



CHILD PROTECTION OFFICER HANDBOOK

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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

Clare Forrest
(Child Wellbeing and Protection Advisor) Club queries and concerns, compliance, training 07966 902246
clare.forrest@sru.org.uk

Safeguarding team PVG Forms, Cover Sheets, General PVG queries safeguarding@sru.org.uk

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 ID Checker Contract and PVG Process Suitability Decision Making Agreement. Download from our website and included in this handbook.	
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 the club. Included in welcome email.	
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 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)
- Take responsibility for dealing with concerns, contacting the relevant people to take forward (NSPCC/Children 1st or Police Scotland if required) and notify Scottish Rugby.

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
- Sexual activity and underage activity

Referrals

- Information on when and how to refer
- Referral flowchart

Code of Practice

- [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 'PVG Coversheet', check 3 forms of ID and seek consent around information sharing.	
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	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:

ID CHECKER CONTRACT

An ID Checker (Contact Person) is the identified person at a Club who is responsible for disclosure information (including PVG applications) and is the lead contact for Scottish Rugby when specific information relating to a disclosure needs to be discussed. It is mandatory that each club has an identified contact in place at all times.

This contract should be completed by the ID Checker. PVGs cannot be processed for the club without this contract in place. If the Club Contact Person changes or any amendments need to be made, a new contract should be completed and submitted to Scottish Rugby.

It is important that each Club understands and complies with their responsibilities in relation to disclosures. Scottish Rugby will provide suitable training to assist with this.

The Club must comply with the requirements of the Disclosure Scotland Code of Practice and ensure any details provided to Scottish Rugby are accurate and up to date to allow Scottish Rugby to keep appropriate records and inform Disclosure Scotland accordingly.

Completed forms should be returned to Scottish Rugby at safeguarding@sru.org.uk

Club ID Checker Contact Details	
Club Name	
Name of CPO / ID Checker	
Role within Club	
Telephone Number	
Email address	
Reason for Submitting Contract	New ID Checker application
	Update contact details for existing ID Checker
Contract Terms	
I understand and agree to abide by the Disclosure Scotland Code of Practice.	
I agree that it is an offence to share the disclosure information that I will receive with anyone who is not entitled to access it in the course of their duties.	
I agree to carry out required ID checks for every PVG application submitted as per the Disclosure Scotland Code of Practice.	
I will inform Scottish Rugby if I leave the role of the Club ID Checker.	
I am aware that Scottish Rugby may contact me to verify that checks are being completed in accordance with the Code of Practice and relevant disclosure legislation.	
I understand that if a Scheme Member's status changes to barred or if they are moved to consideration for listing, Scottish Rugby will notify the Club ID Checker to advise the appropriate action to take.	
I understand that information provided on a disclosure must only be used for the purpose it was provided for (to make a recruitment or ongoing recruitment decision).	

Declaration

I certify that all information contained in this form is true and correct to the best of my knowledge and understand that providing false information or omissions may lead to an investigation by Scottish Rugby/Disclosure Scotland.

ID Checker Signature (typed is acceptable)	
Date signed	
Club Chair/President Signature (typed is acceptable)	
Date Signed	

PVG PROCESSING CONTRACT

Suitability Decision Making

By completing this document, each Club is confirming that as part of the PVG processing process:

- Our Club agrees that Scottish Rugby will access disclosures and make suitability decisions on our behalf. We understand that this suitability decision is solely in relation to the information provided on the disclosure or change of status notifications.
- We understand that Scottish Rugby can only access disclosures for qualifying voluntary organisations through their enrolment with Disclosure Scotland.
- We understand that Scottish Rugby will gain consent from all applicants applying to join the PVG scheme through a Scottish Rugby member Club. This will be done via completion of the Scottish Rugby PVG coversheet. If there is any vetting information provided on disclosures or notifications or change in the status are received, this previously gained consent will allow Scottish Rugby to share relevant information with the Club that recruited them. We understand that in accordance with the GDPR, the member can withdraw sharing consent at any time. If consent is withdrawn, the member will no longer be able to continue in a regulated role within the club.
- We agree that any information received or shared will be handled with the strictest confidence and in accordance with the Disclosure Scotland Code of Practice, will only be shared with those entitled to know the information in the course of their duties and will only be used for the purpose it was provided for.
- The Club understands the implications of authorising Scottish Rugby to make these suitability decisions on our behalf.

Safer Recruitment Process

Each club is required to have a Safer Recruitment Process in place, comprising:

- PVG (for regulated roles)
- ID Check
- References
- Interview (as considered appropriate)

The club understands that we are authorising Scottish Rugby to make a suitability decision in relation to the PVG scheme membership – the remainder of the recruitment process is the responsibility of the Club.

Scottish Rugby will make training available to our Club on the Safer Recruitment Process, including the Disclosure Scheme.

Referrals

The Club understands that there may be some circumstances where we will be required to make referrals to Disclosure Scotland, and other circumstances when it will be the responsibility of Scottish Rugby.

Club Details		
Club Name		
President / Chair Name		
President / Chair Email Address		
President / Chair Phone Number		
Child Protection Officer Name		
Child Protection Officer Email Address		
Child Protection Officer Phone Number		
Is your Club a qualifying voluntary organisation? (Definition of a qualifying organisation can be found here)	YES	NO
Is your Club registered with Companies House?	YES	NO
Is your Club a registered care service?	YES	NO
Is your Club a registered charity?	YES	NO
Contract Terms		
The Club understands and agrees to abide by the Disclosure Scotland Code of Practice .		
The Club has a Secure Handling Policy in place.		
The Club has a Making a Referrals Policy in place.		
The Club agrees that having a criminal record will not necessarily be a barrier to someone working or volunteering within the Club.		
The Club understands that if a Scheme Member's status changes to barred or if they are moved to consideration for listing, Scottish Rugby will notify the Club ID Checker to advise the appropriate action to take		
The Club agrees to adhere to the Scottish Rugby Safeguarding Policy		

Club PVG Processing Contract Agreement

In completing the information below, I confirm that our club will comply with the terms of the agreement as detailed above.

Chair Signature (typed is acceptable)	
Date signed	
CPO Signature (typed is acceptable)	
Date Signed	

Completed forms should be returned to Scottish Rugby at safeguarding@sru.org.uk