

# Safeguarding Children and Young People

## Policy and Procedure



Hull KR &  
Hull KR Foundation

<i>Date policy produced:</i> <i>Author:</i>	<i>February 2013</i> A Jackson	<i>Date policy due for review:</i> <i>February 2018</i>	<i>Reviewed February 2018 – approved by Trustees May 2018</i>
<i>Date policy due for review:</i> <i>February 2014</i>	<i>Reviewed February 2014</i>	<i>Date policy due for review:</i> <i>June 2019</i>	<i>Reviewed June 2019 – approved by Trustees September 2019</i>
<i>Date policy due for review:</i> <i>February 2015</i>	<i>Reviewed February 2015</i>	<i>Date policy due for review:</i> <i>September 2020</i>	<i>Reviewed February 2021 – approved by Trustees March 2021</i>
<i>Date policy due for review:</i> <i>February 2016</i>	<i>Reviewed February 2016</i>	<i>Date policy for review:</i> <i>July 2023</i>	<i>Reviewed and approved by HKR Board – July 2023</i>
<i>Date policy due for review:</i> <i>February 2017</i>	<i>Reviewed February 2017</i>		

# Contents

<b>1.</b>	<b>Policy Statement</b>	<b>4</b>
<b>2.</b>	<b>Safeguarding Management</b>	<b>5</b>
<b>3.</b>	<b>Recruitment</b>	<b>5</b>
3.1	Staff Training	5
3.2	Good Practice Code of Conduct	5
<b>4.</b>	<b>Health and Safety</b>	<b>6</b>
4.1	Data Protection	6
<b>5.</b>	<b>Club and Foundation Procedures</b>	<b>6</b>
5.1	Parental Consent	6
5.2	Use of Photography and Film Image	7
5.2.1	Images taken by Club/Foundation Officials	7
5.2.2	Parent/Guardian Spectators	7
5.2.3	Designated Club/Foundation Photographers	8
5.2.4	Professional Photographers/Filming/Video Operators	8
5.2.5	Students or Amateur Photographers/Filming/Video Operators	8
5.2.6	Videoining as a Coaching Aid	8
5.2.7	Ground Regulations	8
5.3	Trips, Tours, Tournaments, Events and Activities	8
5.4	Transport	8
5.5	Procedures for U18 playing with First Team Squad	9
5.6	Looked After Children	9
5.7	Children who are not picked up on time	9
5.8	Ratio of Adults to Children	9
5.9	Coaching/Activities in Schools	9
5.10	Activities for Disabled Persons	10
5.11	Complaints Procedure	10
5.12	Restraint Procedure	10
<b>6.</b>	<b>Guidelines in the Event of a Safeguarding Concern</b>	<b>10</b>
6.1	Highlighting Concern	10
6.2	Recognition – Signs of Abuse	10
6.3	Types of Abuse	10
6.3.1	Physical Abuse	10
6.3.2	Sexual Abuse	10
6.3.3	Neglect	11
6.3.4	Emotional Abuse	11
6.3.5	Bullying	11
6.4	Additional Safeguarding Issues	11
6.4.1	Female Genital Mutilation (FGM)	11
6.4.2	Forced Marriage	12
6.4.3	Honour Based Violence	12
6.4.4	Supporting Lesbian, Gay, Bisexual and Transgender Young People	12
6.4.5	Children and Young People who take on Leadership Role	12
6.4.6	Child Sexual Exploitation	12
6.5	Responding to a Report of Suspicion	13

	6.5.1	Contact Details Internal	14
	6.5.2	Contact Details External	14
	6.5.3	Reporting Safeguarding Concerns	15
6.6		Recording and Reporting Allegation or Suspicion including Allegations against staff	16
6.7		Whistleblowing	16
6.8		Confidentiality	17
6.9		Safeguarding Code of Conduct	17
6.10		Codes of Conduct – Various	18
<b>7.</b>		<b>Counter Terrorism and Security Act 2015 Prevent Duty of Care</b>	<b>18</b>
7.1		Prevent Referral Pathway	19
Appendix 1		Incident Report Form	Page 19
Appendix 2		Legislation and Government Initiatives	Page 22
Appendix 3		Useful Contacts and Guidance	Page 23
Appendix 4		Additional Government Guidance	Page 24

Hull Kingston Rovers RFL (this incorporates the Academy) and Hull KR Foundation will be referred to throughout the document as the Club and the Foundation, endorses and promotes the RFL Safeguarding Policy and adopts the principles of the Policy statement contained in that document alongside any additional guidance provided by the RFL.

## 1. Policy Statement

The Club and the Foundation believes that the general well-being and welfare of all children and young persons who are involved with the Club and the Foundation in any way, is of paramount importance. Therefore the Club and the Foundation will provide a safe setting for any child or young person under the age of 18. It encourages best practice in safeguarding children matters in a spirit of partnership and openness with all children, their families, and local agencies.

The Club and the Foundation will promote good outcomes in terms of health, development and educational achievement alongside rugby league and sporting excellence. It will encourage everyone working for the Club and the Foundation to recognise the significance of ethnic and cultural diversity.

Safeguarding is the responsibility of everyone who has contact with children and young people and vulnerable groups, we are dedicated to providing a positive environment, enjoyable experiences and to protect from harm. The Club and the Foundation safeguarding policy provides details of different types of abuse, guidance on identifying issues and procedures and support for use by staff and volunteers.

Mandatory legislation and best practice underpins the activities which are available at the Club and the Foundation and this policy will help to ensure that responses to activities and issues are consistent considering local authority guidance, law and individual needs across our community.

A child or young person is anyone who has not reached their 18<sup>th</sup> birthday.

Gary Sainty  
HKR Foundation Trustee

Angela Jackson  
Club Welfare Officer

Paul Lakin  
HKR Chief Executive

.....  
Signed

.....  
Signed

.....  
Signed

Date

Date

Date

## 2. Safeguarding Management

The Club and the Foundation have put the following in place to manage safeguarding:

- A Lead Safeguarding Officer, Club Welfare Officer (CWO), who is appropriately trained and has appropriate experience to manage the safeguarding responsibilities for the Club and Foundation. This role will produce and disseminate appropriate guidance and resources to support this policy and procedures. A complete role description can be found in appendix 4.
- At least one Deputy Safeguarding Officer, who is appropriately trained and has relevant experience to support the CWO in their role and to be the nominated officer if the CWO is unavailable.
- A clear line of accountability with the Club and Foundation for work on promoting the welfare of children and young people.
- A 'Safeguarding Champion' at Board level. This person will have the required knowledge, skills and expertise to fulfil this role.
- An internal safeguarding steering group will meet regularly, consisting of operational staff at different levels and roles, to review and manage the safeguarding responsibilities of the Club and Foundation. This will be chaired by the CWO.
- Disciplinary procedures for dealing with allegations of poor practice against members of staff and volunteers. A disciplinary panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements in place to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding, equality and diversity issues to be addressed.

## 3. Recruitment

The Club and the Foundation aims to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in the Equal Opportunities Policy. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are essential for the effective performance of the job and therefore justified on non-discriminatory grounds. The Club and the Foundation have a Recruitment Policy for all staff and volunteer workforce.

As part of the Club's and Foundation's recruitment and selection process, offers of work to positions which involve working with children (and adults at risk) are subject to satisfactory DBS Criminal Record Checks and two satisfactory references. All requests for DBS checks are applied for online through the RFL and verified by a Disclosure Officer. All offers of work are subject to the outcome of the screening process and until such time as a satisfactory DBS certificate has been confirmed as clear the member of staff will not be left unsupervised with children. Further details are available in the Club's and Foundation's DBS policy.

### 3.1 Staff Training

All staff working in direct contact with children shall be required to hold an 'in date' Safeguarding Children certificate. Details of those satisfactory completing this course will be retained on a central record.

### 3.2 Good Practice Code of Conduct

All employees, workers, consultants, agency staff and volunteers working with children and young people should adhere to the following principles:

- Always work in an open environment. Avoid private or unobserved situations and encourage open communication with no secrets.

- Make the experience of the sporting activity fun and enjoyable, promote fairness, confront and deal with bullying.
- Treat all children and young people equally, with respect and dignity.
- Always put the welfare of the child first.
- Maintain a safe and appropriate distance with children and young people and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or young people has consented.
- If groups have to be supervised in changing rooms always ensure activity leaders/coaches etc work in pairs.
- Request written parental consent for any significant travel arrangements e.g. overnight stays.
- Activity leaders/coaches are qualified and a qualified first aider is in attendance.
- Ensure that at away events adults should not enter a child or young person's room or invite children or young people to their rooms.
- Be a good role model, this includes not smoking, drinking alcohol or use foul language in the Club and the Foundation with children or young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the Club and the Foundation to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.
- All other good practice/common sense principles given in varying situations.

#### **4. Health and Safety**

Where a child or young person is involved in an activity, a risk assessment must take account of their particular vulnerabilities which will include safeguarding of children. The risk assessment should set out what arrangements are in place for their care and supervision.

##### **4.1 Data Protection**

As within the Club and the Foundation Data Protection policy all full time and casual staff (paid or voluntary) sign a confidentiality and information sharing agreement.

The Club and the Foundation will adhere to all relevant legislation when collecting data during activities, we will ensure the data is only relevant data, stored and destroyed within appropriate timescales. When this is done in relation to children or vulnerable groups, we will endeavour to make every effort to obtain consent for its use, especially if the data is likely to be used in:

- Publicising the details in relation to a competition win
- The publication of the child's image on a public website
- The use of the child's image or details in marketing material

The Data Protection and Confidentiality policy is available for staff.

#### **5. Club and Foundation Procedures**

##### **5.1 Parental Consent**

The Club and the Foundation will make every effort to obtain parental consent for all activities using a signed parental consent form. The Club and the Foundation will do everything it can to safeguard children and young people in its care but recognise that in some circumstances, due to the nature of the work carried out, obtaining parental consent for activities is not always possible.

## 5.2 Use of Photography and Film Image

The Club and Foundation wishes to avoid:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet;
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child in order to avoid the situation where a child can be 'groomed';
- The identification and location of children in inappropriate circumstances.

The Club and the Foundation incorporates guidance from the RFL and the CPSU.

### 5.2.1 Images taken by Club/Foundation Officials

Club officials who take images have been briefed by the CWO or by a member of the Media and Marketing department, Match day events or other department responsible for the activity being photographed or filmed.

Before taking images of children or young people parental consent is sought in writing, this could be at the start of the season or prior to the event. Parents, carers, guardians are responsible for informing the Club and the Foundation of any change of circumstances within the season which may affect consent. The Club and the Foundation will inform parents, carers, guardians of how the image will be used and they will not allow an image to be used for something other than that for which it was initially agreed.

- All children or young people featured in the Club and the Foundation publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific child.
- Children who are subject of a court order will not have their images published in any Club or Foundation document.
- No images of children featured in Club or Foundation publications will be accompanied by personal details such as their home address.
- Recordings of children for the purposes of legitimate coaching aids are only filmed by Club or Foundation officials and are stored safely and securely at the Club and Foundation premises.
- Mobile cameras are not to be used in changing rooms.
- Any instances of inappropriate images in rugby should be reported to the CWO.
- The Club and Foundation does not put young player profiles with images and personal information on its website.
- The Club and the Foundation does not condone inappropriate unauthorised photographs to be taken with players, Club/Foundation staff or at Club/Foundation facilities and will actively take measures to prevent this; using signage, security and stewarding.
- The Club and the Foundation will report potentially unlawful materials on the internet to The Internet Watch Foundation, [report@iwf.org.uk](mailto:report@iwf.org.uk)

### 5.2.2 Parent/Guardian and Spectators

Parents/guardian's may wish to take of their own children for personal use and each event will have it's own event brief stating the position on parent/guardian and spectator photography permissions. If photography is permitted at events, parent/guardian's and spectators must abide by the event brief about what is considered appropriate in terms of content and behaviour, including a list of any areas where photographic and recording equipment is forbidden under all circumstances (e.g. changing rooms, toilet areas). If personal photos are shared on social media the security settings should be set to ensure they understand who is able to view the photos.

### 5.2.3 Designated Club/Foundation Photographers

Designated Club/Foundation photographers will, where appropriate, undertake a DBS check and attend a Safeguarding Children workshop and will be personally responsible for keeping up to date with the latest guidelines on the Use of Images from the RFL. Identification will be worn at all times.

### 5.2.4 Professional Photographers/Filming/Video Operators

Any professionals wishing to record the event must be registered with the RFL and Club's Media Manager by producing their professional identification for the details to be recorded. This request should take place at least 5 working days before the event. Professional photographers should wear identification at all times during the event.

### 5.2.5 Students or Amateur Photographers/Filming/Video Operators

Any student or amateurs wishing to record the event should seek registration with the Club's Media Manager by producing their student or Club registration card and a letter from the Club/educational establishment outlining their motive for attending the event and planned use of the material. They should also complete the Club's registration form.

A clear brief will be given to both professional and amateur photographers about what is considered appropriate in terms of content and behaviour, including a list of any areas where photographic and recording equipment is forbidden under all circumstances (e.g. changing rooms, toilet areas).

### 5.2.6 Videoing as a Coaching Aid

On occasions the Club and the Foundation may wish to video a game or training session using video equipment as a legitimate coaching aid. Young people and their parents, carers or guardians will be made aware that this is part of the coaching programme and their consent obtained, and that such films will be stored safely. Parents, carers, guardians and young people should be aware of the procedures to follow if they have concern about images being used inappropriately (ie inform CWO).

### 5.2.7 Ground Regulations

Attention is drawn to this excerpt from the ground regulations

*By entering the Ground, all persons are acknowledging that photographic images and/or video recordings (and/or stills taken from video recordings) may be taken of them and may also be used in televised coverage of the game or by the Club or the RFL for marketing or promotional purposes. Entry into the ground is confirmation that all persons have consented to such use of their image. If these images should feature an individual prominently the Club will make reasonable efforts to gain the consent of that person before publishing such images, however, if this is not possible, then entry into the ground shall be deemed consent unless the Club is notified in writing to the contrary.*

*Further to the paragraph above, if such person is under 18 years of age, the parent, guardian or responsible adult who is accompanying them into the ground shall be deemed to have provided consent on their behalf.*

## **5.3 Trips, Tours, Tournaments, Events and Activities**

The Club and the Foundation follows the guidance issued by the RFL with regard to Trips, Tours and Tournaments and uses the documentation and processes recommended in line with this guidance, including consent forms and risk assessment/management processes.

## **5.4 Transport**

The Club and the Foundation have developed a transport policy in line with the guidance issued by the RFL and uses documentation and processes recommended in line with this guidance. Including consent forms and risk assessment/management processes.



### **5.5 Procedure for U18 playing within the First Team Squad**

One of the foremost aims is to develop Players to become part of senior squad at the Club and the Foundation. The Club and the Foundation acknowledges its responsibility to safeguard the welfare of every Player who has been entrusted to its care and is committed to working to provide a safe environment for all.

The Club and the Foundation recognises that as Players progress to the senior squad specific guidance and consideration are to be given to areas off field and are needed to ensure that they are given equal opportunity to develop their playing talent. Whilst Players under the age of 18 are taking part in activities relating to the senior squad, the Club and the Foundation will continue to ensure that they fulfil their obligation of duty of care towards the players and safeguard the welfare of children and young people by taking all reasonable steps to ensure they are protected from harm.

### **5.6 Looked after Children**

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies and proprietors should ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe. In order to fulfil this responsibility, the Club and the Foundation must ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The CWO should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

### **5.7 Children who are not picked up on time**

The Club and the Foundation has procedures in place for children whose parents do not collect them from an activity at a specified time. All parents/carers are made aware that their children's should be met no later than 30minutes after an activity has finished. Should the child not be collected within 15 minutes, coaching staff have emergency contact numbers.

In the event that a child is not collected on time, a minimum of 2 activity staff will wait at the venue until the parent/carers arrives. Should the child not be picked up at all and the coaching staff have made every effort to contact the parents to make alternative arrangements with consent of the parent or legal guardian. In the event that the parent/carers remains non-contactable then the staff will report to their Line Manager/CWO who would contact Children's Services and the police.

### **5.8 Ratio of Adults to Children**

The Club and the Foundation adopts best practise regulations laid down by the RFL and other National Governing Bodies in relation to the supervision of Adults to Children/Adults at risk. Procedures are in place to fully risk assess the types of activity and participant ability to ensure appropriate ration of staff/coaches to participants.

### **5.9 Coaching/Activities in Schools**

The Club and the Foundation are committed to using the power of rugby league and other activities to encourage children and young people to enjoy the benefits of sport and healthy living and will frequently run coaching/activity sessions with local schools and education centres. It is the responsibility of the school to obtain parental consent and carry out the relevant risk assessments before an activity takes place and the Club and the Foundation will carry Public Liability Insurance. For After School Clubs, it will be the responsibility of the Club and the Foundation to gain parental consent and carry out the risk assessments of the site. The above information is set out in a service level agreement with the school or education provider which is signed prior to the event taking place.

### **5.10 Activities for Disabled Persons**

The Club and the Foundation carries out activities for disabled person under the guidelines of the Disability Discrimination Act and in accordance with the Equality Policy. Policy available on request.

### **5.11 Complaints Procedure**

The Club and the Foundation will follow basic principles when dealing with complaints, further comprehensive details are available in the Complaints Procedure Guidance document available on request.

### **5.12 Restraint Procedure**

Club Stewards are externally sourced, they only carry out physical intervention on a match day should it be absolutely necessary. It is always carried out by fully trained personnel who hold a SIA qualification as well as the Physical Intervention qualification.

If there is a doubt about the age of the person requiring to be restrained a Steward Supervisor would be called along with the police (if present on site).

## **6. Guidelines in the event of a safeguarding concern**

**Reporting concerns about the welfare of a child or young person is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.**

### **6.1 Highlighting Concern**

Although the Club and the Foundation are committed to doing the utmost to safeguard children from harm, there may be an occasion when concern is raised over the treatment of a child. 'Child abuse and neglect' are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

### **6.2 Recognition – Signs of Abuse**

There are five main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact the CWO immediately.

### **6.3 Types of Abuse**

#### 6.3.1 Physical Abuse

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

#### 6.3.2 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or young person 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 acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children and young people.

### 6.3.3 Neglect

Neglect is the persistent failure to meet a child's or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's or young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child or young person from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's or young person's basic emotional needs.

### 6.3.4 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on the child's or young person's emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child or young person 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 on children or young people. These may include interactions that are beyond the child's or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children or young people 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 or young person, though it may occur alone.

### 6.3.5 Bullying

This can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves imbalance of power. and involves an. It can take many forms, but the three main types are physical (*e.g.*, hitting, kicking, theft), verbal (*e.g.*, racist or homophobic remarks, threats, name calling) and emotional (*e.g.*, isolating an individual from activities and social acceptance of their peer group). The damage inflicted by bullying (including bullying via social media) can frequently be underestimated. Bullying can cause considerable distress, to the extent that it can affect health and development and at the extreme significant harm.

## **6.4 Additional Safeguarding issues**

Staff are required to have an understanding of the following safeguarding issues as detailed in the Keep Children Safe in Education, Statutory Guidance for Schools and Colleges Document September 2016.

### 6.4.1 Female Genital Mutilation (FGM)

Female genital mutilation is a form of child abuse common to some African, Asian and Middle Eastern communities in the UK. This illegal and life-threatening initiation ritual can leave young victims in agony and with physical and psychological problems that can continue into adulthood. Carried out in secret and often without anaesthetic it involve the partial or total removal of the external female genital organs.

The NSPCC Female Genital Mutilation (FGM) helpline offers specialist advice, information and support to anyone concerned that a child's welfare is at risk because of female genital mutilation. If you are worried that a child may be at risk of FGM, you can contact the 24 hour helpline anonymously on 0800 028 3550 or email [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk) If you wish to find out more about FGM then you can access the NSPCC's fact sheet via this link: [www.nspcc.org](http://www.nspcc.org)

#### 6.4.2 Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is recognised in the UK as a form of violence against women and men, domestic/child abuse and serious abuse of human rights.

The Forced Marriage Unit (FMU) operates a public helpline to provide advice and support to victims and those being pressurised into forced marriages. If you are worried that a child may be at risk of forced marriage, you can contact FMU via the helpline on 020 7008 0151 or email [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk) For more information on forced marriages go to [www.gov.uk/forced-marriage](http://www.gov.uk/forced-marriage)

#### 6.4.3 Honour Based Violence

The term 'Honour Based Violence' (HBV) is the internationally recognised term describing cultural justifications for violence and abuse. It justifies the use of certain types of violence and abuse against women, men and children.

HBV cuts across all cultures, nationalities, faith groups and communities and transcends national and international boundaries. HBV is also a Domestic Abuse issue, a Child Abuse concern and a crime. If you are worried that a child may be at risk of HBV contact Children's Social Care for further advice and guidance.

#### 6.4.4. Supporting Lesbian, Gay, Bisexual and Transgender Young People

Lesbian, gay bisexual and transgender (LGB&T) young people come from all socio-economic backgrounds, religions, faiths, ethnicities, and cultures. It is estimated that six per cent of the population is lesbian, gay or bisexual, so there's a good chance that in a group of 30 young people, at least two will be or will grow up to be lesbian, gay or bisexual.

LGB&T people remain largely invisible across sports, this lack of visibility, as well as the misapprehensions about LGB&T people, contributes to an environment of homophobia and transphobia in sport.

Challenging homophobia and transphobia when they occur, and creating a rugby environment where everyone feels included is critical.

Every young person has the right to be treated with dignity and respect; this includes all young people who are openly lesbian, gay, bisexual or transgender or are thought to be. Much of this information has been taken from materials developed by Stonewall. For further information visit [www.stonewall.org.uk](http://www.stonewall.org.uk) or speak with someone call 0800 050 2020.

The Club and the Foundation will follow the RFL guidelines to ensure equality and diversity within all programmes.

#### 6.4.5 Children and Young People who take on Leadership Roles

Coaches, club officials, players, parents/spectators in both adult and junior rugby often lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child. As a consequence, young referees are often open to experiencing abusive behaviour verbally, physically and emotionally. This behaviour is not acceptable in rugby, everyone should be treated with respect.

#### 6.4.6 Child Sexual Exploitation

The NSPCC define Child Sexual Exploitation (CSE) 'as a type of sexual abuse in which children are sexually exploited for money, power or status'. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. It can be difficult to identify, warning signs can easily be mistaken for 'normal' teenage behaviour. RFL recognises that any sexual abuse of children and young people is exploitation. Any concerns relating to CSE should be referred to the statutory agencies. Further information on CSE can be found on [www.nspcc.org](http://www.nspcc.org)

## 6.5 Responding to a Report or Suspicion

Where possible the CWO should be contacted as early as possible, however it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse:

### Do

If the child is hurt or ill – seek medical attention if necessary. Call the Police 999 and ask their advice if you are unsure or if the child is immediately at risk of significant harm.

You can also contact the Local Authority.

- Treat any allegations extremely seriously and act at all times towards the child to show you believe what they are saying – **LISTEN**
- Tell the child they are right to tell you
- Reassure them that they are not to blame
- Be honest about your own position, who you have to tell and why
- Tell the child what you are doing and when, and keep them up to date with what is happening
- Take further action – you may be the only person in a position to prevent future abuse
- **3R's Respond, Record, Refer** (Report on to the appropriate person)
- Write down everything said and what was done as soon as you can – use the child's words – not your own opinion or what you think they said
- Inform parents/carers unless there is suspicion of their involvement

### Don't

- Make promises you cannot keep
- Interrogate the child or ask leading questions – it is not your job to carry out an investigation/interview – this will be up to the police and local authority professional staff, who have experience and are trained specifically to sensitively manage the disclosure – ask the most basic questions and then let the child talk, you LISTEN and ensure that you do not jeopardise any potential criminal investigations
- Cast doubt on what the child has told you, don't interrupt or change the subject
- Say anything that makes the child feel responsible for the abuse
- Promise to keep secrets or keep information confidential

## **INACTION IS NOT AN OPTION – Safeguarding is Everyone's responsibility**

Make sure you tell the CWO immediately, they will know how to follow this up and where to go for further advice.

### 6.5.1 Contact Details Internal

Club Welfare Officer (CWO): Angie Jackson 01482 780912 [angie.jackson@hullkr.co.uk](mailto:angie.jackson@hullkr.co.uk)

Deputy Safeguarding Officer (DSO): Sue Thompson 01482 780906 [sue.thompson@hullkr.co.uk](mailto:sue.thompson@hullkr.co.uk)

Safeguarding Champion (Foundation): Gary Sainty [gary.sainty@nhs.net](mailto:gary.sainty@nhs.net)

### 6.5.2 Contact Details External

Police (in emergency) 999

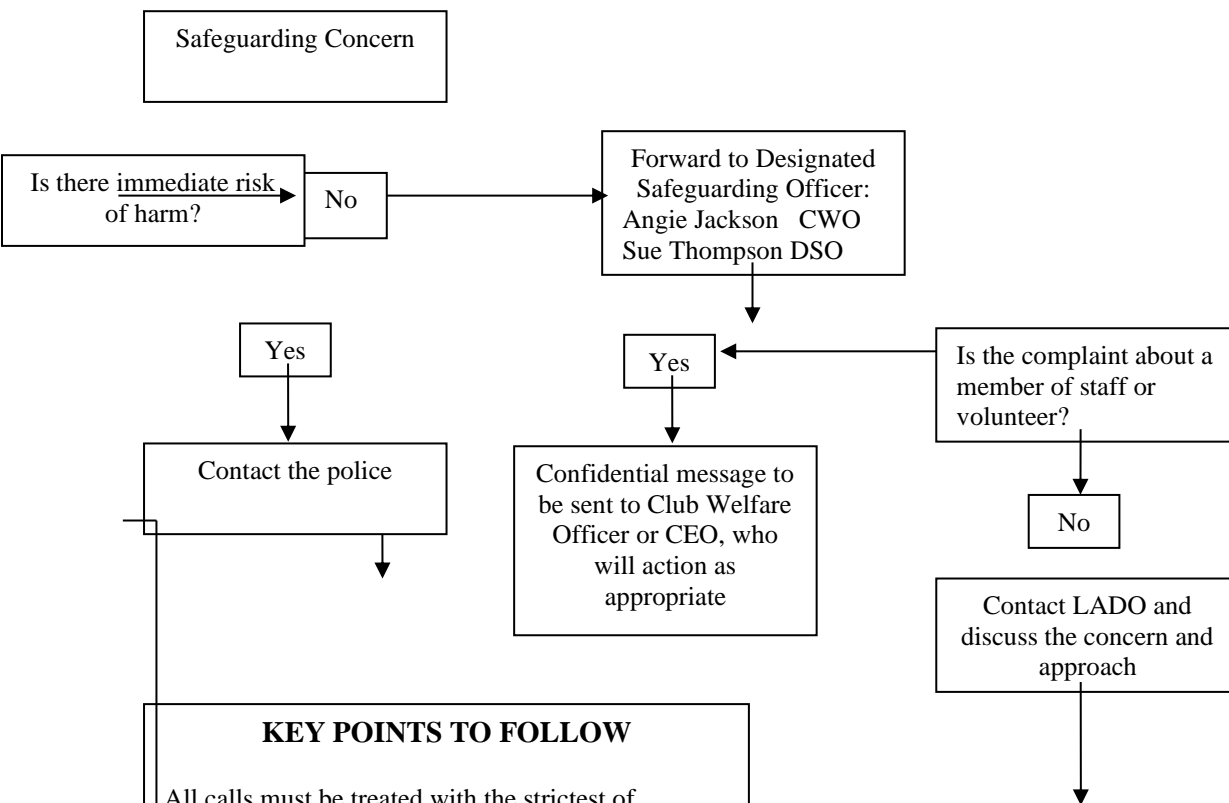
Hull Safeguarding Children Partnership: 01482 300304 [hscp@hullcc.gov.uk](mailto:hscp@hullcc.gov.uk)

East Riding Safeguarding Children Partnership: 01482 396999 [childrens.socialcare@eastriding.gcsx.gov.uk](mailto:childrens.socialcare@eastriding.gcsx.gov.uk)

The RFL Lead Safeguarding Officer: Kerry Simmons 07595520610 [Kerry.Simmons@rfl.co.uk](mailto:Kerry.Simmons@rfl.co.uk)

*Contact details for other Local Authorities can be found by searching the internet = safeguarding + name of local authority*

### 6.5.3 Reporting Safeguarding Concerns



**KEY POINTS TO FOLLOW**

All calls must be treated with the strictest of confidence

Do not panic, react calmly to the incident

From the outset, do not promise that the information will be kept secret, explain the need to deal with the concern other people may need to know the details.

Ensure all phone calls, actions and information is recorded in detail and clearly on the relevant forms.

Ensure all paperwork is stored with the CWO in a secure location.

**KEY CONTACT DETAILS**

**Hull:**  
Hull Safeguarding Children’s Partnership: 01482 300304

**East Riding:**  
East Riding Safeguarding Children’s Partnership: 01482 395500

**Police:** 999

**Non-Emergency:** 101

**RECORDING**

Throughout the process, make sure everything is recorded on the reporting template and submitted to CWO.

Appendix 1 – Incident Report Form

## 6.6 Recording and Reporting Allegations or Suspicions including Allegations Against Staff

- The CWO will require a completed Incident Report form (Appendix One) to include a written factual statement from the person making the report.
- The Club and/or the Foundation will ensure that any child (or adult at risk) concerned is immediately removed from any possible risk of harm.
- Investigations into possible abuse will require careful management
- The CWO will seek advice from the Local Authority Safeguarding Children Board, LADO, the Police, or in cases of low level poor practice the RFL Safeguarding Team and take their advice on informing the child or young person's parents.

## 6.7 Whistle Blowing

The Club and the Foundation does tolerate poor or unsafe practice and welcomes notification of concerns in order that actions can be taken to safeguard the children and adult at risk to whom we offer courses and activities.

The Club and the Foundation acknowledges that 'Whistle-Blowing' is a difficult issues for people for many reasons, and that it has often been the case that people have been reluctant to share concerns about a colleague for fear of the repercussions for themselves or the colleague. All people must hold in mind that safeguarding children and young people and adults at risk is their statutory duty and that being willing to share a concern with the CWO is an important part of that duty.

The Club and the Foundation believes that it is not the responsibility of children and young people to raise concerns about the poor or unsafe practice of professionals. All adults working for the Club and the Foundation have a responsibility to raise concerns about the practice of colleagues where necessary, in the knowledge that their concerns will be dealt with in a sensitive, appropriate, and timely manner. This may result in a colleague being given guidance and training to support their practice or it may result in the CWO seeking advice from the appropriate agency about how to proceed.

The Club and the Foundation will seek to keep information confidential to protect the whistle-blower and those who may be criticised during any investigation. Information will be shared with any and all who are deemed appropriate when it has been fully collated and examined. The Club and the Foundation accepts that whistle-blowing may cause distress to a person and will therefore ensure that impartial support will be made available to them.

Any person who has a concern about the way the Club and the Foundation carries out its work should raise this with the CWO. If the person feels unable to raise their concern openly then they should know that they have the right, free from discrimination, to speak to a Trustee or member of the Board.

Any allegations must be taken seriously and properly investigated. Immediate action must be taken where required by the CWO.

If there is information that a child or young person is vulnerable or at risk, the Club and the Foundation will follow the guidelines laid down in this child protection policy and the managing allegations against staff and volunteers as appropriate.

If an allegation is made against the CWO it should be reported to the Trustees or member of the Board.

If a person believes that no action has been taken in response to their allegation or concern, it is the duty of the individual to contact the appropriate agency to report their concerns. The Club and the Foundation supports the RFL's whistle blowing policy.

**INACTION IS NOT AN OPTION – Safeguarding is Everyone's responsibility**



## 6.8 Confidentiality

There is always tension and caution around issues of confidentiality. The advice for all staff at the Club and the Foundation is that no guarantee of confidentiality can be given to a child or young person (although this does not necessarily mean that the parents/carers of the young person/adult at risk have to be told).

You cannot promise to keep their disclosure a secret or that you will not have to speak to someone else about the issue – reassure them that it will be on a ‘need to know’ basis and that their dignity and privacy will be respected at all times.

A child or young person should never be pressurised to give information or show physical marks unless they do so willingly. **If they choose to show markings, two members of staff should be present.**

There are actions which staff must, and are obliged to take, once they are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need to know basis and nobody should have any reservations about referring a safeguarding children, young person or adult at risk issues to the CWO. The key issue is that the welfare of the child or young person is protected.

## 6.9 Safeguarding Code of Conduct

Everyone plays a role in safeguarding the welfare and development of children and young people. As an individual responsible for children, young people or adults at risk taking part in a Club or Foundation activity you have a duty to:

- **Ensure that the safety and welfare of all participants is your first priority** and ensure that any planning, preparation, delivery or review reflects this duty and all actions are in the best interests of those in your care.
- **Treat children and young people with respect**, regardless of their gender, ethnic or social background, language, religious or other beliefs, disability, sexual orientation or other status and encourage them to treat others the same way. Always consider the age, maturity, understand and emotional condition of participants when working with them.
- **Listen carefully to children and young people** about their needs, wishes, ideas and concerns and take them seriously.
- **Reward effort as well as performance.**
- **Only use physical contact with participants where absolutely necessary.** If contact is necessary, (e.g. for the purposes of coaching or first aid), then explain to the individual what the contact is for, and change your approach if he or she appears uncomfortable and conduct this in an open and transparent way.
- **Establish clear codes of conduct for participants and apply disciplinary policies equally and fairly** in respect of poor behaviour. Physical punishment or discipline or use of aggressive physical force of any kind towards any participant in your care is prohibited.
- **Always use language or behaviour towards participants and others that is appropriate** and do not use language or behaviour that is or could be considered harassment, abuse, sexually provocative or demeaning. You are a role model to both participants and other members of the workforce, your appearance, attitude, behaviour and language has a direct effect on your role.
- **Not supervise or care for others whilst under the influence of alcohol or illegal drugs** or any medication that may impair your ability to ensure an individual’s welfare.
- **Not appear to favour one individual or show interest in one individual more than another.**
- **Wherever possible, ensure that more than one member of the workforce is present** when working in the proximity of children or other vulnerable people. It is inappropriate to spend excessive time alone with those children or adults at risk who you supervise or care for or to take them to your home.

- **Always maintain professional boundaries in person and online.** Do not engage in physical ‘horseplay’ with any participants and where possible avoid personal involvement in the activity you are responsible for. Be careful when engaging participants in ‘banter’ as this can easily be misunderstood. Recognise the danger to self and others when online.
- **Not engage in any form of sexual activity with or involving a child young person or adult at risk in your care.** Such activity is prohibited regardless of the legal age of consent and is considered a breach of this Policy.
- **Report any concerns you have over a person in your care or the actions of a member of the workforce.** If you witness or are told about any incident or issue that may put a vulnerable person at risk or harm, or may breach this policy, you have a duty to report it to the appropriate person (and only share the information with those who need to know). This may be your line manager or CWO.

#### 6.10 Codes of Conduct – Various

There are roles and activities which carry their own specific Code of Conduct and should be used in conjunction with the Safeguarding General Code of Conduct.

### 7. Counter-Terrorism and Security Act 2015 – Prevent Duty of Care

The Prevent Strategy identifies a statutory duty for some agencies including schools, colleges and education providers to support the Government’s Anti-Terrorist agenda. The Club and the Foundation recognises it’s responsibility to support our partner schools and colleges in working with them to assisting them in meeting this duty under the Prevent Strategy.

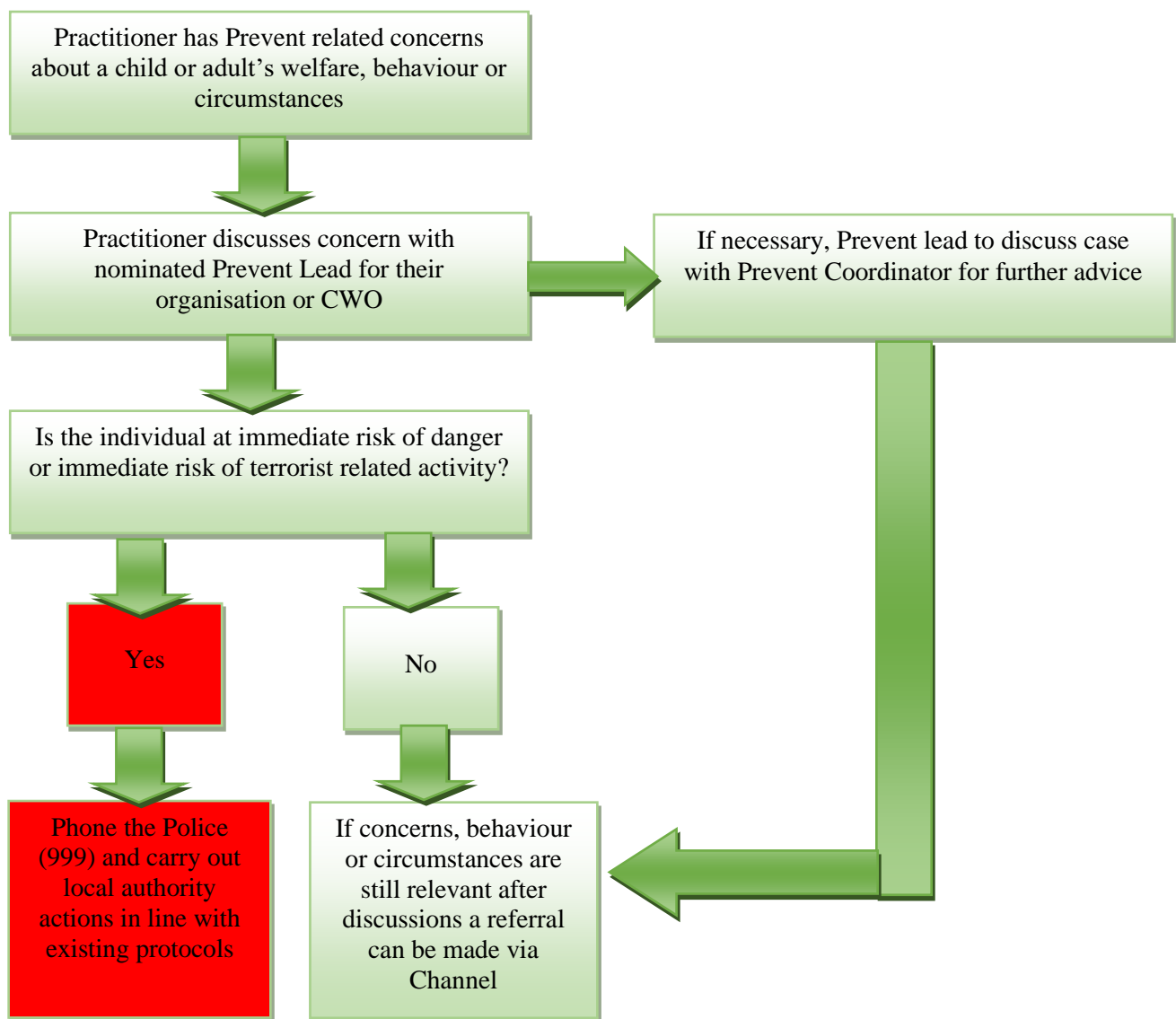
The Prevent Duty is not about preventing participants from having political and religious views and concerns but about supporting young people to use those concerns or act on them in non-extremist ways. As a Club and a Foundation, we will be addressing our responsibilities under the strategy in commitment to keeping children, young people and vulnerable adults safe.

The Club and the Foundation will work with partner schools and other establishments to address the risk factors for participants in producing a procedure for referral to the local Channel Panel if any young person is identified as being a risk of radicalisation.

The Club and the Foundation will, if required, work with schools and the Channel Panel to support any young person identified.

The Club and the Foundation will follow the referral pathway of the relevant Local Authority, by means of example below are the details for Club and Foundation local authority,

### 7.1 Prevent referral pathway



### 7.2 Prevent Contact Details

[prevent@humberside.pnn.police.uk](mailto:prevent@humberside.pnn.police.uk)

[prevent@eastriding.gov.uk](mailto:prevent@eastriding.gov.uk)

<https://www.humberside.police.uk/prevent>

## Appendix 1 – Incident Report Form

Your name:	Hull KR/ Hull KR Foundation (delete as applicable)
Your role:	
Contact information (you): <i>Address:</i>  <i>Telephone numbers:</i> <span style="float: right;"><i>Email address:</i></span>	
Child's name:	Child's date of birth:
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i>  <i>Telephone numbers:</i> <span style="float: right;"><i>Email address:</i></span>	
Have parent's / carer's been notify of this incident/concern? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:  <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else  If responding to concerns raised by someone else please provide further information:  <i>Name:</i>  <i>Position within the sport or relationship to the child:</i>  <i>Telephone numbers:</i> <span style="float: right;"><i>Email address:</i></span>	
<b>Record as much detail as possible including dates and times of telephone calls, conversations, meetings, incidents</b>	

Any information you record may need to be disclosed to the individuals concerned and/or individuals and organisations deemed necessary by CWO or Deputy CWO to deal with the concern.

Details of the incident or concerns:

*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*

Child's account of the incident/concern:

Please provide details of any witnesses to the incident/concern:

*Name:*

*Position within the club or relationship to the child:*

*Date of birth (if child):*

Please provide details of action taken to date:

<p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>If YES please provide further details:</b></p> <p><i>Name of organisation / agency:</i></p> <p><i>Contact person:</i></p> <p><i>Telephone numbers:</i></p> <p><i>Email address:</i></p> <p><i>Agreed action or advice given:</i></p>

Your Signature:		Print name:	
Date:			

**Contact the CWO in line with the Club and Foundation's reporting procedure**

## Appendix 2 Legislation and Government Initiatives

### Working together to Safeguard Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Statutory guidance on inter-agency working to safeguard and promote the welfare of children.

### Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

The Act established the legal basis for the Independent Safeguarding Authority. The Act also places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

### Protection of Freedoms Act 2012

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Creation of the Disclosure and Barring Service (DBS) which replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

### Education Act 2002

<http://www.legislation.gov.uk/ukpga/2002/32/contents>

The Act puts a duty on schools to exercise their functions with a view to safeguarding and promoting the welfare of children.

### Data Protection Act 2018

[www.legislation.gov.uk/ukpga/2018/12/contents/enacted](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted)

A national law which complements the European Union's General Data Protection Regulation and updates the Data Protection Act 1998.

### General Data Protection Regulations (GDPR) 2018

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

GDPR is a regulation in EU law on data protection and privacy for all individual citizens of the European Union (EU) and the European Economic Area (EEA). It also addresses the transfer of personal data outside the EU and EEA areas. The GDPR aims primarily to give control to individuals over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

### Disclosure and Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

The Disclosure and Barring Service helps employers make safer recruitment decisions each year by processing and issuing DBS checks for England, Wales, the Channel Islands and the Isle of Man.

### Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

The Act fully reforms services for vulnerable children, by giving them greater protection, paying special attention to those with additional needs, and also helping parents and the family as a whole.

### The Children Act 1989 and 2004

<https://www.legislation.gov.uk/ukpga/1989/41>

Bringing all local government functions of children's welfare and education under the statutory authority of local Directors of Children's Services

### Appendix 3 Useful Contacts and Guidance

#### Hull Safeguarding Children Partnership

Telephone number 01482 448879  
Email address [hscp@hullcc.gov.uk](mailto:hscp@hullcc.gov.uk)  
Website <http://www.hull.gov.uk/children-and-families/safeguarding-and-welfare/hull-safeguarding-children-board>

#### East Riding Safeguarding Children Partnership

Telephone number 01482 396999  
Email address [childrens.socialcare@eastriding.gcsx.gov.uk](mailto:childrens.socialcare@eastriding.gcsx.gov.uk)  
Website <http://erscb.org.uk/>

#### The RFL

Safeguarding Manager Kerry Simmons  
  
Telephone number 0113 237 5046  
Mobile number 07595 520610  
Email address [Kerry.Simmons@rfl.co.uk](mailto:Kerry.Simmons@rfl.co.uk)  
Website [https://www.rugby-league.com/the\\_rfl/child\\_player\\_welfare/safeguarding\\_children](https://www.rugby-league.com/the_rfl/child_player_welfare/safeguarding_children)



## Appendix 4 Additional Government Guidance

Additional Government Guidance can be obtained via the following web links:

Child Sexual Exploitation (CSE)

<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

Bullying including cyberbullying

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Domestic violence

<https://www.gov.uk/domestic-violence-and-abuse>

Drugs

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

Fabricated or induced illness

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

Faith abuse

<https://www.gov.uk/government/publications/national-action-to-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

Female Genital Mutilation (FGM)

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

Forced marriage

<https://www.gov.uk/forced-marriage>

Gangs and youth violence

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/226293/Advice to Schools and Colleges on Gangs.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice_to_Schools_and_Colleges_on_Gangs.pdf)

Violence against women and girls (VAWG)

<https://www.gov.uk/government/policies/ending-violence-against-women-and-girls-in-the-uk>

Radicalisation

<https://www.gov.uk/government/publications/channel-guidance>

Sexting

<http://ceop.police.uk/>

Teenage relationship abuse

<https://www.gov.uk/government/collections/this-is-abuse-campaign>

Trafficking

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>