

# Salisbury Rugby Football Club



## Club Safeguarding Policy Salisbury Rugby Football Club Ltd

### **1.Introduction**

1.1 Salisbury RFC acknowledges its' responsibility to safeguard the welfare of all children, young people and vulnerable adults involved in Salisbury RFC from harm.

1.2 Salisbury RFC recognises that all children and young people have the right to participate in sport in a safe, positive, and enjoyable environment whilst at the same time being protected from abuse, neglect, and harm and poor practice. Salisbury RFC recognises that this is the responsibility of everyone involved, in whatever capacity, at the Club.

1.3 SRFC have in place safeguarding arrangements that comply with statutory guidance<sup>1</sup>Safeguarding and promoting the welfare of children is defined within statutory guidance as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children<sup>2</sup> to have the best outcomes.

1.4 Salisbury RFC confirms that it adheres to the arrangements laid out in the Rugby Football Union's (RFU) Safeguarding Policy. This policy should be read in conjunction with the RFU Policy and does not replace nor supersede it.

The Key Principles of this Safeguarding Policy are

- i. The welfare of the child or young person is, and must always be, paramount to any other consideration
- ii. 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

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<sup>1</sup> HM Government (2018). Working Together to Safeguard Children. Crown copyright 2020. Access online [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

<sup>2</sup> A child or young person is anyone under the age of 18 engaged in any rugby union activity.

- iii. All allegations or suspicions of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately
- iv. Working in partnership with other organisations, statutory agencies, parents, carers, children and young people is essential for the welfare of children and young people
- v. Children have a right to expect support, and personal and social development delivered by an appropriately recruited, vetted and managed in relation to their participation in rugby union, whether they are playing, volunteering or officiating in the community or professional areas of the sport.
- vi. Safeguarding is everyone's responsibility for the club safeguarding arrangements to be effective each member should play their full part.
- vii. A child-centred approach. For the club to be effective it should be based on a clear understanding of the needs and views of children.

## **2. Scope**

2.1 Salisbury RFC rely on our many volunteers who give up their time to organise mini and youth rugby and aim to provide the highest standards of care for children in a safe and enjoyable environment. This policy applies to all players, coaches, parents, and volunteers, and members of the club. This safeguarding policy will help you to protect children from harm and to provide a positive experience for them.

2.2 SRFC adhere to the RFU regulations that ensure robust safeguarding procedures are in place at the club.

2.3 This policy, its guidance and procedures are aimed at empowering children and young people. The policy provides information about abuse, identifying problems, and guidance and procedures for use by everyone involved in delivering rugby union.

## **3. Codes of Conduct**

3.1 Salisbury RFC follows the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials. **See appendix A.**

3.2 The RFU provides support for clubs, helping them to make safer recruitment decisions and providing systems for dealing with allegations or concerns. SRFC refer safeguarding concerns to the RFU and the RFU act swiftly in cases of possible abuse, working with multiple agencies to deliver integrated support to children and families. The RFU support SRFC to promote the safety and wellbeing of children.

3.3 The RFU provide access to excellent training programmes for everyone working with young players, as well as effective systems for working with other relevant agencies. SRFC will ensure that volunteers undertake relevant and necessary training to understand their responsibility to safeguard children.

## 4. Websites, Online and Mobile Communications

4.1 Salisbury RFC follows the RFU Guidance for Websites, Online and Mobile Communications as set out on the RFU website. RFU Guidelines are attached in **Appendix B**.

4.2 Salisbury RFC Photographic Policy is published on the club website and in full in **Appendix C**. Salisbury RFC adheres to the RFU Photographic Policy recommendations and Best Practice guidelines.

## 5. Safer Recruitment

5.1 The people who work in a rugby club are the most important asset a club has. A good and robust recruitment process is essential to ensure the best people are chosen for the roles they undertake. These must be people who are suited to the club and who are unlikely to harm children, intentionally or accidentally.

5.2 SRFC good recruitment, induction and supervision processes demonstrating the value which is put on children's safety and wellbeing.

5.3 **Regulated Activity** means the statutory definition of the term as set out in the Safeguarding Vulnerable Groups Act 2006 (as amended) ("SVGA") that for the RFU's purposes shall be construed as meaning: any coaching and training of children; and/or any teaching, instruction, care or supervision of children, carried out by the same person frequently (once a week or more often), or on four or more days in a 30 day period, or overnight.

5.4 **Regulation 21** is the RFU Regulation which deals with safeguarding of which all of the children's workforce in rugby union should be familiar. It details how safeguarding concerns will be managed and also the requirements of the RFU's DBS process.

5.5 Regulation 21 sets out in detail the requirements the RFU has for those working with children and DBS checks. RFU regulations require that any individual who carries out (or who will carry out) Regulated Activity is subject to an enhanced DBS check (with Children's Barred List information) through their club (using the online e-application system). More information is available in **appendix D**.

5.6 SRFC has a robust volunteer recruitment process which includes a job description, interview, consideration as to an individual's suitability for the role and planning for training and monitoring, in addition to carrying out a DBS check and obtaining and checking references.

5.7 Official checks and vetting procedures are on their own, not enough to protect children. They are only part of a wider set of practices and an organisational culture which supports and promotes safe practice.

5.8 SRFC is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Children are entitled to participate in rugby union activities in a safe and welcoming environment. Safer recruitment procedures enable clubs to reduce the risk of abuse to children. When recruiting employees or volunteers to the

children's workforce all reasonable steps are taken to ensure only suitable people are selected.

5.9 All members of Salisbury RFC who work in regulated activity with children or a hold management responsibility for those working with children must undertake an RFU Disclosure and Barring Service (DBS) check. **It is a criminal offence to work with children unsupervised without such a check.**

## **6. Safeguarding Best Practice**

6.1 Salisbury RFC will ensure that all coaches, volunteers, and officials comply with the Safeguarding Best Practice Guidance as issued by the RFU. In summary, the following are NOT acceptable and will be treated seriously by the club and may result in disciplinary action being taken by SRFC or the RFU:

- i. Working alone with a children or young people
- ii. Consuming alcohol or smoking whilst working with children or young people
- iii. Failing to comply with the Club's policy on phone, email, messaging, internet and online contact with children or young people. See appendix B
- iv. Providing alcohol to children or young people or allowing its supply
- v. Humiliating children or young people
- vi. Inappropriate or unnecessary physical contact with a child, young person or vulnerable adult
- vii. Participating in, or allowing, contact or physical games between adults and children or young people
- viii. Having an intimate or sexual relationship with any child, young person or vulnerable adult developed as a result of being in a position of trust<sup>3</sup>.
- ix. Making sexually explicit comments or sharing sexually explicit material.

## **7. 17-Year-Old Males And Females Playing In The Adult Game**

7.1 This safeguarding policy covers all players under 18. However, in accordance with the RFU Regulation 15, a male or female player can, with the necessary written consents, play in the adult game when he/she reaches his/her 17th birthday provided:

- the have been assessed as capable of playing with adults;
- the RFU's Playing Adult Rugby Form has been duly completed and signed; and
- the player does not train or play in the front row of the contested scrum. Once a player has reached the age of 18, the player may play in any position.

7.2 A club's management team must have assessed and continue to assess, that any 17-year-old player playing in adult games or training is both physically, emotionally and intellectually

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<sup>3</sup> Position of trust is a legal term that refers to **certain roles and settings where an adult has regular and direct contact with children**. Examples of positions of trust include: teachers. care workers. youth justice workers.

capable of taking part. Constituent Body approval is required for both club and player prior to a 17-year-old taking part in adult contact rugby.

**Please refer to Regulation 15 for more information:**

[www.englandrugby.com/governance/rules-and-regulations/regulations](http://www.englandrugby.com/governance/rules-and-regulations/regulations)

## **8. Changing Facilities**

8.1 Salisbury RFC ensures all its' coaches, parents, officials, and spectators are aware that adults must not use the changing facilities at the same time as children, young people or vulnerable adults.

8.2 Adults must only enter changing rooms when 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 DBS checked individuals of the same gender as the children.

8.3 SRFC has put in place measures to that ensure the privacy and dignity of the children using the changing facilities is always maintained. Entry to the changing facility corridors is restricted to players, and coaches and officials of SRFC that have a DBS check in place. Parents are not allowed in the changing rooms with their child.

8.4 No pressure should be placed on young people who feel uncomfortable changing or showering with others, if this is the case they should be allowed to shower or change at home.

## **9. Safeguarding Training**

9.1 Salisbury RFC will provide its coaches and volunteers with the support and safeguarding training required for their position and role. Coaches and Volunteers must ensure they attend this training.

9.2 All volunteers must complete eLearning: Intro to Safeguarding on GMS prior to their DBS application. All volunteers must complete the RFU Play it Safe course ( 3hours face to face) within 6 months of becoming a volunteer.

## **10. Events**

10.1 Any events held on Salisbury RFC premises must comply with this Policy and if appropriate a Safeguarding Plan specific to that event should be discussed and circulated to those affected.

## **11. Tours**

11.1 Any tours, overseas or domestic, undertaken by SRFC must comply with the relevant RFU Regulations and Guidance relating to tours. All Tours must be notified to the RFU in advance

and all overseas tours require Constituent Body (RFU) approval in advance. Tour organisers should contact the Club Safeguarding Officer in the first instance.

## **12. Bullying**

12.1 Salisbury RFC has adopted the RFU's Anti-Bullying policy. This can be viewed on the RFU website at [www.rfu.com](http://www.rfu.com).

## **13. Policy Implementation**

13.1 SRFC executive board is accountable for the implementation and adherence of this policy. Salisbury RFC have designated individuals with safeguarding responsibility. Their names and contact details are on the Club's website and on display in the Clubhouse. The Club Safeguarding Officer is Karen Littlewood, the Assistant Safeguarding Officer is Andy Ritchie who can be contacted in her absence,

## **14. What to do if you are concerned about the safety and wellbeing of a child**

The Club Safeguarding Officer and Assistant Safeguarding Officers name and contact details are published on Club Noticeboards, and in the Contacts and Safeguarding sections of the Club Website. Anyone witnessing or aware of an incident where the welfare of a child, young person has been put at risk must in the first instance inform the Club Safeguarding Officer or an Assistant Safeguarding Officer. For more information see **appendix E**.

If you think a child or young person is at risk of significant harm, or is injured, **contact Wiltshire Children's Social Care the Integrated Front Door (IFD) on 0300 4560108, 8.45am-5pm, Monday-Thursday and 8.45am-4pm Friday; Out of Hours 0300 456 0100**. Or if there is immediate danger, phone the police or emergency services on 999.

If an incident involves the Club Safeguarding Officer the Club Chairman should be informed and also either the Dorset and Wilts Safeguarding Manager or the RFU Safeguarding Executive. The chart in Appendix E provides guidance on who to contact and in what circumstances.

### **Contact Details:**

**Karen Littlewood Club Safeguarding Officer** [safeguarding@salisburyrfc.org](mailto:safeguarding@salisburyrfc.org)

**Andy Ritchie. Assistant Safeguarding Officer**

### **Other useful contact details:**

**D&W Safeguarding Officer: Julie Boddington** [julesrugby@gmail.com](mailto:julesrugby@gmail.com)

**NSPCC Helpline: 08088005000**

**Child Protection in Sport (CPSU): 01162347278**



# CODE OF RUGBY

Everyone involved in rugby in England, whether as a player, coach, referee, administrator, parent or spectator is expected to uphold the Core Values of our sport.

**Teamwork · Respect · Enjoyment  
Discipline · Sportsmanship**

- Play to win - but not at all cost.
- Win with dignity, lose with grace.
- Observe the Laws and regulations of the game.
- Respect opponents, referees and all participants.
- Reject cheating, racism, violence and drugs.
- Value volunteers and paid officials alike.
- Enjoy the game.

**THIS IS  
RUGBY.**

## **THE GOOD COACHES CODE**

### **IN RUGBY UNION, COACHES OF YOUNG PLAYERS SHOULD:**

- Recognise the importance of fun and enjoyment when coaching young players.
- Most learning is achieved through doing. Appreciate the needs of the players before the needs of the sport.
- Be a positive role model - think what this implies.
- Keep winning and losing in perspective - encourage young players to behave with dignity in all circumstances.
- Respect all referees and the decisions they make (remember it could be you refereeing next week) and ensure that the players recognise that they must do the same.
- Provide positive verbal feedback in a constructive and encouraging manner, to all young players, both during coaching sessions and games.

### **IN RUGBY UNION, COACHES OF YOUNG PLAYERS MUST:**

- Provide experiences, which are matched to the young players' ages and abilities, as well as their physical and mental development.
- Ensure all youngsters are coached in a safe environment, with adequate first aid readily to hand. Avoid the overplaying of the best players, by using a squad system, which gives everybody a satisfactory amount of playing time.
- Never allow a player to train or play when injured.
- Ensure good supervision of young players, both on and off the field.
- Recognise that young players should never be exposed to extremes of heat, cold, or unacceptable risk of injury.
- Develop an awareness of nutrition as part of an overall education in lifestyle management. Recognise that it is illegal for young players under 18 to drink alcohol.
- Ensure that their knowledge and coaching strategies are up to date and in line with RFU philosophy.
- Be aware of, and abide by, the RFU recommended procedures for taking young people on residential tours at home and abroad.
- Be aware of, and abide by, the policies and procedures outlined in the RFU Safeguarding Guidance.

**REMEMBER: COACHES WORKING WITH YOUNG PLAYERS BELOW THE AGE OF 18 MUST FOLLOW THE GUIDELINES LAID DOWN BY RFU RUGBY AGE GRADE REGULATIONS.**

## **THE GOOD PARENT'S CODE**

### **PARENTS ARE ENCOURAGED TO:**

- Be familiar with the coaching and training programme in order that you can ensure that your child is fully involved and the coaches are aware of their availability.
- Be familiar with the teaching and coaching methods used by observing the sessions in which your child participates.
- Be aware that the Club has a duty of care and therefore, where appropriate, assist coaches with the supervision of the young players, particularly where numbers are large and there is a need to transport youngsters to away games.
- Be involved with Club activities and share your expertise.
- Share concerns, if you have them, with Club officials and coaches for the welfare of your child and any other players.
- Be familiar with the Good Coaches Code. In particular: Coaches should recognise the importance of fun and enjoyment when coaching young players. Coaches should keep winning and losing in perspective, encouraging young players to behave with dignity in all circumstances. It is important that parents support coaches in instilling these virtues.

### **PARENTS SHOULD:**

- Remember that young people play rugby for their own enjoyment not that of their parents. Encourage young people to play - do not force them.
- Focus on the young players' efforts, rather than winning or losing.
- Be realistic about the young players' abilities; do not push them towards a level that they are not capable of achieving.
- Provide positive verbal feedback both in training and during the game.
- Remember that persistent, negative messages will adversely affect the players' and referee's performance and attitude.
- Always support the rugby Club in their efforts to eradicate loud, coarse and abusive behaviour from the game.
- Remember young people learn much by example.
- Always show appreciation of good play by all young players both from your own Club and the opposition.
- Respect decisions made by the match officials and encourage the young players to do likewise.

## **THE GOOD PLAYER'S CODE**

### **PLAYERS ARE ENCOURAGED TO:**

- Recognise and appreciate the efforts made by coaches, parents, match officials and administrators in providing the opportunity for you to play the game and enjoy the rugby environment.
- Understand the values of loyalty and commitment to adults and team mates.
- Recognise that every young player has a right to expect their involvement in rugby to be safe and free from all types of abuse.
- Understand that if an individual or group of young players feel they are not being treated in a manner that is acceptable, then you have a right to tell an adult either at the rugby Club or outside of the game.

### **PLAYERS SHOULD:**

- Play because you want to do so, not to please coaches or parents.
- Remember that skill development, fun and enjoyment are the most important parts of the game.
- Be attentive at all training and coaching sessions.
- Work equally hard for yourself and your team - both will then benefit.
- Recognise good play by all players on your team and by your opponents.
- Be a sportsman - win or lose.
- Play to the Laws of the Game and accept, without question, all referees' decisions.
- Control your emotions. Verbal or physical abuse of team mates, opponents, or match officials is not acceptable.
- Treat all players, as you would like to be treated. Do not interfere with, bully or take advantage of any player.

## **THE GOOD SPECTATOR'S CODE**

### **SPECTATORS ARE ENCOURAGED TO:**

- Act as positive role models to all young players.
- Be familiar with, and abide by, the RFU Safeguarding Guidance in relation to verbal and emotional abuse.
- Respect the rugby Club with regard to spectator behaviour, not infringe on play or the pitch.

### **SPECTATORS SHOULD:**

- Remember children play sport for their enjoyment not yours.
- Acknowledge good individual and team performance from all youngsters irrespective of the team for whom they play.
- Respect match officials' decisions. Remember - they are volunteers providing an opportunity for youngsters to play rugby.
- Never verbally abuse young players, match officials, fellow spectators or coaches. Such behaviour can create a negative environment for young players and their behaviour will often reflect this. Acknowledge effort and good performance rather than 'win at all costs' ethic.
- Verbally encourage all youngsters in a positive way. If you do want to shout make sure it is 'for', not 'at' the players.
- Encourage all youngsters irrespective of their ability - never ridicule any individual player, regardless of the team for whom they play.

## **THE GOOD MATCH OFFICIAL'S CODE**

### **MATCH OFFICIALS SHOULD:**

- Recognise the importance of fun and enjoyment when officiating young players.
- Provide positive verbal feedback in a constructive and encouraging manner during games. Emphasise the spirit of the game.
- Appreciate the needs of the young players before the needs of the sport.
- Understand the physical, social and psychological development of young players.
- Be a positive role model. You set an example, and as such, comments you receive should be positive and supportive.
- Look to self-improvement e.g. participation in Mini/Midi or National 15-a-side courses.

### **MATCH OFFICIALS MUST:**

- Recognise that the safety of young players is paramount.
- Explain decisions - all young players are still learning.
- Always penalise foul play.
- Play advantage whenever possible in order to let the game flow.
- Show empathy for the age and ability of young players.
- Be consistent and objective.
- Ensure that verbal abuse from players, coaches or spectators is not tolerated and is dealt with by Club officials immediately.
- Be aware of, and abide by, the RFU Safeguarding Guidance policies and procedures.

## **APPENDIX B: SALISBURY RFC SAFEGUARDING POLICY RELATING TO CLUB WEBSITES, MOBILE AND ONLINE COMMUNICATION WITH CHILDREN AND VULNERABLE ADULTS**

### **Website and Social Media- See separate Club Social Media Policy.**

The Club Website is a key part of the daily operation of the Club.

Salisbury RFC has responsibility for the physical safety of Mini and Youth members when on the Club's premises, Salisbury RFC will also ensure that there is nothing on its' website which could harm a child, directly or indirectly. Salisbury RFC is responsible for the content of its website.

Given our Club Website is open to the public, there are 2 key risks to guard against when posting information:

1. Disclosing personal information about a child to people accessing the website. This could be the child's name, address, or any information about a child's life, interests or activities which would help a stranger target a child, or engage that child in conversation.
2. Abusive or inappropriate content (photos, video or text), on the site itself. This includes material which criticises or humiliates a child. It could also be information which places undue pressure on the child to participate in some aspect of a Clubs' activities.

### **Online Photos and video**

Photos and video clips can make any child featured vulnerable to grooming if information about the child (name, address, activities or interests) is also disclosed. Furthermore, posting an image on a website carries a risk that the image could be taken and adapted for an inappropriate use.

RFU Recommendations:

- Use group images, rather than individual images.
- For images of individual children (such as in action shots) where possible use models or illustrations.
- Only use images of children in suitable dress, to minimise the risk of inappropriate adaptation of the image
- If a child is named on the site, do not include an image (individual or group). If a child features in an image on the site, do not use the child's first name or last name, either in text on the site or in the image file name.
- Salisbury RFC will abide by all RFU recommendations regarding photo and video images and will obtain consent from the appropriate responsible person(s) before using any images of children on its website. Consent request clauses are included in the registration form which is completed each season and are also held by the Club age group administrators.

### **Webcams and Live Image Streams**

Salisbury RFC will not use webcams to stream live images of children or vulnerable adults and if use of a webcam to broadcast images of children is requested, the Safeguarding Officer at Salisbury RFC will contact the RFU for further guidance before permission is granted.

### **Mobile and Online Communication with Children**

Technology is moving very fast in this area. There are now many different ways for people to communicate. In addition to landlines, there are mobile phones for voice and text, and most new phones incorporate cameras

that take still shots and video. Two-way video calling is commonplace. On-line communication can be by email, instant messaging and social networking sites.

The risks posed by such methods of communication arise from:

- The privacy. It is often one-to-one
- The wide range of content that can be transmitted, including content of a violent, sexual or hateful nature
- The ease with which images can be forwarded onto others
- The difficulty in knowing truly who you are communicating with. Where grooming happens, it often involves this type of communication.

In sport, there are additional risks:

- Inappropriate pressure can be exerted by adults, particularly coaches, on children (such as to play when injured)
- There can be inappropriate criticism of a young player's performance
- An official position or role within a Club, such as Coach, can carry with it a level of authority and engender a level of trust that facilitates the control of a child.

Against this background, Salisbury RFC will abide by all RFU guidance with regard to mobile and online communication with children and will cascade any information for them to the parents (or carer) of that child. Salisbury RFC will not directly contact a child directly by mobile phone unless prior consent is given by the parent or carer.

### **Club Policy**

- All Age Group communications – for example fixture information, team selection – should be sent via the Team Admin Manager or designated coach. Emails should only be sent using email groups comprising email addresses given by parents. An email should not be sent to a child unless the parent is also copied. Such emails should only come from age group coaches or administrators as communicated to Parents.
- Other Online (Social Media) Services. No Club Member may initiate a social media outlet that is directly linked and intended to be used by Salisbury RFC members without the express permission of the Club Executive Committee or, for Mini or Youth matters, the respective Mini or Youth Committees. Administrators of social media outlets must ensure the content complies with the Website and Social Media policy above.

Further::

- Communication via Facebook is permitted only via public club Facebook pages where the content is public and conforms to the Website and Message Board policy above. Private, closed groups and 1-1 messaging between Coaches and Young People is not permitted.
- Other online and social media services whether public or private are not permitted. Requests to add other services to the approved list should be directed to the Club Safeguarding Officer.
- SMS Messaging (Texting): Club Officials and Coaches should only communicate directly with individual children by text at any time, on any matter, if the parent or carer is copied on such communication or there is an immediate risk to the welfare of that child that can be lessened by such contact.
- Telephone: When communication by phone is needed, Club Officials and Coaches can speak to individual young people on phones provided they have prior consent from the child's parents or carer and from the young person if old enough to understand.

## APPENDIX C: SALISBURY RUGBY CLUB PHOTOGRAPHIC POLICY

### Overarching Principles

Salisbury Rugby Club's photography policy derives from the RFU's Policy. The basic principles are:

- **Permission:** Every parent or carer has the option to decline permission for the taking and publication of images/videos of a young person in their care
- **Appropriate Circumstances & Attire:** Photography/video must be undertaken in appropriate circumstances. All young people must be appropriately attired at all times
- **Publication and Identification:** Publication should not be done in such a way that young people are identifiable; images should be published without accompanying sensitive personal details such as a young person's address
- **Focus of the Photography:** The imagery should focus on the activity rather than any particular individual
- **Equity Policy:** Wherever possible, imagery should reflect the diversity of the young people making up The Clubs membership
- **Third Party Photography:** Whenever professional photographers or outside media are invited or commissioned, the Club will require identification and safeguarding measures to ensure only the proper use and dissemination of imagery

### Circumstances of photography/video

Photographs/videos of junior players are usually taken in the following contexts. This list is not exhaustive.

- Coaching - video may be filmed and used thereafter for coaching purposes
- Action photographs - general photographs of players during a game
- Team photographs - posed group photos of teams
- Awards and ceremonies
- Press coverage - local, national and specialist rugby media photographs/video
- Tours and festivals - at other Clubs and grounds which will be subject to the host Clubs policy permission.

All parents/guardians are asked to indicate on Registration Forms if they consent to the taking and use of photographs/videos featuring their children throughout the season. If consent is not withheld, the parent or carer permission continues throughout the season, terminating at its conclusion, unless the parent or carer notifies the squad manager and Club Safeguarding Officer, in writing, of a change of mind.

The result of withholding or withdrawing permission is that the Club reserves the right to require the parent or carer to be present throughout an event where photo/video is expected to be taken and to undertake to supervise and monitor the event for the purpose of safeguarding their child.

### Focus and content of the imagery

Images taken by parents, carers, supporters and coaches at the Club's grounds, and at away games, tours and festivals where the host Club applies no stricter policy, should comply with the following restrictions:

1. The Club adopts the RFU guidelines on appropriate dress for young players. These recommend that all young people featuring in photographs/videos be appropriately dressed with outer clothing/ garments covering their torso between the bottom of the neck and the thighs i.e. a minimum of a vest/shirt and shorts. For formal photographs players should be properly dressed in Club kit.
2. Wherever possible the Club also undertakes to reflect the RFU Equity Policy. Accordingly photographs/videos should represent the diversity of young people participating in rugby at the Club.
3. Photographs/video should focus on the activity rather than any particular young person. Where possible photography of young people should concentrate on small groups of players.

### **Sensitive Information**

Photographs/videos should not include nor be accompanied by sensitive information which might enable a stranger to identify the players. Such information might include, but is not limited to, an image of the players parent or guardian, the players full name, age, address, email address, telephone number or such personal details of the parent/guardian or the parents/guardians' personal details.

### **Publication by the Club of Imagery**

The Club must have parental permission to use an image of a young person (see above). When such permission has been given, the Club may publish photographs/videos in its own materials or via third party media organisations such as the local press. Such publication of photographs/videos will not include any sensitive information described or identified above of the young people or of their parents or carers.

Where the reason for publication is an individual achievement (i.e. a players selection for a representative side, triumph over adversity), particular attention will be paid to ensuring specific permission is also secured from the young person to use their image.

### **Publication by Others of Imagery**

The Club must have parental permission to use an image of a young person (see above).

### **Photography/Video by the Media or Third Party**

The Club reserves the right to invite photographers from the local media or rugby specialist press to record the Clubs events. If it does so it undertakes that it will

1. Require any such photographers to register upon arrival at a Club event; to carry with them, at all times, bona fide and appropriate identification which must be produced on request and to abide by the overarching principles set out above
2. Inform parents and participants that one or more media photographers will be present and
3. Not approve/allow unsupervised access to the players, one-to-one photography sessions with players, nor photo sessions outside the event or at any players home.

### **Use of photographic/video equipment by parents/guardians and adult supporters**

Parents and carers are advised that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the team manager, to an event organiser or to an official so that these may be recorded and dealt with in the same manner as any other child protection concern.

If parents or carers or adult supporters wish to take images of a game, session, or event at a Club ground, they must ascertain whether any member of the squad has had permission withheld for photography; at any other ground they must also be prepared to comply with the policy of the host Club.

In addition, wherever the Club's young players are playing photographers may be required to identify themselves and state their purpose for photography/videoing an event. They must, if advised that any visiting or host Clubs young player withholds permission for photography, cease doing so immediately unless able to come to an arrangement with that players parent or guardian.

The Club reserves the right to contact authorities in the event that any individual refuses to stop taking photographs/video or refuses to identify themselves upon challenge by the Club.

### **RFU Photography and Filming Guidance**

The RFU strongly advise that clubs/ Constituent Bodies (CBs) refer to this guidance in their own Safeguarding Policy which will reflect their own specific needs and circumstances. This guidance is not a policy nor is a blanket ban but a proportionate response.

Clubs should take note of this guidance, especially if images are placed on social media, promotional material or in local press and when arranging fixtures, festivals or events. Constituent Bodies (CBs) should also refer to this guidance in respect of their Age Grade representative teams.

The RFU positively encourages parents/carers and spectators to take photographs of participants involved in rugby union to celebrate the ethos and spirit of the sport. It is not the intention of the RFU to prevent photographs or filming taking place for legitimate purposes.

Any photograph (digital or printed) or film which is produced and released into the public domain may be misused by anyone as control has been lost. With the widespread use of smartphones and other devices that can take photograph and film there are challenges.

There may be circumstances where photography / filming of a child might not be acceptable or appropriate as it may place the child at risk of harm. This may include legal restrictions or where it is potentially dangerous to reveal the child's whereabouts to an estranged parent. Such circumstances must be addressed between the parents/carers and club as a matter of urgency to mitigate any risk to the child. Communication is key to keeping children safe.

Clubs/CBs must obtain a parental /carer consent for photos/filming – preferable at beginning of season for both away and home fixtures. The opportunity must ALWAYS be offered to withhold consent for photography and filming.

Personal information which leads to a child being identified should be avoided. If it is necessary to name a child, ensure that you have written parental/carers consent and have informed the parent/carers as to how the image will be used. This is particularly important when issuing press releases and match reports.

Photographs /filming should be of the activity or team not of an individual child.

Children must be appropriately dressed when being photographed or filmed. It is never acceptable to capture any images in changing rooms, showers, or at any time when players are dressing, injured or receiving first aid. Images must be neither sexual, of an exploitative nature nor open to misinterpretation or misuse.

Parents /carers should be made aware if a film is being taken to be used as a coaching aid. Clubs and Constituent Bodies should ensure that any footage will be carefully monitored, stored securely and destroyed or deleted when no longer required or when requested by a parent/carers. Any coaching videos must follow Age Grade Code of Codes of Practice.

Members of the public are entitled to take photos in public areas, this may include taking images of children involved in sports events or activities including rugby union. Clubs and CB's need to be vigilant to this. Any

concerns in these circumstances should be reported to a club/CB official or event organiser, who should approach the individual concerned wherever possible.

On privately owned or leased land it is the owner who may regulate whether any filming or photography may take place.

Clubs/CBs should ensure any opposition teams know ahead of any fixture if there is an objection to any filming/ photography taking place. Each club/CB will be responsible for communicating any objection and ensuring it is adhered to by their supporters or officials. Festival or event organisers should make their photography / filming policy clear ahead of the day.

The RFU encourage the filming of rugby union for the purpose of external examinations Duke of Edinburgh Award, GCSE, A level or BTEC Physical Education which will support a player's formal education. Clubs/CBs will need to manage this in accordance with the above guidance.

### **Commissioning Professional Photographers & the Local Media**

If the club commissions professional photographers or invites the press to cover an activity, ensure everyone is clear about each other's expectations. The key is to plan and communicate early on.

#### **Clubs and CBs should:**

Ensure that the photographer has been appropriately vetted prior to the event.

Issue the professional photographer with identification, which must be always worn.

Inform them of the club's commitment to safeguarding children. Establish who will hold the recorded images and what they intend to do with them.

Provide a clear brief about what is considered appropriate in terms of content and behaviour including where photography is prohibited, toilets, changing areas, first aid areas, and injured players, no unsupervised access to children or a one-to-one photo session at the event.

Clarify issues about ownerships of the images and access. How will the images be stored, retained, and used.

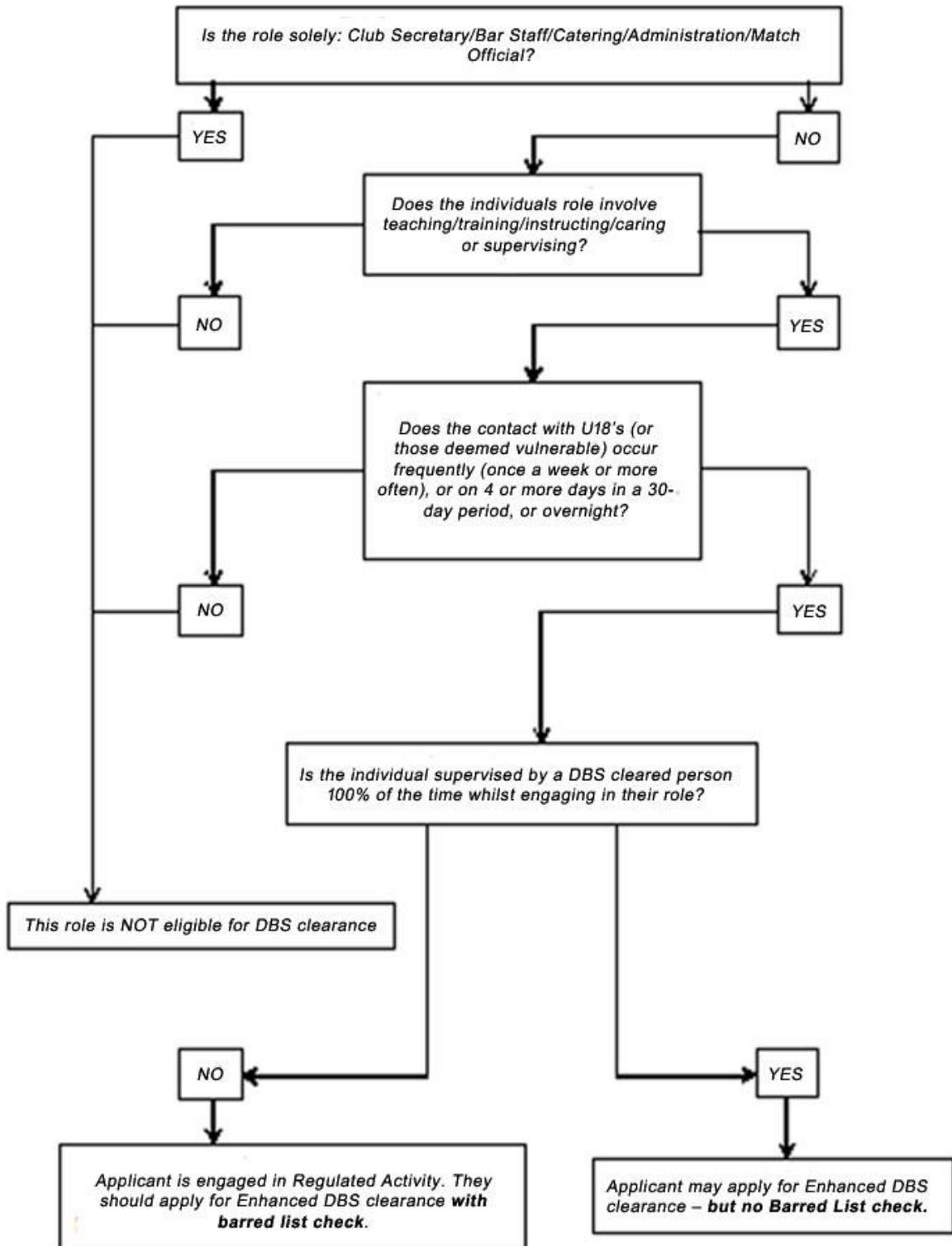
Inform parents and participants that a photographer will be in attendance and where the images will be published. Ensure parents and children consent to both the taking and publication of films or photos.

APPENDIX D- WHO NEEDS A DBS CHECK?



**RUGBY FOOTBALL UNION**

DBS Eligibility Decision Flow-Chart



## APPENDIX E: INCIDENT REPORTING FLOWCHART

