



ALRESFORD RUGBY FOOTBALL CLUB

CLUB SAFEGUARDING GUIDELINES

AMENDMENTS SINCE LAST REVISION

Section	Changes
8.1	Changes to supervision of Minis First Aid Boxes
19	Hampshire CBSM contact details updated



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Club Safeguarding Guidelines

1. Introduction

ARFC has two areas where safeguarding policies and guidelines are required:

- Minis rugby – from U5s to U11s
- U18s playing with senior teams

All children U18 involved in rugby at ARFC are to be covered by these safeguarding guidelines and be in line with the ARFC Safeguarding Policy.

The CSO is to be responsible for maintaining adherence to the safeguarding policy and these guidelines.

All at club to be aware of requirements of Safeguarding Policy.

All members of club on Workforce List to be aware of these guidelines and Safeguarding Policy.

2. Definitions

- Children – any person under age of 18 involved in rugby at ARFC.
- Minis – any children involved in mini rugby at ARFC from U5s to U11s.
- U18s – children that are aged 17 or under and are playing or training with senior team.
- Responsible adult – responsible person for a child – this could be a parent, guardian or carer.
- Regulated Activities – criteria for a Regulated Activity is ‘any teaching, training, instruction, care or supervision of children, carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight, all on an unsupervised basis.’
- DBS – Disclosure and Barring Service.
- CSO – Club Safeguarding Officer.
- ACSO – Assistant Club Safeguarding Officer.
- CBSM – Constituent Body Safeguarding Manager.

3. Registering Children for Training/Playing at ARFC

3.1 General

All children to have Registration Form, and where necessary, Playing Out of Age Grade consent form completed as soon as possible. Note – for 2017/18 season there is no Playing Up for children under U12.

Once registration/authorisation form received from responsible adult, the child is to be registered onto GMS – which will cover child and club for RFU insurance. CSO to be responsible to making sure registration onto GMS is completed in a timely manner.

Parents to be asked to confirm any changes to situation as necessary during the season.

New Registration Form and Playing Out of Age Grade consent form (if necessary) to be completed for every child at beginning of each season.

3.2 Minis

All new minis to have Registration Form completed by responsible adult and received by club within two weeks of joining.



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Information to include contact information for at least two people and medical/health/behavioural items that would need to be known in event of an accident/incident or that the coaches need to be made aware of.

3.3 U18s

For U18s training or playing with senior sides, the Registration Form/Playing Out of Age Grade consent form should be completed before any U18 plays and/or trains with senior team.

4. Children's Workforce List

The Children's Workforce List includes all people involved in Regulated Activities at the club, whether they are DBS cleared or not.

Preferable to have as many people as practical, on the Workforce List, DBS cleared. Only DBS cleared people shall be able to take unsupervised activities with children.

For minis the Children's Workforce List shall include all coaches, first aiders, CSO, ASCO, Minis Facebook administrators and anyone else involved in typical day to day running of minis rugby.

For seniors the Children's Workforce List shall include all coaches, first aiders, physios, etc and those likely to deal with U18s in the seniors.

The list should be reviewed and updated regularly by CSO to amend/update as necessary.

All people on Children's Workforce List, and part of minis rugby, to attend RFU coaching courses and RFU Play It Safe training course as necessary.

5. Registering People Involved in Regulated Activities

All people involved in Regulated Activities must be DBS checked before being able to undertake activity unsupervised. Whilst awaiting DBS clearance, someone can undertake activity if supervised at all times.

Once DBS clearance has been given by RFU, a green bar will be shown on GMS under person's details.

CSO to organise the application of DBS clearance.

All people involved in Regulated Activities are to be included on the club's Children's Workforce list.

DBS lasts 3 years. GMS indicates date of expiry of DBS clearance.

CSO to check prior to start of each season and indicate who may need to reapply for DBS clearance. CSO to organise update/refresh to DBS clearance.

If after someone has been DBS cleared there is a subsequent notification of an arrest, the CSO must be notified as a matter of priority. CSO to contact Hampshire CBSM for guidance.

6. Advertising for New Coaches/Volunteers

Any adverts (both internal and external) to recruit volunteers for positions/assistance that might involve Regulated Activities must make it clear that a DBS disclosure may be required.

Induction process for new people involved in Regulated Activities – all should be made aware of identity of club officials, CSO, etc. Induction should include policies and guidelines of club with



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regards to safeguarding issues such as health and safety, kit requirements, nutrition/hydration and training.

7. Minis Facebook Page

At least two people to be administrators at all times – all administrators to be DBS cleared. Administrators to be listed on Children's Workforce List.

Minis Facebook not to have link to senior's ARFC Facebook page.

Minis Facebook is a page that does not need authorisation to view and like, and administrators will regularly check on who is viewing/liking/posting on the site. If administrators have any concerns on people liking or viewing the Facebook page they should contact the CSO. As part of Facebook policy no-one under 13 should have a Facebook profile.

Minis Facebook page to be updated about forthcoming conditions for playing, fixtures, news, etc.

8. Minis Training/Games

8.1 General

Typically, minis training takes place between 10.00 and 11.00 (for one hour) on Sundays. Older groups can go on until 11.30 weather and interest permitting. During this time, the child will be able to take part in minis training only if the responsible adult is present and close to where the training is taking place.

Minis home training usually at Arlebury Park (home) or at several local rugby clubs.

Start times at other clubs may vary. In addition, the training sessions for the older age groups may be for up to 1½ hours. Other clubs will also attend minis training sessions at ARFC.

Coaches/people involved at training to try and wear ARFC tops at all times.

Register of children to be taken at start of training using register sheet – between 9.45 and 10.00, ready for start of training at 10.00. Register to be taken at both home and away sessions.

List of children present at training and a contact number for responsible adult to be available during training at all times.

CSO (or delegated, DBS cleared club person) to be responsible for holding onto register during training.

During training, Minis First Aid Box(es) to be available and kept close to minis groups during training.

Details of any medical or health issues for one of the minis, that may be required in the event of an accident or incident, is to be contained within the Minis First Aid Box(es). Children's details to be kept inside a sealed envelope taped to inside lid of Minis First Aid Box(es). Names of children with medical/health/allergy details to be listed on front of envelope, but with no other details. In event of accident/incident involving first aid, list of children's names to be checked to confirm if medical/health/allergy information needs to be provided to first aid carer.

Minis First Aid Box(es) are not to be left unattended/unsupervised pitchside. A DBS cleared person to be responsible for supervising First Aid Box(es) during training/games.

First aid boxes to be kept up to date and contents replaced on expiry or if used. Regular check on contents to be made.



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Any first aiders (who are not also coaches) to be on Children's Workforce List and DBS cleared.

If at end of training it appears that a child's responsible adult is not present at pitch side, ARFC to contact adult named on register.

If the responsible adult is not able to pick up child straightaway, two DBS cleared adults should stay with child until collected.

If the adult collecting the child is not the named responsible adult, ARFC should contact responsible adult on register to confirm collection of child is OK.

Training sessions at other local clubs – same register procedure to be used. Someone from ARFC to responsible for bringing ARFC Minis First Aid Box(es).

Lifts to/from ARFC or from ARFC and other clubs for training purposes to be agreed between responsible adults and not to be the responsibility of the ARFC coaches/volunteers.

8.2 Minis Age Groups

ARFC Minis are typically split into the following groups:

Group	School Years	Age Grade	Type	Comments relating to RFU Regulation 15
1	F, 1	U5 – U6	-	Acceptable group under Regulation 15
2	2, 3	U7 – U8	Tag, Non-Contact	Regulation 15 states that this group can train and play together – no contact rugby permitted.
3	4, 5, 6	U9 – U11	Contact	U9s and U10s, or U10s and U11s can train/play together. U9s cannot train/play with U11s.

For 2017/18 season there is no 'Playing Up' an age grade. Only playing down an age grade, in exceptional circumstances, if meeting requirements set out in Regulation 15. Note that the U7/U8, U9/U10 and U10/U11 groups are not considered playing up an age grade. Refer to Section 10.0.

8.3 Ratios of Coaches/Children at Different Ages

Ideally there should be at least 2 coaches per age group for minis training.

Following RFU guidance ARFC will try to adhere to the following ratios, and where possible exceed them:

- Under 8's – 1:8
- Under 12's – 1:10

Each age group will have at least one DBS cleared coach. Any coaches or volunteers awaiting DBS clearance will be supervised (both within sight and hearing) at all times.

8.4 Environment

ARFC to undertake an assessment of the conditions prior to commencement of training, both at home and at local clubs. Also conditions to be reassessed if they change during training session.

Any specific clothing recommendations to be made via minis Facebook page and by email to responsible adults.

If it is considered that any child is not appropriately dressed for the conditions, their responsible adult will be asked to either provide suitable clothing or request that the child sits out training for that session. ARFC coaches and CSO should not allow anyone to take part in training if not appropriately and adequately dressed.

All responsible adults to be requested that all children should come to training with a water bottle for all training sessions. Water bottles to be kept close to where training takes place. ARFC coaches will allow adequate refreshment breaks.



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8.5 Frequency of Play, Duration of Matches, Coaching and Training Sessions

In line with RFU Regulation 15 the following applies:

ARFC to ensure that no player plays more than 35 matches per season.

Maximum playing times that must be adhered to are as follows:

Group	Age Grade	Single Fixture of Festival/Tournament	
		Maximum Minutes each half	Maximum Minutes per Day
1	U5 – U6	N/A	N/A
2	U7	10	50
	U8	10	50
3	U9	15	60
	U10	15	60
	U11	20	70

Matches must be brought to an end if:

- At U7s to U12s – if the try difference rises to more than six.

The duration of training sessions needs to be judged by the coaches considering: players' developmental factors, their level of competition and conditions. The RFU Regulation 15 Guidance gives following recommended durations for training sessions:

Group	Age Grade	Recommended Duration of Training Sessions
1	U5 – U6	No longer than 60 mins
2	U7 – U8	60 mins
3	U9 – U11	90 mins

8.6 Playing Kit and Equipment

All children should be dressed appropriately and adequately for the conditions. If not, they should be asked to sit out training or game.

Players' studs and clothing during training and matches must comply with World Rugby Regulatory requirements (including World Rugby Law 4 and World Rugby Regulation 12) which are available on www.worldrugby.org.

Age grade players are permitted to wear base layers provided they comply with the World Rugby Regulatory requirements which are available on <http://www.worldrugby.org/>

Mouthguards - these are required for minis Group 3 (U9s – U11s) that are involved in full contact rugby.

Goggles/Glasses – Only players up to U8s age groups (Groups 1 and 2) may wear glasses during training. Players playing contact rugby Group 3 (U9s – U11s) are permitted to wear specifically designed and manufactured sports goggles. These goggles must satisfy the conditions of the RFU Goggles Trial (part of RFU Regulation 15).

Sponsorship – ARFC to consider suitability of any sponsor's logos on minis shirts.

8.7 Under 6s

Training should take place within easy reach of toilets and shelter.

Session should not exceed one hour, and should have at least one break for refreshment.



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Coaches to be aware of mental/physical capabilities of children and adapt/curtail training as necessary.

8.8 Managing Challenging Behaviour

ARFC will, in line with RFU policy, try and do everything possible for children with any behavioural conditions to be involved. RFU are currently doing research into this area.

8.9 Injuries

All injuries should be recorded by the Mini first aider and serious injuries requiring medical attention/follow-up must be reported to the Club Safeguarding Officer.

In the event of a serious injury (eg resulting in a player being admitted to hospital – other than attending A&E and being allowed to go home from there) the RFU Reportable Injury Event Protocol must be followed.

8.10 Toilets and Changing Facilities and Protocol

Minis are able to use the changing rooms and toilets within the ARC changing rooms as required. The coach and/or minis representatives will have the access to these changing rooms.

If a mini requires the use of the changing rooms or toilet the responsible adult of the mini will be responsible for that child during this time.

It is not expected that minis will shower and change following a training session or game – if it is necessary, the responsible adult for the mini will be informed and be responsible for their child during showering and changing. The ARFC coaches and associated minis volunteers will inform the responsible adult of their responsibilities if this is necessary and occurs.

9. **U18s Training/Playing in Senior Team**

9.1 General

Parental authorisation form to be completed by parent of a U18 player, ie a child who is U18 on the first day of the season.

Form will confirm authorisation to play with and join senior teams for club trips/tours/etc. In addition, form to confirm consent for photographic images of child to be taken.

Coaches for the senior team, where they are likely to be involved in Regulated Activities, with teams which include U18s should be DBS cleared and to be on Children's Workforce List.

9.2 Toilets and Changing Facilities and Protocol

Where practical the U18s will be asked to change and shower in separate areas to the other seniors.

Where this is not practical, the DBS members of the senior team will assess the situation and will either ask that U18s change and shower at different times to the other seniors or request that the responsible adult for the U18 is present and controls the changing and showering for their child. If U18s are required to change and shower with the other seniors, the U18s shall be asked to wear underwear at all times.

10. **Children Playing Out of Age Grade**

Based on RFU Regulation 15.



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A player's age grade is determined by their age at midnight on 31st August at the beginning of the season and that age grade applies for the whole season.

Out of Age Grade consent form paperwork is to be overseen and signed by the coach of the child and also signed by the child's responsible adult.

Out of Age is to be reassessed every season.

10.1 Minis

General

Any Out of Age Grade consent forms should be kept for at least one year after the year that they are dated for. Forms to be kept with membership form.

For 2017/18 season - Regulation 15 includes statement that there is no Playing Up an age grade until U12 (this does not refer to age groups that are able to train and play together – see sections below).

Only in exceptional circumstances may children Play Down an age grade. If this is required, contact CSO for requirements.

Group 2 (U7s – U8s)

Players who are in the U6 age grade are not permitted to train with U7s and U8s. A player in the U6 age grade or below is not permitted to participate in fixtures or festivals with U7s and U8s.

U7s and U8s can train and play together in fixtures and festivals if recommended by the Club or School. U7s and U8s are not permitted to play contact rugby.

Group 3 (U9s – U11s)

The following age grades are permitted to participate together in contact rugby training (which includes playing contact internal training matches), without the need for Out of Age Grade forms:

- U9s with U10s and;
- U10s with U11s.

U9s can train and play with U10s, U10s can train and play with U11s, and U11s can train and play with U12s, in fixtures and festivals subject to satisfying the following conditions:

- The Club does not have a sufficient number of players to make up a team in the single age grade;
- The Club's Constituent Body provides written approval (such approval to be valid for up to one season only);
- No more than half the players on the pitch at any time should be from the older age grade; and;
- The team plays to the rules of the younger age grade.

10.2 U18s in Seniors Team

All U18s training or playing in senior team must have a completed Out of Age Grade consent form.

A player can play adult contact rugby, or train with other adults in contact rugby, when they reach their seventeenth birthday provided: (a) they have been assessed as capable of playing with adults; (b) the RFU's Playing Adult Rugby Form has been duly completed and signed; and (c) the player does not train or play in the front row of the scrum. Once a player has reached the age of 18, the player may play in any position.



11. Trips/Tours

Tours are a longstanding tradition of rugby. The Safeguarding Policy remains in place at all times alongside the RFU tour guidance:

- http://www.englandrugby.com/mm/Document/General/General/01/31/70/61/SafeguardingUpdates_RFU_Version3_colour_English.pdf

11.1 Minis Tours

ARFC would not expect to undertake many trips/tours with minis. If a trip/tour is considered, the CSO and coaches will review expected agenda for the trip/tour, undertake a risk assessment and put in place any specific safeguarding procedures.

11.2 U18s on Senior Tours

As part of the organising for a senior tour, if U18s are to be involved, the CSO is to be included in early discussions, such that requirements for any risk assessments and consents forms are confirmed. These are to be completed prior to the start of the tour.

12. First Aid Arrangements and Emergency Procedures

Not every injury can be prevented especially in a contact sport such as rugby, so it is essential that in the event of an injury, adequate first aid procedures/first aiders are in place.

The safety of all players is of paramount importance and as a club, we ensure that, whenever a game or training occurs appropriate first aid cover and equipment will be provided. There is access to a telephone in the clubhouse so emergency assistance can be summoned immediately.

The home location to give to the emergency services is Arlebury Recreation Ground, Alresford. SO24 9EP. The code to the padlock is available behind the bar in the clubhouse. In addition, the emergency services have the code for the gate padlock which will give access to the rugby pitches.

In the event of a serious injury (eg resulting in a player being admitted to hospital – other than attending A&E and being allowed to go home from there) the RFU Reportable Injury Event Protocol must be followed.

Link to RFU First Aid advice:

- <http://www.englandrugby.com/governance/game-support/medical-and-first-aid/>

All coaches to be fully aware of RFU concussion advice (Headcase Concussion Protocol). If no qualified first aider with team who can make concussion assessment, then child must be sat out of training/game.

Link to RFU Concussion advice:

- <http://www.englandrugby.com/news/headcase-resources/>

For anyone willing to assist as a first aider, evidence of immediate/first aider (6hr course) is required before accepting them as a first aider for the club. In addition, for dealing with children, they should be asked to be DBS checked and cleared.

Recommendations as part of RFU Regulation 15 Guidance for minimum levels of first aid cover are:

Age Group	Minimum Level of First Aid Cover	Comments
U7 – U13	1 x Sports First Aider per team	Minimum level of cover – to be formally assessed as part of club risk assessment.



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13. Age Grade Rugby Discipline

Requirements for Age Grade Rugby disciplinary procedures are detailed in RFU Regulation 19, Appendix 6.

U18s (who are 17 or over) who are playing in an adult match will be dealt with as an adult in accordance with RFU Regulation 19. Any disciplinary proceedings should be conducted in a child centric basis.

U12s and below. Any rugby disciplinary matter arising in an U12 or below match at ARFC will be dealt with in person by the Age Grade player's coach.

14. Managing Touchline Behaviour

ARFC do not tolerate poor touchline behaviour and this will be addressed at every level. Spectators and coaches alike MUST NOT enter the field of play without the referee's permission whilst a game of rugby is in progress unless there are exceptional circumstances. Poor behaviour on the touchline is no more acceptable than poor behaviour on the pitch.

15. Anti-Bullying and Club Ethos

15.1 Anti-Bullying

ARFC aim to create a safe and secure learning environment where individuals treat each other with respect and understanding. Bullying will not be tolerated at all. Bullying will be taken seriously, responded to promptly, and procedures followed to deal with the situation. It is the responsibility of every adult working in rugby union whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment. Bullying is deliberately hurtful behaviour which results in the victim feeling distressed. Bullying occurs when this behaviour is exercised through the use of power rather than an exchange between equals.

15.2 Establishing a Positive Club Ethos

The most important aspect of our strategy to combat bullying is the creation of a positive and inclusive ethos. This begins with how adults treat each other, parents, and players: with respect and understanding, even in difficult situations. Concerns expressed by players and parents are always listened to carefully and taken seriously.

Everyone involved ARFC, whether as a player, coach, referee, administrator, parent or spectator is expected to uphold the Core Values of the sport:

Teamwork – Respect – Enjoyment – Discipline – Sportsmanship

- Play to win – but not at all cost
- Win with dignity, lose with grace
- Observe the Laws and regulations of the game
- Respect opponents, referees and all participants
- Reject cheating, racism, violence and drugs
- Value volunteers and paid officials alike
- Enjoy the game

ARFC aim to be constantly promoting and reinforcing positive behaviour and developing all children's self-esteem through celebration of achievement. In this way, by aiming to 'include' everyone in the rugby community, it is much less likely either those children will become a focus for bullying, or that others may resort to bullying



Club Safeguarding Guidelines

We encourage children, parents and club personnel to report any suspected instances of bullying to a member of the coaching staff or to the CSO.

16. Photographic Images

ARFC to obtain parental consent for any child to have their picture/video taken. To be requested as part of Minis and U18s registration forms.

If specific, non-regular events happen at club that could involve pictures/video being taken, particularly if these pictures/video are then put on line/published – parents to be notified before event and requested to confirm their consent is different to that confirmed on Registration Form. For children not registered with ARFC who will attend any events, parents to be made aware of the potential for photographic images being made and if parental consent is not obtained, child to be provided a means such that those taking photographs/videos are aware of the non-consent (eg by means of a wrist tag or keeping child out of specific areas during event).

Minis Registration Form to state that the parent must inform ARFC as soon as possible if the parental consent conditions have changed.

17. ARFC Safeguarding Policy

ARFC adheres to the RFU Safeguarding Policy and the procedures, practices and guidelines and endorse and adopt the Policy Statement contained in that document and any successor policy.

- <http://www.englandrugby.com/governance/safeguarding/>

ARFC have their own Safeguarding Policy, which can be found on club website:

- <http://alresfordrfc.weebly.com/safeguarding.html>

18. Club Safeguarding Responsibilities

The responsibilities of the ARFC CSO will include:

- Maintain children's workforce list.
- DBS checks review and applications.
- Update policy/guidelines as required.
- Make sure all at club are aware of policy and guidelines.
- Make sure that CSO, or representative for the CSO, is on hand at all training/games that involve Regulated Activities.
- Keep in touch with any changes in RFU Regulations relating to children's involvement and welfare (particularly Regulations 15 and 21).
- Undertake Safeguarding Audit on regular basis and amend safeguarding guidelines as necessary. Any amendments to be notified to all relevant persons.

19. Procedure for Dealing with any Safeguarding Concerns

Any concerns/issues involving a child that are identified by anyone at ARFC and/or by parents should initially contact the ARFC CSO.



Club Safeguarding Guidelines

- CSO contact details are: Julian Deshmukh (Des), tel number: 07759 871 329, email: safeguarding@alresfordrfc.co.uk

If any concerns/issues involving a child, where the CSO may be in conflict with the process, should first contact the ARFC ASCO.

- ACSO contact details are: Ady Cobb, tel number: 07774 979 325

The Club Safeguarding Officer should be the first point of call with any concerns, however advice and guidance if the Safeguarding Officer is unavailable can also be sought from:

- Hampshire RFU Safeguarding Manager: David Griffith
Tel: 07817 258938, E-mail: safeguarding@hampshirerugby.com
- NSPCC Helpline: 0800 8800 5000 and website <http://www.nspcc.org.uk/>
- Childline: 0800 1111

20. Review of Safeguarding Guidelines/Policy

CSO to review safeguarding guidelines and policy on a regular basis to confirm information is still current and correct. Any changes to be made as soon as possible and relevant persons informed of changes.

For documents on ARFC website, any revised documents should be sent to ARFC web manager as soon as possible for replacing superseded documents.

In the event the CSO leaves the club or the position, a replacement must be put in place as soon as is practicable. All responsible adults to be informed of the change of personnel via the Facebook page and/or by e-mail.

Someone taking on the CSO role, if not already DBS cleared, to be DBS cleared as soon as possible, and to attend the RFU 'Play It Safe' and 'In Touch' courses within 6 months of taking up the position.

21. Data Protection Act – Children's Information

As part of registering and authorising children, ARFC will have to request and hold information that comes under the Data Protection Act 1998.

All at ARFC, who are responsible for handling any child specific information (eg Registration Forms, Out of Age Grade consent forms, safeguarding incident reports, etc) must at all times make certain that this information is held securely and not distributed, left unattended, posted on Facebook, etc.

During training/games, the necessary information relating to children's health and medical information is not to be left in an unsecured location or left unattended.

All emails sent to groups of responsible adults should be sent using BCC function.

22. Further Guidance

Further guidance can be found on the RFU website (www.englandrugby.com). In particular, the following are useful sources of further guidance:

- (Age Grade Rugby) Regulation 15
http://www.englandrugby.com/mm/Document/General/General/01/31/97/52/RFURegulation152016-2017_English.pdf
- (Safeguarding) Regulation 21
http://www.englandrugby.com/mm/Document/General/General/01/31/99/68/RFURegulation212016-2017_English.pdf