



SUMMER RUGBY CAMPS – SAFEGUARDING ADVICE

Everyone involved in rugby is delighted to see the lifting of restrictions across Scotland allowing people of all ages to return to the sport they love. Undoubtedly clubs will be keen to have children back as soon as is allowed, especially over the summer months and your club may be considering holding rugby or holiday camps.

These can be a great way of re-engaging your players and increasing participation at your club, however we would highly recommend that careful thought is given to the type of camp offered and how it will operate. Running a commercial camp over longer periods of time differs from the more usual setting of an hour or two training at the weekend and safeguarding should be at the forefront of everyone's mind.

We have provided some advice below and would recommend that these points are considered alongside a risk assessment that includes covid-19 guidelines. Your club CPO should also be aware of planned camps as they will be able to help ensure good safeguarding practice is in place.

Support Personnel and Staff:

- **Coaches and parent helpers must have a PVG membership linked to the club.**
- What ratio of staff to children will you have? (Our recommendation is up to age 8 should be 1:8 and age 8 plus the ratio should be 1:10)

Clear roles and responsibilities should be agreed on, such as:

- Who will be parent liaison including sign in/sign out?
- Who will always be contactable by parents?
- Who will hold consent forms and emergency contact numbers, and how will these be stored?
- Who will lead on first aid? Are they suitably trained?
- Does you have a clear plan in place for emergencies – medical of child/coach, missing child etc.
- Who will lead on safeguarding?
- Staff should have an understanding of safeguarding and child protection and should know who to report a concern to. The club safeguarding policy should apply to all camps.
- Has the club Covid-19 Safety Coordinator signed off the camp risk assessment and been involved in the planning process?

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Age of children attending:

- What ages will be able to attend? Bear in mind that younger children of P1/2 age will require more supervision than older children.
- Younger children may require help such as tying of shoelaces, helping with kit, walked across to the toilets.
- Will activities be split into different age groups?
- Will children's rugby ability be checked prior to attending? Some may have limited rugby experience.
- Are activities age and stage appropriate and in line with the Age Grade Law Variations?

How will the camp operate?

- Will the camp be a full day or half day?
- How will activities be structured? Time should be allowed for breaks, lunch etc.
- Are activities in line with current Return to Rugby guidelines for your local authority area?
- Is the venue risk assessed in line with national environment health guidelines during the Covid-19 pandemic?
- All children should be signed in and out by the person responsible to the child's parent/guardian.
- Should the venue change, all parents must be notified.
- Do you have sufficient toilet facilities for boys and girls?
- What is bad weather plan? Is there an indoor facility?
- What is the cancellation policy?
- How are children and parents able to give feedback each day/end of camp?
- Will the staff have a daily debrief? Discuss any concerns, what worked well, improvements needed, feedback from children & parents.

Registration and information for parents:

- There should be a registration form for all children that includes name and date of birth, next of kin contact, any dietary requirements, any other needs the child may have. This should be stored securely but be easily accessible in the event of an emergency. These details are also required from a contract tracing perspective.
- The form should also ask basic medical information (such as allergies) and seek consent for basic first aid to be administered and emergency treatment if required. This should be captured electronically where possible.
- Consent should also be sought for any photography or social media posts that their child may feature in and give the parents the choice to opt out.

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Registration and information for parents:

- Parents should be provided with information that includes:
 - Hours of the camp & outline itinerary of activities
 - Pick up/drop off and sign in/out process
 - What the child needs to bring – packed lunch, snacks, water bottle, what to wear etc.
 - What the child should **not** bring – e.g. cash, mobile phone, ipad etc.
 - What covid-19 procedures will be in place
 - Who is lead contact & mobile number?
 - How they can provide feedback at the end of each day

Sign in/sign out:

- We would recommend that all children and signed in/out on each day of camp. This ensures that there is a physical handover of responsibility from the parent to the club and vice versa.
- This may be less practical for older teenage children however a clear plan of expectations should be included in all correspondence with parents.
- No child should be signed out to anyone other than the parent without agreement from that parent directly to whoever is in charge of the camp.
- If a parent is late for pick up, the child should remain with the lead person at the camp while they phone the parent.
- No child should ever be left unattended or allowed to make their own way home.

Insurance:

- The club should seek advice from their own insurance company/broker regarding what is required in terms of insurances including Public Liability, especially if activities are wider than rugby training.
- Scottish Rugby's Club Accident Scheme operates to provide Personal Accident cover for anyone training with the club however this covers the teams that the club has declared on its proposal form. This would not cover activity that goes out with rugby training.
- If the club is renting its grounds or facilities to a third party, they should ensure that the third party has relevant insurances in place including public liability.

Covid-19 Guidelines:

- The club should apply covid-19 regulations that are in place at the time of the camp.
- Further information can be found at <https://bit.ly/RTRugby>

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Renting your club facilities to a third party:

- If your club is renting its ground and/or facilities to a third party then it is advisable to ensure that they have the following in place.
 - Are their coaches suitably qualified?
 - Coaches should be disclosure checked preferably PVG membership.
 - The provider should have appropriate and adequate insurance.
 - Their website/marketing/sales material should be clear that this is not an event run by the club themselves thus avoiding any confusion in the event of an emergency or concern.

Further advice:

If you require further advice on summer camps, please contact your club Regional Manager who will liaise with the Safeguarding Team.