



Safeguarding Policy

In conjunction with:



Edinburgh Giants WhRL adopt the Scotland Rugby League Safeguarding Policy and in doing so we are committed to the following:

Safeguarding, child protection and the welfare of children and young people in our sport. All children and young people can develop valuable qualities and skills within our sport and have the right to do so in a safe and enjoyable environment.

Key principles:

- A child or young person is recognised as someone under the age of 18.
- The wellbeing of children is the primary concern
- All participants regardless of age, gender, ability, disability, race, faith, size, language or sexual identity have the right to protection from harm.
- Children have the right to express views on matters concerning them.
- All suspicions and allegations of abuse will be taken seriously and responded swiftly to and appropriately.
- The protection and wellbeing of children and young people in our care is everyone's responsibility.

Definitions

A Child

Within The Children and Young People (Scotland) Act 2014 – a child is defined as anyone who has not reached the age of 18.

Open age rugby league

Players over the age of 16 are permitted to play “open age rugby league”. Those dealing with players under 18 who are playing at this level must consider the players safety and wellbeing at all times.

However, a player who is training or playing with an “open age” team will be treated as an adult and this policy does not apply whilst the player is training or playing with that team.

GIRFEC

Getting it right for every child.

PVG

Protection of Vulnerable Groups Scheme (PVG Act 2007) is a membership scheme that provides information on a person's criminal records and suitability to work with children or vulnerable adults.

Player Welfare Manager (PWM)

Scotland Rugby League has a Player Welfare Manager who is responsible for all aspects of child wellbeing and protection in sport. The PWM can be contacted via email – safeguarding@scotlandrl.com or via telephone - Victoria Hogg 07760265613

Child Protection Officer (CPO)

Person responsible for safeguarding and welfare within the club.

The Club

Means Edinburgh Giants WhRL.

Roles and Responsibilities

It is EVERYONE'S responsibility to contribute towards child wellbeing.

The Club will:

- Appoint a Club Child Protection Officer (CPO) to act as the first point of contact for any child protection and safeguarding concerns.
- Ensure that the CPO is a member of the PVG Scheme with necessary Scheme Record Update and attends relevant child protection and safeguarding training within 6 months of appointment.
- Ensure a Child Protection/Safeguarding Policy is in place and easily accessible by club members, parents, players etc.
- Ensure their CPO is easily contactable to deal with any areas of concerns around a child's wellbeing.

Volunteers and Employees will:

- Agree to work together to provide a safe environment, friendly and accessible to all children to experience and enjoy rugby.
- Agree to comply with the Club's Child Protection/Safeguarding Policy.
- Agree to complete Child Protection and Safeguarding training as required by their role
- Agree to become a PVG Scheme Member if their role is in regulated work.

Role Of The Child Protection Officer

The CPO should lead on good practice and be known in their role, be accessible and visible to other volunteers/staff, children and parents. They should be friendly and approachable and be able to communicate well with children and adults. They should understand the importance of confidentiality, impartiality and have the ability to deal with sensitive situations with empathy and integrity. They should have a willingness to challenge opinion and the confidence to manage situations and know when to ask for support.

Roles & Responsibilities for the club's Child Protection Officer:

- Promote and champion Child Protection and Safeguarding at the club and encourage good practice.
- Ensure the club has a Child Protection/Safeguarding Policy that is available on the club website.
- Respond appropriately to any safeguarding concerns.
- If unable to deal with a concern due to conflict of interest or any other reason, they should refer the issue to Scotland Rugby League PWM without delay.
- Ensure that good practice is used in the recruitment of all volunteers, coaches, staff who are working with children.
- Ensure that everyone at the club in regulated work has a PVG Membership, keep records of these, and keep those records up to date.
- Report to the Club Committee or equivalent on any issues or concerns.
- Maintain records of any reported cases and action taken, on a confidential basis.
- Signpost other members of the club to relevant training or advice.

Child Abuse - Definition

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them and is split into 4 categories of abuse:

Physical abuse

Sexual abuse

Neglect

Emotional abuse

Physical abuse is the causing of physical harm to a child or young person or when a parent or carer fabricates or induces illness in a child. In sport this may occur when training methods and intensity are not compatible with the development of a young person's growing body.

Sexual abuse is any act that involves a child in any activity for sexual gratification of another person whether or not it is claimed that the child gave consent or is aware of what is happening. This may involve physical contact, looking at or producing indecent images of children, watching sexual activity or using sexual language towards a child or encouraging their use of such language. In the context of sport, this could be, but is not restricted to, inappropriate touching under the guise of demonstrating techniques.

Neglect is the persistent failure to meet a child's basic needs – both physical and psychological, and is likely to lead to serious impairment to the child's health or development. Neglect may result in a child's failure to thrive and may include failure to provide adequate food, shelter and

clothing, failure to protect a child from danger and failure to enable access to appropriate medical care. If you have concerns about a child that you believe is suffering from neglect, please speak to your child protection officer. You are not expected to investigate this.

Neglect in sport could mean that a child is put at unnecessary risk of injury, exposed to extreme weather conditions, or not given appropriate medical attention when injuries occur.

Emotional abuse can include, and is not limited to, threatening, criticising, blaming or scapegoating, ignoring, manipulating, making a child the subject of jokes or exposing a child to upsetting events. Constant criticism, negative comments and feedback and bullying are the forms of emotional abuse most likely to be seen in sport.

Social media is increasingly used by abusers and can subject children to many forms of abuse. Please see our separate social media guidelines document for more information.

There are many indicators that a child may be suffering abuse. Some general signs are included in the following list. It is not exhaustive, nor should it be assumed that a child demonstrating one or more of the indicators is proof that abuse is actually taking place. It is not the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns by reporting them via the appropriate channels.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in the behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness or behaving in a sexually implicit way
 - Distrust of adults, particularly those with whom a close relationship would normally be expected and seems to have difficulty in making friends
- Displays variations in eating patterns including overeating or loss of appetite
- Refusal to remove clothing for normal activities or keeping covered up in warm weather
- Becomes increasingly dirty or unkempt or loses/gains weight for no apparent reason

If a child discloses or you observe any concerns or are told about concerns from someone else then the appropriate course of action is as follows:

RECOGNISE – SEE ABOVE

RESPOND

REPORT

RECORD

Respond:

- React calmly – do not frighten the child
- Listen carefully, without interrupting – let the child speak
- Don't ask too many questions
- Don't give your own viewpoint on any situation or your own experiences
- Reassure them that they are not to blame and are not in trouble
- Don't show disgust or disbelief
- Don't promise to keep the information secret – others may need to be involved in the process

Report:

Information should be passed on the Child Protection Officer in your club or the Scotland Rugby League Player Welfare Manager.

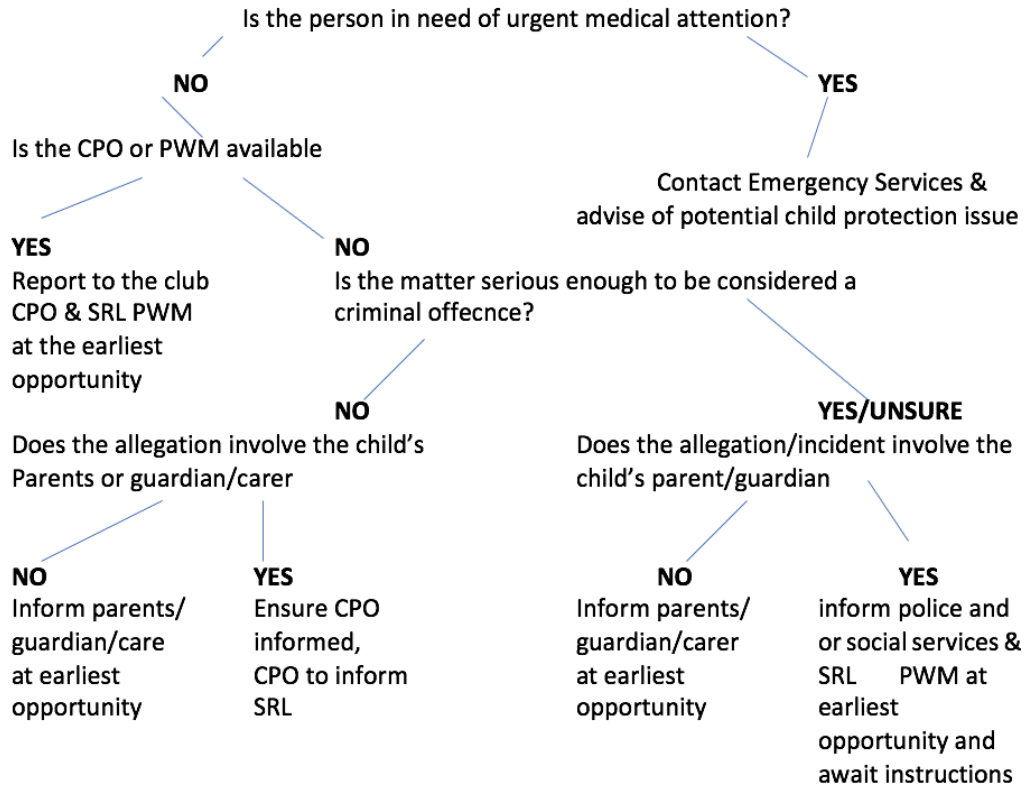
- If the child is in immediate danger call Police Scotland on 999
- If you are the CPO, contact the Scotland Rugby League PWM for advice.
- Follow the flowchart for "Reporting Concerns"
- Or contact one of the main charity helplines – Children 1st 08000 2822223 or NSPCC 0808 800 5000 (24/7)

Record:

- Record your observations and actions.
- Child's name and date of birth
- Time, date and location of disclosure
- Is the concern about themselves or someone else
- Use the child's words
- What is the concern
- Describe any visible injuries or behaviours. DO NOT EXAMINE THE CHILD
- Are there any witnesses
- What is the child's view? Remember abuse could be normal to the child

RESPONDING TO CONCERNS

In responding to a disclosure or upon witnessing an incident involving the behavior of an adult in relation to a child the following guidelines should be followed:



Please ensure that a written report is submitted to the Player Welfare Manager (PWM) at Scotland Rugby League as soon as possible.

safeguarding@scotlandrfl.com

RECRUITMENT

The club is committed to putting the protection and wellbeing of children at the forefront of its activities. Part of that commitment is to ensure that there is a well-run recruitment process.

Most if not all of our roles undertaken are done on a voluntary basis but this does not negate the need for a process that ensures those working with children are suitable for the roles.

CHECKLIST FOR APPOINTMENT

ESSENTIAL	DESIRABLE
Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work. For guidance on what positions are defined as regulated work see "PVG Explained" Below.	Advertisement with a statement that PVG membership is required for positions of regulated work. Written job description provided.
PVG scheme explained and signpost to Disclosure Scotland website.	Written PVG scheme information provided
Self-declaration form completed and returned.	Application form completed and returned
Informal interview and evidence of qualifications	Interview and evidence of qualifications
2 x verbal references (1 involving work with children)	2 x written references (1 involving work with children)
PVG membership scheme application	
PVG membership received by PWM	PVG membership received by PWM
Sign up to code of conduct	Induction and trial period completed
Supervision and monitoring of performance	Performance review and on-going suitability

PVG Explained

The club has a legal duty, under the Protection of Vulnerable Groups (Scotland) 2007 Act, to make sure that the adults who are authorised to work or volunteer with children on behalf of the club are not on the Children's List. The Children's List is a list of individuals who have been barred from working with children by Disclosure Scotland.

The person/s in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/staff should be clearly identified. The CPO will play an important advisory role in relation to appointments to work with children, but will not usually be responsible for the final decision about appointments.

Who needs to join the PVG Scheme?

A role that needs the post holder to be vetted is known as 'regulated work' and it is defined in law. It must be verified that those who are doing 'regulated work' at Edinburgh Giants WhRL have not been barred from doing this type of work with children. This is done using the PVG scheme.

Only people who do regulated work can be asked to join the PVG scheme. This includes those who have a DBS check from England, or non-Scottish equivalent. It is not legal to ask people in non-regulated positions to join the PVG scheme.

What is regulated work?

Contact VSDS <http://www.volunteerscotland.net/disclosure-services/> for guidance on whether a specific position is 'regulated work'.

See also: Disclosure Scotland regulated work assessment tool at:

<http://www.disclosurescotland.co.uk/disclosureinformation/training.htm>.

The questions below give a general guide only – please access the above links for full information

1. *Is it work?*

It has to be either paid or unpaid work- not simply an arrangement between friends/family.

2. *Who are they working with?*

It has to be with children under the age of 18 years.

3. *What do they do?*

The work has to include:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children
- having unsupervised access to children
- being a host parent
- directly managing or supervising someone doing regulated work with children

4. *Is it their normal duties?*

It has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description.

5. *Are there any exceptions?*

There are some exceptions, such as where the presence of children in the activity is 'incidental' (e.g. the activity is for adults, and is advertised as an adult club/activity, but has some U18s attending).

What does the PVG Scheme do?

When someone applies to join the PVG scheme, Disclosure Scotland carries out a criminal record check to confirm that they are not on the list of people who have been barred from this type of work. It provides the club with information to inform a decision on their suitability for the post.

All PVG scheme members are subject to ongoing monitoring by Disclosure Scotland. The PVG scheme application registers the interest of the club the person who will be doing regulated work on behalf of. The club will then be informed directly by Disclosure Scotland if that person comes under consideration for listing.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children are required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK. You can then request a police check from the relevant country. For more information on how to go about this see the Centre for the Protection of National Infrastructure (www.cpni.gov.uk) and search for 'overseas criminal record checks'.

You may also request references from either:

- the sport governing body in the country where they previously worked/volunteered
- the international federation of the sport

Consideration for Children's List or Barred Individuals

If Disclosure Scotland informs the club that an individual is barred, that member of the sports volunteers/staff must be removed from regulated work with children immediately.

If Disclosure Scotland informs the club that a person is considered for listing, that person should be suspended as a precaution until the outcome of the case is determined. Suspension is not a form of disciplinary action and does not involve pre-judgment.

New vetting information on PVG Scheme Records

It is a common misunderstanding that the club will be contacted by Disclosure Scotland in the event of any new information becoming available about a PVG Scheme Member. This is not the case. The club will only be informed by Disclosure Scotland if any relevant new information

becomes available about a member of the sports volunteers/staff. For example, a club will be contacted if the individual is being considered for listing because they have received a conviction for harming a child, but they will not be contacted if the PVG Scheme Member receives a dangerous driving conviction.

When a PVG Scheme Member leaves

If a PVG Scheme member is no longer in regulated work with children on behalf of the Scotland Rugby League or a member club, Disclosure Scotland should be notified. Should a member of the sports volunteers/staff not be in contact for three months or more, inform Disclosure Scotland that the individual is no longer in regulated work with children.

Existing PVG Scheme Members

If the person you want to appoint to a position of regulated work is already a PVG scheme member, you should request a 'Scheme Record Update' from Disclosure Scotland. This will register the club's connection to and interest in this person and provide you with any relevant updated information since the application was made.

Self-declaration

This informs the club of previous convictions or investigations that might be relevant when taking an employment decision. Self-declaration forms should be completed anytime an individual applies for a PVG membership or Scheme Record Update. This step in the recruitment process has important legal implications. For more information please review the Safeguarding in Sport Self Declaration briefing paper:

http://www.children1st.org.uk/media/4265/sgb_self_dec_briefing_paper_jan_2016.pdf

References

Always request and check 2 references. At least one reference should be from a role that involved working with children. References from relatives are not acceptable. These can be verbal or written. Record verbal references - who the reference was from and what was said.

Induction & Training

When a new post holder starts the CPO role they will discuss and agree the following:

- What training they need (e.g. safeguarding and protecting children) and when it should be done by.
- Explain the child protection policy and procedures, including the code of conduct
- Get written agreement to abide by Child Protection and Wellbeing policies and the Code of Conduct for working with children

Trial period

It is recommended that the club and any new members of the sports volunteers/staff agree a trial period to make sure that the role is a good fit for both.

Monitoring and Performance review

The club will monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.

CODES OF CONDUCT

- A code of conduct for working with children is used to make clear:
- What behaviour is acceptable and unacceptable
- The standards of practise expected when working on behalf of the club.
- The basis for challenging an improving behaviour

Everyone working with children must sign up to either the Scotland Rugby League code of conduct or that of the club with which they are working. Staff and volunteers must be clear about the expectations when they are involved in activities with children. Children and parents and carers must also be aware of what they can expect from the adults working with them.

Concerns about breach of the code of conduct will be taken seriously and responded to.

Code of conduct for parents/carers and children

Children and their parents/carers should also be clear about the expectations placed upon them.

A group discussion at the start of the training programme or club season will not only identify key areas for the code of conduct and its understanding, but also ensure that everyone is aware of the consequences of failing to comply with the standards that have been set.

Good spectator behaviour

The most important element of our sport is that it is a positive experience for every child involved. Pressure on children and the bad behaviour of spectators on the side-line can have a negative impact and can lead to children dropping out of the sport. Action will be taken against any spectator who abuses children, coaches or other officials.

SEXUAL ACTIVITY AND GROOMING

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. Sports coaching is not currently defined in law as a 'position of trust', but the principle of the law should be followed.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Young people

Sexual activity between young people at team events, in sports facilities and at social activities organised by the club will be discouraged.

Criminal sexual behaviour committed by a young person should be referred to the police or social services. This may also lead to disciplinary action in accordance with the Scotland Rugby League disciplinary procedure.

For more information see the National Guidance on 'Under-age Sexual Activity: Meeting the Needs of Children and Young People and Identifying Child Protection Concerns':
<http://www.gov.scot/resource/doc/333495/0108880.pdf>

Adults

Sexual activity between adults and children under the age of 16 is illegal and will be reported to the police.

Sexual activity between adults and young people (aged 16+) involved in sport raise serious issues given the power imbalance in the relationship. Even if a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. For example, a coach may have significant power or influence over a young person's sporting career.

Sexual activity between adults and young people (16+) involved in sport should therefore be prohibited when the adult is in a position of trust or authority (coach, trainer, official). This should be communicated clearly to adults in such positions at the outset and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

Grooming

Most adults involved in sport with children participate with the aim of providing a fun and positive experience for the children taking part. However, some may use sport as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming should be reported to police.

BEST PRACTICE

In order to ensure that rugby league is conducted safely, the following guidelines should be used.

Adult to child ratios

The recommended ratios are as follows:

Age 3 and over 1:8

If all children are over 8 1:10

These ratios should take into account the type of activity and other risk factors including special requirements, physical disabilities, experience of coaches, age and maturity of the children involved.

Activities should be planned to have at least 2 adults involved.

First Aid and treatment of injuries

A registration form should be completed and signed by a parent/carer detailing any existing medical conditions and the required treatment.

- An accessible and well-resourced first aid kit should be available
- Only those with current First Aid qualifications should treat injuries
- Parents/carers should be informed of any injuries as soon as possible
- Details of any injuries or accidents should be recorded to reduce the likelihood of recurrence

Physical contact

Any necessary physical contact should be respectful to the child and sensitive to their wishes and needs.

Demonstrating a technique

- Techniques delivered by demonstration should be done either by the coach or an athlete who can display the technique correctly
- If physical contact is necessary, explain clearly, in advance what is involved
- Children must be given the opportunity to opt out of demonstrations

Administering First Aid

- Explain what action is being taken and why
- Administer treatment in an open environment
- Avoid treating in private/unobserved situations

Responding to challenging behaviour

Sessions should be planned around the group taking into consideration the needs of each child

- The wellbeing of all children is paramount
- Children must not be subjected to any treatment that is harmful, abusive humiliating or degrading

- No one should attempt to respond to challenging behaviour using techniques for which they have not been trained
- Do not use physical punishment as a threat to manage behaviour
- Do not withdraw communication as a way to manage behaviour
- Do not deprive a child of food, water or access to facilities to manage behaviour
- Do not subject a child to verbal intimidation, ridicule or humiliation
- Physical intervention should only be used as a last resort and with a minimum of force

Transporting children (SRL and Clubs)

- If children are transported the following principles must be adhered to:
 - All vehicles and drivers are correctly insured
 - The driver has a valid and appropriate licence
 - All reasonable safety measures are taken e.g. working seatbelts
 - There is an appropriate ratio of adults to children
 - Drivers take adequate breaks
 - Any adult regularly transporting children has a valid PVG
 - Parent/carer consent is acquired in advance

Collection by parents/carers

- Make sure start and finish times are clearly communicated
- Have a late collection phone number available to parents/carers
- If parents/carers are late to collect, the safety of the child is paramount
- If an adult is left in charge of an individual child because a parent/carer is late notify CPO

Trips away from home

- Designate a CPO for the trip and a home contact in case of emergency who should collate all contact information
- Undertake a thorough risk assessment and maintain this throughout the trip
- If travelling abroad, be aware of any local emergency procedures and ensure that all those involved are aware of any local customs
- Trips should be planned to involve at least 2 adults
- Adults responsible for managing the trip should be recruited following the safe selection process outlined in this policy
- Accommodation sharing arrangements should be appropriate in terms of age and gender
- Ensure all those involved have a shared understanding of what is expected of them during the trip – usually via a code of conduct
- Host families should be vetted via the PVG scheme
- Children should be made aware of who they can talk to if there are problems during the visit
- Facilities should be appropriate to the requirements of the groups –insurance, protection policy for children, safety arrangements and vetted, qualified staff.
- Parents should be informed of all aspects of the trip – preferably by group meetings
- Arrangements should be in place for supervision of activities during free time

- Group leaders should have clear roles and responsibilities
- The use of alcohol and drugs should not be allowed
- Sexual relationships (between two young people) should not be allowed
- Group leaders should try to identify issues early on to resolve them quickly
- A review of the trip should be carried out to reflect on any areas of improvement

Clubhouses and changing rooms

- Be aware that changing rooms provide opportunities for bullying to take place
- Particular attention should be given to children under the age of 10
- Adults must not change or shower at the same time as children
- Adults should not be alone with children in changing areas
- Be vigilant if public access is available to the venue
- Children should not be forced to change or shower in public if they find this uncomfortable
- Wait until all children are fully dressed before engaging in other activities such as team talks
- No filming or photography is permitted in changing rooms

Volunteers aged 17 or under

- Children over 16 but under 18 should not be placed in positions of sole responsibility
- Volunteers under 17 should be assessed for their suitability to work with children
- Where the post meets the 'regulated work' criteria, membership of the PVG scheme should be considered
- Be aware of additional pressures on young volunteers due to the closeness in age of those that they are working with. These may include lack of respect from the peer group, development of close friendships, development of sexual relationship.
- Assess supervision ratios – a young volunteer may not be as capable of overseeing a group of children as an adult in the same position.

Social Media

The use of social media can be a positive tool for promoting sporting activity for children. Because of the risks associated with miss-use of social media, Scotland Rugby League have a set of guidelines in place that the club adhere to. This document is available from the PWM and is signed up to by all coaches.

LEGISLATION

The Children and Young People (Scotland) Act 2014 is about improving the wellbeing of children and young people in Scotland by making sure children and young people can receive

the right help, at the right time, from the right people. A key part of this is Getting It Right For Every Child – or GIRFEC which means that a tailored approach can be taken to support the individual wellbeing needs of every child to whom we have a duty of care.

This policy looks to marry child protection and welfare to support every child's wellbeing. Child protection service will continue to protect children and young people.

Wellbeing is measured against 8 key indicators in all aspects of children's lives. These are commonly referred to as the SHANARRI indicators.

Safe

Protected from abuse, neglect or harm at home, at school or in the community.

Healthy

Having the highest attainable standards of physical and mental health, access to suitable healthcare, and support in learning to make healthy and safe choices.

Achieving

Being supported and guided in their learning and in the development of their skills, confidence and self-esteem at home, at school and in the community.

Nurtured

Having a nurturing place to live, in a family setting with additional help if needed or, where this is not possible, in a suitable care setting.

Active

Having opportunities to take part in the activities such as play, recreation and sport which will contribute to healthy growth and development, both at home and in the community

Respected

Having the opportunity, along with carers, to be heard and involved in decisions which affect them.

Responsible

Having opportunities and encouragement to play active and responsible roles in their schools and communities and, where necessary, having appropriate guidance and supervision and being involved in decisions that affect them.

Included

Having help to overcome social, educational, physical and economic inequalities and being accepted as part of the community in which they live and learn.

Responding to concerns

The club and Scotland Rugby League will take seriously any concerns raised about child protection and wellbeing. Our priority will always be the victim and any witnesses.

Concerns will be responded to by either the club CPO or the PWM depending on who is notified. The club's CPO will liaise with the PWM to ensure that all concerns are dealt with as quickly and sensitively as possible.

Where necessary, Disciplinary Procedures may be implemented.

External contacts

Children1st 0800 282223/www.children1st.org Scotland's National Children's Charity
ChildLine 0800 1111/www.childline.org.uk 24/7 helpline
NSPCC 0808 800 500/www.nspcc.co.uk 24/7 helpline
Police Scotland 101 non emergency
CEOP www.ceop.police.co.uk online concerns/protection/reporting