



SAFEGUARDING & PROTECTING CHILDREN IN RUGBY LEAGUE

Newsletter 5 – October 2007

October Newsletter Contents (back copies can be found on www.rfl.uk.com in the In League Together section)

- Club Anti Bullying Policy
- RFL Whistle Blowing Policy
- Training
- Completing CRB applications
- Checking documentation for CRB applications

Club Anti Bullying Policy

Please find enclosed a copy of the RFL Anti Bullying Policy. We have also had a club anti bullying policy poster printed for you to display at your club.

RFL Whistle Blowing Policy

The RFL has introduced a Whistle Blowing Policy for Safeguarding issues which is set out below:

RFL WHISTLE BLOWING POLICY – SAFEGUARDING

The RFL is determined to ensure that the culture of the sport is one in which it is safe, acceptable and gives confidence to those involved in rugby league to raise concerns about unacceptable practice and misconduct.

What stops people from whistle blowing?

- Concerns about getting it wrong or having misunderstood
- Fear of repercussions such as harassment or victimisation
- Fear of not being believed
- Concerns about starting a chain of events which may spiral out of control
- A belief that it would be disloyal to other volunteers
- Thinking that it doesn't matter or that nobody will get hurt
- Thinking its not their responsibility

Why should you whistle blow?

- Everybody involved in rugby league has a responsibility for raising concerns about any unacceptable practice or behaviour
- Whilst it may be difficult, the welfare of children may depend on you, and the children and young people in the game have a right to expect that you will do something about your concerns

Issued by the RFL October 2007. Every effort has been made by the RFL to ensure accuracy in this information at the time of going to press. However this is meant as general advice and will not necessarily apply to all situations so for specific advice please contact the RFL direct.

- It is often the most vulnerable children who are targeted and these children need somebody to safeguard their welfare
- Historically, early effective intervention has been shown to prevent the problem getting more serious or affecting more children
- It can protect or reduce the risk to others
- It can prevent you from being implicated yourself or in the professional game facing a charge for failing to report misconduct

What should you do and who should you tell?

- You should not attempt to deal with any allegation or suspicion yourself (in an emergency contact the relevant emergency service)
- You should inform your Club Welfare Officer or the RFL Safeguarding team
- In particular you should not:
 - Inform the person about whom you have a concern
 - Inform other club officials
 - Start your own investigation or delay in reporting the suspicion

Contact Details

RFL Safeguarding team – 0844 477 7113 Option 6 or safeguarding@rfl.uk.com

What happens next?

- Information will be treated in confidence.
- During the investigation the identity of those raising the concerns will be kept as confidential as possible however it may be necessary for some people to be informed.
- No action will be taken if a concern proves to be unfounded but was raised in good faith
- The RFL rules make it an offence to harass or victimise a whistleblower
- Malicious allegations may be considered a disciplinary offence
- Where possible the RFL will keep those who have provided information informed about the progress and conclusion of the investigation.

Training

A 'Safeguarding & Protecting Children' course has been confirmed for the 20th November at Stanningley's ground, the Arthur Miller Stadium, Coal Hill Drive, Leeds, LS13 1PA from 6pm - 9pm.

If you would like to book a place on this course please contact Stacey Thompson (contact details at the end of this newsletter). Please note there is a charge of £15 per person payable by cheque in advance however as part of the RFL commitment to train CWOs the £15 is refundable to CWOs on attendance at the course. (This course is normally charged at £25 per person so the RFL is also subsidising the cost for club coaches etc). Please note that places are limited.

The RFL will be running some more Safeguarding & Protecting Children courses over the next few months please put your name down on the waiting list with Stacey so we can put courses on where there is most demand. A number of clubs have asked to host training courses at their club. If you can get 20 people together from your club and neighbouring ones then we're happy to arrange this facility for you.

Issued by the RFL October 2007. Every effort has been made by the RFL to ensure accuracy in this information at the time of going to press. However this is meant as general advice and will not necessarily apply to all situations so for specific advice please contact the RFL direct.

Completing CRB applications

There has recently been an increase in the number of CRB forms that need to be returned to the applicant as there has been a mistake. These mistakes mean that the CRB form has to be returned which can lead to a delay in the forms being processed.

With your help we can ensure that these delays are avoided as they are very often the result of simple errors which can be spotted by checking the form.

The most common mistakes are:-

- Using blue ink – only black ink should be used
- Using correction fluid – if an error is made, a line should be put through it and the correct information clearly written to the right of the crossed out information
- 'Option' boxes being ticked – they should be marked with an X
- Signatures going outside the box
- If a section is not relevant please leave it blank – do not write N/A or cross it out
- Do not staple anything to the form – continuation sheets should be attached using a paperclip
- The applicant should not complete section X, Y or Z
- Section C Q22 – only enter surnames, do not enter forenames
- Please leave sections E & F blank
- Not providing a continuous 5 year address history – if you have not lived in your current address for 5 years, you must write down any other addresses you have lived at in the past 5 years and the relevant dates.
- Not providing middle name(s) in the forename(s) box

Please can you ensure all applicants receive a copy of the CRB Guidance document which accompanies the CRB form. Extra copies can be downloaded from the RFL website – www.therfl.uk.com.

Checking documentation for CRB applications

Recently we have received a number of CRB forms that need to be returned as there has been a mistake when checking the identification documentation. These mistakes mean that the CRB form has to be returned which can lead to a delay in the forms being processed.

With your help we can ensure that these delays are avoided as they are very often the result of simple errors which can be spotted by reading the guidance notes and checking identification carefully.

You must check **at least 3** forms of evidence. Ideally you need 3 Group 1 Documents, however, the applicant can also provide a total of 3 documents, 1 of which is from Group 1, or a total of 5 Group 2 documents if no Group 1 documents are available.

At least one document must confirm the applicant's date of birth as recorded in Section A, and at least one document must confirm the applicant's current address as recorded in Section A.

Please ensure that: -

- Passport/Driving Licence numbers are entered correctly.
- Valid from/issue dates are included where applicable.

Issued by the RFL October 2007. Every effort has been made by the RFL to ensure accuracy in this information at the time of going to press. However this is meant as general advice and will not necessarily apply to all situations so for specific advice please contact the RFL direct.

- Date of Birth is included and should be checked against the correct documents and against the date of birth entered in Section A.

Group 1 Documents	
Valid passport (any nationality) UK Driving Licence (either photocard or paper)	Original UK Birth Certificate Valid photo identity card (EU Countries only) UK Firearms Licence
Group 2 Documents	

Marriage certificate Non-original UK Birth Certificate (issued 12 months after birth. Full or short form acceptable) P45/60 Statement ** Bank or Building Society Statement 8 Utility bill (e.g. electricity, gas, water, telephone (including mobile phone contract)) * Valid TV Licence Credit Card Statement * Mortgage Statement/Tenancy Agreement ** Valid insurance certificate Correspondence or a document from; the Benefits Agency, the Employment Service, the Inland Revenue or a Local Authority *	Financial Statement (e.g. pension, endowment, ISA) * Valid vehicle registration document Mail order catalogue statement * Court commons ** Valid NHS card Addressed payslip * National Insurance number card Exam certificate (e.g. GCSE, NVQ) Child Benefit book ** Certificate of British nationality Work permit/visa **
--	---

If Utility Bills are used as identification evidence, the RFL CRB Evidence form should be used – this is found in the Guidance document or can be downloaded from the RFL website – www.therfl.uk.com

* Documentation should be less than three months old

** Documents should have been issued within the past 12 months

OPERATIONS DEPARTMENT & OTHER CONTACT DETAILS

Emma Rosewarne	Acting Lead Child Protection Officer	
emma.rosewarne@rfl.uk.com	Direct Line 0113-237-5013	Mobile 07850 483736
Dean Hardman	Acting Deputy Child Protection Officer and Lead on Child Protection Education Strategy	
dean.hardman@rfl.uk.com	Direct Line 0113-237-5041	
Stacey Thompson	CRB Officer	
stacey.thompson@rfl.uk.com	Direct Line 0113-237-5036	

Emma Rosewarne's mobile number can be used as an emergency number to ask for support or to make an initial report of an incident at any time. Anybody who has an issue or a question can email the Operations team on the dedicated email address: safeguarding@rfl.uk.com.

The NSPCC Child Protection Helpline is 0808 800 5000 - your Local Safeguarding Children Board will also be able to give advice in cases which you think needs statutory agency input.

Issued by the RFL October 2007. Every effort has been made by the RFL to ensure accuracy in this information at the time of going to press. However this is meant as general advice and will not necessarily apply to all situations so for specific advice please contact the RFL direct.