delete as appropriate) to the sharing of information given in this form and my child's membership form.

Note: Linlithgow Rugby Club gives a firm undertaking that information on its Club members is not shared with bodies outside of the Club or the game's governing body, for example for the purposes of commercial gain.

CONSENT – TRANSPORTATION OF CHILDREN

I consent/I do not consent (delete as appropriate) to my child being transported by persons representing Linlithgow Rugby Club individual members or affiliated clubs for the purposes of taking part in rugby.

CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in rugby.

I consent/I do not consent (delete as appropriate) for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in Linlithgow Rugby Club Guidelines.

CONSENT – CONTACT INFORMATION

Linlithgow Rugby Club may contact your child from time to time via email, text or social networking site.

I consent/I do not consent (delete as appropriate) for my child to be contacted via email, text or social networking site.

I do/do not (delete as appropriate) wish to be copied in to these messages.



CONSENT – SIGNATURE

1. I agree to work in partnership with Linlithgow Rugby Club to promote my child's safe participation in rugby.
2. I am aware of Linlithgow Rugby Club Code of Conduct and Child Protection Policy and Procedures.
3. I undertake to inform Linlithgow Rugby Club should any of the information contained in this form change.

Parent/Carer's Signature: _____

Date: _____

(Please state relationship to child if not parent)

Print Name: _____



F. GUIDELINES ON PHOTOGRAPHS AND IMAGES OF CHILDREN

The Partnership with Parents form provides for consent by parents for their child to be involved in photographing/filming and for information about their child to be used for the purposes stated in Linlithgow Rugby Club Guidelines. These are the Guidelines.

Photographs and images shall be used by Linlithgow Rugby Club only for the purposes of promoting the game of rugby and the activities of Linlithgow Rugby Club in connection with promoting the game of rugby e.g. publicising the existence of the Club, reporting on past games, promoting future games.

Photographs and images used by Linlithgow Rugby Club will be provided by individuals who are known to a member of the Executive Committee of the Club and whose photographic activity is endorsed by the Club.

There will be occasions when the local newspaper will photograph games or Micro, Mini or Youth Rugby activity at Linlithgow Rugby Club. It will do so with the approval of Linlithgow Rugby Club. Newspapers operate also to guidelines on the use of photographs and images of children and young people.

Linlithgow Rugby Club sets out the following guidelines on the use to which photographs of children and young people used by the Club on its web site or in any material prepared by the Club. These will apply in all cases to children under the age of 16.

- Photographs will either be team photos or of action during a game.
- Action photographs will sometimes be of an individual but preference will be given to photographs showing several players involved in the action at once
- No individual will be identified directly by name. Match reports will identify children and young people below the age of 16 by first name only. No other information on any individual will be given.