



## Recruitment

Children and vulnerable adults are entitled to participate in rugby union activities in a safe and welcoming environment. Safe recruitment procedures enable Chobham Rugby to reduce the risk of abuse to children and vulnerable adults.

Regulation 21 sets out in detail the requirements the RFU has for those working with children and DBS checks. RFU regulations require that any individual who carries out (or who will carry out) Regulated Activity is subject to an enhanced DBS check (with Children's Barred List information) through their club (using the online e-application system). Further information about the DBS and the e-application system is available on the England Rugby website. T

The people who work in a rugby club are the most important asset a club has. A good and robust recruitment process is essential to ensure the best people are chosen for the roles they undertake. These must be people who are suited to the club and who are unlikely to harm children, intentionally or accidentally. A club which has good recruitment, induction and supervision processes shows those working there the value which is put on children's safety and wellbeing.

A robust recruitment process should always include a job description, interview, consideration as to an individual's suitability for the role and planning for training and monitoring, in addition to carrying out a DBS check and obtaining and checking references.

Official checks and vetting procedures are on their own, not enough to protect children. They are only part of a wider set of practices and an organisational culture which supports and promotes safe practice.

When recruiting employees or volunteers Chobham Rugby adheres to the RFU's recruitment guidelines to ensure only suitable people are selected.

- Appoint a Club Safeguarding Officer (CSO), and where appropriate a deputy, as the first point of contact for safeguarding and welfare concerns
- Ensure that the CSO:
  - is a member of, or attends the appropriate club committees making safeguarding issues a priority at the proper level; and otherwise works in accordance with the RFU's policies.
- Develop a safeguarding training plan ensuring that as a minimum:
  - the CSO attends an "In Touch" Workshop within six months of taking up the post
  - each mini and youth age group has at least one person who has attended the "Play It Safe" course
- Inform all members, parents and children and vulnerable adults when a new CSO is appointed



- Publish the club's own safeguarding policy which reinforces the RFU Safeguarding Policy and procedures which reflects unique local circumstances for our club and makes it accessible to all members
- Ensure all club officers and committee members are aware of their safeguarding responsibilities
- Ensure that at any youth disciplinary panel the CSO supports the child and ensures the panel considers the child's emotional wellbeing throughout
- Identify any signs of harm and reports them to the CBSM and/or the RFU Safeguarding team
- Ensure that the club's children's and vulnerable adults' workforce have up-to-date DBS checks in accordance with Best Practice Guidance and RFU Regulation 21.

## **Disclosure and Barring Service (DBS)**

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

Any adult who works in regulated activity on a paid or voluntary basis with children and vulnerable adults in rugby in England must comply with the requirements of the RFU's DBS process. These requirements are that an individual must apply for a DBS disclosure processed through the RFU Safeguarding Department within four weeks of their employment or appointment.

Whilst awaiting their DBS disclosure a person may temporarily work on a paid or voluntary basis with children and vulnerable adults provided they are supervised at all times during any activity involving children and vulnerable adults by a person who is DBS cleared within the Club pending their DBS clearance or notification from the RFU that they have not been cleared.

## **Regulated Activity**

To be deemed as being in 'regulated activity' within a rugby setting, the position must meet the following criteria and frequency (when working with children and vulnerable adults) in order to be deemed 'regulated activity'

*Activity: Teaching, training, instruction, care or supervision of children and vulnerable adults, 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.*

An Enhanced DBS check (without barred list checks) can be applied for if the role is specified under the activity above. However, at all times the individual must be supervised by an individual in regulated activity i.e. has been DBS checked to enhanced level with an appropriate barred list check.



There are certain roles that are not deemed eligible for a DBS check, as per below:

- Bar Staff/Catering Staff
- Youth Registrars
- Anyone whose only role is to access database information (e.g. RFU Game Management System).

Bar or catering staff for example - The role itself does not meet the regulated activity definition as any contact with children or vulnerable adults is incidental. As such this role is ineligible for a DBS check.

An individual may be eligible for a DBS check if they hold an additional role that does meet the Regulated Activity criteria e.g. coach. In this type of case, only the main eligible role will be declared on the DBS application.

Additionally, parents/helpers on overnight tours will only be eligible for an Enhanced DBS (with Barred List) check if it can be demonstrated that the role is clearly covered by the Regulated Activity criteria (as set out above). And see Chobham Rugby Tours policy.

## **Update Service**

Since the 17 June 2013 an applicant in receipt of a new DBS disclosure certificate will be entitled to apply to be part of the Update Service.

If a DBS certificate is registered with the Update Service it will no longer be necessary to renew it every three years as the RFU will be able to carry out a status check on an individual's updated record. Only if there is new information on an individual's record or if an individual has failed to renew their annual subscription to the Update Service will it be necessary to complete a new DBS check.

It is therefore essential for individuals to apply, within 14 days of the date of their DBS disclosure certificate, to be part of the Update Service and to renew their subscription annually. Please note this service is free to volunteers and there is no fee payable.

An individual's DBS certificate will, as a result, be kept up to date. It will also mean that they can use this disclosure for roles within the same workforce, where the same level and type of check are required.

## **Portability of DBS certificates**

Once a DBS certificate has been issued and registered on the Update Service it is possible to use this for other organisations to allow them to carry out a status check on the certificate and it will not be necessary to have a new certificate issued.

However, the RFU have decided that they will not be able to accept DBS certificates from other organisations. This is due to the difficulty there is in ensuring that original DBS certificates are assessed by the appropriate individuals and that confidential personal information is not shared or lost inadvertently or unnecessarily. Having listened to feedback,



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it was decided that to expect Club Safeguarding Officers to take on this additional responsibility was unacceptable.

As the vast majority of individuals are volunteers and therefore entitled to free DBS checks it was decided that to avoid these risks the RFU would not accept other organisations DBS checks. As such, though members of Chobham Rugby who undertake a DBS check may apply to the Update Service in order to have their RFU DBS certificate accepted by other organisations (ie, schools, Scouts, Guides etc), Chobham Rugby will not be able to accept DBS certificates individuals have obtained through other such external organisations.