



SAFEGUARDING & PROTECTING CHILDREN IN RUGBY LEAGUE Newsletter 7 – December 2007

**Merry Christmas & a Happy New Year to all involved in
Safeguarding throughout Rugby League!**

COMING UP IN 2008

Here's a preview of some of the safeguarding initiatives we'll be delivering next year – if there's anything you'd like to suggest get in touch - safeguarding@rfl.uk.com

- A CWO survey – a chance for CWOs to let the RFL know what will help them
- Youth Forums – a chance for young people to have their say about all aspects of the game
- A CWO Conference – to be held prior to one of the Carnegie Challenge Cup semi finals on Saturday 26 or Sunday 27 July – more details in the New Year
- New Safeguarding Policy – the new Safeguarding Policy will be rolled out in the New Year
- A leaflet for parents explaining what they can expect from the RFL and the clubs and what the RFL and clubs expect from parents
- A leaflet for children and young people

COURSES

Positive Coaching - Positive Coaching courses will be available in the New Year and places can be reserved by contacting the Regional Playing Leagues.

Safeguarding & Protecting Children Courses - More and more clubs are now asking for this course to be run at their club house for coaches and volunteers. The RFL continues to subsidise the courses so contact Stacey Thompson if you want to organise a course at your club.

Equity in Your Coaching – The RFL is happy to put on an Equity in Your Coaching course for clubs in association with SCUk. As you will be aware Equity in Your Coaching is one of the requirements of Club Mark and is also key to ensuring that all children whatever their backgrounds are protected from abuse and/or poor practice. Please contact Stacey to put your name on a waiting list.

Time to Listen – This is a course specific for Club Welfare Officers and goes into more detail regarding policies and procedures than Safeguarding & Protecting Children. Time to Listen will be rolled out early next year.

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Record month for CRBs

November was a record month at the RFL for CRBs. The number of forms requested by clubs, certificates issued and forms submitted to the CRB are at the highest level they have ever been.

It is reassuring to see the number of clubs who are taking positive strides to safeguard the children at their clubs by ensuring that CRB checks form a part of their recruitment process.

The RFL Safeguarding Team would like to thank all clubs for their co-operation with CRBs and if we can be of any further assistance please do not hesitate to contact us.

If you are unsure regarding which volunteers within your club should be CRB checked, please consult the RFL guidance document which is available on our website or simply call or email to request a copy.

Club Safeguarding Policy

It is strongly recommended that every Club has its own Club Safeguarding Policy which should be displayed on the Club's notice board. In order to help clubs with this process the RFL has drawn up a template Policy which clubs may wish to adopt. The Policy is also available from the RFL in Word format so that it can be easily changed. Please email safeguarding@rfl.uk.com to receive a Word version.

RFL CHANGING ROOM POLICY

The following advice is a revised version of the information which is already contained in the RFL Child Protection Policy. The guidance will help volunteers on what is best practice in and around changing rooms:

- Players should be supervised at all times in the changing rooms by two (2) members of staff who have current enhanced CRB disclosures.
- Adult staff (e.g. coaches, physios, match officials, other volunteers) should not change or shower at the same time using the same facility as players.
- If you are involved in a mixed gender team, separate facilities should be made available for each gender and each group should be supervised by staff of the same gender.
- Volunteers should not offer to do tasks of a personal nature which a young person could do for themselves unless requested to do so by a parent/guardian, although, please note that some young people may need assistance with tying laces, fitting head guards etc)
- Parents do not have an automatic right to be present in the changing room.
- If a young person is uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home.
- If your club has players with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.

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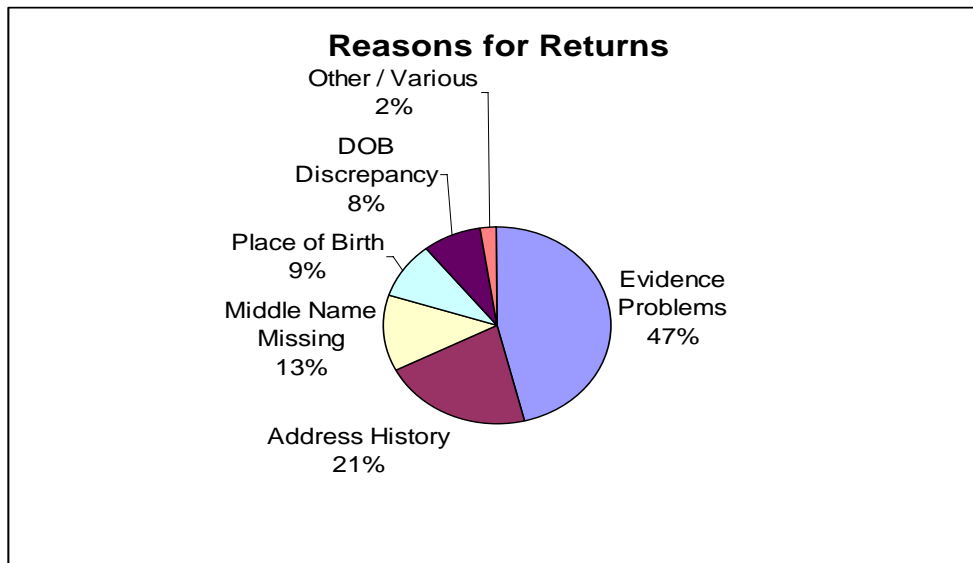
- Any staff, medical or otherwise, of the opposite gender to the team, for example, a female physio working with a male team, must not be present in the changing rooms whilst players are getting showered or changed.
- No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities etc.

RFL OPERATIONAL RULES TRIBUNAL

As you may have seen in League Weekly (10.12.07) the RFL is seeking to recruit additional members for its Operational Rules Tribunal (ORT) in particular some people with professional experience in Safeguarding. The ORT is the body of people from whom the RFL draws to sit as side members on hearings to adjudicate on off field misconduct including safeguarding. The role is voluntary although the RFL pays out of pocket expenses. The vast majority of meetings are held at the RFL's headquarters in Leeds in the evening or late afternoon. If you are interested in applying please visit the RFL website www.rfl.uk.com for a Role Description and an application pack.

The RFL welcomes applications from all areas of society. The RFL is committed to equality through diversity. Appointments to the Panel will be made subject to an enhanced CRB check.

CRB – REASON FOR RETURNS



On average at least 25 CRB Disclosure Applications forms are returned to applicants each month due to simple mistakes being made in the completion of the form. This can lead to delays in the forms being processed and in turn staff members at your club being cleared to carry out their roles. This delay can be avoided by following the instructions given in the RFL Guidance document.

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As you will see from the chart above, 47% of the forms which are returned are done so due to problems with Section X (Evidence of Identity). The common problems that occur with this section include:

- **Insufficient documentation checked** - Please ensure that at least **3** forms of evidence have been checked, **5** if no documents from Group 1 of the list can be provided.
- **Details not fully entered** – Ensure that all ‘valid from’ and ‘issue’ dates are provided, passport and driving licence numbers are correctly entered, all relevant boxes are ‘crossed’ (not ‘ticked’).
- **Name of Checker not entered** – Please complete Box 16 of Section X.
- **Date of Birth** – Ensure that dates of birth provided on documentation matches the date of birth given in Section A / Box 10.
- **Evidence Continuation Form** – For any pieces of evidence which are checked but do not feature on the back of the application form please complete the RFL CRB Evidence continuation form (included in RFL Guidance notes).

Other common reasons for the form being returned includes the applicant not providing a full and continuous five year address history (Section A and D), not providing their Place of Birth details (Section C) and not providing their middle name in Section A (Box 3).

Please can you ensure that all applicants receive a copy of the RFL Guidance document along with their CRB Disclosure Application Form.

OPERATIONS DEPARTMENT & OTHER CONTACT DETAILS

EMERGENCY CONTACTS OVER CHRISTMAS

Please contact Emma Rosewarne’s mobile and leave a message. The message service will be monitored on a regular basis.

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

The RFL would like to thank the CPSU and other sports, particularly the ECB & FA, for sharing their policies and templates and allowing the RFL to adapt materials for its own use.

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