

Bromyard Rugby Club

Child Protection Policy

1 Introduction

- 1.1 It is the purpose of this document to set out the Child Protection Policy and Procedures for the Bromyard Rugby Club. The Bromyard Rugby Club will be called 'BRC' in the rest of the policy.
- 1.2 The policy and procedures follow the general recommendations contained in the Code of Practice 'Protecting Children', produced by the Sports Coach UK.
- 1.3 There may be occasions when child abuse is alleged or suspected and this must be taken seriously. In such cases, the BRC is not an investigation or intervention agency. However, swift reporting will enable the correct authorities to give advice and take the appropriate action. The procedures detailed within this document enable all coaches and helpers to fulfil their responsibilities to young people and support the prime right of every individual to be safe from harm.

2 Policy

- 2.1 The policy of the BRC is to safeguard the welfare of all children and young people who:-
 - are members or associated with BRC;
 - come into contact with members staff and coaches of BFC.
- 2.2 BRC is committed to:-
 - taking into account the interests and the well being of young people;
 - respecting the rights, wishes and feelings of young people;
 - taking all reasonable practicable steps to protect young people from physical, sexual and emotional abuse and neglect;
 - ensuring that all coaches and volunteers are trained and supervised.
- 2.3 All coaches and helpers are responsible for the operation of this policy and must ensure that:-
 - their behaviour is appropriate at all times;
 - they observe the rules established for the safety and security of young people;

- they follow the procedures regarding suspicion, disclosure or allegation of child abuse.
- 2.4 The Welfare Officer and Youth Chairman will ensure that coaches and helpers appointed to coach directly with young people are fit and proper persons to carry out the responsibilities of coach. The Welfare Officer will also ensure that all coaches have an understanding of, and a commitment to, the principles and procedures supporting the Child Protection Policy.
- 2.5 In all cases where there is an allegation or suspicion of child abuse, the Welfare Officer will immediately take all necessary steps to ensure that no BRC coach or member will continue within a situation which could perpetuate the problem and that no member of the BRC is placed in a position which could further compromise the situation.

3 General Guidelines

- 3.1 In order to ensure that personnel are not placed in comprising situations the following should be avoided:-
- Do not allow yourself to be left alone with children/child away from others;
 - Do not take children alone in a car on journeys, however short. If you take children with you when your own children or child are with you ask the other child or children to travel in the rear of the vehicle;
 - Do not take children to your home.

Where occasions arise where it is unavoidable that these situations occur, personnel should ensure that the person in charge is made aware of this and gives consent, or the consent of the child's parents are sought.

- 3.2 At all times personnel and volunteers must not:-
- engage in rough, physical or sexually proactive games, including horseplay;
 - allow or engage in inappropriate touching of any form;
 - allow children to use inappropriate language unchallenged;
 - make sexually suggestive comments about or to a child, even in fun;
 - let allegations a child makes go unchallenged or unrecorded;
 - permit abusive youth peer activities; e.g games which may involve ridicule;
 - jump to conclusions without checking the facts;
 - allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes; e.g. between Player and Coach;
 - show favouritism to any individual;
 - assist children in matters of a personal nature that they can do for themselves.

3.3 It may however, sometimes be necessary for personnel and volunteers to assist children in matters of a personal nature particularly if they are very young or are children with disabilities. Such tasks should only be carried out with the full understanding and consent of parents. In an emergency situation which requires this type of help, parents should be fully informed as soon as is practicable. It is also important to ensure that personal care tasks are undertaken with the utmost discretion.

3.4 Coaches and helpers working with young people should:-

- treat everyone with respect;
- plan activities which involve more than one other person being present;
- respect an individual's right to privacy;
- have separate sleeping accommodation for instructors and young people eg tours
- remember that someone else might misinterpret actions, no matter how well intentioned.

3.5 [A code of behaviour is attached as Appendix 1](#)

4 Procedure

4.1 Allegation or suspicion of child abuse may be due to a variety of reasons. It may not necessarily involve coaches or helpers of the BRC and therefore this procedure will apply regardless of the source of the allegation or suspicion. All actions under this procedure are and will remain confidential.

4.2 If a member of personnel suspects a child is being abused they must:-

- Immediately inform their Welfare Officer or if not possible, then the Youth Chairman
- record the facts of the case carefully word for word and forward the case notes to the above person;
- ensure that the child or young person has access to an independent adult;
- ensure that no BRC situation arises which could further perpetuate the problem.

4.3 If a child or young person discloses to you an allegation of abuse by someone else, you must:-

- (a) Allow the child to speak without interruption, accepting what is said;
- (b) Alleviate feelings of guilt and isolation, passing no judgement;
- (c) Offer support but advise the child that you must pass on the information;
- (d) Carry out the procedure detailed in 4.2 above.

- 4.4 If you receive an allegation about any adult, whether a coach of the BFC or not, or about yourself, you must:-
- (a) Immediately inform your Welfare Officer or if not possible then the Youth Chairman;
 - (b) Record the facts as you know them and forward the case notes to the officer mentioned above;
 - (c) Ensure that you take all necessary steps to prevent further compromise.
 - (d) Do not confront or take into your own hands the issue with the person the allegations are against.
- 4.5 All allegations or suspicions of child abuse must be referred immediately and directly to the Youth Welfare Officer. If this Officer is implicated in any way, then the matter shall be referred directly to the Chairman of BFC, Social Services or Police. It is imperative that all allegations or suspicions are referred no matter how insignificant they seem to be, or when they occur.
- 4.6 On receipt of a referral, the Youth Chairman will:-
- (a) Confirm that all details in the case are correct;
 - (b) Establish the details of the young person involved including the contact details for the parent or guardian;
 - (c) If a member of Club is involved, take any necessary steps to prevent a re-occurrence;
 - (d) Contact the Social Services Department of the Local Authority in whose area the young person lives and advise them accordingly. The Social Services Department will then be in a position to offer advice and guidance; (Telephone numbers for Social Service Departments can be obtained from Directory Enquiries or the Police in the event of difficulty).
 - (e) Prepare a confidential file which will contain all notes for case, conversations and advice received from the Social Services Department;
 - (f) Follow any advice from Social Services and take no further action unless advised to do so.

APPENDIX 1

CODE OF BEHAVIOUR

- Do* treat everyone with respect
- Do* provide an example you wish others to follow
- Do* plan activities which involve more than one person being present, or at least which are in sight or hearing of others
- Do* respect a young person's right to personal privacy
- Do* provide access for young people to talk to others about any concerns they may have
- Do* encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Do* maintain a healthy lifestyle
- Do* remember that someone else might misinterpret your actions, no matter how well-intentioned
- Do* recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse
- Do NOT* permit abusive youth peer activities - e.g. initiation ceremonies, ridiculing, bullying
- Do NOT* play physical contact games with young people
- Do NOT* have any inappropriate physical or verbal contact with others
- Do NOT* jump to conclusions about others without checking facts
- Do NOT* allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Do NOT* exaggerate or trivialise child abuse issues
- Do NOT* show favouritism to any individual
- Do NOT* make suggestive remarks or gestures
- Do NOT* rely on just your good name to protect you
- Do NOT* believe 'it could never happen to me'