



**ROSS SUTHERLAND  
RUGBY**

**ROSS SUTHERLAND RUGBY CLUB (SCIO)  
CHILD PROTECTION AND  
SAFEGUARDING POLICY**

Revision 5      Change Child Protection Office      Approved :F Fraser      Date: September 2023

Revision 4	Change of Policy title from Child Protection to Child Protection and Safeguarding Policy. Addition of vulnerable adults statement	Approved: Board	Date: August 2021
Revision 3	Addition of referrals policy statement	Approved: S Walker	Date: July 2020
Revision 2	Change to include SCIO reference and additional information	Approved: S Walker	Date; April 2019
Revision 1	Update office bearers	Approved: S Walker	Date: June 2017
Version 1	Updated for 15/16 Season	Approved: S Walker	Date: May 2015

**This Policy applies to all volunteers and staff.**

## POLICY STATEMENT: CHILD PROTECTION

A child is anyone under the age of 18.

Ross Sutherland Rugby Club (SCIO) recognise that child protection should not be treated in isolation - we will take on board guidance given by Highland Child Protection Committee and will address recruitment and selection of volunteers by doing the following:

We accept that it is our responsibility to check that all adult helpers and coaches over the age of 16 years are following the guidance given by Highland Child Protection Committee and where deemed appropriate are following the procedures for vetting as laid down in the document "Child Protection Policies for your Community Group":

- Where there are adults within our club with substantial access to children Ross Sutherland Rugby Club (SCIO) will ensure that all have been appropriately vetted and they are members of the Protecting Vulnerable Groups Scheme (hold a relevant PVG certificate) in relation to the Club. **All coaches must hold a PVG certificate before being able to coach Mini and Youth rugby.**
- Every new volunteer or member of staff will complete a Personal Profile Form and provide the names of two referees who will be prepared to provide a written reference.
- Where appropriate Ross Sutherland Rugby Club (SCIO) will make a request for previous addresses on volunteer/job application forms
- Where appropriate Ross Sutherland Rugby Club (SCIO) will follow up each reference with a telephone call or personal contact during which they will discuss the applicant's suitability to work with children. A record of this discussion will be kept in the applicant's file
- Where appropriate Ross Sutherland Rugby Club (SCIO) will interview prospective volunteers and staff
- Where appropriate Ross Sutherland Rugby Club (SCIO) will note at interview all previous experience of volunteers and staff in working with children
- Where appropriate Ross Sutherland Rugby Club (SCIO) will carry out a probationary period for all volunteers and staff of at least 3 months.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our club, if we have suspicions about a child's physical, sexual or emotional wellbeing, we will take action.

All volunteers or staff are encouraged to share concerns with the club's committee member who has agreed to monitor child protection issues. If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about the child's safety, we will contact Social Work Services or Police immediately. If our concerns are more general about a child's welfare, then we will discuss these with our group's child protection monitor, who would then make a referral to Social Work who will make the necessary arrangements. It is important that all volunteers and staff communicate concerns accurately.

To this end, volunteers and staff will follow the procedures below;

- 1) Upon the receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs;
- 2) Share their concerns with the monitor for the group and agree action to take;
- 3) Always REFER **never** INVESTIGATE any suspicions or allegations about abuse.

In all case, the first point of referral should be to our Child Protection Officer or Club President (see below).

If any parent or child has any concerns they can speak in confidence to our Child Protection Officer or Club President.

For children at primary school their child protection monitor is usually their head teacher. For children at secondary school it is usually their guidance or head teacher.

**If we have concerns we must act - it may be the final piece of the jigsaw that is needed to protect that child - or we may prevent further children from being hurt.**

Area Social Work Office (Alness)	01349 886909
Police Scotland	101
Out of hours Social Work Emergency Service	08457 697284

**Child Protection Officer:**  
Natalie Reid  
[nataliereid24@yahoo.com](mailto:nataliereid24@yahoo.com)

Chairperson  
John Scott  
[john@fearnfarm.com](mailto:john@fearnfarm.com)

## **Supplementary Policy Statement: Short Term and Occasional Volunteer Policy**

All volunteers at Ross Sutherland Rugby Club (SCIO) working with children require an up to date Protecting Vulnerable Groups (PVG) check with the club. However, upon occasion, volunteers may provide service or support to the club for a limited period of time or on an ad-hoc basis (Short-term and Occasional Volunteers) e.g. a parent helper providing first aid cover at a Festival. For these particular volunteers, the process of obtaining a PVG would not be of benefit to the club or players and may even be considered a deterrent for volunteering at the club.

Ross Sutherland Rugby Club (SCIO) acknowledges its responsibility to safeguard the welfare of all children involved in in the club from harm. Therefore, all Short-term and Occasional Volunteers must adhere to the following conditions whilst volunteering for Ross Sutherland Rugby Club (SCIO).

All Short-term and Occasional Volunteers:

1. Will be associated with the club through participation or a relationship with a club member;
2. Will only work in the presence or within the vicinity of a PVG checked Ross Sutherland Rugby Club (SCIO) volunteer;
3. Will never be alone with a child under the age of 18 engaged in any rugby union activity.
4. Will adhere to the Key Principles of the Ross Sutherland Rugby Club (SCIO) Safeguarding Policy. Fully supported by Scottish Rugby Union Safeguarding Team
5. Will be identified with a Short-term and Occasional Volunteer badge over the duration of their volunteer post.
6. Will pursue a PVG check if volunteer post is expected to be longer than four weeks. (Short-term definition is less than 4 weeks)
7. Will not be responsible for children with known challenging behaviours or health issues. NOTE: Only volunteers with appropriate training can be responsible for these children.
8. Will maintain privacy and confidentiality with regards to any club member's personal information that may become known during their position as a volunteer.

9. If involved in transport responsibilities, will have a valid driving license.
10. Will implement and comply with the SRU Code of Conduct and the codes of Conduct for Coaches, Spectators and Officials as appropriate.
11. If the volunteer is witness or is aware of an incident where the welfare of a child has been put at risk they must inform:
  - a) Child Protection Officer – Natalie Reid or
  - b) Club President – John Scott (07770 863506)

## **Additional Child Protection Procedures for Minis and Micros**

### Training

**ALL** children **MUST** be signed in and out of training when they arrive at, and leave the club. If a session booking has been made via Eventbrite children must still be signed in/out.

Each age group (P1-3, P4-5, P6-7) will have separate register and an appointed point of contact for signing in/out. No child will be permitted to start training, or depart the club after training unless they have been signed in/out by a parent/guardian.

### Trips

For all organised trips where Ross Sutherland Rugby Club (SCIO) is responsible for transport (e.g. to Glasgow Warriors events, Scotland Internationals) the following procedures apply:

- All children must be signed in upon arrival, and signed out upon return;
- Parents should provide an up to date contact number;
- Parents will be provided with an itinerary for the trip as well as two key club contacts, one of whom will be on the trip;
- Both club contacts will have details of the children on the trip and their emergency contact details;
- the chief officials of the club should all be made aware of who the key contacts are for each trip;
- The key club contact not travelling will advise parents through social media if there are any changes and updates to return times.

## **Supplementary Policy Statement: Vulnerable Adults**

A vulnerable adult is someone over the age of 16 who

- are unable to safeguard their own wellbeing, property, rights or other interests
- and are at risk of harm
- and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected

Although our services are not specifically aimed at people who fall within this definition, we recognise that from time to time our coaches and staff may interact with vulnerable adults in course of delivering activities. For that reason, all foregoing and subsequent sections of this Policy should be taken as equally applying to vulnerable adults, where appropriate.

## **Supplementary Policy Statement: Referrals**

Our club has a duty to report any harmful behaviour that might affect whether volunteers are allowed to work with children. This applies whether the person is a member of the PVG Scheme or not and is called making a referral.

### **When to make a referral to Disclosure Scotland**

There are two conditions which must be met before Disclosure Scotland is notified:

Condition 1 – An individual has been permanently removed, has removed themselves from regulated work or has been transferred permanently away from work with children

Condition 2 – An individual has participated in at least one of the following:

- Caused harm to a child
- Placed someone at risk of harm
- Engaged in inappropriate behaviour involving pornography
- Engaged in inappropriate behaviour of a sexual nature involving a child
- Given inappropriate medical treatment to a child

### **Types of harm**

There are a number of different ways 'harm' can be defined. Please note that people can cause a risk of harm without actually doing anything directly to a child.

Examples of harm include:

- Physical harm (e.g. inappropriate physical restraint or assault)
- Psychological harm (e.g. emotional abuse)
- Theft (e.g. embezzlement)

Examples of behaviour which lead to a risk of harm include:

- Attempting to harm (even if they don't succeed)
- Trying to make someone else cause harm
- Encouraging someone to self-harm
- Reckless behaviour or incompetence that may cause someone to be harmed as a result, even if they didn't mean it to be

### **Making a referral**

When both conditions have been met, it is a legal requirement that Disclosure Scotland must be notified by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work but would have met both conditions a referral can still be done.

Where it is necessary to make a referral, this process will be carried out by our Child Protection Officer (CPO) with the support of Scottish Rugby. If the referral cannot be made by our club CPO it can be carried out by Scottish Rugby Safeguarding Team. Those in a position of carrying out disciplinary action which may result in the removal or dismissal of someone in regulated work must ensure they notify both the club CPO and Scottish Rugby Lead CPO when an individual meets both conditions. Failure to make a referral where required may result in prosecution.



## MAKING A REFERRAL FLOWCHART

Has an individual at club participated in at least one of the following:

- Caused harm to a child
- Placed someone at risk of harm
- Engaged in inappropriate behaviour involving pornography
- Engaged in inappropriate behaviour of a sexual nature involving a child
- Given inappropriate medical treatment to a child

Yes

Has the individual:

- Been permanently removed, or
- Removed themselves from regulated work, or
- Has been permanently transferred away from work with children

Yes

Notify club Child Protection Officer -  
[nataliereid24@yahoo.com](mailto:nataliereid24@yahoo.com) and Scottish  
Rugby Safeguarding Team  
([safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk))

No

No referral required but contact  
Scottish Rugby Safeguarding Team  
[safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk) with the  
following information:

- Club
- Individuals name and role
- Outline what happened
- Any other relevant details

Complete [referral form](#) within 3 months and send  
to Disclosure Scotland  
[pucorrespondence@disclosurescotland.gsi.gov.uk](mailto:pucorrespondence@disclosurescotland.gsi.gov.uk)

### **Additional information for parents and guardians**

We are committed to being as open as possible and recognise that there may be occasions where for your own piece of mind you may wish to verify the PVG credentials of coaches and volunteers at our club.

We will hold details of PVG certificates of all coaches and volunteers who fall within the remit of this Policy at the club. This will not be publicly available and details, subject to GDPR provisions, can be verified via our Child Protection Officer.

### **Links to Key Guidance and Documentation**

Highland Child Protection Committee:

<http://hcpc.scot/>

Child Protection Policies for your Community Group:

<https://www.careandlearningalliance.co.uk/wp-content/uploads/2015/08/Protection-Guidance-for-Community-Groups-in-Highland-2012.pdf>

Scottish Rugby Child Protection Policy:

[https://s3-eu-west-1.amazonaws.com/sru-files/files/sr17\\_childprotection\\_policy\\_v6.pdf](https://s3-eu-west-1.amazonaws.com/sru-files/files/sr17_childprotection_policy_v6.pdf)

Ross Sutherland Rugby Club (SCIO) Safeguarding website page

<https://www.rosssutherlandrugby.com/a/club-constitution-and-policies-59887.html?page=5>

SRU Child Protection Team 0131 346 5000 [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk)

Clare (Child Protection Advisor) 07766902246 [clare.forrest@sru.org.uk](mailto:clare.forrest@sru.org.uk)

Faye (Child Protection Manager) 07976279473 [faye.henderson@sru.org.uk](mailto:faye.henderson@sru.org.uk)