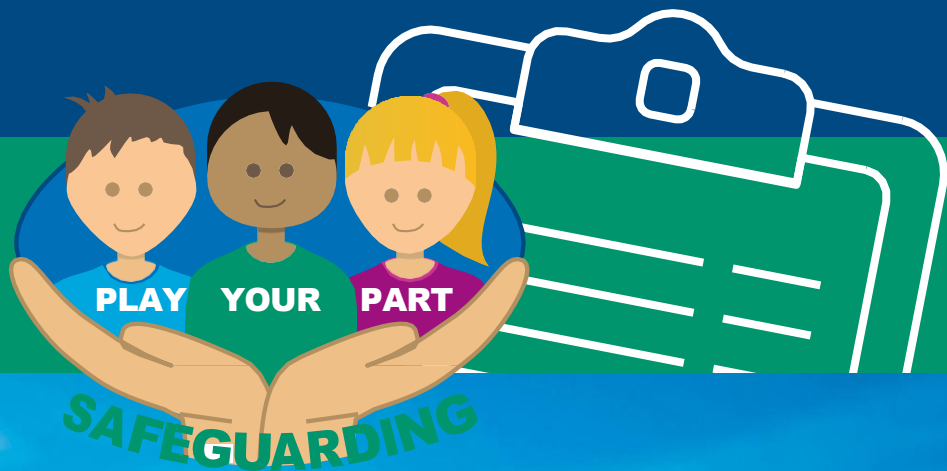




Safeguarding OFFICER HANDBOOK

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Last updated July 2026



Useful Contacts

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(Head of
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(Case Management and
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07966 902246

amanda.boyle@sru.org.uk

Elaine McLean

(Compliance Advisor)

07811065463

elaine.mclean@sru.org.uk

We can also be contacted by emailing safeguarding@sru.org.uk

ChildLine: 0800 1111

Children First: 08000 28 22 33 / supportline@childrenfirst.org.uk

Safeguarding in Sport: 0141 419 1150 / safeguardingsport@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 everyone 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.

Scottish Rugby Safeguarding team



Safeguarding Officer Checklist

Here is a useful checklist of next steps once you have taken on your new safeguarding officer (SO) role.

To Do	Date Completed
Notify Scottish Rugby Safeguarding team (safeguarding@sru.org.uk) of your appointment confirming full name and contact details. We strongly recommend using a dedicated club safeguarding email address NOT a personal email address.	
Meet with previous SO to talk about child protection and safeguarding at your club and hand over any important information/records.	
Update club safeguarding policy with your name and contact details	
Update SCRUMS and change the SO name and contact details OR add additional SO appointment if you are adding to the existing team	
Update SO contact details on your club webpage/Facebook group	
Update SO contact details on Safeguarding 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	

Safeguarding Officer Job Description

Each member club with a youth or mixed ability section must appoint a Safeguarding Officer (SO). This person should be the main point of contact within the club for any support, concerns, advice, and training relating to child protection and adult safeguarding.

The SO should lead on good practice and be known in their role accessible and visible to other volunteers, children, adults at risk, and families. They should be friendly and approachable, able to communicate well with both children and adults, and understand the importance of confidentiality and impartiality. The role also requires the ability to deal with sensitive situations with empathy and integrity, a willingness to challenge opinions, and the confidence to manage concerns while knowing when to ask for support.

Scottish Rugby will provide each SO with regular safeguarding training and is available to provide ongoing support and guidance.

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

- Report all child and adult wellbeing and protection concern as soon as possible and within 24 hours of an incident arising to Scottish Rugby's Safeguarding Team, regardless of whether they relate to the rugby environment.
- Promote and champion safeguarding and protection of children and adults at risk at the club and encourage good practice.
- Ensure the club has a Safeguarding Policy that covers both children and adults at risk and is available on the club website and / or social media platforms.
- Ensure good practice is used in the recruitment of all volunteers, coaches, and others working with children and/or adults at risk.
- Ensure that everyone at the club in a regulated role has 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.
- Cooperate fully with Scottish Rugby's Safeguarding Team and implement any actions recommended by them.
- Signpost other members of the club to relevant safeguarding training or advice.

Safeguarding Officers details must be confirmed on the SCRUMS data management system.

Clubs should notify any changes in their SO details by emailing

safeguarding@sru.org.uk.

Help and support for Club SOs is available through the Scottish Rugby Safeguarding Team (safeguarding@sru.org.uk)

Resources

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

Safeguarding Policy and Club

Template

- [Scottish Rugby's safeguarding everyone Policy](#)
- [Template policy for clubs](#)

Report a Concern information

- The 5 Rs
- Flowchart
- Reporting a concern form

PVG Information

- PVG membership roles
- Safe Recruitment Process
- Scottish Rugby PVG Process and Guidance

Training Opportunities

- Located under 'Course section' of SCRUMS

Guidance Documents

- Advice for trips away
- 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 vulnerable groups.

	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 out with 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, Safeguarding Officer to meet with individual and assist them in completing a 'Club Volunteer Application' and check 3 forms of ID as outlined in PVG Process. Volunteer to send them electronic copy of ID in line with ID guidance	
9	Do they understand the PVG process and what joining the scheme means? Have you advised them how to access the PVG applicant user guide on SCRUMS ?	
10	Have they read and understood your safeguarding policy and been provided with, and agreed to, the appropriate code of conduct?	
11	All individuals requiring a PVG must have first registered on SCRUMS for the appropriate role for the club. SCRUMS USER GUIDE	
12	Have they completed Rugby Right?	
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@srug.org.uk).

It is essential that SOs keep accurate records of those volunteering/working with vulnerable groups. We recommend liaising with your coach coordinator to ensure records are up to date. Data should be regularly reviewed and cleansed as per GDPR guidelines.

CLUB VOLUNTEER APPLICATION

Applicant to complete		
Name	Title:	
	First Name:	
	Middle Name:	
	Surname:	
Date of Birth		
Position applying for	☐ Youth Rugby Coach ☐ Safeguarding Officer ☐ Assistant Safeguarding Officer ☐ Youth Rugby Physio/Medic ☐ First Aider	☐ Club Development Officer ☐ Parent Helper ☐ S&C Coach ☐ Team Manager
Team you will be supporting		
Club representative overseeing recruitment		
Email		
Telephone/mobile		
Emergency contact	Name: Number: Relationship:	
Home address		
References	Reference 1: Name: Contact no & email Relationship to applicant: Name: Contact no & email Relationship to applicant: ☐ I hereby provide the club permission to contact the afore mentioned references to carry out appropriate reference checks in relation to the regulated role I have applied for.	
SCRUMS ID number (all individuals requiring PVG must first register on scrums)		
PVG Status	☐ I am new to the PVG scheme ☐ I have a PVG membership through a different organisation ☐ I have a PVG through Scottish Rugby -checked in the last 5 years	☐ I have a PVG membership for working with children ☐ I have a PVG membership for working with vulnerable adults (IF ALREADY A MEMBER)

PVG Application	☐ I have submitted a PVG application Via SCRUMS following the applicant user guide . (I understand I must do this even if I already have a Scottish Rugby PVG dated in the last 5 years and Scottish Rugby safeguarding team will link me to my new club)
ID Verification	☐ I have sent copies of 3 ID from the acceptable ID list to the club Safeguarding officer and understand that these will be deleted from club records upon application completion
Date	Volunteer's Signature
Safeguarding Officer to complete once PVG received and keep for their own records	
Date compliant in Patronus	
Confirm ID deleted from emails and other folders	☐ Yes Date
Start date of volunteer	
Age grade volunteering with	
Leave date of volunteer	(Complete this section once volunteer has left club in the future)
Date	SO's Signature

