



# SAFEGUARDING & FIRST AID POLICY

Season 2021 – 2022



## CRFU SAFEGUARDING AND RUGBYSAFE

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(Risk Aware, Not Risk Averse)



### INTRODUCTION

Cornwall Rugby Football Union (CRFU) promotes the game within the county by generating representative teams and organising the Development Player Pathway (DPP) for all age groups and genders. In doing so recognises its moral and legal obligation to ensure that the coaches, volunteers and staff throughout the organisation recognise their responsibility for young people and vulnerable adults. Through the implementation of this Safeguarding and First Aid Policy and support of all staff, CRFU will strive to maintain appropriate practices throughout its activities.

The Policy recognises that:

- ▼ The welfare of the child and adults at risk is, and must always be, paramount to any other considerations.
- ▼ All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to protection from abuse or harm.
- ▼ Children and adults at risk have a right to expect support, personal and social development delivered by appropriately recruited, vetted and managed personnel. Regardless of whether they are playing, volunteering or officiating in the community or professional areas of the sport, all personnel must be familiar with CRFU safeguarding obligations.
- ▼ All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately.

The policy outlines the following key areas:

- ▼ It recognises the responsibility of all those involved within CRFU in the safeguarding process, ensuring the well-being of the young people and vulnerable adults with whom they are working
- ▼ It emphasises the value of working with staff, coaches, parents, professionals, volunteers and supporters in the process of protecting young people and vulnerable adults from harm
- ▼ By raising awareness and understanding of the main forms of abuse as well as implementing a robust system of communication and reporting then we can further safeguard the young people and vulnerable adults the Club works with

### DEFINITIONS

#### **Children**

Anyone under the age of 18 will be considered as a young person for the sake of this document. In the case of rugby activity, the Club acknowledges that within RFU Regulations a male player can play in the adult game on reaching his 17th birthday; however, CRFU recognises the responsibility to be mindful of the player's well-being and safety. It is for this



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reason that CRFU policy is that players can only represent under 20's representative sides and above after their 18<sup>th</sup> birthday.

### Vulnerable Adults

This can be defined as: "A person who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation".

### Types of Abuse

- ♥ Physical
- ♥ Domestic violence
- ♥ Sexual
- ♥ Psychological or emotional
- ♥ Financial or material
- ♥ Modern slavery
- ♥ Discriminatory
- ♥ Organisational or institutional
- ♥ Neglect or acts of omission
- ♥ Self-neglect

### Sporting Examples of the Main Types of Abuse

- ♥ **Physical Abuse** - extreme physical punishments; training and competition that exceeds the capacity of a child's immature and growing body or limitations of a disability; assaulting a person; or where the vulnerable person is given drugs to enhance performance or in the case of a child, delay puberty.
- ♥ **Sexual Abuse** - Sexual abuse involves a child taking part in sexual activities, which may involve inappropriate touching, penetrative or non-penetrative sexual acts. They may include non-contact activities, such as involving children in looking at, or in the production of, photographic or online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- ♥ **Emotional Abuse**- subjecting children to constant criticism, name-calling, and sarcasm or bullying. It could also include their regular exclusion from an activity, non-selection for a team, failing to rotate squad positions or more subtle actions such as staring at or ignoring a child. Putting players under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.
- ♥ **Neglect**- failing to protect a child from physical and emotional harm or danger, or to ensure adequate supervision or to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Examples of neglect in sport could include: not ensuring children



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are safe; exposing them to undue cold or heat or unsuitable weather conditions, or exposing them to unnecessary risk of injury. Neglect can also take place during match day supervision of children and vulnerable adults.

- ♥ **Bullying-** When it does occur it usually has elements of one or more of the four categories identified. The bully can be a parent who pushes too hard, a coach or manager with a 'win at all costs' attitude or another intimidating child. It should also be recognised that bullying can take place in the virtual world of social networking sites, emails or text messages. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully.

### **Poor Practice**

Incidents of poor practice arise when the needs of children and vulnerable adults are not afforded the necessary priority, compromising their wellbeing. Poor practice can easily turn into abuse if it is not dealt with as soon as concerns are raised or reported. Sporting examples of poor practice may be shouting, excessive training, creation of intra-club 'elite squads', ridicule of players' errors, ignoring health and safety guidelines and failing to adhere to CRFU's code of conduct or Representative Teams code of conduct as communicated via the CRFU Representative Rugby Manager's file.

## **ROLES & RESPONSIBILITIES**

### **CRFU**

- ♥ Appoint a Safeguarding Officer to oversee CRFU Safeguarding Policy.
- ♥ Appoint Safeguarding leads where appropriate in areas that regularly come in to contact with children and vulnerable adults.
- ♥ To ensure all CRFU representatives or persons engaged in CRFU activity working with young people and vulnerable adults implement a policy of best practice detailed within this document.
- ♥ To ensure that all CRFU representatives and volunteers who work closely with children and vulnerable adults have undertaken a Disclosure and Barring Service (DBS) check.
- ♥ To ensure that all CRFU representatives and personnel engaged in CRFU activity are briefed on safeguarding and that relevant further training is available for those working with young people.
- ♥ To ensure that there is an up to date and clear reporting framework for any suspected signs of abuse.

### **CRFU Employees, Representatives and Volunteers**

All CRFU employees, representatives, and volunteers must understand the importance of Safeguarding within their role, and its importance in the wider activity of CRFU. They



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should all be aware of CRFU's reporting process and the need for all personnel regardless of role to engage in the Safeguarding process.

- ✔ Ensure familiarity and adherence to the CRFU safeguarding policy and best practice guidelines.
- ✔ Undertake any relevant training provided by CRFU.
- ✔ Undertake a DBS check where in frequent and direct contact with Children and Vulnerable Adults.

### **BEST PRACTICE GUIDELINES**

#### **CRFU**

- ✔ Ensure the CRFU Safeguarding Officer is a member of the CRFU Management Board and has appropriate representation on relevant committees.
- ✔ CRFU has an up to date procedure on how to deal with all safeguarding complaints and concerns.
- ✔ CRFU will make available appropriate training for all those working with Children and Vulnerable Adults.
- ✔ CRFU will ensure all adults working in frequent and direct contact with Children and Vulnerable Adults undertake a full DBS check against the relevant Barred List(s) in accordance with RFU Regulation 21.
- ✔ CRFU will ensure guidelines are in place to control and monitor the use of photographic images of children (Please see section on Photographic Images).
- ✔ CRFU will monitor staff/volunteers and provide feedback to avoid poor practice.
- ✔ The RFU "Managing Challenging Behaviour" Policy has been adopted by CRFU and is available to be circulated among CRFU voluntary and paid personnel.

#### **CRFU Employees, Representatives and Volunteers**

- ✔ Always be publicly open when working, avoid situations where a member of staff is alone with a child or vulnerable adult unobserved.
- ✔ All personnel should promote the core values of the game, and should never condone law violations in any form (foul play, use of prohibited substances)
- ✔ Personnel should display high standards of personal behaviour and appearance.
- ✔ Personnel should refrain from overly criticising others or use language or actions which may cause the individual to lose self-esteem or confidence.
- ✔ It is prohibited for any CRFU representative assigned with a safe guarding responsibility to become impaired in the execution of their responsibilities as consequence of alcohol or drugs immediately before, or during a period where they can come in to contact with a child or vulnerable adult.
- ✔ CRFU personnel must acknowledge that it is illegal to purchase or sell alcohol for/to children when engaged on CRFU business.
- ✔ Ensure that all emergency contact details for children under the care of CRFU personnel are recorded and updated.



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- There must always be at least one DBS checked adult in charge of any group of children. The following adult/child ratios must be maintained in accordance with RFU guidance:

- ✓ Children over 8 years old and less than 9, one adult per 10 children
- ✓ Children over 7 years old and less than 8, one adult per 8 children
- ✓ Children less than 7 years old, one adult per 6 children

### Coaches

- Always be publicly open when working, avoid situations where a coach is alone with a child or vulnerable adult unobserved.
- Rugby is a physical game, and situations may arise where, in order to teach a technique correctly, physical contact is required. In this situation the following must be in place-
  - ✓ Parents, carers, young people and vulnerable adults must be made aware that these situations may arise.
  - ✓ Consent that a participant is happy to engage in a demonstration.
  - ✓ Physical handling must only be used for safety reasons, and all other coaching techniques have been employed.
  - ✓ Contact or touching which is inappropriate (not directly related to a coaching context) or aggressive will not be tolerated.
- If groups are to be supervised in changing rooms, this should be done by a pair of staff that are gender appropriate. These members of staff should not enter the changing room whilst people are changing unless there is a requirement to intervene for a legitimate reason.
- Children should never get changed with adults, those that are 17 and participate in the adult game should have separate changing facilities provided if requested.
- When mixed teams that include children or vulnerable adults are competing away from home, they should be accompanied by at least 1 male, and 1 female member of staff. The well-being of players should be paramount to a coach, they should therefore-
  - ✓ Avoid overplaying of players.
  - ✓ Remember that young people play for enjoyment, and winning only forms a small part of that.
  - ✓ Motivate through positive feedback and constructive criticism.
  - ✓ Ensure contact drills are taught in a safe, secure manner ensuring the physical development of the player is considered.
  - ✓ Never allow a player to train/play when injured.
  - ✓ Ensure that equipment and facilities are fit for purpose and match the age and ability of the players.



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- ✔ Coaches should hold current RFU coaching awards at level 2 as a minimum or other recognised NGB qualification and maintain appropriate levels of Continuing Personal Development (CPD). These are to be recorded in RFU GMS and submitted to CRFU on request.
- ✔ Coaches should keep up to date with knowledge and technical skills; they should be aware of their limitations and always coach within these.
- ✔ Coaches should promote the core values of the game, and should never condone law violations in any form (foul play, use of prohibited substances)
- ✔ Coaches should display high standards of personal behaviour and appearance.
- ✔ Coaches should never overly criticise players or use language or actions which may cause the player to lose self esteem or confidence.
- ✔ It is prohibited for any coach involved in a session to consume alcohol or drugs immediately before, or during a session.
- ✔ Coaches must acknowledge that it is illegal to purchase alcohol or drugs for children.

### Positions of Trust

All adults who work with children and vulnerable adults on a regular basis are in a position of trust which has been invested in them by the parents/carers, therefore the CRFU representative or volunteer is in a position of power and influence by virtue of their position. Adults within this position of trust must recognise that there are boundaries in their relationship, which must not be crossed. All those within the organisation have a duty of care to raise concerns about the behaviour of people in a position of trust, with all allegations being dealt with accordingly by the Safeguarding Officer.

### Anti-Bullying Policy

Bullying, as discussed in the description above, usually has elements of one or more of the four major categories identified (physical, sexual or emotional abuse and neglect). It should also be recognised that bullying can take place in the virtual world of social networking sites, emails or text messages. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. The organisation must be willing to take any claims of bullying seriously and investigate the above claim.

### Use Of Photographic Images

CRFU recognises the power of photography and video to record matches and training sessions for analysis and wider broadcast for publicity and information. In doing so it is understood that photography and video imagery and its use can present difficulties, risk and sensitivity in a range of circumstances.

During match days and events it is foreseeable that appointed photographers in digital photographs and in film might capture a child's image. These images may then be used by CRFU and it's partners in both internal and external news and marketing publications and online via websites and social media.





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When a child or vulnerable adult is engaging in a specific activity e.g. coaching session, CRFU via the respective team manager manager or designated representative must ensure they have appropriate photo consent from parents/guardians/carers for photos to be taken, which includes a full description as to what the photos will be used for.

All photos must be taken by CRFU appointed personnel or accredited photographers/video analysts on work, rather than personal devices. Photos must be stored safely on the organisation's IT system, ensuring they are only accessed by appropriate members of staff. When photos are published, they should not be captioned with any details of those captured in the image, unless there is prior consent.

### **Data protection**

CRFU will ensure it, and all external organisations involved in the keeping of peoples data, comply with relevant data protection legislation, including the GDPR regulations

### **FIRST AID PROVISION**

The provision of appropriate levels of first aid to personnel engaged on CRFU business underpins the safeguarding principles as employed by CRFU under RFU Regulation 9 as articulated in the First Aid and Immediate care guidelines. The guidelines as applied to CRFU activities are the minimal acceptable and where possible all effort is made to ensure that provision exceeds the minimum for compliance.

### **CRFU**

- ✔ Appoint a RugbySafe Officer to oversee CRFU First Aid and Immediate Care Policy.
- ✔ To ensure all CRFU first aid personnel or persons engaged in CRFU activity follow the requirements detailed within this document.
- ✔ To ensure that all CRFU first aid representatives and volunteers have undertaken a Disclosure and Barring Service (DBS) check.
- ✔ To ensure that there is an up to date and clear injury and incident reporting framework.
- ✔ To maintain a list of suitably qualified and experienced first aid personnel who are authorised to act on behalf of CRFU.
- ✔ CRFU RugbySafe will liaise with appropriate authorities to arrange courses and funding for courses as appropriate.
- ✔ CRFU will ensure that suitable first aid kits are procured and maintained with devices or materials with an expiry date replaced as appropriate
- ✔ CRFU will nominate a Lead First Aider for every activity occurring under the CRFU Umbrella. In doing so the following principles will apply:





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- ✓ A coach cannot be the nominated first aider when engaged on coaching duties except where specifically nominated by CRFU
- ✓ There will be a minimum of one first aider per team for matches
- ✓ There will be a maximum ratio of 40 participants per first aider with the optimum provision being one per 20

### CRFU First Aid Personnel

All CRFU first aid personnel are to maintain currency and validity of qualification and to keep RugbySafe Lead informed of expiry dates. CRFU will assist personnel where appropriate to book and finance courses but the responsibility rests with the individual.

- ♥ Adhere to all requirements as detailed in the Safeguarding section of this document
- ♥ Ensure familiarity and adherence to the CRFU First Aid policies
- ♥ Ensure that all reports required as per CRFU Managers file or Proactive App are completed
- ♥ Maintain an annual HEADCASE qualification
- ♥ Meet requirements as contained in the First Aid TORS as provided on appointment and at the start of each season
- ♥ Undertake any relevant training provided by CRFU.
- ♥ In conducting their duties the following applies:
  - ✓ All First Aiders to liaise with RugbySafe Lead to ensure that their details as contained on the CRFU database and GMS are correct
  - ✓ Ensure that personal details and course qualifications are maintained on GMS
  - ✓ The Lead first aider's opinion as to a person's fitness to continue in that activity has primacy
  - ✓ The lead first aider will be responsible for ensuring that the first aid kit is suitably equipped and for replenishing materials on completion of the activity