

Kingston Panthers Rugby Football Club Child Protection Policy



Kingston Panthers RFC

January 2012

Introduction:

The Kingston Panthers Rugby Football Club (henceforth KPRFC) is proud to provide programming for youth aged 3 through 18. In conjunction with Rugby Ontario and Rugby Canada the KPRFC is committed to ensuring the safest possible experience for young men and women involved with our Club. All children have a right to be safe when they participate in Rugby, and to expect that those who organize and deliver Rugby to them have the appropriate policies and procedures in place to ensure they are protected from harm. The following procedures and policies have been developed to ensure the safety of our members under the age of 18:

- The appointment of Child Protection Officer (CPO) with clearly delineated roles & Responsibilities
- The KPRFC Child Protection Policy and Implementation with appendix.
- Policy on Police Records Checks for coaches and officials – Volunteer Sector Screening

1. The KPRFC Child Protection Officer (CPO)

The KPRFC CPOs appointed in January 2012 is:

CPO _____	Alternate CPO _____
(email) _____	(email) _____
(phone) _____	(phone) _____

The alternate CPO shall undertake the role in the absence of the designated person.

Main Purpose of Role:

To act as a point of contact in all issues relating to the welfare of children in the KPRFC and to ensure all appropriate documentation and forms are completed and kept secure in accordance with the KPRFC’s and Ontario Rugby Union’s Child Protection Policies.

2. KPRFC Child Protection Policy (CPP) & Implementation

The KPRFC is committed to providing children with a safe and welcoming environment in which to participate in the sport of Rugby. The purpose of this Policy is to set guidelines for effectively managing a safe environment for children while they learn and play Rugby, and enjoy its related activities such as travel and tours.

In fulfilling its role and responsibility in the protection of children, the KPRFC will:

- ensure children are safe and protected from any form of harm, abuse, harassment, bullying or exploitation
- carefully screen and select persons whose role places them in positions of authority, or regular supervisory capacity with ‘children’, as defined under this policy;
- ensure procedures are in place for identifying, recording, reporting, responding to, and resolving concerns, allegations or complaints brought forward under this policy;



- support and provide current information & educational opportunities to those involved in KPRFC on child abuse and other child protection issues;

The KPRFC also requires;

- that anyone who has knowledge or suspicion that a child is being abused, report it immediately to the Club's Child Protection Officer or to the police;
- that all concerns, allegations and complaints of any form of abuse, harassment, bullying or exploitation, including improper conduct or poor practices by adults are dealt with promptly, seriously, sensitively and confidentially.

Responsibilities and Impacted Parties:

It is the direct responsibility of all persons working or volunteering with children in the KPRFC, to ensure that they are familiar with the contents of this Child Protection Policy and to observe appropriate conduct, procedures and best practices at all times.

This KPRFC Child Protection Policy applies to the following, whether they are in a paid or unpaid/voluntary capacity working with children:

- individuals sitting on the KPRFC Board of Directors, its committees and sub-committees;
- professional Rugby staff and Rugby volunteers;
- Rugby support personnel (managers, physiotherapists, trainers, etc)
- club coaches and assistant coaches;
- players;
- referees, and other officials;
- members of Rugby clubs and associations recognized by Rugby Ontario;
- parents, guardians, spectators and sponsors to the full extent that this is possible.

Definition of a 'Child' / 'Children':

For the purposes of this policy, a child/ren shall be defined as:

- any person/s under the age of 16 (sixteen);
- any person/s between the ages of 15 and 18 where the person/s ability, due to mental, developmental or physical incapacity is, or appears to be, unable to protect him or herself.

[Child Protection Act, 2006]

Requirement for a Police Records Check / Vulnerable Sector Screening

Under this Child Protection Policy, it is mandatory for persons who are registered with Rugby Canada, and whose role places them in a position of authority, gives them access to the sensitive personal information of children, or involves regular supervisory contact with children, to complete and submit a copy of an approved police records check for vulnerable sector screening to their club or other appropriate



association. This policy applies to the following identified roles, at all levels of play and administration, involving children in Rugby in the Province of Ontario;

- Child Protection Officers;
- Club Rugby referees;
- Club coaches and assistant coaches;
- Club executive officials, administrators and team managers;
- Club trainers, physiotherapists and athletic therapists.

3. Appendix to Child Protection Policy.

This Appendix is a guidance document that refers to Policy and Procedures for the protection of young People in Rugby. It should be read in conjunction with the KPRFC Child Protection Policy (CPP) and its implementation.

If the KPRFC's Child Protection Policy is to be implemented effectively, there has to be a recognition that Rugby Canada, Rugby Ontario and the Club must work together, each with a role to ensure that young people enjoy Rugby in the safest possible environment.

Prohibited Practices:

Coaches, Managers or Volunteers, including all professional staff must not:

1. Take young people to own home or other place where they will be alone with them;
2. Spend any amount of time alone with young people away from others;
3. Take young people alone on car journeys, however short;
4. If it should arise that such situations are unavoidable, they should only take place with the full knowledge and consent of someone in charge in the Club/governing body and/or a person with parental responsibility for the young person. In exceptional circumstances where a coach, manager or volunteer cannot obtain such consent, then if it is in the welfare interest of the young person, such permission does not have to be approved. If this occurs, then the adult must record the occurrence with the Club's Board or CPO.
5. Engage in sexually provocative games or horseplay with children;
6. Take part in any dynamic contact games or training sessions with children. If there is a need for contact, then this should be done with the utmost care and with due regard to the safety of the young players;
7. Share a room with any young person unless the individual is the parent/guardian of that young person;
8. Engage in any form of inappropriate sexual contact and/or behavior;
9. Allow any form of inappropriate touching;
10. Make sexually suggestive remarks to a young person, even in fun;
11. Use inappropriate language or allow young people to use inappropriate language unchallenged;
12. Allow allegations by a young person to go unchallenged, unrecorded or not acted on;



13. Do things of a personal nature to a young person that they can do for themselves, unless you have been requested to do so by the parents/guardian (please note that some young people will always need help with things such as lace tying, adjustment of tag belts, fitting headguards and it is also recognized that this does not preclude anyone attending to an injured/ill young person or rendering first-aid.)
14. Depart the Rugby Club or agreed rendezvous point until the safe dispersal of all young people is complete;
15. Cause an individual to lose self-esteem by embarrassing, humiliating or undermining the individual;
16. Treat some young people more favorably than others;
17. Agree to meet a young person on their own on a one-to-one basis

Social Media:

The Club membership must use social media responsibly and properly when interacting with players, parents and other members.

Positions of Trust:

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 consensual sexual relationship between an adult in a position of trust or authority 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.

Adults must not encourage a physically or emotionally dependent relationship to develop between the person in a position of trust and the young person in their care.

All those within the organization have a duty to raise concerns about the behavior 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.

4. Police Records Checks for coaches & officials: Volunteer Sector Screening

With the implementation of the Club's Child Protection Policy, the KPRFC and Rugby Ontario formally recognize the fact that those persons defined as working/volunteering with children and youth on a regular basis have a requirement to produce a valid police records check [PRC]. This should be completed *before* assuming a position in the sport. Only a police records check for volunteering sector screening is acceptable and meets this requirement.

A regular criminal background check does not meet the police check obligation under the policy to enable a volunteer or work with children and youth. Everyone is invited and strongly encouraged to become



aware of their duties and responsibilities in the area of child protection in Rugby by reviewing KPRFC Child Protection Policy. There are no exceptions to this policy. Everyone designated as requiring a valid PRC VSS must comply with this policy regardless of standing or profession, inside or outside of the game. If they do not provide the PRC VSS they will not be allowed to hold any of the mentioned positions.

Teachers have asked if they may submit verification of a police records check from their school board. Teachers do require a valid PRC VSS when they are first hired. However, each year thereafter, they complete a self declaration form with their school board. This form is not recognized by school boards as having validity for application outside of the education system. Therefore, an active PRC VSS [less than 2 years old] is required.

A police records check for the volunteer sector screening is **valid for a period of 2 years** from date of issue of the PRC VSS. This will also coincide with provisions contained in impending Provincial Legislation, Bill 30 [An Act To Provide Protection For Minors Participating In Amateur Sports].

The 2010 season marked Rugby Ontario's launch of monitoring and compliance with the CPP as regards PRC VSS. Individuals should retain a copy for their own records, and provide the Club's Child Protection Officer with a copy for secure retention in the event of monitoring or compliance requests from Rugby Ontario.

Only a person authorized by the club/society or organization may view the form to assure completeness and approval, prior to filing it in a secure manner. Designated RO officers may ask to view the form that is retained by clubs for PRC VSS verification/audit purposes.

5. Rugby Ontario Incident Report Form

The Rugby Ontario incident Referral form will be filled out for any incidence of abuse that occurs in a Rugby setting. The KPRFC Child Protection Officer can assist with any questions that may arise when filling out the form however the person who witnessed the abuse first hand must fill out the form themselves and a proxy cannot fill out the form for them. One copy of the form will be kept by the club and one copy will be sent via fax or e-mail to Rugby Ontario's CPO within 48 hours of the incident being brought to the KPRFC CPO's attention. If the form cannot be filled out in that time period the CPO must still report the incident to Rugby Ontario.





RUGBY ONTARIO INCIDENT REFERRAL FORM

If a child requires IMMEDIATE ATTENTION, please call the POLICE or your LOCAL CHILD AID SERVICES.

Please fill out this form if you suspect or have been a witness to any form of abuse in a rugby setting. .

CLUB OR RUGBY ONTARIO EVENT	
YOUR NAME	YOUR AFFILIATION WITH THIS CLUB OR RUGBY ONTARIO EVENT

1. Participant's Information

SURNAME		GIVEN NAMES	
DATE OF BIRTH	YYYY MM DD	SEX	AREA CODE TELEPHONE NUMBER (RES.)
ADDRESS	APT/UNIT #	CITY	POSTAL CODE
CHILD'S DISABILITY (IF ANY)	CHILD'S ETHNIC ORIGIN		
PARENTS/GUARDIAN NAME:			

2. Incident Report:

Date and time of incident:

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Your observations (please be specific):

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Please record exactly what the child said to you (Remember do not lead the child - record actual details. Continue on separate sheet is necessary)



Action taken so far:

3. External Agencies Contacted:

Police: Yes / No

If YES, which

Name and contact number: _____

Details of advice received:

Local Child Aid Society: Yes / No

If YES, which

Name and contact number: _____

Details of advice received:

Rugby Ontario: Yes / No

If YES, with whom did you speak with:

Name and contact number: _____



Details of advice received:

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Other: Yes / No

Which:

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Name and contact number: _____

Details of advice received:

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DATE	SIGNATURE OF INDIVIDUAL FILING THIS REPORT	PRINTED NAME

Please remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

A copy of this form should be sent to the local Child Aid services following a telephone report and to the Rugby Ontario Child Protection Officer at 215 – 3 Concorde Gate, Toronto, ON M3C 3N7.

