



Tarleton Rugby Union Football Club Safeguarding Policy

Section One: Foreword

Tarleton Rugby Football Club (Tarleton Rugby) is committed to safeguarding the welfare of all children and young players and we acknowledge our responsibility to safeguard the welfare of all children involved with our rugby club from harm.

We adhere to the Rugby Football Union's Safeguarding Policy guidance and procedures and endorse and adopt the policy statement contained within that document.

This policy is based on the following principles:

- The welfare of the child is paramount.
- All participants regardless of age, gender, ability or disability, race, faith, size, language or sexual identity, have the right to protection from harm.
- All allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly and appropriately.
- Everyone will work in partnership to promote the welfare, health and development of children.
- The interests of those who work or volunteer with children will be protected.

Section Two: Introduction and policy statement

It is widely accepted that it is the responsibility of every adult to protect children from abuse. Child abuse, and particularly child sexual abuse, can arouse strong emotions in those facing such a situation and it is important to understand these feelings and not allow them to interfere with judgment about any action to take.

Abuse can occur within many situations including the home, school and sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them.

Everyone who works in Rugby Union, either in a paid or voluntary capacity, together with those working in affiliated organisations, has a role to play in safeguarding the welfare of children and preventing their abuse. All adult club members and coaches may have regular contact with children and can be a very important link in identifying cases where a child needs protection.

With the above in mind, the Management Committee & Members of Tarleton Rugby recognise that they have a responsibility:

- To safeguard and promote the interests and well-being of children with whom they are working;
- To take all reasonable practical steps to protect children from physical harm, discrimination, or degrading treatment; and
- To respect their rights, wishes and feelings.

Our child protection procedures will:

- Offer safeguards to the children with whom we work and also to our professional members of staff, coaches and club members; and
- Help to maintain the professionalism and the safeguards of good practice which are associated with the RFU and the sport of Rugby Union.

In addition, Tarleton Rugby will ensure that:

- The child's welfare is paramount;
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- Anyone under the age of 18 years will be considered as a child for the purposes of this document.

It is recognised that any procedure is only as effective as the ability and skill of those who operate it. Tarleton Rugby is therefore committed to the sound recruitment, provision of support and appropriate training for all professional staff, coaches, volunteers and club members who have responsibility for children in connection with the Club. This will enable them to work together with parents/carers and other organisations to ensure that the needs and the welfare of children remain paramount. Upon recruitment, all volunteers of the Club will be provided with a copy of the Club Volunteer Pack and will be expected to adhere to the requirements, codes and policies contained therein.

Definitions

Children

Children are defined in the Children Act 1989 as people under the age of 18 years. For the purposes of this Policy the legal definition applies.

17 Year Olds Playing in the Adult Game

This Policy covers all players under 18. However, in accordance with RFU Regulation 15, a male player can, with the necessary written consent, play in the adult game when he reaches his 17th birthday, although not play in a front row position until his 18th birthday. The only exception is England Academy players who require the written consent of the RFU Professional Player Development Manager in accordance with Regulation 15.3.8.

Tarleton Rugby's management team must have assessed and continue to assess, that any 17 year old male player playing in adult games or training is both physically, emotionally and intellectually capable of taking part. Those responsible for the management of adult teams which include 17 year olds, must at all times be mindful of their safety and wellbeing and ensure that a suitable adult from within the team and management acts as a mentor or buddy.

If a 17 year old boy is playing rugby under Regulation 15.3.7, while playing or training with the adults he is treated as an adult and the detail of this Policy does not apply. However, as soon as he is out of that environment the player is once again a child and thus the policies and legislation regarding children apply.

This section does not apply to the women's game where female players may only play in the adult game from their 18th birthday. There is, however, an exception for 17 year old girls allowing them to play adult rugby within the RFU Women's Elite Rugby programme in accordance with Regulation 15.

Section Three: Recruitment

Children are entitled to participate in rugby union activities in a safe and welcoming environment. Safe recruitment procedures enable Tarleton Rugby to reduce the risk of abuse to children.

When recruiting employees or volunteers Tarleton Rugby adheres to the RFU's recruitment guidelines to ensure only suitable people are selected.

Tarleton Rugby requires any individual who is to become involved in regulated activity to undertake a DBS check through the Safeguarding Officer. In addition, Tarleton Rugby recognises its responsibility to:

- Appoint a Club Safeguarding Officer (CSO), and where appropriate a deputy, as the first point of contact for safeguarding and welfare concerns
- Ensure that the CSO is a member of, or attends the appropriate club committees making safeguarding issues a priority at the proper level; and works in accordance with the RFU's Safeguarding Toolkit
- Develop a safeguarding training plan ensuring that as a minimum the CSO attends an "In Touch" Workshop within six months of taking up the post
- Each mini and youth age group has at least one person who has attended the "Play It Safe" course
- Inform all members, parents and children when a new CSO is appointed
- Publish the club's own safeguarding policy which reinforces the RFU Safeguarding Policy and procedures which reflects unique local circumstances for our club and makes it accessible to all members
- Ensure all club officers and committee members are aware of their safeguarding responsibilities
- Ensure that at any youth disciplinary panel the CSO supports the child and ensures the panel considers the child's emotional wellbeing throughout
- Identify any signs of harm and reports them to the CBSM and/or the RFU Safeguarding team
- Ensure that the club's children's workforce have up-to-date DBS checks in accordance with Best Practice Guidance and RFU Regulation 21.

Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

Any adult who works in regulated activity on a paid or voluntary basis with children in rugby in England must comply with the requirements of the RFU's DBS process. These requirements are that an individual must apply for a DBS disclosure processed through the RFU Safeguarding Department within four weeks of their employment or appointment.

Whilst awaiting their DBS disclosure a person may temporarily work on a paid or voluntary basis with children provided they are supervised at all times during any activity involving children by a person who is DBS cleared within the Club pending their DBS clearance or notification from the RFU that they have not been cleared.

Regulated Activity

To be deemed as being in 'regulated activity' within a rugby setting, the position must meet the following criteria and frequency (when working with children) in order to be deemed 'regulated activity'

Activity: Teaching, training, instruction, care or supervision of children, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight, all on an unsupervised basis.

An Enhanced DBS check (without barred list checks) can be applied for if the role is specified under the activity above. However, at all times the individual must be supervised by an individual in regulated activity i.e. has been DBS checked to enhanced level with an appropriate barred list check.

There are certain roles the not deemed eligible for a DBS check, as per below:

- Bar Staff/Catering Staff
- Youth Registrars
- Anyone whose only role is to access database information (e.g. RFU Game Management System).

Bar or catering staff for example - The role itself does not meet the regulated activity definition as any contact with children or vulnerable adults is incidental. As such this role is ineligible for a DBS check.

An individual may be eligible for a DBS check if they hold an additional role that does meet the Regulated Activity criteria e.g. coach. In this type of case, only the main eligible role will be declared on the DBS application.

Additionally, parents/helpers on overnight tours will only be eligible for an Enhanced DBS (with Barred List) check if it can be demonstrated that the role is clearly covered by the Regulated Activity criteria (as set out above).

Portability of DBS certificates

Once a DBS certificate has been issued and registered on the Update Service it is possible to use this for other organisations to allow them to carry out a status check on the certificate and it will not be necessary to have a new certificate issued.

However, the RFU have decided that they will not be able to accept DBS certificates from other organisations. This is due to the difficulty there is in ensuring that original DBS certificates are assessed by the appropriate individuals and that confidential personal information is not shared or lost inadvertently or unnecessarily. Having listened to feedback, it was decided

that to expect Club Safeguarding Officers to take on this additional responsibility was unacceptable.

As the vast majority of individuals are volunteers and therefore entitled to free DBS checks it was decided that to avoid these risks the RFU would not accept other organisations DBS checks. As such, though members of Tarleton Rugby who undertake a DBS check may apply to the Update Service in order to have their RFU DBS certificate accepted by other organisations (ie, schools, Scouts, Guides etc), Tarleton Rugby will not be able to accept DBS certificates individuals have obtained through other such external organisations.

Section Four: What is Abuse?

Types of abuse

There are four main types of abuse: physical, sexual, emotional and neglect. An individual may abuse or neglect a child directly or may be responsible for abuse by failing to prevent another person harming that child.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Examples of physical abuse in sport include extreme physical punishments; forcing a child into training and competition that exceeds the capacity of his or her immature and growing body or limitations of a disability; assaulting a person; or where the child is given drugs to enhance performance or in the case of a child, delay puberty.

Sexual abuse

Sexual abuse involves forcing a child to take 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, sexual photographic or online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional abuse

Emotional abuse is the persistent maltreatment of a child such as to cause severe and persistent adverse effects on their development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child's developmental capability,

as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction.

Emotional abuse may involve a child seeing or hearing the ill-treatment of another as well as serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone.

Examples of emotional abuse in sport include 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

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may involve a parent failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, or to ensure adequate supervision (including the use of inadequate care-givers) 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 are safe; exposing them to undue cold or heat or unsuitable weather conditions, or exposing them to unnecessary risk of injury.

Bullying

Bullying is often considered to be a fifth type of abuse but 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 should not be ignored and the victim should be supported through what can be a traumatic experience. Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim.

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.

There are opportunities to bully at any rugby club or activity. It is the way that incidences are dealt with which makes the difference between life being tolerable or becoming a misery for the victim. Tarleton Rugby exercises a zero tolerance response to bullying.

Poor Practice

Incidents of poor practice arise when the needs of children 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. 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 the Tarleton Rugby's codes of conduct as detailed in the Volunteer Pack.

Section Five: Policy

At Tarleton Rugby we believe that taking part in our sport should be both a positive and enjoyable part of children's lives which produces a rewarding experience.

We want to make sure that children are protected and kept safe from abuse (physical injury, neglect, sexual or emotional abuse) whilst they are with the Club's professional staff, coaches, volunteers and/or club members.

To achieve this, we will:

- When seeking to appoint a new Coach, follow the process documented in "Guidelines for Recruiting Coaches" as outlined in the RFU 'Policy and Procedures for the Safeguarding of Young People in Rugby Union';
- Ensure that all officers and committee members are aware of their responsibility in this area and that the Club respond to any indication of poor practice or abuse in line with RFU Policy;
- Implement a policy of Best Practice for all adults working with young people;
- Ensure that all relevant members who have regular supervisory contact with children or a management responsibility for those working with young people undertake a DBS application; and
- Identify a disciplinary panel which, where necessary, is able to manage cases of poor practice as identified by the RFU Child Protection.
- Ensure that all Coaches and other volunteers working directly with children will have a job description;
- Ensure that all volunteers and members will be given copies of the volunteer pack which contains all appropriate policies and codes of conduct.
- Actively encourage women to become Coaches as well as men;
- A Coach must obtain the RFU Level 1 Award before he/she is allowed to be the Head Coach of an age group;

- Undertake a regular risk assessment of the playing environment and the equipment used, ensuring that the necessary maintenance is undertaken promptly to minimise the risk of accident or injury;
 - Ensure that the Mini and Junior Sections will keep written records of any accidents which occur during either training or match sessions;
 - Provide all Coaches and Parents/with a written procedure for dealing with accusations or suspicions of child abuse;
 - Promote 'fair play' and always play within the spirit of the laws and the letter of the RFU Continuum;
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- Identify and appoint a Club Safeguarding Officer whose role it is to deal with any concerns about child abuse within the Club;
 - The Club Safeguarding Officer; the Club Chairman and the Chairmen of the Mini and Junior sections will undertake appropriate training to enable them to fulfil their respective roles in the Tarleton Child Protection procedures;
 - The Club recognises that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle and will abide by the rules set out in the photographic guidelines;
 - All allegations relating to child abuse will be handled in accordance with the Club's detailed Child Safeguarding procedures as contained herein.
 - **Cyber Guidance: The Club has the following policy**
 - All volunteers working at TRFU should familiarise themselves with the Cyber Guidance section of the RFU safeguarding toolkit for detailed and up to date advice in this area.
 - http://www.englandrugby.com/mm/Document/Governance/Safeguarding/01/30/54/28/SafeguardingToolkitprinterfriendly_Neutral.pdf
 - Please note that all coaches and club officials must communicate with children via their parents, whether this be via phone, text or email. Junior players may be copied into squad emails, so long as their parents are also on the distribution list. If a junior player contacts a coach or club official by email, the response must be emailed to the parents, copying the child in. A junior email address is NOT an alternative to a parental email address.
 - In addition, please note that adults connected with the club should not communicate with children through social networking sites such as Facebook or be 'friends' with the children they coach. In the instance of closed (age-group specific) Facebook groups, these should be a forum for parents of squad members to share information about fixtures, results, photos, cancellations etc. Where a child is under the age of 13, these must be CHILD FREE ZONES and set up as a private/secret group so that no one can search for what is posted. If a child leaves the squad, the associated parents should be respectfully removed from the group immediately.
 - When a child reaches the age of 13 (the age limit set by Facebook), they can join the Tarleton Facebook Group (and their age group specific group where relevant), but the same principles of communication between coach/ club official and child apply as per the emailing guidelines outlined above.

Section Six: Best Practice

Tarleton Rugby's aim is to create a culture where everyone feels confident to raise legitimate concerns without prejudice to their own position. Concerns about the behaviour of coaches, officials or any members of the Club which may be harmful to a child in their care must be reported to the RFU Safeguarding Team through Tarleton Rugby's Safeguarding Officer.

While remembering that it is the safety and welfare of children that is of paramount importance, there will be times when those responsible will need to exercise discretion and common sense to ensure their wellbeing.

Environment

As a year round sport weather conditions present all rugby clubs with a range of considerations: extremes of heat, sun, rain, frost and snow. It is the responsibility of Tarleton Rugby to carry out a risk assessment of the environmental conditions both before and during a game or training session. Conditions such as frost and drought can result in a hard and dangerous playing surface. Children will always be advised to wear appropriate clothing for the season and all players will be monitored to ensure their wellbeing throughout a session. All players will be encouraged to keep hydrated throughout a session particularly during the warmer months.

Frequency of Play

Tarleton Rugby recognises that the RFU take overplaying and over commitment seriously, especially where it relates to players under the age of 18. The RFU's Regulation 15 (See annex one) and its guidelines identify the parameters in relation to the amount of time any player is playing or training. Rugby is only part of a child's development and should always be balanced alongside other academic and sporting commitments.

Playing Kit and Equipment

IRB Law 4 details the definition of playing kit and also goes on to regulate for any additional items of clothing including pads, mits, medical support and mouthguards. It also goes on to identify banned items of clothing such as jewellery, sharp items and zips. Ultimately, it is the referee's decision to determine whether any item of the players' clothing is acceptable or not and his decision is final.

Names on shirts: there are no RFU regulations governing the appearance of players' names or nick names on their kit. However, it is considered poor practice to do so as it allows the child to be easily identified by those to whom the child is otherwise, unknown.

Mouthguards: whilst the wearing of a mouthguard is not mandatory, it is a recommendation that all age grade players wear one. It is, however, mandatory in certain competitions and festivals.

Studs and Blades: these must not be sharp or abrasive. It is the referee's decision as to whether or not a player's studs, or blades, are acceptable. It is advisable for players to have boots with interchangeable studs so that they may be replaced if they become worn or dangerous.

Goggles/glasses: players may not wear glasses whilst playing. Only players in the U7s and U8s age group may wear glasses or goggles. Regulation 15 sets out the parameters in detail. Contact lenses may be worn. This is currently under review. Please refer to the RFU Website for the most up-to-date information regarding the wearing of goggles

Hearing aids: whilst contrary to IRB Laws of the Game, the RFU provide detailed guidance on the issue of hearing aids and cochlear implants. This can be found on the RFU website and Tarleton Rugby will adhere to this guidance.

Managing challenging behaviour

There will be times when members of Tarleton Rugby volunteer coaches will have to deal with children's challenging behaviour.

Autism, Aspergers, Dyspraxia, ADD and ADHD are being more widely recognised and diagnosed. Tarleton Rugby do not consider these conditions a bar to playing rugby and indeed recognise that competitive sports can often improve a child's behaviour.

Tarleton Rugby will do everything possible for children with these conditions to be able to play rugby; listening to the parents and learning from their experience is an important part of this. The RFU is currently doing research on this area and will be publishing the results in due course. Once published, Tarleton Rugby will adhere to the RFU's guidance.

Training

Tarleton Rugby encourages all adults who have a coaching role to attend an appropriate Rugby Union Coaching course and a "Play It Safe" course. This is an introductory level safeguarding course designed for any club members.

Tarleton Rugby's Safeguarding Officers have attended the RFU "In Touch" Workshop, which covers their role and responsibilities.

Supervision

To provide a safe environment, Tarleton Rugby ensures that their volunteers and employees when working with children avoid working in isolation out of the sight of parents or other volunteers. Whilst volunteers and employees are

awaiting their DBS disclosure they must be supervised by someone who does have DBS clearance.

Inappropriate Relationships with Children

An adult in a position of trust must not enter into a sexual relationship with a child in their care. Sexual intercourse, sexual activity, or inappropriate touching by an adult with a child under the age of 16 years is a criminal offence, even where there is apparent consent from the child.

A sexual relationship between an adult in a position of trust and a child over 16 years of age is a breach of trust and an abuse of the adult's position. Whilst it may not be a criminal offence, in a rugby union setting it will be treated very seriously and may result in RFU disciplinary action, including suspension from attending rugby clubs.

The RFU has a legal duty to refer anyone removed from regulated activity to the DBS. Therefore, an adult in a position of trust involved in a sexual relationship with a child over 16 years of age may

be referred to the DBS for consideration. This could result in the adult being barred from working with children by the DBS.

No-one in a position of trust should encourage a physical or emotionally dependent relationship to develop between them and a child in their care; this is often referred to as grooming.

Adults must never send children inappropriate or sexually provocative messages or images by text, or other electronic media.

Safeguarding disabled children

Tarleton Rugby recognise that disabled children and their families may need additional information, help and support and coaches may require additional training and advice to ensure they include and safeguard them. Some children may be more susceptible to harm than other participants because they may: lack the mutual support and protection of a peer group, require higher degrees of physical care and support, have limited communication skills, find it difficult to resist inappropriate interventions, have several carers making it difficult to identify an abuser, have a history of having limited or no choice or have a degree of dependency on a carer conflicting with the need to report harm or raise concerns.

Tarleton Rugby is also aware of the additional vulnerability some children experience as a result of a wide spectrum of issues such as autism, attention deficit disorder and a variety of other disorders and Tarleton Rugby will do everything it can to support these children – see Managing challenging behaviour above.

Good role models

All club members, coaches, and other professional members of staff, whether employed or volunteers will be expected by Tarleton Rugby to consistently display high standards of personal behaviour and appearance and refrain from pursuits considered unhealthy in front of their players. They must not make sexually explicit comments to children and any language which causes them to feel uncomfortable or lose confidence or self-esteem is unacceptable, as is the use of obscene or foul language.

Alcohol

Tarleton Rugby's management committees take considered positive action to ensure that they are responsible licensees. We recognise that it is against the law:

- To sell alcohol to someone under 18
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18 alcohol or to be sold alcohol

At training sessions and games for children, adults' drinking habits may affect both children's attitudes to alcohol and their emotional well-being. As role models adults should avoid excessive drinking in their presence.

The unexpected can always happen; there should always be adults who abstain from drinking alcohol to deal with any emergencies and to manage the safety and welfare of children in their care.

Contact rugby

Tarleton Rugby expects the wellbeing and safety of children to be placed above the development of performance. Contact skills must be taught in a safe, secure manner paying due regard to the physical development of the players involved. Adults and children must never play contact versions of the sport together including training games or contact drills. They may play either tag or touch rugby together if these games are managed and organised appropriately. A risk assessment on the conditions, players and apparent risks must be carried out by a person responsible for the overall session.

Coaching techniques

Any inappropriate or aggressive contact between adults and children is unacceptable and a number of principles must be followed when teaching contact rugby:

- Physical handling by a coach must only be used for safety reasons or where there is no other way of coaching the technique
- The reasons for physical contact should be explained wherever practicable so that children and their parents are comfortable with this approach.

- The activity should always be conducted in an open environment and in the presence of another adult.

Physical intervention

Discipline on the field of play is the responsibility of the players. Coaches, team managers and parents must always promote good discipline amongst players, both on and off the field. Penalising lack of discipline on the field of play which contravenes the laws of the game is the responsibility of the referee. Coaches, managers and spectators should not intervene or enter the field of play.

In a situation where individuals have to consider whether to intervene to prevent a child being injured, injuring themselves or others, physical intervention should always be avoided unless absolutely necessary. In these situations it is imperative to:

- Consider your own safety
- Give verbal instructions first
- Use the minimum reasonable force and only when necessary to resolve the incident, the purpose being restraint and reducing risk
- Do not strike blows, act with unnecessary force or retaliate
- Avoid contact with intimate parts of the body, the head and neck
- Stay in control of your actions

The CSO and Mini or Junior Manager should be notified at the earliest opportunity of an incident of physical intervention which involves possible dispute as a complaint might be lodged with the RFU or the police by a parent whose child has been physically restrained. The incident will be recorded on the RFU Initial Issue/Concern Reporting Form and sent to the RFU's Safeguarding Team.

Tarleton Rugby recognises that physical intervention, often referred to in education as 'Positive Handling', should only be used to achieve an outcome in the best interests of the child whose behaviour is of immediate concern or other children involved and never as a form of punishment

Changing rooms & showers

Adults and children must never use the same facilities to shower or change at the same time.

Adults must only enter changing rooms when absolutely necessary due to poor behaviour, injury or illness. Adults must only ever enter the changing rooms by themselves in an emergency and when waiting for another adult could result in harm to a child.

If children need supervising in changing rooms, or coaches or managers need to carry out a range of tasks in that environment this must involve two

individuals cleared to work in Regulated Activity of the same gender as the children. For mixed gender activities separate facilities will be made available.

If the same facilities must be used by adults and children on the same day a clear timetable will be established. No pressure should be placed on children who feel uncomfortable changing or showering with others, if this is the case they should be allowed to shower and change at home.

Where a disability requires significant support from a parent; or carer, the person concerned and their parents should decide how they should be assisted to change or shower.

Before any assistance is offered by another person, appropriate consent should be given by a parent.

Transportation

In most instances it is the responsibility of parents, not Tarleton Rugby, to transport their child to and from the club or nominated meeting point. If parents make arrangements between themselves this is a private arrangement and at the parents' discretion.

If Tarleton Rugby hires a coach from a reputable commercial coach company it is entitled to assume that the company provides properly maintained and insured vehicles and properly licensed drivers. However, children must never travel unaccompanied. A member of the club must travel with the children and that adult's contact details must be readily available to any parent who has reason to contact them.

If the club formally arranges transport eg using minibuses or people carriers (as opposed to facilitating travel arrangements between parents) then the club should ensure that:

- Drivers have a valid driving licence and recruitment procedures, including vetting criteria have been followed and appropriate insurance and breakdown cover has been arranged.
- The vehicle is suitable for the number of passengers and has operational safety belts and appropriate child car seats.
- Parents give their consent and have the driver's contact details, with the driver having easy access to parents' contact details including mobile phone numbers
- No child is left alone in the car with the driver, unless it is the adult's own child. If, in extenuating circumstances, this situation arises the child should sit in the back of the car if possible
- The children involved are happy with the arrangement and adults are alert to any signs of disquiet.

In the event of a late collection of children, coaches and volunteers should attempt to contact the parents, wait with the child, preferably in the company of others, notify the CSO/ club official and remind parents of their responsibility to collect their child promptly.

Photographic/video Images

Tarleton Rugby positively encourages parents and spectators to take photographs of participants involved in rugby to celebrate the ethos and spirit of the sport. However, there may be circumstances where taking a photograph of a child might not be acceptable. Any photograph (digital or printed) which is produced and released into the public domain may be misused by anyone as once this has been done, control has been lost. In this day and age when it is so easy to upload or email a photograph within seconds of it being taken, it is worth taking a moment to consider the issue of control.

Tarleton Rugby's video/photographic images policy is based on common sense. Please refer to the Volunteer Pack for further details.

Tours

Tarleton Rugby is happy for children to experience the special experience that is the Rugby Tour. It is vital that standards of Child Welfare are maintained whilst on tour. Tarleton Rugby requires anyone taking a team on tour to follow the RFU guidance 'Touring with Children' available at:

http://www.englandrugby.com/mm/Document/General/General/01/31/70/61/SafeguardingUpdates_RFU_Version3_colour_English.pdf