



Market Rasen & Louth Rugby Union Football Club Ltd

(Affiliated to RFU Notts Lincs & Derby RFU)

Clubhouse & Ground: Willingham Road, Market Rasen, Lincolnshire, LN8 3RE. Tel: 01673 843162

www.rasenrugby.com



COMMUNITY RUGBY
ACTIVE SPORTS
SEAL OF APPROVAL

SAFEGUARDING POLICY STATEMENT

At Market Rasen and Louth Rugby Football Club we believe that taking part in our sport should be a positive and enjoyable part of children's and young people's lives.

We want to make sure that they are protected and kept safe from neglect, physical, sexual and emotional harm while they are with the Clubs Coaches, Managers, Helpers and other Volunteers.

To do this we have the following aims:

- Coaches/Managers, helpers and Committee members will be recruited/appointed in accordance within the procedures agreed by the Mini/Junior Section of the Club.
- We welcome both male and female Coaches and Helpers
- Coaches will be encouraged to complete a RFU Coaching Course, as soon as possible preferably before they begin working with children and young people.
- Coaches will be qualified to Level 1 before they are allowed to be the Lead Coach of an age group where possible.
- The club will encourage and help Coaches stay up-to-date with rugby coaching and any related safeguarding issues using a variety of methods.
- Managers/Lead Coaches will keep written records of attendance, injuries and accidents.
- The Club will provide guidance on emergency procedures to Coaches/Managers, helpers and Committee Members.
- The club will make available to Coaches/Managers helpers and parents copies of the Clubs Safeguarding Policy and the Code of Conduct for Coaches. They are expected to implement and adhere to these at all times.
- As a Club, we will promote "Fair Play" and always play within the spirit of the Laws of the Game and the Letter of the Continuum.
- The Club will identify a named person whose role it is to deal with any welfare or safeguarding concerns within the club.

SAFEGUARDING PROCEDURE

In accordance with the Safeguarding Policy of Market Rasen and Louth Rugby Football Club, the following procedures need to be understood and adhered to by all Coaches/Managers and Helpers.

This policy will be used in conjunction with the RFU policy and Lincolnshire Safeguarding Children's Board guidance.

ACCUSATION OR SUSPICION OF CHILD ABUSE

If any of the following occurs, the individual becoming aware of an incident of allegation must contact either the Welfare Officer or the Chairman of the Mini/Junior/Youth and girls Section.

- A child/young person reports or is heard telling someone else of an abusive incident.
- A Coach/Manager or Helper suspects and has serious concerns that a child/young person has been abused whilst not in the care of Market Rasen and Louth Rugby Football Club.
- A Coach/Manager or Helper suspects that another Coach/Manager or Helper from Market Rasen and Louth Rugby Football Club has abused a child/young person.
- A Coach/Manager or Helper suspects that another child from Market Rasen and Louth Rugby Football Club has abused a child.

The Coach/Manager or Helper must not conduct his or her own enquiry or line of questioning into any incident as this could jeopardize any further professional investigation that may need to take place. Their duty is to listen and keep a record of the facts, report it to the CPO or Chairman Mini/Junior section immediately.

The CPO and Chairman will consider the information/allegations together and document all information obtained. If it is thought that the allegation has substance, then the relevant authorities will be contacted for advice and/or a referral made. The CPO and Chairman will provide feedback to those concerned wherever possible. The person responsible for the Child Protection Policy of the Notts, Lincs and Derby Rugby Union Society (Three Counties) and the Senior Club Chairman will be kept informed from the first report of the allegation.

RECORDING ATTENDANCE, INJURIES AND ACCIDENTS

Each Age Group should have a logbook that should be completed at each training session and match. It should contain a record of the following:

- Attendance Records.
- Details of any incident, including injuries, accidents, fights, arguments of anything which the Lead Coach/Manager, Coach (es) or Helper (s) feel (s) worthy of note.

In the case of an injury or accident, the following procedure should be used as a guide:

- Send for Emergency Services immediately, if required.
- Do not move the player.
- Do not do anything you are not qualified to do for the player.
- Do not let any other person attend to the player who you do not feel is qualified to do so. If you feel that another person may be able to help ask for their qualification and do others confirm them. You are in charge – it is your responsibility.
- Stay with the player
- Notify the parents or Guardian. It is imperative that a parent or guardian is notified of any incident involving their child. This should be done, depending on the circumstances: (a) immediately by telephone. (b) after the match/training session at the ground (c) or after the match/training session by telephone.
- Put a note of the injuries or accident in your logbook. If the parent/guardian was contacted, add by whom and when.
- If the incident was serious and a Society Referee refereed the match ask for him to send you a copy of his serious Incident Report.
- Notify the Club Welfare Officer and Mini/Junior Chairman.
- Follow the basic guidelines attached to this procedure.

RECRUITING/APPOINTING COACHES/MANAGERS/HELPERS

All applicants for Coaches/Managers and Helpers will be required to complete an Application/Consent Form. Any applicant who is not prepared to complete the form in its entirety will not be appointed as a Coach/Manager helper or Committee Member.

The Mini/Junior Chairman and the CPO will vet all applications. Referees will be taken up by letter and checked by the CPO; notes of these checks will be added to the back of the form (minimum information; date; person checked; contacting person; information gained and signature).

If there is any doubt about an applicant, it should be recommended that the application be refused. No feedback will be given to the applicant apart from the fact they have not been appointed as a Coach/Manager helper or Committee Member.

If there is any suspicion of previous crimes against children, the application should be referred to the NLD person nominated to be responsible for child protection.

Applications once vetted will be presented to the next monthly meeting with recommendations. It will be up to the meeting to endorse these recommendations.

AVAILABILITY OF PLAYER INFORMATION

Lead Coaches/Managers should have with them at all times during matches and training sessions, relevant information about each player to include (but not limited to):

- Surname
- Forename
- Date of Birth
- Parent/Guardian Telephone Numbers
- Any Medical Conditions
- Doctors Name

Processes

Lead Coaches/Managers will arrange that the RFU and Club Registration Forms are filled in and returned to the Registration secretary as soon as a new player joins the club.

The registration secretary will then compile a team list containing the above information and forward this to the coach. When a new player joins part way through a season the registration.

RFU & RFUW INCIDENT REPORT FORM

CONFIDENTIAL



(please write or insert text in the white boxes only)		Date of completion: 16/10/2009	
		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:		
Oliver (I think)			
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:	

RFU & RFUW INCIDENT REPORT FORM

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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. 2 nd 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

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



[Large empty rectangular area for incident details]

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
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Referees Name	Referees Contact details:
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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):

[Empty rectangular area for recording details]

RFU & RFUW INCIDENT REPORT FORM

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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)?

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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:

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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.



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: