

# Southwark Tigers Rugby Club Safeguarding Young People Policy and Procedures



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## Statement

Southwark Tigers Rugby Club is committed to safeguarding and promoting the welfare of children in the sport. All children are entitled to feel safe and protected from any form of abuse and neglect, and have the right to take part in sport in a safe, positive, enjoyable and learning environment.

Southwark Tigers Rugby Club provides rugby activities to young people from 4 to 17 years old through trainings, mini and youth coaching and competitions, rugby camps and participation programmes in schools and related youth events (festivals).

The Club has a moral, legal, and social responsibility to provide a fun and safe environment for all those participating in these activities. It values and encourages the participation of parents, coaches and volunteers in rugby for participants under 18 years of age.

Southwark Tigers Rugby Club is committed to the enjoyment of rugby by young people.

## Glossary

### **Children**

The UN Convention on the Rights of the Child defines a child as anyone under 18. The UK has ratified this convention. For the purposes of this policy this legal definition applies.

### **Children's Workforce**

Everyone who works with children either as a volunteer or as an employee is part of the children's workforce.

### **Definition of a Child**

A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16 years of age.

### **Young Person**

A young person is anyone under 18 years.

### **Disclosure and Barring Service (DBS)**

The DBS is responsible for processing requests for criminal records checks, taking decisions on whether it is appropriate to place a person on or remove a person from the DBS Children's or Adults' Barred List for England, Wales and Northern Ireland.

### **Safeguarding Team**

The Safeguarding Team consists of the Safeguarding Lead and Safeguarding Officer. Their contact details are in the back of this policy.

### **Safeguarding Officer**

Safeguarding Officer is a person appointed by a Club to implement the directions of the National Safeguarding Officer and the Branch Welfare Officers and to be the voice of the child within clubs.

### **Age Grade Player**

Age Grade Player means a player who is a member of an Age Grade Team and is not yet 18-years old.

### **Age Grade Team**

Age Grade Team means a team of players which is regulated by reference to the dates of birth of the players.

### **Parents**

Parents includes legal guardians.

## **Referee**

Referee is a person who is a member of an Association of Referees recognised by the RFU.



## **Core Values**

Our core values are:

**TEAMWORK, RESPECT, ENJOYMENT, DISCIPLINE,  
SPORTSMANSHIP**

Southwark Tigers Rugby Club promotes the core values to everyone involved in our activity. The core values are reflected throughout this document.

## What is abuse?

### Definition of abuse

Abuse is maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

There are five main types of abuse:

### PHYSICAL, SEXUAL, EMOTIONAL, NEGLECT, BULLYING

An individual may abuse or neglect a child directly or may be responsible for abuse by failing to prevent another person harming that child. Bullying is also abusive behaviour, which generally incorporates more than one of the other four types of abusive behaviour. Those involved with children should be aware that abuse, neglect and safeguarding issues are rarely stand alone events that can be covered by one definition or label and in most cases, multiple issues will overlap with one another.

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical abuse may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Examples of physical abuse in sport include extreme physical punishments; forcing a child into training and competition that exceeds the capacity of his or her immature and growing body or limitations of a disability; assaulting a person; or where the child is given drugs to enhance performance or in the case of a child, delay puberty.

### Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative sexual acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual photographic or online images, watching sexual activities, encouraging children to behave in sexually

inappropriate ways, or grooming a child in preparation for abuse (including via text or the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. It may involve a child seeing or hearing the ill-treatment of another as well as serious bullying (including on-line bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone.

Examples of emotional abuse in sport include subjecting children to constant criticism, namecalling, and sarcasm or bullying. It could also include their regular exclusion from an activity, such as unjustified non-selection for a team, failing to rotate squad positions or more subtle actions such as staring at or ignoring a child. Putting players under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples of neglect in sport could include: not ensuring children are safe; exposing them to undue cold or heat or unsuitable weather conditions, or exposing them to unnecessary risk of injury.

### **Bullying**

Bullying is a fifth type of abuse but when it does occur it usually has elements of one or more of the other four categories identified. The bully can be a parent who pushes too hard, a coach or manager with a 'win at all costs' attitude or another intimidating child. It should also be recognised that

bullying can take place in the virtual world of social networking sites, emails or text messages (online bullying sometimes referred to as cyberbullying). Bullying is serious and must not be ignored and in common with all other forms of abuse the victim should be supported through what can be a traumatic experience.

Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim.

Bullying takes many forms, but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully.

There are opportunities to bully at any rugby club or activity. It is the way that bullying concerns are dealt with which makes the difference between life being tolerable or becoming a misery for the victim.



## Possible signs of abuse

### Physical signs of abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls or games
- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- Scalds
- Injuries which have not received medical attention
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- Repeated urinary infections or unexplained stomach pains.

Changes in behaviour, which can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example, wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

### Emotional signs of abuse

The physical signs of emotional abuse may include:

- A failure to thrive or grow particularly if a child puts on weight in other circumstances (e.g. in hospital or away from their parents' care)
- Sudden speech disorders
- Persistent tiredness
- Development delay, either in terms of physical or emotional progress

Changes in behaviour, which can also indicate emotional abuse, include:

- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Being unable to play
- Attention seeking behaviour
- Fear of making mistake
- Self-harm
- Fear of parent being approached regarding their behaviour

## **Sexual Abuse**

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour, which can also indicate sexual abuse, include:

- Sudden or unexplained changes in behaviour (e.g. becoming withdrawn or aggressive)
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as over-eating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money or expensive gifts
- Not allowed to have friends (particularly in adolescence)
- Acting in an inappropriate sexually explicit way with adults

## Neglect

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour, which can also indicate neglect, include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised

**Do not assume that someone else will help a young person.**

**Safeguarding children is everyone's responsibility.**

It is important that every person involved in the Tigers' activity (coaches, volunteers, parents, guardians, spectators) reports a concern to one of the following:

- Head of Safeguarding
- Safeguarding Officer
- Designated Safeguarding Officer

## Safe Environment

The safety and welfare of the young people is of paramount. Southwark Tigers Rugby Club aims to create an environment where everyone feels confident to raise legitimate concerns. Concerns about the behaviour of coaches, officials or any members of the young people's workforce, which may be harmful to a child in their care, must be reported to the Southwark Tigers Rugby Club Safeguarding Team.

A safe environment is one where:

- Every member of the Club is well aware of safeguarding policies and procedures
- Trainings takes place regularly
- Everyone (young people, volunteers, coaches, parents, families) has a voice
- Families and young people feel that they belong to the Club, are involved in the Club's activities and feel safe and included when taking part to the activities
- Safeguarding strategies, examples of good practice and safeguarding procedures are clear to everyone
- Resources (policies, information, incident report forms, courses) are accessible to everyone

## Safer Recruitment

Southwark Tigers Rugby Club is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Before start working with young people, potential candidate are subject to a satisfactory Enhanced Disclosure Barring Service (DBS) check and appropriate references. The Club will take any necessary steps to ensure only suitable people are selected.

Overseas checks will be carried out on anyone that has lived or worked abroad before moving to the UK.

When chosen, coaches and volunteer need to be aware of their responsibilities for safeguarding and promoting the welfare of the young people, how the should respond to child protection concerns and report any

concern to the Club Designated Safeguarding Lead, Local Authority or the Police if necessary.

Before start working with young people, coaches and volunteers shall be required to complete a Safeguarding course chosen by the club and and will receive regular training appropriate to their role.

## **Supervision**

To provide a safe environment, clubs should ensure that their volunteers and employees when working with children avoid working in isolation out of the sight of parents or other volunteers. While volunteers and employees are awaiting their DBS disclosure they must be supervised by someone who does have DBS clearance.

Risk assessments should be undertaken to determine whether it is appropriate for a person to commence working with children prior to receipt of the DBS disclosure and what level of supervision is appropriate. They should not work without supervision at any time until their DBS has been cleared by the RFU.

Children are entitled to participate in rugby union activities in a safe and welcoming environment. In order to create this environment, Southwark Tigers Rugby Club will select people who are suited to the club and who are unlikely to harm children, intentionally or accidentally.

## **Responsibility of Safeguarding Children – Position of Trust & Duty of Care**

Everyone involved in our activity (coaches, volunteers, parents) has duty of care to keep young people safe.

Every member of the Tigers family must develop a professional, respectful and honest relationship with the young people.

The Club aims to create a culture where everyone feels confident to raise legitimate concerns without prejudice to their own position.

Concerns about the behaviour of coaches, officials or any members of the children's workforce which may be harmful to a child in their care must be reported to the Southwark Tigers Safeguarding Team through the Club Safeguarding Officer.



## Protecting Children & Young People with Disabilities

Coaches and volunteers working with young people with special educational needs - SEND - should be aware of the additional needs children may have that could mean they are more vulnerable to abuse and/or less able to speak out if something isn't right.

Some children may be vulnerable because they:

- Have additional communication needs
- Do not understand that what is happening to them is abuse
- Need intimate care or are isolated from others
- Are dependent on adults for care

Everyone must do their best to stop abuse from happening and take responsibility for observing, challenging, and reporting poor practice and suspected abuse.

Coaches and volunteers should be aware if a young person with special educational needs or disability needs extra support or supervision. In that case extra support will be arranged and provided by the club.

If the club struggled to arrange and provide extra support, the family or guardians of that young person will be informed with enough notice before the beginning of the session.



## Registration

Once a young person starts playing rugby for Southwark Tigers Rugby Club, parents or guardians will be asked to download a free app, Spond.

Spond is the online platform chosen by the club to communicate with coaches, parents or guardians.

The activities (e.g. sessions, games, festivals) will be uploaded weekly to each specific age group.

Spond is the safest and most professional way to provide an overview of the activity and to keep record of it. It will also give the opportunity to understand attendance and presence of the young people.

Parents or guardian are expected to download the App and complete their young person's registration at the end of their first session.

Without registration the young person can't attend the activity.



## **Transportation of a young person**

It is the responsibility of parents/guardians, not the club, to transport their child to and from the club or nominated meeting point. If parents/guardians make arrangements between themselves this is a private arrangement and at the parents'/guardians' discretion.

If the Club makes the minibus available, then the club should ensure that:

- Drivers have a valid driving licence and recruitment procedures, including vetting criteria, have been followed and appropriate insurance and breakdown cover has been arranged
- The vehicle is suitable for the number of passengers and has operational safety belts and appropriate child car seats
- Parents/guardians give their consent and have the driver's contact details, with the driver having easy access to parents'/guardians' contact details including mobile phone numbers
- No young person is left alone in the car or minibus with the driver, unless it is the adult's own child. If this situation arises the child should sit in the back of the car if possible

## **Drop off – Collection of a young person**

Parents, families and guardians are responsible for dropping off and collecting the young people before and at the end of every session or game.

It is not safe for a young person to walk back home after a session or game unsupervised. Parents or guardians should come with them before the activity starts and they should pick them up at the end of it.

A young person should not be left alone or unsupervised at the end of a session or game.

If no one comes to collect the young person, coaches or volunteers should contact the family or guardian in order for them to come and collect the young person. In the meantime, coaches or volunteers should wait with the young person, preferably in the company of others.

The Safeguarding Officer of the club should be informed.

A young person can walk home alone just if permission – written or verbal - has been given from the family or guardians.



## Coaching Technique

Southwark Tigers Rugby Club is committed to create a safe and learning environment for the young people.

Coaches and volunteers must place the well-being and safety of each player above all other considerations, including the development of performance. Activities and equipment (balls, cones, tags, bibs, tackle bags) must be appropriate for the age, experience and ability of all players. Equipment and facilities must meet safety standards.

Contact skills (e.g. tackles, rucks, mauls, scrums) must be coached in a safe and controlled situation.

Coaches and volunteers **must never be involved** in any contact aspect of the game with the young people, including drills (e.g. holding tackle bags).

If there's no other way to explain a technique, coaches and volunteers can get in physical contact with the young person just for safety reason.

Verbal consent must be obtained from the young person.

If the young person seems uncomfortable or reluctatan, coaches or volunteers must stop their explanation straight away.

Coaches and volunteers can take part to a touch match, managing their presence on the field (e.g. no need to be in the middle of the game, no need to get touched by a young person, the ball can be passed before getting touched).

## **What is best practice**

- Families, guardians, coaches, volunteers and everyone involved in the club should have easy access to the Southwark Tigers Rugby Club Safeguarding Policy
- Everyone involved in the Club's activity should be familiar with the Safeguarding procedures
- Everyone involved in the Club's activity should know how to contact in case of a concern or incident
- Everyone involved in the Club's activity must adhere and believe in the Club's Code of Conduct, showing high standards of behaviours
- Coaches and volunteers must refrain in making any physical contact with the young people. If physical contact is necessary, consent must be given from the young person
- When transporting a young person is necessary (e.g. in case of an away game, when the minibus is not available), written parental consent must be obtained by the coaches and volunteers
- Pictures and video can be taken just if parental consent has been obtained
- If pictures or videos have been taken – following parental consent – they must be sent straight away to the Head of Social Media of the Club and deleted from their personal phones
- If changing rooms are available, coaches must not stay inside them with the young people. If supervision is required, at least two coaches (or two responsible adults) should be there

## **What is poor practice**

- Coaches, volunteers and any member involved in the Club's activity spending time alone and unsupervised with the young people
- Allow or engage in inappropriate touching of any form
- Communicate with a young person via social media on a personal basis
- Taking young people alone in a car
- Making sexually suggestive comments to a child or young person or any other comment such as racist, sexist, homophobic
- Using inappropriate language towards a young person, shouting at them, ridicule of children or children's errors, ignoring health and safety guidelines and failing to adhere to the club's code of conduct

- Unnecessary and excessive training can also be considered as poor practice
- Allowing young people or other people involved in the activity (other coaches, volunteers, supporters, parents) to use inappropriate language or intolerable behaviours
- Coaches involved in any physical contact with the young people during the activity
- Ignore any concerning disclosure made by a young person or any other person involved in the Club's activity.

Everyone must remember that poor practice can easily turn into abuse if it is not dealt with as soon as concerns are raised or reported.

Southwark Tigers Rugby Club won't allow poor practice to go unchallenged.

## What to do in case of a concern, a disclosure or an accident

At Southwark Tigers Rugby Club everyone is responsible to keep the young people safe and to respond and report any concern they might have in regards to a young person.

Every member of the club must have a good understanding of the procedure and the steps to take in case of a concern.

In case of a concern, a disclosure or an accident during the activity (e.g. any accident or injury, which results in the player being admitted to a hospital), coaches, volunteers or any other member of the club must fill a Tigers Incident Report Form with as much information as possible, then send it to the Safeguarding Officer of the club.

The file must be password protected and the password must be sent to the Safeguarding Officer separately (via SMS, email, phone call or WhatsApp).

Ignoring a disclosure or a concern is not an option.

If a young person discloses a potential harmful or dangerous situation to a member of the club, these are the steps to take:

- Listen carefully to the young person – do not interrupt him/her; they might need time to talk, **give them time**;
- No decision must be taken in order to decide if an abuse has happened;
- No investigations should be carried (coaches and volunteers are not social workers or counsellors);
- No leading questions should be asked (e.g. questions which suggest its own answer: Did that person hit you?);
- If questions need to be asked, they must be open questions;
- Coaches or volunteers can struggle to answer a question asked by a young person; it's appropriate to say that they are unable to answer;
- Coaches, volunteer or any member of the club receiving the disclosure must not get in any physical contact with the young person (e.g. hugs);
- Coaches, volunteer or any member of the club should reassure the young person during the conversation but **can't guarantee confidentiality about the disclosure**;
- The adult must explain to the young person the reason why confidentiality can't be guaranteed (so the correct action can be taken);
- Head of Safeguarding or Safeguarding Officer must be informed as soon as possible;

- A written record of the conversation must be kept with the following information:
  - The date and time
  - The place of the conversation
  - The presence of other people at the time of the disclosure
  - What has been said with as much information as possible.

**If Coaches, volunteers or any other member of Southwark Tigers Rugby Club feel that the young person is in immediate risk of abuse or danger, then a statutory agency (local children's services or the Police, 999) should be contacted immediately.**

Coaches, volunteers or any other member of Southwark Tigers Rugby Club should remember that sharing a challenging situation for a young person could be difficult and distressing.

Whoever received the disclosure must treat the young person with the dignity and respect that the situation requires.



## How to report a concern

Any concern must be recored in writing using the Tigers Incident Report Form.

In case of a concern, a disclosure or an accident during the acitivity (e.g. any accident or injury, which results in the player being admitted to a hospital), coaches, volunteers or any other adults involved (e.g. opponents, parents or officials) must complete the form as soon as possible.

Tigers Incident Report Form should include:

- Young person's name, date of birth and emergency contact (e.g. family or guardian);
- Date and time of the concern or event;
- What action has been taken and by whom;
- The name and position of the person making the record.

In the meantime the person making the record should inform the club's Safeguarding Officer.

Once completed, the incident report form must be password protetced and sent to the club's Safeguarding Officer.

Password must be sent separately to the Safeguarding Officer. The form must then be deleted to any personal device.



## Whistleblowing procedure

A whistleblower is a coach, volunteer or any other member of Southwark Tigers Rugby Club who reports certain types of wrongdoing. This will usually be something that has been seen during the activity.

Everyone must feel comfortable to speak up about genuine concerns. An honest conversation with the Safeguarding Officer or Club's Youth Manager can often resolve the situation.

It's crucial to remember that disclosing a concern is done in the public interest.

Types of wrongdoing or malpractice:

- A criminal offence;
- Corrupt conduct (e.g. match fixing);
- Young people wellbeing or safety are in danger (e.g. unsafe or unprofessional coaching practice or injured young people let on the field playing during training or a match);
- Unacceptable behaviour from coaches, volunteers, parents, officials or spectators (e.g. smoking or drinking on the pitch, use of inappropriate language);
- Someone is breaking the law (e.g. stealing equipment).

Southwark Tigers Rugby Club is aware that reporting any type of wrongdoing can be worrying or cause distress.

Southwark Tigers Rugby Club takes any form of concern or disclosure very seriously and protects whoever has raised their hand to highlight it.

A whistleblowing disclosure must be shared with the Safeguarding Officer or the Club's Youth Manager and no one else. The disclosure can be done verbally or in writing (using the Tigers Incident Report Form).

A whistleblowing disclosure can be done in confidence if the person raising the concern feels uncomfortable to share his/her name.

Once the disclosure has been made, the club will start an initial assessment in order to decide how to proceed; an internal investigation can follow, depending on the nature of the disclosure.

Southwark Tigers Rugby Club will do its best to keep the person disclosing informed, although this may not always be possible.

If the person disclosing is not satisfied with the decision taken by the Club, he/she can inform external authorities in order for them to develop a further investigation.

## **Allegations against staff and volunteers - Procedure**

Southwark Tigers Rugby Club takes allegations against staff and volunteers very seriously.

Types of allegation:

- A member of Southwark Tigers Rugby Club has behaved in a way that has harmed a child, may have harmed a child, or might lead to a child being harmed;
- There is a chance that a criminal offence against a child or related to a child can be made;
- A behaviour kept by a member of the club indicates that that person is unsuitable to work with children;
- A behaviour kept by a member of the club has harmed, or may have harmed, a young person or an adult at risk.

### **What to do if an allegation is made**

At Southwark Tigers Rugby Club the Youth Manager and the Head of Safeguarding are responsible for managing any safeguarding allegation against staff and volunteers.

Depending on the nature of the allegation, the Youth Manager and the Head of Safeguarding can decide to appoint an independent investigating manager. That person will be identified by the Head of Safeguarding and won't be involved in the allegation.

If a young person is at risk of immediate harm or danger the emergency services or the police must be contacted, and the parents/carers informed immediately.

The person who receives a safeguarding allegation must follow the procedures highlighted under the paragraphs 'How to report a concern' and 'What to do in case of a concern, a disclosure or an accident'.

If the concern is about the Youth Manager then the person should inform the Head of Safeguarding. If the concern is about the Head of Safeguarding then the person should inform the Youth Manager.

An initial assessment will be carried by the Youth Manager, the Head of Safeguarding and the Safeguarding Officer in order to understand the seriousness of the situation.

Once the initial assessment has been completed, the Youth Manager, the Head of Safeguarding and the Safeguarding Officer will review the outcome and determine any further action required; a written report will be completed, detailing any relevant information, action and recommendations (Tigers Incident Report Form).

During the assessment and the investigation, the person who is the subject of the allegation will be asked not to deliver any sport activity or be in direct contact with the young people.

This act does not indicate in any way a person's guilt; it aims to protect both the person who is the subject of the allegation and the young people.

Following the initial assessment, one of the following decision will be made:

- Reintegration of the staff member or volunteer;
- Disciplinary process invoked (including a potential verbal warning or written warning);
- Referral to the Disclosure and Barring Service (DBS) (equivalents in the other nations) for consideration to be barred from working with children;
- Referral to a professional registration/regulatory body, for example the Health Care Professions Council (HCPC), on the grounds of misconduct;

A written report will be completed by the Head of Safeguarding, who'll determine who needs feedback as well, following the conclusion of the investigation.



## **Photographic Images (including those taken by mobile telephone)**

Southwark Tigers Rugby Club believes in promoting the game of rugby and the activity at the club through pictures and video of young players enjoying rugby.

Pictures and videos can be published on the club's website and Southwark Tigers Rugby Club social media channels (Instagram, Facebook, Twitter, LinkedIn).

The club is well aware of the risks associated with the use of photographic images and videos.

Before taking any pictures of videos, coaches, volunteers and anyone involved in the activity should be aware and complies with this policy and guidance.

Before taking any pictures of videos during training sessions, home games, away games or festivals, the club must obtain parental consent.

Parents or guardians can give consent through Spond, the App used by the club to inform the families about the activity.

Anyone taking photographs or recording at any rugby event must have a valid reason for doing so and seek the permission of the organisers/persons in charge.

Any concerned about inappropriate, unprofessional or invasive pictures or videos must be reported to the club's Safeguarding Lead.

Before taking any pictures or videos, people responsible for the young person will be informed of how the image or video will be used.

Pictures and videos should be taken following the following principles:

- Ensuring the dignity of the people involved in the image;
- All people involved in the picture or video must be appropriately dressed for the activity taking place;
- Common sense must be used while taking a picture or video;
- Photographs must be taken just to celebrate the core values of rugby;
- No pictures will be taken to ridicule players, officials or opponents;

- No pictures of opponents, officials, other coaches or volunteers will be taken without obtaining verbal consent;
- No sensible information (names, surnames, home address) will be shared when the picture or video will be published;
- No pictures or videos will be taken in changing rooms.

Once the pictures or videos have been taken, they must be sent to the Head of Social Media of the Club and deleted from their personal phones (no pictures or videos can be stored on personal devices).



## Social Media Usage

Southwark Tigers Rugby Club believes in promoting the game of rugby and the activity at the club through pictures and video of young players enjoying rugby.

The club believes that a professional online presence can become an opportunity to engage with a wide range of people in the sport community.

The club is well aware of the risks associated with the use of photographic images and videos online.

In order to avoid any Safeguarding risk and to keep our young community safe, every member of Southwark Tigers Rugby Club (coaches, volunteers, partners and any other person involved in the activity) is obliged to follow the club's guidelines:

- Young people must not be added to their personal social media channels (WhatsApp, Instagram, Facebook, Twitter, LinkedIn, Snapchat);
- Coaches, volunteers, parents and anybody else involved in the club's activity must not accept a young person's invite to follow them to their social media channels (WhatsApp, Instagram, Facebook, Twitter, LinkedIn, Snapchat);
- Online communication can happen just if the chat is monitored (e.g. with the presence of at least two responsible adults);
- Members of Southwark Tigers Rugby Club should not engage in online conversation with young people and should be discouraged to create group chat with them. However, if the group is only used for professional reasons (related to the club's activity), the chat is monitored and there is consent from both the adults and the children, then it should be appropriate to set up the communication for safety purposes;
- Every member of Southwark Tigers Rugby Club must feel comfortable in telling the young people that online communications with adults through social media is inappropriate and potentially dangerous.



## Website Usage

Southwark Tigers Rugby Club believes that a professional online presence can become an opportunity to engage with a wide range of people in the sport community.

The club's website is one of these tools.

The club is well aware that the website can be visited by young people as well and nothing dangerous of that can cause harm will ever be included or published.



## Southwark Tigers Safeguarding Contacts

### Southwark Tigers Rugby Club Head of Safeguarding

**Vernon Neve-Dunn**

e. [whyvernon@gmail.com](mailto:whyvernon@gmail.com)

t. 07703052759

### Southwark Tigers Rugby Club Safeguarding Lead

**Maggie Hammond**

e. [hammondstones@btinternet.com](mailto:hammondstones@btinternet.com)

t. 07903 573554

### Southwark Tigers Rugby Safeguarding Officer

**Andrea Nalio**

e. [andrea@southwarktigers.com](mailto:andrea@southwarktigers.com)

t. 07490398351

## Safeguarding Contacts

### Police

101 or 999 in an emergency

### RFU Safeguarding Team

0208 831 6655

### Kent Rugby Safeguarding Team

**Children & Young People (Child Line) 0800 1111**

**Help for Adults concerned about a child 0808 800 5000**

### Kent Rugby Safeguarding Officer

07764 712554

[safeguarding@kent-rugby.org](mailto:safeguarding@kent-rugby.org)

### Southwark Council

**Multi-Agency Safeguarding Hub (MASH) 020 7525 1921 (weekday 9-5) or  
020 7525 5000 (out of hours)**

[MASH@southwark.gov.uk](mailto:MASH@southwark.gov.uk)

**NSPCC (National Society for the Prevention of Cruelty to Children)**  
**Helpline** 08088005000 (10am–4pm Monday to Friday)  
**Child Line** 0800 1111  
[help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)