



**Morpeth RFC Safeguarding  
and Child Protection  
Policy including Guidance**

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# **1. Morpeth Rugby Football Club acknowledges its responsibility to safeguard the welfare of all children and vulnerable persons involved at Morpeth RFC.**

Morpeth RFC with the Rugby Football Union (RFU) is committed to safeguarding and promoting the welfare of children and vulnerable persons in the sport and while using the facilities. All children and vulnerable persons 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 and enjoyable environment.

- Morpeth RFC confirms that it adheres to the Rugby Football Union's Safeguarding Policy and the procedures, practices and guidelines we endorse and adopt the Policy Statement contained in that document and any successor policy. Full details of which can be found here:-

<https://rfu.widen.net/s/dxpdwbj7k/safeguardingpolicybooklet>

This policy is based on the following key principles:

- The welfare of the child is paramount.
  - All participants regardless of age, sex, ability or disability, race, colour, nationality, ethnic or national origin, religion or belief, size, or sexual orientation have the right to protection from harm.
  - All allegations, suspicions of harm and concerns will be taken seriously and responded to swiftly, fairly and appropriately.
  - Everyone will work in partnership to promote the welfare, health and development of children and vulnerable persons.
- Effective safeguarding arrangements in every local area should be underpinned by two key principles:
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
  - A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

## **1.1 Types and Terms of Abuse and Neglect**

### **Physical Abuse**

Physical abuse is any intentional act causing injury or trauma to another person or animal by way of bodily contact. In most cases, children are the victims of physical abuse, but adults can also be victims, as in cases of domestic violence or workplace aggression.

### **Domestic Abuse/ Violence**

Domestic abuse involves any single incident or pattern of conduct where someone's behaviour towards another is abusive, and where the people involved are aged 16 or over and are, or have been, personally connected to each other (regardless of gender or sexuality).

### **Sexual**

Sexual violence and abuse is any behaviour thought to be of a sexual nature which is unwanted and takes place without consent. Sexual violence and abuse can be physical, psychological, verbal or online. Any behaviour of a sexual nature that causes you distress is considered sexual violence or abuse.

### **Neglect**

Includes all aspects of neglect such as deprivation of food, shelter, clothing or heating. Abusers can also harm victims by ignoring their medical or physical needs.

### **Self - Neglect**

Self - Neglect is inflicted from an individual to themselves and focuses on a lack of self care so much that it affects personal health and safety. Self- Neglect also encompasses self- harm, failing to care for one's personal hygiene, surroundings or health.

### **Child Sexual Exploitation**

This could be a combination of several categories of abuse. It can take place anywhere, but often licensed premises may be used as a lure for vulnerable children. Attempts to provide a minor with alcohol and other intoxicants for the purpose of being groomed. Things to look out for include, the same adult coming to the bar with different children, or the same child coming to the bar with different adults. Inappropriate touching or language, the child looking uncomfortable or nervous in the presence of the adult.

### **Psychological/ Emotional abuse**

Psychological abuse, often known as emotional abuse or mental abuse, is a form of abuse characterised by a person knowingly or intentionally exposing another person to a behavior that results in psychological trauma. It is often associated with situations of

controlling behavior in abusive relationships, and may include bullying, gaslighting, abuse in the workplace, amongst other behaviors that may cause an individual to feel unsafe. Psychological abuse can often be harder to identify.

### **Discriminatory Abuse**

Unequal treatment of a person in a setting where the person lives or a service that they use.

### **Modern Slavery**

Modern slavery is a hidden crime and targets people living in poverty or with a lack of education or unstable conditions. Modern slavery encompasses slavery, domestic servitude, human trafficking, and forced labour. It can include victims that have been brought over to the UK who are forced to work illegally against their will.

## **2. Morpeth RFC will implement and comply with the RFU Code of Conduct and the Codes of Conduct for Coaches, Spectators and Officials as appropriate.**

### **2.1 Safe Environments**

A safe environment is one where: the possibility of abuse is openly acknowledged; volunteers and employees are vetted and trained; and those who report suspicions and concerns are confident that these will be treated seriously and confidentially.

Communication is central to maintaining a safe environment; this includes in the rugby union environment appropriate methods of providing information to children and vulnerable adults (email/phone to parents), listening to children's views on matters which affect them, as well as considering how to communicate in an emergency (mobile/landline). Messages relating to children, sent via telephone, emails and texts, should be through their parents/guardians. Where appropriate, older players may be copied in but this should always be done by blind copying in order to protect their data. Direct personal communication with children should always be avoided, unless in exceptional circumstances.

#### **2.1.1 Regulations 15 and 21**

Morpeth RFC implements the RFU regulations 15 and 21. Regulation 15 is the RFU regulation which deals with age-grade rugby. All those working with children in rugby union should read and refer to this regulation regularly. Regulation 21 relates to safeguarding aspects within the rugby union environment.

### **2.2 Recruitment**

Morpeth RFC has a paid and volunteer workforce and all reasonable steps are taken to exclude anyone who may pose a threat to children or vulnerable adults. When recruiting, Morpeth RFC requires anyone unknown to the club to provide a written reference, which Morpeth RFC then verifies. All new volunteers into coaching will have the opportunity to meet with the coaching co-ordinator.

### **2.3 Training**

Morpeth RFC encourages all adults who have a role to attend an appropriate Rugby Union Coaching Award course and an RFU Safeguarding and Protecting Young People in Rugby Union training course.

All Club Safeguarding Officers must, within six months of being appointed, attend the RFU Club Safeguarding Officers Workshop, which covers their role and responsibilities. Failure to attend means they may not be permitted to continue in the role.

The behaviour and performance of new volunteers and employees is monitored for a period to ensure they are using best practice.

Morpeth RFC coaching co-ordinator will maintain a record of qualifications and provide club development opportunities.

## **2.4 Supervision**

To provide a safe environment, Morpeth RFC ensures that its volunteers and employees when working with children or vulnerable adults avoid working in isolation out of the sight of parents or other volunteers. Whilst volunteers and employees are awaiting their DBS disclosure they are supervised by someone who does have DBS clearance.

Contingency planning ensures that if a player's injury requires significant attention, or coaches are absent or away with a team, levels of supervision can be maintained by suitably vetted individuals. However, in an emergency, the first attention must be paid to an injured player and if there are insufficient suitably vetted people available to supervise the remaining players, clearly, responsible adults will need to be asked to step in.

A minimum of two coaches should be present at all training sessions.

A nominated person within the club house to deal with any safeguarding or vulnerable persons.

## **2.5 Adult: Child Ratios**

There should always be more than one suitably vetted adult in charge of any group of children or vulnerable adults. The RFU recommends a minimum ratio of:

- 1:10 for children over 8 years old or vulnerable adults
- 1:8 for children under 8 years old aged and 8
- 1:6 for children under 7 years old.

## **2.6 On Tour**

These Policy guidelines apply equally on tour as at Morpeth RFC. When on tour if an adult is solely there supporting their own child they will not need DBS clearance but they

will if they are acting in any official capacity with other children. This would apply to those on bedtime or other supervisory duties.

Specifically Morpeth RFC requires:

1. Permission sought from the club to go on tour.
2. All young people and adults involved with the tour to be current members of the club.
3. Club safeguarding officer to be sent Tour information booklet and risk assessment.
4. Application to county board for approval.

## **2.7 Inappropriate Relationships with Children or Vulnerable Adults**

An adult in a position of trust must not enter into a sexual relationship with a child in their care. Sexual intercourse, sexual activity, or inappropriate touching by an adult with a child under the age of 16 years is a criminal offence, even where there is apparent consent from the child.

A sexual relationship between an adult in a position of trust and a child over 16 years of age, or a vulnerable adult, is a breach of trust and an abuse of the adult's position. Whilst it may not be a criminal offence, in a rugby union setting it will be treated very seriously and may result in RFU disciplinary action, including suspension from attending rugby clubs.

The RFU has a legal duty to refer anyone removed from Regulated Activity to the Independent Safeguarding Authority. Therefore, an adult in a position of trust involved in a consensual sexual relationship with a child over 16 years of age, or a vulnerable adult, may be referred to the ISA for consideration. This could result in the adult being barred from working with children or vulnerable adults by the ISA.

No-one in a position of trust should encourage a physical or emotionally dependent relationship to develop between them and a child or vulnerable adult in their care; this is often referred to as grooming. Adults must never send children or vulnerable adults inappropriate or sexually provocative messages or images by text, or other electronic media.

## **2.8 Safeguarding Disabled Children, Children with SEND & Vulnerable Adults**

Disabled children and adults and their families may need additional information, help and support. Morpeth's paid and volunteer workforce is given appropriate training and advice to ensure they include and safeguard them.

Some children and vulnerable adults may be more susceptible to harm than other participants because they may: lack the mutual support and protection of a peer group, require higher degrees of physical care and support, have limited communication skills, find it difficult to resist inappropriate interventions, have several carers making it difficult to identify an abuser, have a history of having limited or no choice or have a degree of dependency on a carer conflicting with the need to report harm or raise concerns.

For disabled children, the RFU recognises the guidance in the Government document Working Together to Safeguard Children (2023) which states: "Expertise in both safeguarding and promoting the welfare of child and disability has to be brought together to ensure that disabled children receive the same levels of protection from harm as other children".

It is also important to be aware of the additional needs some children experience as a result of a wide spectrum of issues such as autism, attention deficit hyperactivity disorder and a variety of other disorders.

Morpeth RFC aims to work closely with parents and carers to support children to the best of their abilities. Where age grade players may require support or adaptation where possible we will use a player on the page document. This will be drawn up by all parties concerned including the club safeguarding team. Please speak to your child's coach in the first instance if you think your child may require additional support or adaptations.

## **2.9 Good role models**

Morpeth's paid and volunteer workforce is required to consistently display high standards of personal behaviour and appearance and refrain from pursuits considered unhealthy in front of players. They must not make sexually explicit comments to children or vulnerable adults and any language which causes them to feel uncomfortable or lose confidence or self-esteem is unacceptable, as is the use of obscene or foul language.

Coaches, spectators, players and members should adhere to RFU codes of conduct. Behaviour which may contravene these guidelines will be investigated through the club discipline secretary or management and further action may be taken. Persons of responsibility should not bring themselves or the club into disrepute.

## **2.10 Club house/ Bar / Alcohol**

It is important that Morpeth's committee takes considered and positive action to ensure that it is a responsible licensee. As a business, we want to ensure all our customers can enjoy the facilities free from harm, and we are committed to protecting the most vulnerable in society from harm and that all staff are equipped and able to report concerns,

Expected standards

- There are 4 licensing objectives of equal importance:
- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

The types of abuse and neglect are covered within this document. However, alcohol can often make people more vulnerable, particularly in relation to domestic abuse, sexual exploitation as well as advantage taking of persons with physical or mental disability. People may be at increased risk of abuse or neglect due to the actions (or lack of action) by another person.

It is against the law:

- To sell alcohol to someone under 18
- For an adult to buy or attempt to buy alcohol on behalf of someone under 18
- For someone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol

At training sessions and games for children, adults' drinking habits may affect both children's attitude to alcohol and their emotional well-being. As role models adults should avoid excessive drinking in their presence. The unexpected can always happen; there should always be adults who abstain from drinking alcohol to deal with any emergencies and to manage the safety and welfare of children and vulnerable adults in their care.

In these cases licensed businesses must work together to identify any individuals who may be at risk. All staff performing a public facing service should receive appropriate training. All staff should be made aware of the safeguarding policy and procedures for reporting concerns. Free training materials can be sourced from organisations such as National Pub Watch 'Supporting vulnerable persons' film or Police 'Welfare and Vulnerability Engagement' presentation and videos.

## **Procedures in place within Morpeth RFC to support safeguarding procedures and vulnerable persons.**

### **Identification of a 'Safe Area'**

The 1975 room has been identified as a safe area within the clubhouse. Any persons requiring a safe space will be able to remain there and cared for until their safety has been ensured.

### **Ask for Angela campaign**

Ask for Angela campaign posters are placed in strategic locations within the club encouraging people to 'Ask for Angela'. This initiative supports vulnerable people or those who feel they are in an uncomfortable/ difficult situation to seek support from the venue staff to extract them from the situation.

### **Taxi company details**

Local taxi firm numbers will be available via staff members. Staff members will always call (free of charge) a taxi for any vulnerable person upon request.

### **Nominated member of staff within the club for dealing with with any vulnerable people associated with the venue**

The club manager and club safeguarding officer will be the responsible persons and point of contact. They will be responsible for ensuring the safeguarding policy is adhered to and ensuring the continued welfare of vulnerable persons. They may delegate responsibility as appropriate to other duty managers working at the premises as required.

### **Record of incidents**

Any incidents where concerns or vulnerable people have been identified will be recorded with the club manager and club safeguarding officer as per the club safeguarding procedure.

## **2.11 Contact rugby**

The wellbeing and safety of children and vulnerable adults must be placed above the development of performance. Contact skills must be taught in a safe, secure manner paying due regard to the physical development of the players involved.

Adults and children must never play contact versions of the sport together including training games or contact drills. They may play either tag or touch rugby together if

these games are managed and organised appropriately (see the RFU website for further information).

A risk assessment on the conditions, players and apparent risks should be carried out by a person responsible for the overall session.

There is further information available in the Guidance to Regulation 15 which also provides a variety of alternatives.

Any person coaching contact rugby should have completed appropriate training to do so.

This includes:-

- Headcase concussion awareness
- Tacklesafe
- England Coaching award (Level 2 equivalent)

## **2.12 Coaching techniques**

Any inappropriate or aggressive contact or touching between adults and children or vulnerable adults is unacceptable and a number of principles should be followed when teaching contact rugby:

- Physical handling by a coach must only be used for safety reasons or where there is no other way of coaching the technique (Level 1 Coaching Award in Rugby Union)
- The reasons for physical contact should be explained wherever practicable so that children and their parents are comfortable with this approach
- The activity should always be conducted in an open environment and in the presence of another appropriately vetted adult.

Further information and guidance can be found here [Protocol for contact in rugby](#)

## **2.13 Physical intervention**

Discipline on the field of play is the responsibility of the players. Coaches, team managers and parents must always promote good discipline amongst their players, both on and off the field. Penalising lack of discipline on the field of play which contravenes the laws of the game is the responsibility of the referee. Coaches, managers and spectators should not intervene or enter the field of play. Coaches of U7s and U8s may direct and develop play in a coaching sense on the field of play from behind their teams. In a situation where individuals have to consider whether to intervene to prevent a child

being injured, injuring themselves or others, physical intervention should always be avoided unless absolutely necessary. In these situations it is imperative to:

- Consider your own safety
- Give verbal instructions first
- Use the minimum reasonable force and only when necessary to resolve the incident, the purpose being restraint and reducing risk
- Do not strike blows, act with unnecessary force or retaliate
- Avoid contact with intimate parts of the body, the head and neck
- Stay in control of your actions.

The CSO or CBSM should be notified at the earliest opportunity of an incident of physical intervention which involves possible dispute as a complaint might be lodged with the RFU or the police by a parent whose child has been physically restrained. The incident should be recorded on the RFU Initial Issue/Concern Reporting Form which may be found on the Safeguarding pages of the RFU website and sent to the RFU's Safeguarding Team.

## **2.14 Changing rooms and showers**

Adults and children must never use the same facilities to shower or change at the same time. Adults must only enter changing rooms when absolutely necessary due to poor behaviour, injury or illness and ideally another adult should also be present. Adults must only ever enter the changing rooms by themselves in an emergency and when waiting for another adult could result in harm to a child.

If children or vulnerable adults need supervising in changing rooms, or coaches or managers need to carry out a range of tasks in that environment this must involve two suitably vetted adults of the same gender as the children or vulnerable adults. For mixed gender activities separate facilities should be available. If the same facilities must be used by adults and children or vulnerable adults on the same day a clear timetable should be established.

No pressure should be placed on children or vulnerable adults who feel uncomfortable changing or showering with others, if this is the case they should be allowed to shower and change at home.

Where a disability requires significant support from a parent; or carer, the person concerned and their parents should decide how they should be assisted to change or shower.

Before any assistance is offered by another person, appropriate consent should be given by a parent.

Further information and guidance can be found here —

<https://rfu.widen.net/s/tmllpbs9fn/safeguarding-considerations-for-changing-rooms>

## **2.15 Transportation**

Morpeth RFC has a transport policy and guidance which is publicised to parents giving advice on dropping off and collecting children. This is also shared within the general age grade guide.

It is made clear that in most instances it is the responsibility of parents, not the club, to transport their child or vulnerable adult to and from the club or nominated meeting point. If parents make arrangements between themselves this is a private arrangement and at the parents' discretion.

If Morpeth RFC formally arranges transport eg using minibuses or people carriers (as opposed to facilitating travel arrangements between parents) then Morpeth RFC ensures 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 give their consent and have the driver's contact details, with the driver having easy access to parents' contact details including mobile phone

No child or vulnerable adult is left alone in the car with the driver, unless it is the adult's own child or vulnerable adult. If, in extenuating circumstances, this situation arises the child or vulnerable adult should sit in the back of the car if possible

- The children involved are happy with the arrangement and adults are alert to any signs of disquiet.

If Morpeth RFC hires a coach from a reputable commercial coach company it assumes that the company provides properly maintained and insured vehicles and properly licensed drivers. However, children must never travel unaccompanied. A member of the

club must travel with the children and that adult's contact details must be readily available to any parent who has reason to contact them.

In the event of a late collection of children or vulnerable adults, coaches and volunteers should: attempt to contact the parents, wait with the child or vulnerable adult, preferably in the company of others, notify the club safeguarding officer and remind parents of their responsibility to collect their child promptly.

## **2.16 Photographic Images**

The RFU welcomes the taking of appropriate images of children in rugby clubs and has developed guidance for parents and the paid and volunteer workforce to enable suitable photographs to be taken celebrating the Core Values of the sport.

There are risks associated with the use of photographic images. RFU Guidance on Photographic Images and professional photography can be found on the Safeguarding pages of the Safeguarding Toolkit; it is based on common sense. Clubs are advised to ensure that everyone is fully aware of, and complies with, this guidance.

Morpeth RFC gains photo consent via GMS. Coaches have access to these details so they can check who has or hasn't given permission.

Further information from the RFU can be found here:-

<https://rfu.widen.net/s/r6zwwxhpr9/photography-and-use-of-imagery-guidance>

## **2.17 Sharing of electronic material/media**

Morpeth RFC follows the advice contained in the CyberGuidance, available in the Safeguarding Toolkit.

*(Websites can be a positive way to communicate with children. However, there are risks associated with internet usage.)*

*Rugby clubs are legally responsible for their website content and there should be nothing included which could harm a child, directly or indirectly. It is important to note that it is not acceptable to share sexually explicit or inappropriate material via any form of media with children or vulnerable adults. The online environment is ever changing; the guidance will be reviewed and updated when necessary.)*

Where games are being recorded participants should be notified. Footage should be used appropriately for the purposes of development and not shared widely this includes with other teams/clubs.

### **3 Prohibited practices**

Morpeth RFC implements the following policy:

- Coaches, managers or volunteers including all professional staff must never:
  - a) Take young people to their own home or any other place where they will be alone with them
  - b) Spend any amount of time alone with young people away from others
  - c) Take young people alone on car journeys, however short
- If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge at Morpeth RFC and/or a person with parental responsibility for the young person. In exceptional circumstances where a coach, manager or volunteer cannot obtain the consent of the person in charge in Morpeth RFC and/or person with parental responsibility for the young person then if it is in the welfare interest of the young person, (a) and (c) above do not have to be followed. If this occurs the adult must record the occurrence with the Morpeth RFC Safeguarding officer
- Engage in rough, physical games, sexually provocative games or horseplay with children/young people
- Take part as a player in any dynamic contact games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids e.g. contact pads, this should be done with the utmost care and with due regard to the safety of the young players
- Share a room with a young person unless the individual is the parent/guardian of that young person
- Engage in any form of inappropriate sexual contact and/or behaviour
- Allow any form of inappropriate touching
- Make sexually suggestive remarks to a young person even in fun
- Use inappropriate language or allow young people to use inappropriate language unchallenged

- Allow allegations by a young person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents/carer (please note that it is recognised that some young people will always need help with things such as lace tying, adjustment of Tag belts, fitting head guards and it is also recognised that this does not preclude anyone attending to an injured/ill young person or rendering first aid)
- Depart the rugby club or agreed rendezvous point until the safe dispersal of all young people is complete
- Cause an individual to lose self esteem by embarrassing, humiliating or undermining the individual
- Treat some young people more favourably than others
- Agree to meet a young person on their own on a one to one basis.

#### **4 Positions of Trust**

Morpeth RFC informs all those involved with young people that:

- All adults who work with young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. Sexual intercourse or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child
- A sexual relationship between an adult in a position of trust within the rugby setting and a child over 16 years of age is contrary to the Policy and Procedures for the Welfare of Young People in the Sport of Rugby Union
- Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care
- All those within Morpeth RFC have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators and professional staff which may be harmful to the children, young people in their care, without prejudice to their own position.

## **5. DBS Disclosure**

Morpeth RFC requires that:

· All adults who have 'regular supervisory contact with young people' must undertake DBS disclosure within eight weeks of their appointment to a position which involves regular supervisory contact with young people

These adults will include;

- Professional Staff
- All coaches/assistant coaches
- Heads of Mini/Midi Rugby sections
- Heads of Youth Rugby Sections
- Team Managers
- All Referees who regularly officiate mini/midi and youth games
- Welfare Officers
- Physiotherapists
- First Aiders
- Club administrators.

## **6 Procedures**

How to react to concerns about the welfare and safety of children.

Safeguarding children is everyone's responsibility. This means that everyone in rugby has a responsibility to respond to any concerns that they or others may have about a child, or the behaviour of an adult. This relates to concerns which arise both within the rugby environment and outside of the rugby environment.

Harm in the context of this policy is an action or behaviour which has a detrimental effect on a child's physical or emotional health or wellbeing. Neither poor practice nor suspicions of harm should be ignored. Whether physical, sexual, emotional, bullying or neglect, suspicions of harm should always be reported and victims supported throughout.

## **Signs of Harm**

It is important that in the rugby environment signs of harm are not ignored. These signs may include a child:

- changing their usual routine
- beginning to be disruptive during sessions
- becoming withdrawn, anxious or lacking in confidence
- having possessions going missing
- becoming aggressive or unreasonable
- starting to stammer or stopping communicating
- having unexplained cuts or bruises
- starting to bully other children
- being frequently dirty, hungry or inadequately dressed
- displaying sexual behaviour or using sexual language inappropriate for their age •  
seeming afraid of parents or carers
- stopping eating
- being frightened to say what's wrong
- not wanting to attend training or club activities, or even leaving the club

Abuse should always be taken seriously and any concerns should be reported to the Club Safeguarding Officer (CSO) . In their absence the Club safeguarding assistant , club manager or RFU Safeguarding Team should be informed at the earliest possible opportunity. Any report must be made in writing using the RFU Initial Issue/Concern Reporting Form. The Reporting Form may be found at [englandrugby.com/safeguarding](http://englandrugby.com/safeguarding) along with the contact details for all the Safeguarding Team.

## **Dealing with Concerns**

Any member of the children's workforce who suspects abuse or neglect or hears a complaint of abuse or neglect:

- should listen carefully to the child and keep an open mind. They should not take a decision as to whether or not the abuse has taken place
- should not ask leading questions, i.e. a question which suggests its own answer

- should reassure the child but not give a guarantee of absolute confidentiality. The adult should explain that they need to pass on the information in accordance with this policy so that the correct action can be taken
- and should keep a sufficient written record of the conversation. The record should include: (i) the date and time; (ii) the place of the conversation; and (iii) the essence of what was said and done by whom and in whose presence
- and should be signed by the person making it, using names and not initials.

All other evidence, for example, scribbled notes, mobile phones containing text messages, clothing, and computers, should be kept securely with the written record (see below) and passed on when reporting the matter in accordance with this Policy.

Recording the Concern All concerns about a child should be recorded in writing.

Records should be factual and signed and dated, with the name of the signatory clearly printed in writing. Records should include:

- the child's details: name, date of birth, address and family details
- date and time of the event / concern
- the action taken and by whom
- the name and position of the person making the record.

An individual who becomes aware of any suspicions or concerns about the safety or welfare of a child should pass these on to the CSO as soon as possible. If they feel the child is in immediate risk of abuse then a statutory agency (local children's services or the police) should be contacted immediately. Otherwise the CSO must contact the RFU Safeguarding Team or if they are not available the CB Safeguarding Manager to report the matter or discuss how to proceed.

**If you think a person is in immediate danger, report to the police.**

## **7. Useful Contact Details**

### **Morpeth Safeguarding Team**

Amy Moody

Club Safeguarding Officer

07973570938

[amymoody@live.com](mailto:amymoody@live.com)

David Griffith - Owen

Assistant Safeguarding Officer/ DBS

07989216343

### **Northumberland County RFU**

Mark Reade

[markreade@northumberlandrfu.co.uk](mailto:markreade@northumberlandrfu.co.uk)

07946522262

Claire Sharpe

[claire.sharpe@northumberlandrfu.co.uk](mailto:claire.sharpe@northumberlandrfu.co.uk)

0191 2864399

### **England RFU**

The RFU Safeguarding Team

Head of Safeguarding- [vivienrimmer@rfu.com](mailto:vivienrimmer@rfu.com)

Safeguarding Case Manager - [kathbennett@rfu.com](mailto:kathbennett@rfu.com)

Safeguarding compliance - [chrisrawlings@rfu.com](mailto:chrisrawlings@rfu.com)

### **NSPCC Helpline**

0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

(for adults - 24 hours)

### **Children Protection in Sport Unit**

01162347278

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**Childline**

08001111

(for children - 24 hours)

*Updated 19th August 2025*