



Safeguarding and Child Protection Policy

The Children Act 1989 defines children as those under the age of 18 and it is concerned with the protection of children from any form of abuse. Abuse is illegal.

The Rugby Fives Association (RFA) is the governing body responsible for the playing of Rugby and Winchester Fives (Fives) throughout the UK.

Policy Statement

The RFA seeks to safeguard all children involved in RFA activities from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The RFA will ensure the safety and protection of all children involved in RFA activities through adherence to the Safeguarding and Child Protection guidelines and procedures adopted by the RFA.

Policy Principles

The RFA acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and regulatory requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- have a positive and enjoyable experience of playing and watching the sport of fives in a safe and child centred environment
- are protected from abuse whilst participating in fives or outside of the activity.

The RFA acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy the RFA will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the RFA. Failure to comply will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

The Different Types of Abuse

- Over-zealous coach
- Physical abuse through over-training
- Sexual abuse
- Emotional abuse through bullying and pressure to succeed.

Good Practice Guidelines

Anyone working with children within the game of Fives should be aware of and adhere to the relevant RFA Codes of Conduct (see Appendix 1) and in particular should

- be professional and maintain the highest standards of personal behaviour
- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication)
- treat all young people equally, and with respect and dignity
- always put the welfare of each young person first, before winning or achieving goals
- maintain a safe and appropriate distance from players
- be an excellent role model – this includes not smoking or drinking alcohol while coaching or playing Fives with young people
- give enthusiastic and constructive feedback rather than negative criticism
- recognise the developmental needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will

- be aware of physical contact with a player when helping to develop a game skill. This might be interpreted wrongly by the player or an observer
- not respond to any form of sexual innuendo
- ensure, as far as possible, that they are not alone when working with young players.

Documents, Policies and Procedures

The RFA adheres to the standards set out by the NSPCC's Child Protection in Sport Unit (CPSU). In particular, it incorporates the following CPSU Documents into its policies and procedures:

- CPSU codes of conduct (terms incorporated into the RFA Codes of Conduct attached at Appendix 1)
- NSPCC Incident Reporting Form (terms incorporated into the RFA Incident Reporting Form at Appendix 2)
- CPSU Reporting of Concerns at Events Flowchart
- CPSU Standards for Safeguarding and Protecting Children in Sport
- CPSU Safeguarding Reporting Procedures Flowchart
- CPSU Briefing on Records Retention and Storage

What to do if a Concern arises or a Problem does occur

Any incident, problem or concern relating to Safeguarding or Child Protection should be recorded as soon as possible on the RFA Incident Reporting Form and these concerns and details should be reported to the RFA Safeguarding Lead Officer (the Welfare Officer) and the RFA General Secretary as soon as possible thereafter. Any allegation or suspicion should not be discussed with another person, other than the police, before the General Secretary has been contacted.

If the incident reporting form is not available, then a record should be made as soon as possible of any relevant details and information, including the nature of the allegation, background information, the period of time involved and the degree to which the information is known to be fact rather than opinion or hearsay. These records should be retained indefinitely.

Make no comment to the media. All enquiries should be directed to the RFA General Secretary.

Last Revised November 2020

Appendix 1

RFA Codes of Conduct



1. Code of conduct for coaches and volunteers

RFA coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Coaches and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times
- Consider the wellbeing and safety of participants before the development of performance
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Treat all young people fairly and ensure they feel valued. Have no favourites
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward
- Be positive, approachable and offer praise to promote the objectives of the club at all times
- Not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the club's procedures. Parents will be informed
- Never use sanctions that humiliate or harm young people
- Report accidents or incidents of alleged abuse or poor practice to the designated person
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider"
- Have access to telephone for immediate contact to emergency services if required
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Establish and address the additional needs of disabled participants or other vulnerable groups
- Not abuse members physically, emotionally or sexually
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information
- Respect and listen to the opinions of young people
- Take time to explain coaching techniques to ensure they are clearly understood
- Develop an appropriate working relationship with participants, based on mutual

trust and respect

- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions
- Never condone rule violations, rough play or the use of prohibited substances
- Not spend excessive amounts of time alone with children unless there are exceptional circumstances
- Never take children to their home
- Not administer First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover
- Make the sport/activity fun

Coaches and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding
- Support in the reporting suspected abuse or poor practice
- Access to professional support services
- Fair and equitable treatment by the governing body/club
- Be protected from abuse by children/youths, other adult members and parents
- Not to be left vulnerable when working with children

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to further action or dismissal from the club.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body (the RFA Board) depending on the disciplinary procedures within the sport.

Emergency action and first aid: The event organizer, all coaches and RFA members present at an event should be aware of the action plan in the event of an emergency including the following:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

Clubs should also contact the RFA if they wish to incorporate their own specific guidelines.

Names of coaches / volunteers present at event/match	
Signature of Event / Match Organiser	
Print name of Event / Match Organiser	
Date	



2. Code of conduct for parents, guardians and carers

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them into activities they do not want to do
- Where the event or match involves adult participants, complete and return the Registration, Medical and Consent Form pertaining to your child's participation with the RFA Event (see **parental consent form**)
- Deliver and collect your child punctually before and after sessions/matches/the event
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure that proper sportswear, gloves and (if necessary) protective equipment are worn. Any child not in possession of the proper kit will not be permitted to participate
- Ensure your child is punctual
- Be realistic and supportive
- Ensure your child has appropriate showering equipment, plus adequate food and drink
- Detail any relevant medical concerns or conditions pertaining to their child to the event organizer or on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/school/event staff prior to the activity
- To inform the event organiser or match manager prior to the event/match starting if your child is to be collected early
- Encourage your child to play fairly and by the rules, and teach them that they can only do their best
- Ensure that your child understands their code of conduct
- Ensure that your child understands the rules of Rugby Fives
- Behave responsibly while spectating; do not embarrass your child
- Support and respect the traditions and culture of Rugby Fives, including the general expectation that lets and other disputes are resolved between the players on court at first instance
- Show appreciation and support the coach/school/event organisers and staff
- Show appreciation and respect towards other participants in the match or event and do not intimidate, embarrass or distract them during play
- Accept the judgment and decisions of the organiser and any other RFA official and do not enter the court or area of play
- Promote your child's participation in playing sport for fun

As a parents/guardian/carer you have the right to:

- Be assured that your child is safeguarded during their participation in sport
- Be informed of problems or concerns relating to your children
- Be informed if your child is injured
- Have your consent sought for issue such as trips or photography
- Contribute to decisions within the club
- Have any concerns about any aspect of your child's welfare listened to responded to

Any breaches of this code of conduct will be dealt with by the RFA Event/Match Manager or an RFA official.

Persistent concerns or breaches may result in the parent/guardian/carer being asked not to attend games if their attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/guardian/carer continue to breach the code of behaviour may be that the RFA regrettably asking the parent/guardian/carer and the child to leave the session, event, match or club.

Names of parents/carers present	
Signature of Event/Match organiser	
Print name of Event/Match organiser	
Date	



3. Code of conduct for children and young people

The RFA is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the RFA General Secretary or Welfare Officer. Sports clubs should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

As a member of the RFA or a participant in its events, you are expected to abide by the following junior code of practice:

Children and young people are expected to:

- Be loyal and give their friends a second chance
- Be friendly and particularly welcoming to new members
- Be supportive and committed to other team members, offer comfort when required
- Keep yourself safe
- Report inappropriate behaviour or risky situations for youth members
- Play fairly and be trustworthy
- Respect the event organisers and officials and accept their decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat or be violent and aggressive
- Make your club a fun place to be
- Keep within the defined boundary of the playing/coaching area
- Behave and listen to all instructions from the coach or event organiser
- Play within the rules and respect the event organisers and any official decisions
- Show respect to other youth members/leaders and show team spirit
- Take care of equipment owned by the club or the RFA
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
- Refrain from the use of bad language or racial/sectarian references. This includes bullying, using new technologies such as social media, chat-rooms or texting
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Refrain from bullying or persistent use of rough and dangerous play
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Wear suitable kit, particularly gloves for training and match sessions, as agreed with the coach/team manager

- Pay any fees for training or events promptly
- Not smoke on club premises or while being involved in RFA events and competitions
- Not consume alcohol or drugs of any kind on the club premises or while being involved in RFA events and competitions

Children / Young People have the right to:

- Be safe and happy in their chosen activity
- Be listened to
- Be respected and treated fairly
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help
- Have any concerns taken seriously and acted on

Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. Parents will be informed at all stages.

Disciplinary action can be appealed to the coach with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Names of children/young persons present (or see attached entrant list)	
Signature of event/match organiser	
Print name event/match organiser	
Date	

Appendix 2

RFA Incident Reporting Form



Your name:	Name of organisation:
Your role:	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability? : <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
<i>Position within the sport or relationship to the child:</i>	

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay. Continue on another sheet if necessary and attach to this form

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

<i>Telephone number:</i>	<i>Email address:</i>
Please provide details of action taken to date:	
<p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
If YES please provide further details:	
<p><i>Name of organisation / agency:</i></p> <p><i>Contact person:</i></p> <p><i>Telephone numbers:</i></p> <p><i>Email address:</i></p> <p><i>Agreed action or advice given:</i></p>	

Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Lead (the RFA Welfare Officer) or the RFA General Secretary in line with the RFA's reporting procedures.