

CONSULTATION DRAFT

# Scottish Rugby

## Safeguarding Policy

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Leadership · Engagement · Achievement · Enjoyment · Respect

# Foreword

*[To be included following completion of the consultation process]*

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# Policy Statement

Scottish Rugby is committed to safeguarding, child protection and the welfare of children and young people in our sport. All children and young people are entitled to protection from harm and take part in rugby in a safe and enjoyable environment. We embrace difference and diversity and respect the rights of all children and young people. Everyone within Scottish Rugby will be made aware of the policies and procedures in place to protect children and young people in our care and to promote their wellbeing.

This Policy applies to all participants at all levels of domestic rugby in Scotland, including volunteers, employees, and referee societies. This Policy has been prepared with reference to the Standards of Child Wellbeing in Sport and the Children 1<sup>st</sup> Guidance for Child Protection and Wellbeing in Sport.

## Key principles:

- A child or young person is recognised as someone under the age of 18.
- The welfare of the child or young person is paramount.
- All participants regardless of age, gender, ability, disability, race, faith, size, language or sexual identity have the right to protection from harm.
- Everyone will work in partnership to promote the welfare, health and development of children and young people.
- The protection of children and young people in our care is everyone's responsibility.

# Definitions

## Who is a Child?

In Scotland, a child is legally an adult when they turn 16, however this can be extended to 18 under certain circumstances but it is important to know that Scottish Rugby policy covers all players to the age of 18 due to the position of trust that coaches and volunteers are in.

## 17 Year Olds Playing Adult Rugby

This policy covers all players under the age of 18. However, it is recognised that some players under the age of 18 but over the age of 16 can, with the necessary consents as per our Age Banding Policies, play adult rugby. Those dealing with players under 18 who are playing up a level must always be mindful of the player's safety and wellbeing.

However, for the purposes of this policy, a player who is training or playing with an adult team, having obtained the necessary consents for playing up a level is treated as an adult and the detail of this policy does not apply while he/she is training or playing with that adult team.

## CPO

Child Protection Officer

## GIRFEC

Getting It Right For Every Child

## PVG

Protection of Vulnerable Groups Scheme (PVG Act 2007) is a membership scheme that provides information on a person's criminal records and suitability to work with children or vulnerable groups.

## Scottish Rugby Safeguarding Team

Scottish Rugby has dedicated Safeguarding Team who are part of the People and Engagement Team. They can be contacted on [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk) or 0131 346 5000.

# Scottish Rugby Values

Scottish Rugby is the Governing Body of Rugby Union in Scotland and promotes these core values from our National Teams through to grassroots rugby.

Our core values are:

**LEADERSHIP**

**ENGAGEMENT**

**ACHIEVEMENT**

**ENJOYMENT**

**RESPECT**

# Roles And Responsibilities

To ensure a safe environment in which children can enjoy their rugby, everyone involved in the sport must work together. It is EVERYONE'S responsibility to contribute towards child wellbeing.

## Scottish Rugby will:

- Appoint a Safeguarding Team to manage its safeguarding and child protection programme.
- Require that each Member/Affiliated Member club with a youth section appoints a Child Protection Officer and has a Club Child Protection/Safeguarding Policy in place.
- Act as an Intermediary Body for the PVG process on behalf of club coaches, CPOs and other volunteers in regulated work.
- Require that Clubs comply with PVG checks as part of club funding and membership of the union.
- Ensure that Safeguarding Policies and Best Practice guidelines are reviewed and amended as required by changes in legislation.
- Provide training programmes for Scottish Rugby employees and the volunteer workforce within clubs.
- Manage and respond to referrals and/or concerns in an efficient and fair manner, including convening the Safeguarding Case Management Panel ("CMP") where appropriate.
- Take Disciplinary Action against those who breach Scottish Rugby Regulations.
- Provide support and guidance to CPOs, volunteers and people who are directly involved in child protection work.

## Member/Affiliated Clubs will:

- Appoint a Club Child Protection Officer (CPO), along with a second CPO as best practice, to act as the first point of contact for any child protection and safeguarding concerns.
- CPOs should be given a copy of the CPO Handbook and attend relevant child protection training as instructed by Scottish Rugby as soon as possible and, at the latest, within three (3) months of their appointment.
- Promptly notify Scottish Rugby's Safeguarding Team of all changes in CPO appointment.
- Ensure that all volunteers and people at the club who work with children are members of the PVG Scheme with necessary Scheme Record Update and attend relevant child protection and safeguarding training within three (3) months of appointment.
- Ensure a Safeguarding Policy is in place and easily accessible by club members, parents, players etc. As guidance only, a template safeguarding policy is available [here](#). The club's safeguarding policy should be properly implemented and regularly reviewed to ensure it is fit for purpose.
- Ensure their CPO is easily contactable to deal with any areas of concerns around a child's wellbeing and refers to the appropriate agency/Scottish Rugby's Safeguarding team at the earliest opportunity.
- Adhere to the Standards for Child Wellbeing and Protection in Sport, available [here](#)

## Volunteers and Employees will:

- Agree to work together to provide a safe environment, friendly and accessible to all children to experience and enjoy rugby.
- Read and agree to comply with their club's Safeguarding Policy.
- Agree to complete Child Protection and Safeguarding training as required by their role.
- Agree to become a PVG Scheme Member if their role is in regulated work.

# Role Of The Child Protection Officer

Each member club with a youth section must appoint a Child Protection Officer (CPO). This person should be the main point of contact within the club for any support, concerns, advice and training.

The CPO should lead on good practice and be known in their role, be accessible and visible to other volunteers/people, children and parents. They should be friendly and approachable and be able to communicate well with children and adults. They should understand the importance of confidentiality, impartiality and have the ability to deal with sensitive situations with empathy and integrity. They should have a willingness to challenge opinion and the confidence to manage situations and know when to ask for support.

Scottish Rugby will provide each CPO with training on an annual basis and are available to provide support and guidance.

## Roles & Responsibilities for Club Child Protection Officer:

- Report all child wellbeing and child protection concerns promptly to Scottish Rugby's Safeguarding team, regardless of whether they relate to the rugby environment.
- Read and familiarise themselves with the CPO Handbook and agree to adhere to all policies and procedures within it.
- Promote and champion child protection and safeguarding at the club and encourage good practice.
- Ensure club has a Child Protection/Safeguarding Policy that is available on club website.
- Ensure that good practice is used in the recruitment of all volunteers, coaches, people who are working with children.
- Ensure that everyone at the club in regulated work has a PVG Membership, keep records of these, and keep those records up to date.
- Report to the Club Committee or equivalent on any issues or concerns.
- Maintain records of any reported cases and action taken, on a confidential basis.
- Agree to cooperate fully with Scottish Rugby's Safeguarding team and implement any actions that may be recommended by them.
- Signpost other members of the club to relevant training or advice.

## Scottish Rugby Child Wellbeing and Protection Manager Role:

- Lead on the effective implementation of child wellbeing and protection policies and procedures in rugby.
- Encourage best practice by promoting and championing the safeguarding policy and procedures with people and volunteers at Scottish Rugby through to members.
- Respond appropriately to disclosures and concerns which relate to the wellbeing and/or protection of a child.
- Coordinate the monitoring and review of the safeguarding policy and procedures to ensure they remain current and fit for purpose.
- Regularly report on child wellbeing and protection progress to the appropriate boards.
- Raise awareness of the Child Wellbeing and Protection Manager role to children, parent/carers and adults involved in Scottish Rugby.
- Raise awareness in the organisation of Codes of Conduct for those working with children and young people, for parent/carers, and for children and young people.
- Challenge behaviour and practice which is in breach of the Codes of Conduct.
- Keep abreast of developments in the field of child wellbeing and protection by networking and attending learning events, working with partner agencies, and subscribing to relevant publications, e.g. the newsletter of Children 1st CWPS team.
- Organise/signpost appropriate training opportunities for adults working/volunteering with children at Scottish Rugby.
- Maintain confidential records of cases of abuse or wellbeing concerns and action taken.
- Liaise with statutory agencies and ensure they have been given all appropriate information.
- Support affiliated clubs and their CPOs by providing advice on child wellbeing matters, sharing good practice and promoting relevant policies.



# What is Abuse?

There are four main areas of abuse – **PHYSICAL, SEXUAL, NEGLECT, EMOTIONAL** – and these are detailed below. However, a child's overall wellbeing is vitally important and any concerns around this should also be raised in the appropriate manner. Further information on WELLBEING and the 'S H A N A R R I' indicators can be found in the Legislation section of this Policy.

## Physical Abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a carer or parent feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. This is known as fabricated or induced illness.

### In sport:

Physical abuse may occur when the nature and intensity of training disregards the capacity of the young person's immature and growing body.

## Sexual Abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. It involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images, or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways. Sexual abuse is not only committed by men; women can also sexually abuse children, as can other children.

### In sport:

Activities which might involve physical contact with players could potentially create situations where sexual abuse could go unnoticed, however it is important to identify that positive and appropriate touch in sport can actually help children identify inappropriate touch should that ever happen at another point.

## Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's emotional needs. Neglect may result in a child's failure to thrive or to meet normal weight and growth developmental milestones.

### In sport:

It is important that if you have concerns that a child may be being neglected that you speak to the child protection officer. You are not expected to be an expert or investigate but you have a vital contribution to make in creating a child centred culture where children feel valued, listened to and believed when they are experiencing difficulties in their lives.

Neglect in sport could mean exposing a child to unnecessary risk of injury, forcing them to train or play in extreme weather conditions, or not ensuring they are safe and failing to seek medical attention for injuries.

## Emotional

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve saying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may involve the imposition of age, or developmentally inappropriate expectations on a child or causing them to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill-treatment of a child. It can also occur independently of other types of abuse.

### In sport:

Emotional abuse in sport can be constant criticism, giving negative feedback or being expected to perform at levels that are above the individual's capability.

Bullying will not be tolerated within Scottish Rugby either from other players, Scottish Rugby officials or parents and carers.

Social media is also increasingly used by abusers to contact, bully and abuse children. In most situations, children may experience more than one type of abuse. For example, most types of abuse are emotionally harmful and sexual abuse can also cause physical harm.

# How to Recognise, Respond, Report and Record

There are many signs and indicators that a child is being harmed. Often one of these signs alone is not cause for concern (e.g. most children will get a bruise at some point during activity) however cumulatively they should form a picture and be taken seriously. If a child discloses or you observe any concerns or are told about concerns from someone else, follow the 4 R's.

4 R's:

- RECOGNISE
- RESPOND
- REPORT
- RECORD

You first need to **RECOGNISE** a child protection or safeguarding concern. You need to know what abuse is, what to look out for and be vigilant at all times.

Things to look out for:

- A change in the child's behaviour – e.g. becoming disruptive or unreasonable during sessions.
- Becoming anxious, lack confidence or are withdrawn and stop communicating.
- Begin bullying other children.
- Display sexual behaviour or language inappropriate for their age.
- Are often hungry, may steal food, always tired.
- Have inadequate clothing, are dirty, poor personal hygiene.
- Have unexplained cuts and bruises or bite marks.
- Self-harming or eating disorder.
- Reluctance to change clothes for sport/activity or receive medical treatment such as physio.
- Seem afraid of parents or carers, don't want to go home.
- Are frightened to say what's wrong.

If you have a concern, it is not the role of any volunteer or paid member including the CPO to investigate or decide whether a child has been abused. Concerns should be reported so that experts can advise and take action if necessary. Scottish Rugby liaise with Children 1st, Police Scotland and Social Work departments for their advice on individual concerns.

Please see the flowchart for action to be taken in the event of a concern.

## Respond appropriately

Second, you need to **RESPOND** to possible concerns. Sometimes a concern is obvious; sometimes it is not. It is important to respond when a player or another person tells you that something bad is happening in their lives, or someone else tells you. Not all children will tell someone what is happening to them, so if you see or hear anything that could be a concern for them, you must respond quickly.

### RESPOND

- React calmly so as not to frighten the child.
- Listen to what they say and don't show disbelief or disgust.
- Reassure them they are not to blame and were right to tell you.
- Avoid stopping them to go and get someone else – let them speak.
- Avoid asking too many questions, just gather basic questions, who, where, when.
- Don't give personal viewpoints.
- Don't promise to keep it a secret, be clear that this is important and you have to tell someone else.
- Reassure them they are not in any trouble.

## Report your concerns

Third, you need to **REPORT** – or refer – passing on information to the Child Protection Officer in your club. This will begin the process of making sure that the club and Scottish Rugby is doing what it should to keep players safe.

### REPORT

- If the child is in immediate danger call **Police Scotland on 999**.
- Speak to the Child Protection Officer at your club.
- If you are the CPO, contact Scottish Rugby Safeguarding team for advice.
- Refer to "Report a Concern" on page 12 for further information and incident form.
- Or contact one of the main charity helplines – either **CHILDREN 1ST on 0800 282223** or **NSPCC on 0808 800 5000 (24/7)**.

## Record your observations

Fourth you need to **RECORD** your observations, your concerns and the actions you take or do not take using Scottish Rugby reporting form.

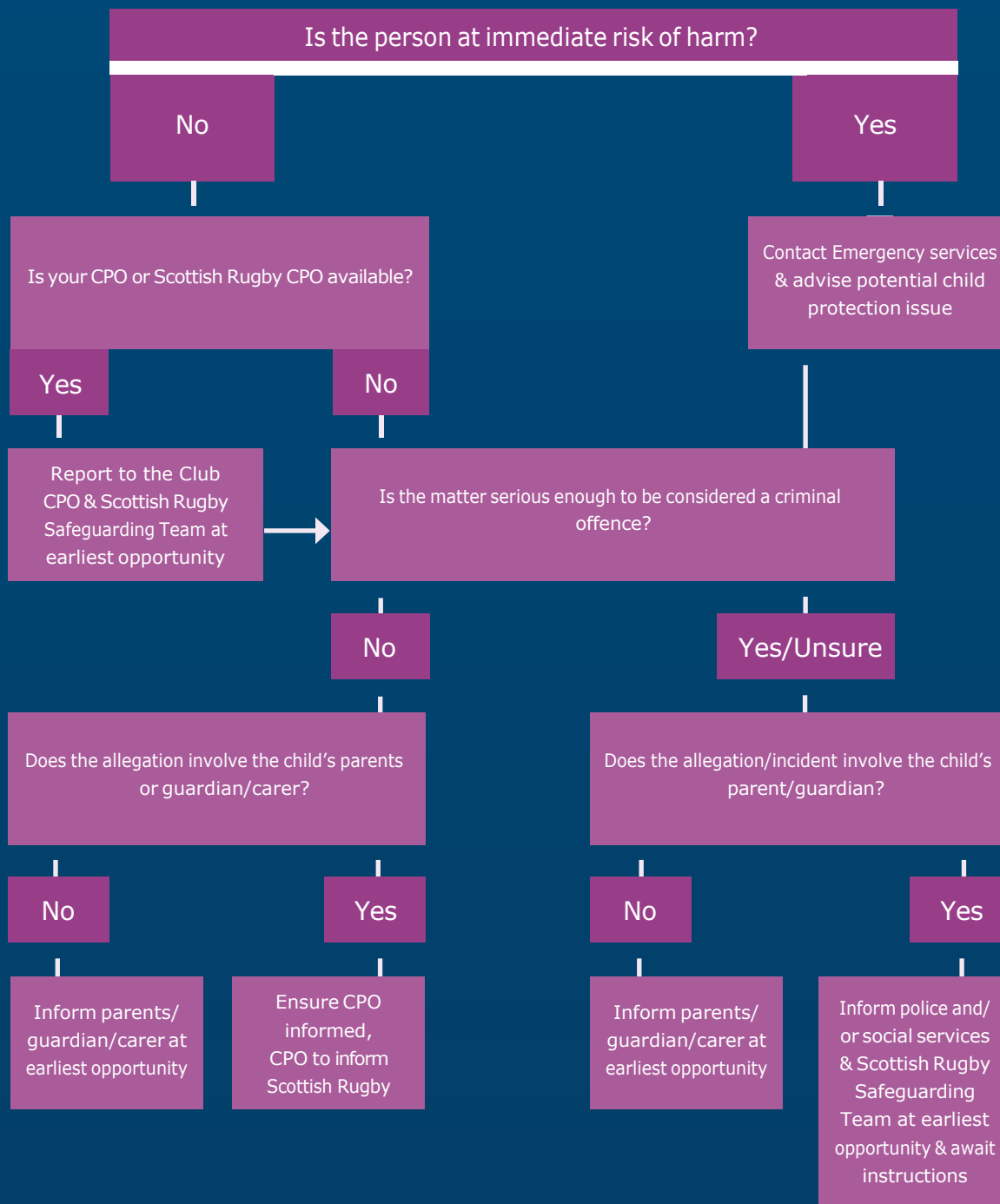
### RECORD

As soon as you can, write down:

- The child's name, date of birth.
- When they made the disclosure (date/time/where).
- Whether the child told you about their concern or about someone else.
- Use the child's own words – don't try to edit or make it sound more polite.
- What the concern is.
- Description of any visible injuries, behaviours – don't examine the child.
- Details of any witnesses.
- What the child's view is – bear in mind the abuse may be something the child is not conscious of – it could be normal to them.

# Responding to Concerns

A child has disclosed concerning information to you OR you have witnessed or had reported to you an incident or complaint involving the behaviour of an adult in relation to a child, which may be considered abuse or poor practice.



Whatever the circumstances, a written report, preferably using the Scottish Rugby "Report a Concern" form should be submitted to **safeguarding@sru.org.uk** as soon as possible.

# Best Practice

Scottish Rugby website [scottishrugby.org](http://scottishrugby.org) has a range of best practice documents, some of which expand on the information given below. However we have given some guidance here which our employees, club coaches and volunteers may find useful in order to provide a safe, welcoming and friendly environment for children.

## Recruitment

All reasonable steps should be taken to ensure anyone who may pose a threat to children is excluded from working in our sport. If a job involves working with children, the club has a legal and moral responsibility to ensure that the person appointed is suitable.

The steps below are a guide to recruiting coaches and volunteers.

CHECKLIST FOR APPOINTMENT	
ESSENTIAL	DESIRABLE
Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work.	Advertisement with a statement that PVG membership is required for positions of regulated work. Written job description provided.
PVG scheme explained and signpost to Disclosure Scotland website.	Written PVG scheme information provided.
Self-declaration form completed and returned.	Application form completed and returned.
Informal interview & evidence of qualifications.	Interview & evidence of qualifications.
2 x verbal references (1 involving work with children).	2 x Written references (1 involving work with children).
PVG scheme membership application.	
PVG membership received by Club Protection Officer.	
Supervision and monitoring of performance.	Performance review and on-going suitability.

## PVG Membership:

Scottish Rugby requires anyone within our own workforce (employees) and anyone within our member clubs who are in regulated work to be a member of the PVG Scheme.

Youth Coaches are not permitted to work within clubs until they have their PVG Membership number and it has been recorded on the Scottish Rugby club database. (CDMS/SCRUMS).

If Disclosure Scotland inform Scottish Rugby that an individual is barred from working with children, that member of the club must be removed from working with children immediately. The Club must consider whether that individual's membership of the Club should be suspended or terminated, with relevant input from the Safeguarding Team.

If Disclosure Scotland informs Scottish Rugby that an individual is considered for listing, the person should be suspended from regulated work as a precaution until the outcome of the investigation is determined.

# PVG Guidance

## What is the PVG Scheme?

The PVG Scheme is for people doing 'regulated work' with children and protected adults. A PVG certificate contains all unspent and certain spent conviction information. It also contains any other non-conviction information that the police or other government bodies think is relevant. It is an individual membership.

Disclosure Scotland continually monitor PVG scheme members' records for criminal convictions that may affect their suitability to work with vulnerable groups. If Police Scotland have information on a person in regulated work that is of concern to that role, they will notify the regulated body (Scottish Rugby) so that we can work with the club to ensure that person is not working with children at the club.

## Do I need to be a PVG Member?

If you are doing "regulated work" with children and protected adults you should be a member. Regulated work, in short, is if you are teaching, instructing, training, supervising children, or in sole charge of children, providing advice or guidance which relates to physical/emotional wellbeing. (Full details can be found [www.mygov.scot/organisations/disclosure-scotland](http://www.mygov.scot/organisations/disclosure-scotland)).

Scottish Rugby requires every active youth coach, Club Child Protection Officer and any others meeting the criteria above to be a member of the PVG Scheme as per our Safeguarding Policy. If coaching in a school, the school or Local Authority will process your PVG. If working in a Club, they would process your PVG.

## Who doesn't need a PVG?

The role needs to be regular – e.g. if someone is helping out at a minis section for a couple of weeks but usually coaches over 18s, they don't need a PVG.

If an U18 player is playing adult rugby (with usual consents) then they are treated as an adult for the purposes of that team so the coaches don't need PVG checks – the purpose of the team is an adult team.

Do the caterers/clubhouse people need PVG checks? No, they are not teaching, instructing or supervising children.

## I think I'm a member already but can't find the number?

You should call Disclosure Scotland on 03000 2000 40 and answer some security questions and they will give you your PVG number. It has to be done by the individual themselves.

## I have a PVG through my work, do I need another one if I'm volunteering at a club?

No, but your club does need to get a Scheme Record Update. This gives an update on any convictions and "links" you to the club. Likewise if you are coaching in a school, they will process this for you.

## How do I get a PVG or Scheme Record Update?

You can only go through a registered body – Scottish Rugby acts as a registered body on behalf of clubs – your club CPO will request for an online PVG application to be emailed to you. If school rugby, the Local Authority will process this.

## I have an enhanced Disclosure already....do I need a PVG as well?

If you are in regulated work, yes you do need a PVG as this is a different type of disclosure.



### How long does the process take? How do I request an online PVG application?

You need to provide 3 types of ID to your CPO along with some personal information including your email address. A PVG application will be emailed to you directly (to the email address you provided to your CPO) You must complete the online form within 7 days of receiving from Disclosure Scotland (please check your junk mail). Average turnaround time for the online forms being processed by Disclosure Scotland is 4 weeks, however at certain times of the year this can be much longer.

### What does “under consideration for listing” mean?

If someone has criminal convictions or other information known to Police Scotland and Disclosure Scotland that would not automatically bar them from working with children, they may be considered for the list that would bar them. While the person is being “considered for listing” they should be suspended from regulated work until the decision is made by the Scottish Ministers.

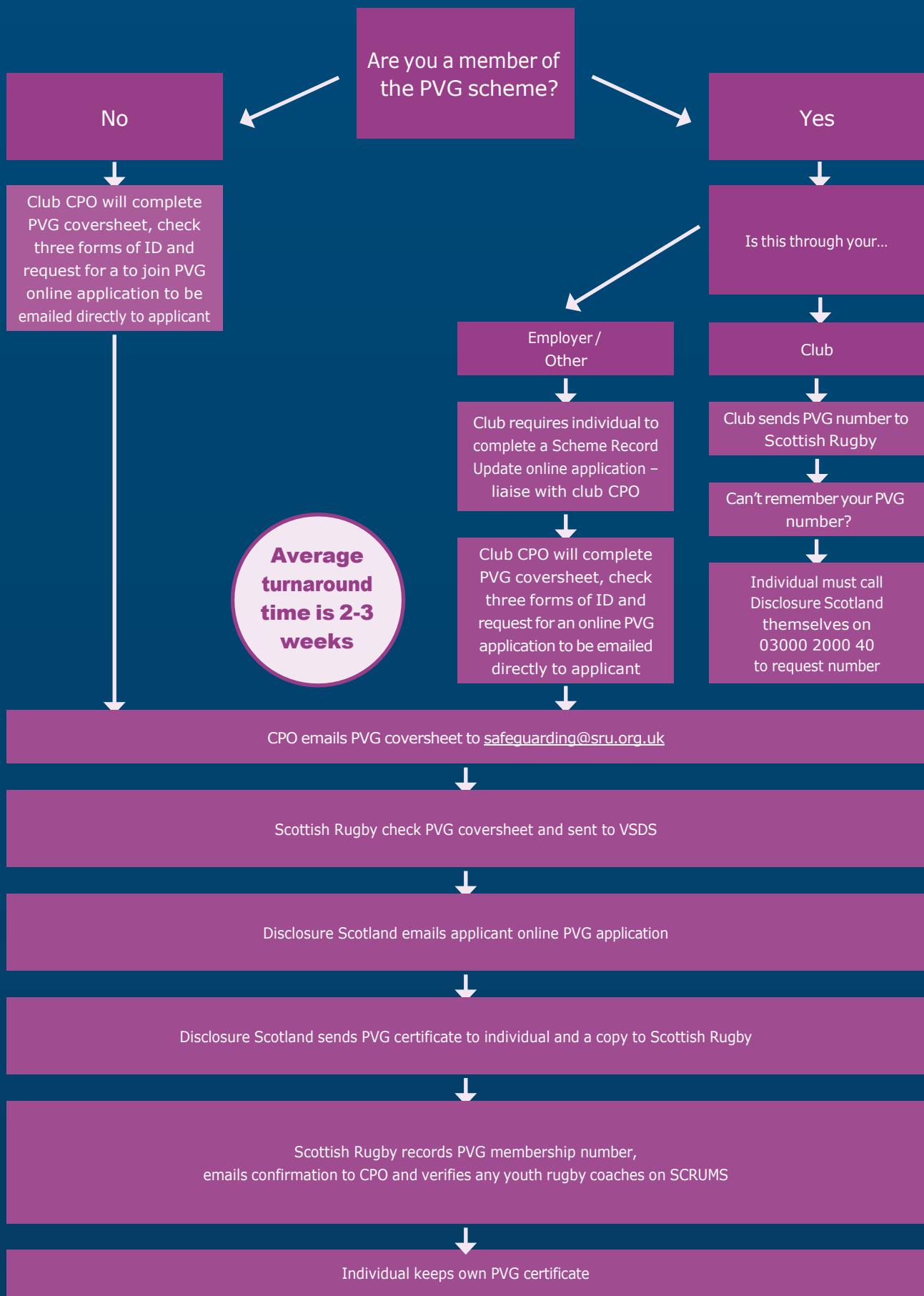
### What if I am on the Children’s List/barred from Regulated work?

It is a criminal offence for someone who’s listed to do regulated work in the UK with the protected groups they are listed for. It’s also a criminal offence for an organisation to employ a listed person to do that kind of regulated work.



# PVG Flowchart

DS – Disclosure Scotland  
VSDS – Volunteer Scotland Disclosure Services





# Best Practice (cont.)

## Adult: Child Ratios

Activities should be planned to involve at least two adults, preferably one male and one female. Ratios of adults to children should take into account the activity and other risk factors such as whether any of the group has special requirements or a physical disability, the level of experience of the leaders, the age, maturity and experience of the children in that sport.

Recommended ratios are:

Age 3 and over	1:8
If all children are over 8	1:10

## Changing Rooms & Showers

Adults and children must never use the same facilities at the same time to shower and change.

It is recognised that in a rugby environment that adults may need to supervise children in changing rooms, or that in certain situations, physio or medical treatment may be necessary. There should be two adults present, both of whom are PVG members and this should be for necessary activity only.

No pressure should be placed on any children who feel uncomfortable changing or showering with others, and they should be allowed to do so at home if needed.

For mixed gender activities separate facilities should be available and people of same gender on duty.

## Transportation

In most cases it is the responsibility of parents to drop off and pick up their children. There should be a clear transport policy in place with consent given for the children to be transported by the club to fixtures. Drivers must have appropriate licenses, insurance and, if a regular occurrence, a PVG check. Vehicles used must be of good condition with seatbelts and where required booster seats.

No child should travel unaccompanied. In the event of late collection, the club should try and contact the parents, wait with the child, preferably in the company of others, notify the club CPO. No child should be transported alone unless in emergency circumstances, where parents should be made aware and have given consent that the child is given a lift.

## Social media & photography

Use of social media and taking photographs is largely a positive tool for promotion of rugby and recording of children's participation and enjoyment of the sport. However there are risks associated and a few key principles should be followed.

- Clubs have responsibility for their websites and online presence and should keep children safe from harm in the same way as they do on their pitches and in their clubhouses.
- Key risks can be any inappropriate or abusive content on the site or linked sites, or disclosing information about a child to people accessing the website.
- No personal information regarding a child should feature on the club website without having obtained parental consent for that use – for example avoid listing a child's full name, school, address etc.
- Club coaches should not be communicating directly with individual children through social media – e.g. should not be "friends" on Facebook.
- If a club is communicating with a group of players through social media it should be done in a closed group using details provided by parents and with parental consent.
- Clubs should monitor any sites that allow comments to be posted to ensure that there is no online bullying or critical comments about individual players/children.
- Parental consent should be obtained before any photographs of a child appear on club websites or promotional material.
- There may be children who are not able to be photographed (e.g. subject to court orders) and clubs should be responsive to this.
- Children should be featured as a team, not individually.
- No photographs must ever be taken within changing rooms, or where anyone is not appropriately dressed.
- Images must not be inappropriate or of a sexual or exploitative nature.
- Parents may be asked to register their intention to take photos and be given guidance on using these photos.

## Media Enquiries

Stories about child abuse will inevitably attract media attention.

Scottish Rugby has a media department who will deal with any media enquiries and work with the Safeguarding Team to ensure that appropriate responses are provided.

We can also provide guidance to any club in handling media enquiries in the event of an incident/issue at their club.

Please refer to [scottishrugby.org](https://www.scottishrugby.org) safeguarding section "Best Practice" for more information and advice.

# Legislation

The **Children and Young People (Scotland) Act 2014** is about improving the wellbeing of children and young people in Scotland. The Act is wide ranging and includes key parts of the **Getting It Right For Every Child** approach, commonly known as **GIRFEC**. Wellbeing sits at the heart of the GIRFEC approach and reflects the need to tailor the support and help that children, young people and their parents are offered to support their wellbeing. A child or young person's wellbeing is influenced by everything around them and the different experiences and needs they have at different times in their lives.

Wellbeing is broader than child protection and how we tend to think about welfare.

To help make sure everyone – children, young people, parents, and the services that support them – has a common understanding of what wellbeing means, we describe it in terms of eight indicators.

The eight wellbeing indicators are commonly referred to by their initial letters - **SHANARRI**.

Child protection services will continue to protect children and young people at risk of significant harm.

## Eight indicators of wellbeing

### **Safe**

Protected from abuse, neglect or harm at home, at school and in the community.

### **Healthy**

Having the highest attainable standards of physical and mental health, access to suitable healthcare and support in learning to make healthy, safe choices.

### **Achieving**

Being supported and guided in learning and in the development of skills, confidence and self-esteem, at home, in school and in the community.

### **Nurtured**

Having a nurturing place to live in a family setting, with additional help if needed, or, where possible, in a suitable care setting.

### **Active**

Having opportunities to take part in activities such as play, recreation and sport, which contribute to healthy growth and development, at home, in school and in the community.

### **Respected**

Having the opportunity, along with carers, to be heard and involved in decisions that affect them.

### **Responsible**

Having opportunities and encouragement to play active and responsible roles at home, in school and in the community, and where necessary, having appropriate guidance and supervision, and being involved in decisions that affect them.

### **Included**

Having help to overcome social, educational, physical and economic inequalities, and being accepted as part of the community in which they live and learn.

More details can be found at:

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

# How Scottish Rugby will respond

The wellbeing of children is at the centre of any concerns raised. Scottish Rugby will always take any concerns seriously and our first priority will be to a victim and any witnesses.

Concerns should be referred to a member of the Scottish Rugby Safeguarding Team in the first instance.

All safeguarding concerns must be reported as soon as possible, irrespective of whether they occur within the rugby environment.

The concern will be dealt with as follows:

- (i) Scottish Rugby Safeguarding Team's will mostly act in an advisory capacity by providing any club who raises a concern with advice and support to allow the club to directly dealing with the safeguarding issue.
- (ii) However, if Scottish Rugby's Safeguarding Team deem (at its sole discretion) a concern to be significantly serious or of a high risk to an individual, club or Scottish Rugby then the Safeguarding Team will refer the concern to its internal Safeguarding Case Management Panel ("**CMP**").

If a referral has been made to the CMP, the CMP will consider the concern raised. The individual the concern is in relation to, the club CPO and any relevant point of contact at the club will receive a copy of the allegations.

The individual will be given the opportunity to either accept the concern, accept the concern with their own comments or to reject the concern raised. This will be taken into account by the CMP.

Once the CMP has considered the relevant information, they will issue an outcome which may include a series of actions which must be followed by the club in dealing with the concern. Scottish Rugby will then oversee and monitor the implementation of those actions.

Failure to report a safeguarding concern by an individual, or failure to implement the actions of the CMP, is a breach of this Safeguarding Policy and Code of Conduct and may be regarded as an incident of Misconduct under clause 9 of Scottish Rugby's Disciplinary Rules (the "**Disciplinary Rules**").

In some cases our Disciplinary department may also be involved should we consider that an individual's club membership should be suspended or terminated. You will find examples in paragraph 13.2.9 of our Discipline Procedures. [scottishrugby.org/values/discipline](http://scottishrugby.org/values/discipline))

## Contacts

Scottish Rugby: 0131 346 5000 or email [safeguarding@sru.org.uk](mailto:safeguarding@sru.org.uk)

### Faye Henderson

Child Wellbeing Protection Manager  
0131 346 5056  
[faye.henderson@sru.org.uk](mailto:faye.henderson@sru.org.uk)

### Clare Forrest

Child Wellbeing and Protection Advisor  
07966902246  
[clare.forrest@sru.org.uk](mailto:clare.forrest@sru.org.uk)

### Media Enquiries

Matt Horler  
0131 346 5144  
[Matt.horler@sru.org.uk](mailto:Matt.horler@sru.org.uk)

## External Contacts (For out of hours advice)

Children 1st	0800 282223/ <a href="http://www.children1st.org">www.children1st.org</a>	Includes info on Safeguarding in Sport
ChildLine	0800 1111/ <a href="http://www.childline.org.uk">www.childline.org.uk</a>	24/7 helpline
NSPCC	0808 800 500/ <a href="http://www.nspcc.co.uk">www.nspcc.co.uk</a>	24/7 helpline
CEOP	<a href="http://www.ceop.police.co.uk">www.ceop.police.co.uk</a>	Online concerns/protection/reporting
Police Scotland	101 non emergency	