



Clwb Rygbi Caernarfon **Caernarfon Rugby Club**

Y Morfa, Lôn Parc, Caernarfon, LL55 2URF
01286-674513



Child Protection Policy

Approved by the Club Committee

4/7/2007

Club Child Protection Officer:

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Welsh Rugby Union – Child Protection Helpline

029 2082 2455 or **07738 311 366**.

NSPCC helpline - **0808 100 2524**



1-OBJECT

The object of this policy is:

1. to protect children whilst in the care of the Club.
2. to provide guidance for coaches and other volunteers in their undertaking with children and young people.
3. to gain the confidence and to provide peace of mind to parents/guardians.
4. to provide further guidance to coaches and other volunteers on child protection matters.

2-STATEMENT OF INTENT

- Clwb Rygbi Caernarfon has drawn up this policy in response to the Welsh Rugby Union's child protection policy. This can be read in full at http://wru.co.uk/downloads/WRU_Child_Protection_Policy.pdf
- Clwb Rygbi Caernarfon is committed to ensuring that no child, whilst in the care of the Club, receives any undue attention from anyone connected with the Club.
- To this end the Club will take every reasonably practical step to ensure that no one with any history of child abuse comes in contact with children.
- Every coach in the Junior Section will have an Enhanced Disclosure Certificate from the Criminal Records Bureau.
- In addition to ensuring that no one with any history of child abuse comes into contact with children, the Club accepts that it has a pro-active responsibility to protect the interests of children in its care from any undue attention from any adult.
- The Club will not tolerate any action, behaviour or language that belittles or causes unease to any child by any coach, volunteer or any other person.
- No child should be left alone with an adult unless the adult has an Enhanced Disclosure Certificate. Even then the Club should take every reasonable step to ensure that no child is left alone with an adult.
- If any coach, volunteer, child, young person parent or anyone else has any suspicions that a child is receiving undue attention or if something else is causing them concern, they should contact the Club Child Protection Officer immediately.
- All coaches, volunteers or Club members are responsible for reporting to the Child Protection Officer any concerns that have relating to child

protection matters, so that they can be directed to the appropriate authorities.

3-PROCUDURES

3.1 Over night stays

If a team is staying over night, e.g. hotel, hostel, campsite, every coach that is staying will have an Enhanced Disclosure Certificate.

Boys and girls will not share rooms.

If staying overnight, coaches and children will not share rooms or washing facilities. If there is only one bathroom then coaches and children will use it at different times.

3.2 Risk Assessment

Rugby is a contact sport and despite all reasonable precautions children can get hurt.

In order to reduce the risk of injury, the Club conforms fully with the WRU rules regarding rugby and children and young people.

These can be read in full on the WRU website here <http://wru.co.uk/downloads/Rugby-Pathway-2004-2005.pdf>

3.3 Registration / Parental/Guardian Consent

Each child must register with the Club in accordance with the Welsh Rugby Union guidelines, The form will have room for parental/guardians consent for first aid (see First Aid) and the taking of pictures (see Pictures).

We will also ask for any relevant medical details and contact numbers for parents/guardians.

3.4 First Aid

Rugby is a contact sport, and despite all reasonable precautions children can get hurt.

A number of coaches have First Aid certificates.

Ideally First Aid will be given by someone of the same sex as the injured party – but practically we cannot guarantee this every time. Two people will be present when First Aid is administered.

Of necessity the administration of First Aid will involve physical contact, and depending upon the nature of the injury can involve removing/loosening of clothing and the touching of private parts.

In every case First Aid will be administered in a sensitive manner in order to preserve the dignity and privacy of the patient.

Depending upon the nature of the injury, the child will be sent home, taken to hospital (in both cases in accordance with the travel policy below) or an ambulance will be called - ideally someone of the same sex will be deputed to travel with the child in the ambulance.

We will contact the parent/guardian as soon as possible.

3.5 Operating Openly

Clwb Rygbi Caernarfon is completely open in its undertaking with children. There is no usual reason for any adult to be alone with a child. By operating in the open there is less chance for a child to receive undue attention and for coaches to be the subject of false accusations.

3.6 Volunteers

Clwb Rygbi Caernarfon welcomes parents, guardians, friends and family to the Club to watch training sessions and games. We also welcome every offer of help. Before accepting any offer of help we will follow the procedures set out below under Recruitment. We hope that everyone will understand that this is done for the benefit and safety of the children and not because we question the motives of any potential volunteer

The Club will provide appropriate Child Protection Training for all at the Club.

The Club will keep a register of all coaches/volunteers/staff who have received child protection training.

3.7 Other People

In order to ensure that everyone who is likely to come into contact with the children – or who appears to the children in a position of authority, is we will ask the Club Steward and kitchen staff on duty when the children are training/playing to have an Enhanced Disclosure Certificate.

3.8 Recruitment

When the Club is recruiting or accepting new coaches the Club will:

- 1) Arrange an Enhanced Disclosure Certificate

- 2) Insist on two referees who know the person. The Child Protection Officer will contact both in order to have a telephone conversation to assess their suitability for working with children.
- 3) The prospective coach will be assessed after 3 months before being accepted as a full coach.

3.9 Parents

The Club welcomes parents and guardians and their families to the Club. However we ask them to:

- 1) Refrain from going into the changing rooms except on the invitation of the coach.
- 2) Not interfere during training sessions.
- 3) Support their child and their team during games – without using foul language and respecting the referee's decisions. We ask parents/guardians to follow the WRU code of conduct <http://www.wru.co.uk/downloads/WRU-U19-Discipline-Rules-06-07.pdf>

If a parent/guardian has any concerns they should raise them with the coach at the end of the session, with any other coach or the Child Protection Officer at any time.

3.10 Changing Rooms

COACHES

Coaches should not be by themselves with children in the changing rooms. If it is necessary to be there to ensure discipline, then a second adult, preferably another coach – should be there.

GIRLS

A separate changing room will be available for girls.

3.11 Child Protection Officer (CPO)

One member of the Club will be appointed as Child Protection Officer. This person will have an Enhanced Disclosure Certificate.

The CPO's role will be to protect the interests of children and be the main point of contact for any issues/worries regarding the welfare of children. The CPO will also be responsible for checking documents in Enhanced Disclosure Certificate applications.

The CPO will attend WRU Child Protection courses and any further training required.

3.12 Travelling

It is the responsibility of the parent/guardian to bring the child to the Club for training sessions and games and to take them home afterwards after the game or training.

The Club nor the coaches accept responsibility for taking children home after training or games.

Having said that no child will be left alone at the Club after training. The coach will attempt to contact the parent/guardian in order that they can collect the child. Only in exceptional circumstances will the coach take a child home.

When travelling to away games by car, it is the responsibility of the parent/guardian to ensure the child gets to the game. Practically many parents and children share cars – this is a personal matter for the parents.

When the Club arranges a bus to transport everyone to an away game, children must wear seatbelts if fitted. If there is room, parents are welcome to travel on the bus.

Coaches should not get into the habit of transporting children in their cars. If this is unavoidable, the child should sit in the back. Ideally a coach should pick up and drop off at the Club – so that the child is collected by their parents rather than going to the child's house.

Children should always wear a seatbelt in cars

Care should be taken that children are not left in empty houses.

3.13 Taking Pictures

Clwb Rygbi Caernarfon and the WRU are both eager to see pictures of children enjoying themselves playing rugby appearing in the press and on the web.

To this end we ask all parent/guardians to give their permission for this when they register on the understanding that:

- Children will be dressed appropriately (shirt and shorts at a minimum)
- That full names and address are not published.

If a Parent/Guardian wishes to take a photo of their child, they should in the first instance talk to the coach.

If someone is seen taking photographs at the pitchside, and without any connection with any child, or is unwilling to explain their actions, the Club reserves the right to ask the person to leave Y Morfa or to call the police.

When playing away any issues should be referred to the home club CPO or to any of the home club coaches.

3.14 Disclosure Certificate.

The Club will ensure that every coach, volunteer and staff member has an Enhanced Disclosure Certificate from the Criminal Records Bureau and that this is updated every 3 years.

4-IMPLEMENTATION

- 4.1 If anyone becomes aware of any event/incident/allegation they should inform the Child Protection Officer (CPO) immediately. This procedure can be used to report on child protection issues not related to the Club.
- 4.2 The CPO will note all the details on Reporting Form 1 (copy at the end of this policy) and then if considered appropriate report to the Police, local Social Services or the NSPCC. The CPO will report to the Club Chairman. If the CPO and the Chairman believe it necessary they will report the incident to the WRU.
- 4.2 It is not the work of the CPO to investigate the event/incident/allegation nor interview children, young people or others regarding the matter. But if in his reasonable opinion the issue needs further investigation, he will contact the appropriate authorities and they will investigate.
- 4.4 If the allegation refers to a Club coach, volunteer or member of staff, and the CPO having reported to the appropriate authorities, the person against whom the allegation has been made may, on the order of the authorities be removed from contact with children until the Police, Social Services or the NSPCC have finished their investigation and either decided to take further action or confirm that the person can resume coaching or working within the Club. THIS DOES NOT mean that the Club of necessity believes the allegations, but rather that the Club is following the directions of the authorities to ensure the safety of the child.
- 4.5 If the allegation involves the CPO or the Chairman, then obviously that person will have to be removed from the reporting process and if necessary another member of the committee will have to be informed.

5-DISTRIBUTION

This policy will be distributed to all Club coaches and put on notice boards.

It will be put on the Clubs website and the Club registration form will include details of where the policy can be found.

For the first year a leaflet with details of the policies availability will be given to all parents for the season 07/08. From then on a leaflet will be distributed as players register.

6-COMPLAINTS PROCEDURE

If any child, young person, parent guardian or coach wish to make a complaint about any person or incident during training or a game they should contact the Child Protection Officer.

If that is not possible or practical, or if they are not happy with the answer they should contact the Club Chairman.

Otherwise children, young people, parents guardians, coaches or members can phone either the WRU Child Protection Line **029 2082 2455** or **07738 311 366** or the NSPCC helpline **0808 100 2524**.

7-POLICY REVIEW

This policy and the way it is implemented will be reviewed by the CPO and the Club Committee annually.

Annex 1

RECORD 1

To be filled in by Child Protection Officer following a reportable incident.

Date of alleged event

Time of alleged offence

Location of Alleged event

People involved

Description of alleged event including quotations if relevant.

Name of person reporting

Signature

Date

Name of CPO

Signature of CPO

Date

To be actioned by CPO

- 1)**
- 2)**
- 3)**
- 4)**
- 5)**

Annex 2

RECORD 2

To be filled in by Chairman on receipt of Report 1

Date and Time of Receipt of Report 1:

Report Received from:

Name of Person Reporting

Signature

Date

Name of CPO

Signature of CPO

Dyddiad

Action to be taken by CPO

Advice Received

From (Name and Designation)

When (Time and Date)

WRU informed: Y/N

When/Whom

Feedback to person reporting in Report 1

- 1)
- 2)
- 3)

Futher Action

- 1)
- 2)
- 3)