

Dear All.

The information below has been sent to all Club Safeguarding Officers and Honorary Secretaries. We would appreciate you assisting us in ensuring that you are aware of the contents and that this message is cascaded throughout clubs so that they are aware of the information that follows.

RFU Safeguarding Team

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Safeguarding Incidents/Cases

RFU Regulation 21 states that the RFU has jurisdiction to deal with any allegation of abuse of a child, any breach of the Safeguarding Policy and or any breach of Regulation 21.

It is also a requirement that any person involved in Rugby Union must report all safeguarding concerns of which they become aware to the RFU Safeguarding Team.

Please make yourself and the Club Committee familiar with RFU Regulation 21 and RFU Safeguarding Policy.

It is essential that concerns are dealt with in accordance with the RFU Policy and Regulations in order that the most appropriate manner of dealing can be assessed. Some incidents may need referral to Statutory Agencies such as police or children services which if the child is not in immediate danger the RFU Safeguarding Team will action. On occasions even what appear to be low level concerns may require the RFU to seek initial advice from Statutory Agencies.

Concerns must be dealt with early on which means referring to the RFU at the earliest opportunity. This will effectively ensure that children are kept safe. Concerns may be delegated back to a club or CB to manage

It is vitally important that no investigation is carried out by the club other than gathering information prior to informing the RFU. This is particularly important when considering whether any criminal offences have taken place. This is so as not to jeopardise any police investigation or criminal proceedings and also to preserve evidence. This is especially relevant when dealing with cases involving inappropriate use of the internet and social media.

When referring matters to the RFU Safeguarding Team please use the incident report form which can be found on below link:

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

Disclosure and Barring Service - DBS

Any club that decides to operate mini/midi/youth rugby is deemed a children's service provider. This means that certain legislation and commitments must be adhered to. [RFU Regulation 21.2](#) describes the requirements of the RFU DBS process, further information is provided in the RFU [Safeguarding Policy](#) of the requirements within a rugby setting.

One significant aspect of providing a children's service is ensuring that a thorough recruitment process is followed. This would include interviewing potential volunteers,

seeking references, checking qualifications are valid, on-going monitoring and carrying out DBS checks via the RFU.

RFU Regulation 21.2 states that all DBS applications must be obtained through the RFU Safeguarding Department. For avoidance of doubt, DBS disclosures issued through other Registered Bodies are not accepted.

It is important to note that the DBS issue a certificate for ALL DBS applications - therefore, simply having a DBS certificate does not mean they have been approved by the RFU. This certificate is sent directly from the DBS to the applicants home address. The RFU do not receive a copy of the DBS disclosure - however all applications and results are actively monitored by the RFU Safeguarding Team.

Only when an individual shows on GMS with a “current” DBS status are they deemed “approved/cleared” to work unsupervised with U18’s. As a result it is crucial that clubs monitor GMS, have an up-to-date “Child Workforce” list and manage those who are engaged in the youth game.

If a DBS returns containing information, the RFU will, in all circumstances, instigate the [DBS Case Management Process](#).

Failure to comply with the DBS Case Management Process will result in the individual being removed from coaching U18’s.

On occasion, the RFU will contact a club requesting a reference for an individual. It is imperative that written communication is supplied upon request in order for the RFU to carry out a thorough risk assessment when managing a DBS disclosure.

Applicants (and clubs where necessary) will be informed of the outcome of the DBS Case Management Process in writing. Additionally the GMS site will be updated to reflect a Current or Rejected DBS status. **Only when a “Current” status appears against an individual on GMS are they deemed “DBS cleared” by the RFU.**