



Safeguarding Policy

Introduction

Linlithgow Rugby Club is fully committed to its' responsibility to protect and safeguard the welfare of everyone in Linlithgow Rugby Club from harm. It recognises that everyone has the right to participate in rugby union in a safe, enjoyable and positive environment whilst at the same time being protected from harm.

Linlithgow Rugby Club confirms that it adheres to the Scottish Rugby Safeguarding Everyone Policy and the procedures, guidelines, and practices contained in supporting documents: <https://scottishrugby.org/advice-for-clubs/guidance-and-policy-updates/>

The Club confirms that it will appoint a Safeguarding Officer (SO) at the club. Their details will be available within the clubhouse and on the club website. The SO will undergo Safeguarding training as directed by Scottish Rugby. Linlithgow Rugby Club's SO is Gillian Wells and they have agreed to be contacted with any concerns regarding safeguarding and will take appropriate action.

The Club agrees that all allegations or suspicions of abuse, neglect, harm or poor practice will be taken seriously and responded to swiftly, fairly and appropriately.

Linlithgow Rugby Club recognises that everyone has the right to expect their participation in rugby union will be supported and delivered by suitably recruited, vetted and managed staff, whether they are volunteering or officiating.

All members of the club who undertake a regulated role must be a member of the PVG Scheme with a Scheme Record Update if necessary. Linlithgow Rugby Club acknowledges the Disclosure Scotland referrals process and agrees to action a referral if required. Linlithgow Rugby Club agrees that any tours, overseas or domestic must comply with the relevant Scottish Rugby Regulations and Guidance relating to tours.

This policy and subsequent Code of Conducts will be regularly reviewed in accordance with changes in legislation and guidance on the Safeguarding and any changes undertaken by Scottish Rugby.

Key Contacts

Linlithgow Rugby Club contacts

In line with its obligations under the Scottish Rugby Participation agreement, Linlithgow Rugby Club has appointed a Child Protection Officer (CPO) to co-ordinate child protection and welfare on its behalf to provide a main point of contact for staff and volunteers, parents and children in need of support, advice or training or if they need to report a concern.

Safeguarding Officer

Gillian Wells
07795-324568
safeguarding@lrfc.club

Director of Rugby

Ian McLean
07869-152278
dir.rugby@lrfc.club

Rugby Manager

Grant Haggart
07572-545800
rugbymanager@lrfc.club

Scottish Rugby Contacts

Safeguarding at a national level is coordinated by a specialist team within Scottish Rugby. The key designated contacts are:

Head of Safeguarding

faye.Henderson@sru.org.uk
strategic lead for safeguarding across Scottish Rugby.

Compliance Advisor

elaine.McLean@sru.org.uk
supports the implementation of safeguarding standards, policy compliance, and safer recruitment practices.

Case Management Advisor

amanda.Boyle@sru.org.uk
provides expert oversight of case management, training and quality and supports clubs in responding to concerns appropriately.

These individuals are responsible for receiving, assessing, and advising on safeguarding concerns from across the rugby community in Scotland. They can also be contacted on safeguarding@sru.org.uk

In addition, the **Chief People and Engagement Officer** holds overarching executive responsibility for safeguarding within Scottish Rugby, while the **Board Champion for Safeguarding** is a designated Non-Executive Director who provides strategic oversight and promotes safeguarding at Board level.

Where there is immediate risk of harm, individuals should contact Police Scotland or the relevant local authority social work service without delay.

Code of Conduct for Adults working with Children and Young People

A Code of Conduct has several important functions:

- It sets out what behaviour is acceptable and unacceptable and provides transparency for all on what practice and behaviours to expect from others.
- It defines standards of practice expected from those to who it applies.
- It forms the basis for challenging and improving poor practice and behaviour.

Linlithgow Rugby Club supports and requires *all* members to observe the following standards of practice, including verbal and non-verbal when working/volunteering with children and young people. All concerns about breaches of this Code of Conduct will be taken seriously and responded to in line with the clubs' appropriate policy/procedure. This may include the Responding to Concerns Procedure, Complaints Procedure, and/or Disciplinary Procedure.

Good Practice

- Make rugby fun, enjoyable and promote fair play.
- Treat all children and young people equally, with respect, dignity and fairness. Challenge where you see other adults or children and young people participating in disrespectful or bullying behaviour.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children and young people in decision-making processes.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the wellbeing of each child or young person first before winning or achieving performance goals.
- Be an excellent role model including not smoking, drinking alcohol, taking drugs or swearing in the company of children and young people in the club environment
- Recognise the developmental needs and capacity of children and young people.
- Avoid excessive training and competition, pushing children and young people against their will and putting undue pressure on them.
- Follow Linlithgow Rugby Club's Social Media guidance in relation to communicating with children and young people.

Practice to be avoided

In the context of your role with Linlithgow Rugby Club, the following should be avoided:

- Having 'favourites'- this could lead to misinterpretation, or resentment and jealousy by other children and young people.
- Spending excessive amounts of time alone with children and young people away from others.
- Entering children and young people's bedrooms on trips away from home, unless in an emergency or in the interest of health and safety.
- Where possible, doing things of a personal nature for children or young people that they can do for themselves.
- Contacting children and young people outside of the clubs' Digital Communication and Social Media Guidance.

Unacceptable practice

In the context of your role within Linlithgow Rugby Club the following practices are unacceptable:

- Allowing disclosures made by a child or young person, or about the wellbeing and protection of a child or young person, to go unrecorded and unreported.
- Forming intimate emotional, physical or sexual relationships with children and young people.
- Making sexually suggestive comments to a child or young person, allowing or engaging in touching a child or person in a sexually suggestive manner, or engaging in sexually provocative games.
- Being physically violent towards a child or young person.
- Allowing children or young people to swear or use sexualised language unchallenged.
- Behaving in a coercive or controlling manner towards a child or young person.
- Allowing a child or young person to share a room alone with a coach

Reporting

Any disclosures made by a player, parent or coach regarding safeguarding of players should in the first instance be reported immediately to the Club's Safeguarding Officer, the Rugby Manager or the Director of Rugby.

If a child reports a concern to an adult volunteer / coach, it is then the responsibility of this adult to report the matter to either the Club's Safeguarding Officer, the Rugby Manager or the Director of Rugby. This ensures that Scottish Rugby and club are able to meet their safeguarding responsibilities.

The SO will contact Scottish Rugby's Safeguarding Team for advice if necessary and:

- Complete "Report a Concern Form" and submit to safeguarding@sru.org.uk
- If Scottish Rugby Safeguarding Team not available, you can also contact:
- **Children First**: 0808 800 5000 / 0141 419 1156 (For children only concerns)
- **NSPCC**: 0808 800 5000 (For children only concerns)

Note that in receiving the report of concern from the player, the adult cannot promise not to tell anyone, however they can and should explain to the child that they will tell someone and that the matter will be handled sensitively and in confidence.

Recruitment of Youth Rugby Coaches

Linlithgow Rugby Club welcomes volunteers who would like to take up coaching of Micro, Mini or Youth Rugby. Linlithgow Rugby Club also recognises that most volunteer coaches of Micro, Mini or Youth Rugby take up coaching because their own child is playing rugby. The Club has agreed that the Rugby Manager should maintain the database of coaches of Micro, Mini or Youth Rugby on the Scottish Rugby SCRUMS platform.

All coaches of Micro, Mini or Youth Rugby should meet the Rugby Manager before beginning coaching. If any individual expresses an interest in coaching, the relevant age group coach should speak to the Rugby Manager who, in turn, will arrange to meet the volunteer. No one can coach Micro, Mini and Youth Rugby at Linlithgow Rugby Club unless the Rugby Manager has met that person, obtained the necessary information, provided the volunteer with the documents listed below and set in train arrangements for membership of the PVG Scheme and for coach education.

At the meeting, the Rugby Manager will take the necessary details of the volunteer. Following this, the Club's Safeguarding Officer will arrange for the individual to apply for membership of the PVG scheme or, where the individual is already a member, a Scheme Record to be obtained. The Rugby Manager will arrange for the individual to attend a coaching course relevant for the level at which the individual will be coaching.

At the meeting the Rugby Manager will also point out the key sections of this Safeguarding Policy.

In addition to membership of the PVG Scheme, relevant coaching qualifications and acknowledgement of receipt of the above three documents, Linlithgow Rugby Club requires that all coaches of Micro, Mini or Youth Rugby be members of the Club in their own right. This is so that coaches are subject to both the governance and covered by the insurance of Linlithgow Rugby Club and, through the Club, of Scottish Rugby.

Code of Conduct for Parents and Carers

- Remember that children and young people play for enjoyment as well as competition.
- Remember that your behaviour may affect not only your child but the other children and young people participating.
- Stay outside the field of play and in the Spectator's Area (where provided)
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- Always respect the match officials' decisions.
- Applaud effort and good play as well as success.
- Let the coaches do their job and not confuse the players or athletes by telling them what to do.
- Encourage the players and athletes to respect the opposition and match officials.
- Never criticise a player or athlete for making a mistake. Remember that mistakes are important part of learning and wellbeing.
- Pass on any concerns that you have about the wellbeing of a child or young person to a club official.

Parents / carers should understand that breaches of the code may result in action being taken away by Linlithgow Rugby Club.

If they have any concerns about the wellbeing of a child or young person at the club, they can contact **the Clubs Safeguarding Officer** (contact details on page 3), Child Wellbeing and Protection in Sport on 0141 419 1156 or Children 1st Parentline on 080000 28 22 33.

Code of Conduct for Children and Young People

Adults at **Linlithgow Rugby Club** should help to make sports safe and fun. This is your job too. This means respecting other players/athletes and the people who are there to help you to learn. You should do this by:

- Being ready and on time for training and competition.
- Respecting the coach and other helpers.
- Accepting what the coach or match officials ask you to do in the rules of the game.
- Playing to the best of your ability
- Never swearing at or insulting anyone, including other players.
- Telling your parents or carers where you are, or if you are going to be late.
- Following advice from sport doctors or physios to keep you safe and injury free.
- Never bullying other players/ athletes either yourself or in a group.
- Respecting the Club's Policies and License Requirements

Bullying can happen between children or between adults and children. It means things like:

- Name calling
- Making fun at someone's expense
- Giving only negative feedback
- Hitting
- Shoving
- Stealing
- Damaging belongings
- Spreading rumours
- Making threats
- Sending/posting nasty messages
- Leaving people out on purpose.

If you are worried about something don't keep it to yourself. Speak to an adult who you know and trust such as a parent, coach, teacher, the Safeguarding Officer at your club, a guidance teacher, doctors or school nurse.

If there isn't anyone you can talk to, you can contact Childline in Scotland on 0800 1111 or at [childline.org.uk](https://www.childline.org.uk). It's free, private and confidential.

Linlithgow Rugby Club has established its main core values and behaviours which underpin the Code of Conduct – this is not an exhaustive list and will be periodically reviewed by the club. Members of our older youth teams as well as the senior squad developed these. There are codes for Coaches, parent, officials of the club in the Appendix.

Values are core beliefs, principles, or standards that guide how people judge what is important, right, or wrong, acting as an internal compass to shape daily behaviour, choices, and goals. On review, a set of 8 values were identified, specific to the club & its position within the local Linlithgow community, and these were assigned to 2 acronyms: REDS & AURA.

Reds reflects the club in on the playing field:

Respect, **tE**amwork, **D**etermination & **diS**cipline

Aura reflects the position within the community:

engAgement, **commU**nity, **home-gR**own & **pA**ssion

Associated behaviours associated with each value have been identified and are shared with coaches at the start of the year.

Jean McKeown

Chair / President

Attachment: Reds Code of Conduct

First Issued as "Child Protection Policy"

Revised as "Safeguarding Policy"

Last Reviewed: August 2026

COACHES' CODE

Coaches are asked to:

- Remember the importance of fun and enjoyment when coaching players,
- Understand the most learning is achieved through doing,
- Recognise the needs of your players,
- Be a positive role model in line with rugby's core values,
- Encourage players to behave with dignity under all circumstances,
- Provide all verbal feedback in a constructive manner to all players,
- Ensure the provision of a safe environment and adequate first aid,
- Never allow a player to train or play whilst injured,
- Ensure appropriate supervision both on and off the field,
- Understand and abide by the Clubs Tour policy which interlinks with Scottish Rugby,
- Understand and abide by Club's Child protection policy which again interlinks with Scottish Rugby,
- Remember it is illegal for players under 18 to drink alcohol and for those under 16 to smoke,
- Ensure your knowledge and coaching skills are up to date ,
- Coach to the rules and keep informed of changes,
- Understand and adhere to club policies,
- Pay your membership on time.

PARENTS' CODE

Parents are asked to:

- Register their child on **Clubforce** and ensure that they are receiving communications from coaches,
- Be familiar with the teaching and coaching methods use by observing the training sessions in which your child participates,
- Be aware that the Club has a duty of care to ensure the safety of players and, where appropriate, parents should assist coaches with the supervision of players, particularly where numbers are large and there is a need to transport them to away games,
- Be involved with the club – share your expertise,
- Share your concerns, if you have any, with the Club officials,
- Remember that young people play rugby for their own enjoyment,
- Encourage young people to play, do not force them. Focus on their efforts in a positive manner,
- Be realistic about players abilities and provide constructive feedback which will encourage them,
- Do not push young players toward a level they are not yet capable of achieving,
- Remember that persistent, negative comments will adversely affect the players' and referees' performance and attitude,
- Always support the club & school in their efforts to eradicate loud, coarse and abusive behaviour from the game – young people learn by example,
- Always show appreciation of good play by all players – respect decisions made by match officials, even if they appear to be a mistake and encourage players to do likewise.

SUPPORTERS' CODE

Supporters are asked to:

- Act as positive role models for all players,
- Be familiar with and abide by our Child Protection policy in relation to verbal and emotional abuse,
- Respect guidance from the club or school regarding your behaviour,
- Recognise good individual and team performance from all players irrespective of the team in which they play,
- Respect match officials' decisions, even if they appear to be a mistake – they are volunteers too and they provide an opportunity for players to play rugby,
- Never verbally abuse players, coaches, match officials or other spectators as this creates a negative environment for the players and reflects poorly on our club,
- Support effort and good performance rather than to win at all cost,
- Encourage all players irrespective of their ability and respect that they are representing the club.