



Child Protection Officer Handbook

Leadership · Engagement · Achievement · Enjoyment · Respect

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Last updated April 2023

Useful Contacts

Faye Henderson (Child Wellbeing and Protection Manager)	Club queries and concerns, referrals, Under Consideration for Listing, Barring.	0131 346 5056 / 07976 279473 faye.henderson@sru.org.uk
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Clare Forrest (Child Wellbeing and Protection Advisor)	Club queries and concerns, compliance, training	07966 902246 clare.forrest@sru.org.uk
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Safeguarding team	PVG Forms, Cover Sheets, General PVG queries	safeguarding@sru.org.uk
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If we are not available, please contact another member of the team by calling 0131 346 5000 and ask for Safeguarding or HR team.

ChildLine:	0800 1111
ParentLine:	08000 28 22 33 / parentlinescotland@children1st.org.uk
Children 1st:	0131 446 2300 / cfs@children1st.org.uk
Safeguarding in Sport:	0141 419 1150 / safeguardinginsport@children1st.org.uk
NSPCC:	0808 800 5000
Police Scotland:	Emergencies 999 / Non-emergencies 101

Welcome

Welcome to the Safeguarding team!

Firstly, thank you for taking on this vital role at your club. It is imperative to create a safe environment for children and young people where they can enjoy rugby and most importantly have fun. Child protection and safeguarding is everyone's responsibility. Part of your role is speaking to coaches, parents, children and young people to ensure they know who you are, the important part you play and how they can contribute.

We appreciate this is a volunteer role and that's why we are here to support you in any way possible. The following guide has a lot of useful information and we are only a phone call or email away if you have any questions or queries.

We very much look forward to working with you and feel free to get in touch with us at any time.

Faye and Clare

Safeguarding team

Child Protection Officer Checklist

Here is a useful checklist of next steps once you have taken over CPO role.

To Do	Date Completed
Notify Scottish Rugby Safeguarding team (safeguarding@sru.org.uk) by submitting the Change of CPO form. Download from our website and included in pack.	
Complete Secondary Organisation Contract (included in pack) and send/ email to Scottish Rugby Safeguarding Team. This confirms you have taken over the CPO role and you will be the contact if there is a change of PVG status of anyone at your club. Phone Faye Henderson (0131 346 5056) if you have any questions on how to complete form.	
Meet with previous CPO to talk about child protection and safeguarding at your club and handover any important information/records.	
Update club child protection/safeguarding policy with your name and contact details	
Update SCRUMS and change the CPO name and contact details	
Update CPO contact details on your club webpage/Facebook group	
Update CPO contact details on child protection posters at club. Please email safeguarding@sru.org.uk to request new posters	
Find out about child protection and safeguarding training in your area by keeping an eye on our website or email safeguarding@sru.org.uk	
Introduce yourself to parents, coaches, children and young people at your club	
Ask your club committee to invite you to their next meeting to introduce yourself and receive updates on child protection and safeguarding	

Child Protection Officer Job Description

Each Club is required to have a Club Child Protection Officer (CPO) appointed and confirmed to their Regional Manager as part of the Supporting Clubs Investment Programme. Details should also be confirmed on the SCRUMS data management system.

Clubs should notify any changes in their CPO details by emailing the Change of CPO form to safeguarding@sru.org.uk.

The CPO role is an important one and should cover the following broad areas:

- Work with other members of the club to ensure that children enjoy a welcoming, safe, friendly and helpful environment.
- Ensure the club has a Child Protection/Safeguarding Policy that is available on the club website, available on request and understands the principles in the policy.
- CPO name and contact details are visible in the clubhouse, on the club website and that they are visible and approachable at the club (within reasonable parameters).
- Complete the relevant child protection and safeguarding training within 3 months of their appointment
- CPO must be a member of the PVG Scheme which links them to their club
- CPO to manage the PVG Memberships within the club. Any person carrying out REGULATED WORK must have a PVG number which should be notified against the Youth Coach listed in the active coach list. (details of the PVG process follow below)
- CPO should keep a record of all PVG numbers
- Take responsibility for dealing with concerns, contacting the relevant people to take forward – either through Scottish Rugby Safeguarding team, NSPCC/Children 1st or Police Scotland if required.

Help and support for Club CPOs is available through the Scottish Rugby Safeguarding Team (safeguarding@sru.org.uk) or 0131 346 5000.

Resources

Below is a list of topics along with resources that will be beneficial in your role as CPO. Please click on the link to access more information on that topic.

Safeguarding Policy and Club Template

Report a Concern information

- The 4 Rs
- Flowchart
- Reporting a concern form

PVG Information

- PVG membership roles
- Safe Recruitment / PVG Process and Guidance
- PVG Coversheet: [CLICK HERE TO ACCESS](#)
- Disclosure Scotland – Application Guidance Notes

Training Opportunities

- Located under 'Course section' of SCRUMS

Guidance Documents

- Advice for rugby camps
- Club code of conduct
- Transporting children
- Drop off-collection by parents
- Fair sharing protocol
- Secondary Organisation Contract
- Sexual activity and underage activity

Referrals

- Information on when and how to refer
- Referral flowchart

Secondary Organisation Contract

- Form and Guidance (available in this pack)
- [Code of Practice](#)

Recommended Safe Recruitment Steps

Below are the recommended steps that clubs should follow when recruiting people to work with children and young people.

	RECRUITMENT CHECKLIST	Date Completed
1	Has anyone at the club spoken to the applicant about what is expected of them and assessed their qualifications (if any) for the role? Medical staff should have suitable qualifications which should be checked – advice is provided on SCRUMS under course section	
2	Has a role specification been made available for the applicant to read?	
3	Has the applicant completed the application form? Template application form available on our website CLICK HERE Application form should be retained securely by club.	
4	Have two references been contacted either verbally or in writing?	
5	Suggested reference questions: how do you know the applicant, confirmation of coaching/medical qualifications, do you consider applicant suitable for role they have applied for, confirmation applicant has been a coach previously at a different club? References can be taken from within or outwith the club where appropriate	
6	If a poor reference has been received has this been brought to the attention of the youth convenor/coordinator and discussed?	
7	Is the applicant applying to deliver a PVG listed role?	
8	If applicant requires a PVG, CPO to meet with individual and assist them in completing a 'Club Volunteer Application' and check 3 forms of ID as outlined in PVG Process.	
9	Do they understand the PVG process and what joining the scheme means?	
10	Have they read and understood your child protection/safeguarding policy and been provided with, and agreed to, the appropriate code of conduct?	
11	All Youth Rugby Coach must have they registered on SCRUMS as a coach for the club. SCRUMS USER GUIDE	
12	Have they completed Rugby Right? Minimum safeguarding	
13	Do they know who to get in touch with if they have any questions?	

Please note that records of all volunteers should be retained securely by the club. A club official must be able to access data in the event of an emergency.

Scottish Rugby's safeguarding team are available for advice throughout any part of this process (safeguarding@sru.org.uk) or 0131 146 5000.

CPO Record Keeping

It is essential that CPOs keep accurate records of those volunteering/working with children and young people. We recommend liaising with your coach co-ordinator to ensure records are up to date. Data should be regularly reviewed and cleansed as per the GDPR guidelines.

CLUB VOLUNTEER APPLICATION Form to be completed by applicants and returned to Club Child Protection Officer.									
Name:	Title:								
	First Name:								
	Middle Name(s):								
	Surname:								
Date of birth:									
Position applying for:	Youth Rugby Coach Child Protection Officer Assistant Child Protection Officer Youth Rugby Physio/Medic First Aider Club Development Officer Parent Helper S&C Coach Team Manager								
Email:									
Telephone/mobile number:									
Emergency Contact:									
Home Address:									
References	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name:</td> <td>Contact no & email</td> </tr> <tr> <td colspan="2">Relationship to applicant:</td> </tr> <tr> <td>Name:</td> <td>Contact no & email</td> </tr> <tr> <td colspan="2">Relationship to applicant:</td> </tr> </table>	Name:	Contact no & email	Relationship to applicant:		Name:	Contact no & email	Relationship to applicant:	
Name:	Contact no & email								
Relationship to applicant:									
Name:	Contact no & email								
Relationship to applicant:									
SCRUMS ID number:	ALL YOUTH RUGBY COACHES MUST REGISTER ON SCRUMS BEFORE PVG APPLICATION MADE								
PVG Status:	I am new to the PVG scheme I have a PVG membership through a different organisation IF ALREADY PVG MEMBER: I have a PVG membership for working with children I have a PVG membership for working with vulnerable adults								
Date:	Signature:								

Legal Guardian's Consent for applicants under 18 years old

I consent to becoming a member of the Protecting Vulnerable Groups (PVG) scheme.

I consent to Disclosure Scotland gathering criminal record and other relevant information regarding and sharing this information with the rugby club and Scottish Rugby.

I understand that membership of the scheme lasts forever, and scheme members are continuously checked, unless they decide to leave the scheme.

For more information about the scheme please visit to [Protecting Vulnerable Groups \(PVG\) scheme - Mygov](#)

Title & Full Name:

Relationship to child:

Email:

Telephone/Mobile Number:

Date:

Guardian's Signature:

CPO to complete once PVG received and keep for their own records

PVG Number

Start date of volunteer

Age grade volunteering with

Leave date of volunteer

(Complete this section once volunteer has left club in the future)

Date:

Signature:

CHANGE OF CLUB CHILD PROTECTION OFFICER

This form should be completed when there is a change of club CPO and sent to Scottish Rugby. Once received the Safeguarding team will be in touch to welcome the new CPO and answer any questions.

Club	
Date of transfer of CPO	
<i>Club President to sign and confirm new CPO appointment has been agreed by club/committee</i>	
Date	
Signature	
NEW CPO TO COMPLETE	
Name	
Email	
Telephone/mobile	
Home address	
PVG details	<input type="checkbox"/> I have a PVG linked to my club <input type="checkbox"/> I am a PVG scheme member but not linked with my club <input type="checkbox"/> I am not a PVG scheme member
PVG Number	
Complete the following questions	<input type="checkbox"/> I have received a handover
	<input type="checkbox"/> I have completed Volunteer Scotland Secondary Organisation Contract
	<input type="checkbox"/> I have signed up to SCRUMS and assigned the role of club Child Protection Officer
	<input type="checkbox"/> I have read and understood the role description of a CPO within Scottish Rugby Safeguarding Policy
Date	
Signature	
OUTGOING CPO TO COMPLETE	
Name	
Handover complete	Yes No
Date	
Signature	

Any questions please get in touch with the safeguarding team at safeguarding@srugby.org.uk



Secondary Organisations Contract

This form should be completed when a Secondary Organisation requires the Intermediary Body to access and manage the disclosure records that have been accessed on their behalf and pass the details to the secondary organisation through written or oral communication.

Part 1 – to be completed by the Secondary Organisation

Name of Intermediary Body:

Name of Secondary
Organisation:

Name of person within the Secondary Organisation who will receive information relative to Disclosure Records and Disclosure Record Updates from the intermediary body through written or oral communication:

Address of Secondary Organisation:

Tel no:

Email:

Is the Secondary Organisation a qualifying voluntary organisation?
The definition of a qualifying voluntary organisation can be found [here](#).

***Yes/No**

A qualifying voluntary organisation is an organisation which:

- Is not conducted primarily for profit, and any profit generated is used to further the objectives of the organisation and is not distributed to its members
- Is not a further education institution, a school, a public or local authority, or which is not under the management of a public or local authority.

How is funding generated for your organisation e.g. (from specific organisations, grants or by fundraising within your organisation?)

Companies House No.

Are you a registered care service? ***Yes/No** If yes, enter details below

Type of care service Registration No.

Is your organisation a registered charity? ***Yes/No** If yes, enter details below

Registered Charity No.

Please provide a brief description of the purpose of your organisation and detail the reasons for your entitlement to obtain disclosure records.

Which positions will you require the individual to obtain a Scheme Record or Scheme Record Update?

Position	Level	Child/Adult/Both
Youth Rugby Coach	PVG	Child
Parent Helper	PVG	Child
CPO	PVG	Child

I understand that it is the responsibility of to have responsibility for:

- o ensuring the Ministerial Code of Practice is implemented at all times when submitting Scheme Record or Existing PVG Scheme Member applications by my organisation,
- o ensuring Scheme Record or Existing PVG Scheme Member applications submitted by my organisation are completed correctly;
- o ensuring my organisation understands its obligations and completes and signs up to a secondary organisation contract of agreement with the Intermediary Body.

Will the Intermediary Body forward the Disclosure Certificate to your organisation ***Yes/No**

How and when will you record the information/certificate passed to you in relation to the Scheme Record and Short Scheme Record by the Intermediary Body? (Please be aware that Disclosure Certificates are governed by the PVG Code of Practice whilst any tracking sheet is governed by Data Protection legislation.)

Does your organisation have a policy on the storage of the information? ***Yes/No**

Does your organisation have a policy on the requirement to make a referral ***Yes/No**

Declaration

Do you agree that the information received will not be disclosed to any other persons other than those entitled to see it in the course of their official duties? ***Yes/No**

Have you read and understood the Code of Practice published by Scottish Ministers giving information on how the PVG scheme should be operated? ***Yes/No**

Do you understand that unauthorised disclosure of information on a Scheme Record or Short Scheme Record is a criminal act? ***Yes/No**

Do you understand that having a criminal record should not necessarily debar an ex offender from a position? ***Yes/No**

Do you understand that you must inform the Intermediary Body if you leave your position or no longer wish to act as the nominated person for receiving disclosure records? ***Yes/No**

Are you aware that you can be contacted by the Volunteer Scotland Disclosure Services or Disclosure Scotland regarding any matters that relate to the compliance of the relevant legislation at any time? ***Yes/No**

Do you understand that you cannot use the information which appears on a Scheme Record or Short Scheme Record for any purpose other than those for which it has been provided? ***Yes/No**

Do you understand that the Intermediary Organisation can carry out an audit on an annual basis. ***Yes/No**

Will the Intermediary Organisation act in an advisory capacity to support your Organisation to make a recruitment decision. ***Yes/No**

**Delete as appropriate*

I certify that all information contained in this form is true and correct to the best of my knowledge and realize that false information or omissions may lead to an investigation from Volunteer Scotland Disclosure Services and/or Disclosure Scotland.

Signature: (Typed name is acceptable) _____ Date: _____

Part 2 – to be completed by the Intermediary Body

Enrolled Body Code: AA _____

Signatory Name: _____

Signatory Code: _____ Date: _____