



Effective Date: April 1, 2019
Review Date: March 31, 2021

A Full Member of the World Rugby, Asia Rugby,
Philippine Sports Commission and Philippine Olympic Committee

Child Safeguarding Policy

Philippine Rugby Football Union

Introduction

Philippine Rugby Football Union (PRFU) is the governing body of Rugby Football in the Philippines. Our Vision is "To make Rugby a recognized and popular sport in the Philippines, played by Filipinos." Our Mission is "To create communities that are inspired to play Rugby, grow Rugby, and watch Rugby."

All sporting organizations which make provisions for children and young people must ensure that;

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicious allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

PRFU promotes children's rights as described in the United Nations Convention on the Rights of the Child (1989) as ratified by the Government of the Republic of the Philippines (1990) and the Philippines Rugby Football Union is committed to the principle of doing no harm.

The PRFU is committed to take steps at all levels to safeguard all children, including through contact with staff, volunteers, coaches, sponsors, interns, consultants, supporters, visitors, partners, Ambassadors, players and any other individuals supporting or representing the Philippines Rugby Football Union's work.

Policy Statement

PRFU has a duty of care to safeguard all children involved in PRFU from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. PRFU will take appropriate measures to ensure the safety of all children involved in PRFU through adherence to the Child Safeguarding guidelines adopted herein.

The PRFU will comply with all relevant laws in the Philippines, whilst remaining committed to the principle of doing no harm – the best interests of the child will always be central to Philippines Rugby Football Union's decisions.

PRFU have projects throughout the Philippines, including communities and areas where children may be vulnerable or more at-risk. PRFU Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

Definitions

Child

A child is defined as a person under the age of 18 (Republic Act 7610).

Child Safeguarding

Child Safeguarding includes all activities an organization undertakes to ensure that its co-workers, operations, and programs do no harm to children and do not expose them to the risk of harm and abuse; that appropriate responses and effective management of child safeguarding concerns are in place; and that any concerns the organization has about children's safety in its own programs and within the communities they work in are reported to the appropriate authorities.

Child Abuse

Child abuse is defined as an act (or failure to act) by parents, caregivers, other adults or older adolescents that endangers a child's physical or emotional health, development or dignity. The following types of abuse are recognized by PRFU:

Physical Abuse

The use of physical force against a child that results in harm to the child. Physically abusive behavior includes but not limited to shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling or poisoning;

Emotional Abuse

A continuing pattern of inappropriate verbal or symbolic acts toward a child or failure over time to provide a child with proper care. Emotionally abusive behavior includes but not limited to threats, rejection, isolation, belittling, and name-calling.

Sexual Abuse

The use of power or authority to involve a child in sexual activity by an adult or significantly older child or adolescent. Sexually abusive behaviors can include touching genitals or breasts, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, and exposing a child to sex or pornography.

Neglect

The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for the child's healthy physical and emotional development and well-being.

Child Exploitation

Child exploitation is the use of a child in work or other activities for the benefit of others that is unacceptable because it deprives them of their childhood, education, development or dignity. It includes unacceptable child labor, child prostitution or trafficking, and child pornography.

Child Labor

Work that deprives children of their childhood, their potential and their dignity, interferes with their schooling, or that is harmful to physical and mental development.

Child Pornography

Child pornography means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.

Grooming

Behavior that makes it easier for an offender to procure a child for sexual activity. This can occur in person or through electronic equipment. For example, an offender might build a relationship of trust with the child, and then seek to sexualize that relationship by encouraging romantic feelings or exposing the child to sexual concepts through pornography.

Roles and Responsibilities

Board members will:

- Treat all young people /disabled adults equally, with respect and dignity
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people in a children’s event
- Maintain self-control at all times while conducting themselves as responsible citizens

Senior Management will:

- Treat all young people /disabled adults equally, with respect and dignity
- Keep up to date with child safeguarding training and make sure all records are kept in a secure location
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff, keeping in mind that same gender abuse can also occur.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognize the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.

Staff, volunteers, coaches, interns and consultants will:

- Treat all young people /disabled adults equally, and with respect and dignity
- Be an important link in identifying cases when an incident may have occurred
- Always put the welfare of each young person as a top priority.
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- Build balanced relationship based on mutual trust which empowers children to share in the decision-making process
- Promote fun, enjoyable and fair play
- Keep up to date with technical skills, qualifications and insurance in sport
- Involve parents/caregivers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or official work in pairs
- Ensure that at tournaments or residential events, adults should not enter children’s rooms or invite children into their rooms
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Give enthusiastic and constructive feedback.
- Recognize the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will

Effective Date: April 1, 2019

Review Date: March 31, 2021

- Secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Request written parental consent if club officials are required to transport young people in their cars
- Not spend time alone with children away from others
- Not take or drop off a child to an event or activity without an additional adult chaperone.
- Not allow children to use inappropriate language unchallenged
- Not make sexually suggestive comments to a child, even if in fun
- Not reduce a child to tears as a form of control
- Not fail to act upon and record any allegations made by a child

* Video as a coaching aid and/or promotional purposes: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid and/or promotion. However, performers and their parents /caregivers should be informed and their consent obtained, and such media should be stored safely.

Sponsors, supporters, visitors, partners and Ambassadors and any other individuals supporting or representing (officially or unofficially) PRFU will:

- Treat all young people /disabled adults equally, and with respect and dignity
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people in a children’s event
- Maintain self-control at all times while conducting themselves as responsible citizens
- Always be positive in support of their teams

Players will:

- Not engage in rough, physical or sexually provocative games, including horseplay
- Not engage in underage drinking and smoking
- Respect their teammates, coaches, officials, opponents, and the sport at all times
- Not conduct themselves in any manner, or engage in any activity, whether on or off the field, that would impair public confidence in the honest and orderly conduct of matches and competitions or in the integrity and good character of participants; and
- Not do anything which adversely affects or reflects on or discredits the game, PRFU, any Member Club or Affiliated Member of PRFU, or any squad, team, competition, tournament, sponsor, official supplier or licensee, including, but not limited to, any illegal act or any act of dishonesty or fraud.

Recruitment

PRFU will take all reasonable precautions to ensure that no-one involved with the organization poses an unacceptable risk to children and will ensure that all recruitment procedures, including those for non-paid positions, include:

- A criminal record check (or alternative where not possible such as relevant written statement from a trusted source); NBI Clearance
- At least 2 verbal reference checks (*advantage if they have at least one regarding previous work with children*). These references must be taken up and confirmed through telephone contact
- Evidence of identity (government-issued ID with photo)
- Behavioral-based interview questions (see Annex 1 for questions that will be asked in all interviews and to which a written record will be held on file).
- Read and understand the PRFU Code of Conduct (see Annex 5), Child Safeguarding Policy, and Child Safeguarding Code of Conduct (see Annex 6). Signature will be needed on all documents before application is approved.

Training

PRFU will provide all new staff, volunteers, coaches, interns, and Ambassadors with a child safeguarding brief on this safeguarding policy, PRFU Code of Conduct, and PRFU Child Safeguarding Code of Conduct within (3) three months of engagement. Refresher training will be provided and recorded every (2) two years and will include the following:

- Assessment of their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognition of their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Response to concerns expressed by a child or young person by reporting it to the proper authorities.
- Working safely and effectively with children.
- Relevant personnel to gain national first aid training (where necessary).

Visitors

PRFU has a range of activities and encourages visits from sponsors, groups and/or individuals to develop lasting and mutually beneficial relationships. Where visitors will have interaction with children it is expected that:

- An orientation will be provided that ensures visitors are aware of their responsibilities under this policy and the code of conduct; A minimum of one PRFU Safeguarding Focal Points of Contact (POC) will conduct the 15 to 30-minute informal orientation for the visitor/s. The orientation will include the discussion of the do's and don'ts during the visit. Questions and clarifications by the visitor/s will be answered by the Focal POC(s) as well.
- Staff supervision of contact will be in place at all times
- A criminal record check (or alternative when not possible, such as relevant written statement from a government agency) for those interacting with children for more than 48 hours.

Risk Assessment and Management

The Philippines Rugby Football Union acknowledges that the work we do carries risks for children. We are committed to identify and minimize risks and mitigate their impacts when they occur. All major activities will have documented risk assessments in place.

Communications

PRFU provides frequent communications about our work for a range of purposes. Principles around these communications include:

- Not disclosing information that could identify the location of a child;
- Explaining how images will be used and obtaining relevant consent;
- Guidelines on how children are portrayed in communications.

Reporting

This policy also commits PRFU to respond to all safeguarding concerns raised through our contact with communities by knowing where to report these concerns through existing structures in the Philippines.

It is not the responsibility of anyone working for PRFU, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. **There is a responsibility to report any incident to the appropriate officer or the appropriate authorities.** Staff, volunteers, coaches, sponsors, interns, consultants, supporters, visitors, partners, Ambassadors, players and any other individuals supporting or representing PRFU's work must inform PRFU when they have reasonable belief that a child has been harmed or is at risk of harm, including cases when a child unrelated to our work approaches someone affiliated with PRFU's work for assistance.

Within 24 hours of becoming aware of concern or an incident, the respondent must inform one of the following:

- Child Safeguarding Focal Points – thru SMS, voice call, or email
- * See attached Child Safeguarding reporting lines (Annex 4)

Reporting can be made in person, by phone or by email. A written report (see Annex 3) should be made as soon as possible to be securely stored by PRFU in the main office. These reporting records will include a written response by the Child Safeguarding Focal POC outlining action and follow-up that was taken until the case is closed or resolved.

Actions if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; the designated PRFU Safeguarding Focal POC, with coordination with the General Manager and key board member, will deal with it as a misconduct issue.

2. Concerns about suspected abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the designated PRFU Child Safeguarding Focal POC
- The designated PRFU Child Safeguarding Focal POC will refer the allegation to the DSWD or any relevant organization.
- If the designated PRFU Child Safeguarding Focal POCs are the subject of the suspicion/allegation, the report must be made to the General Manager, who will refer the allegation to the Key Board Member and DSWD.
- If the General Manager is the subject of the suspicion/allegation, the report must be made to the DSWD or any relevant organization.
- If a board member(s) are the subject of the suspicion/allegation, the report must be made to DSWD.

Confidentiality

It must be ensured that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The PRFU Safeguarding Focal POCs
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Department of Social Welfare and Development (DSWD)
- The PRFU General Manager and the Key Board Member

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, PRFU should follow the procedures as detailed above and report the matter to the DSWD. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Republic Act No. 7610.

Effective Date: April 1, 2019
Review Date: March 31, 2021

Consequences

The Philippines Rugby Football Union is committed to preventing contact with children through work by persons that pose an unacceptable risk. Following a formal investigation, a confirmed breach of the Code of Conduct will lead to disciplinary procedures, which may involve termination of employment or contract.

Internal Inquiries and Suspension

- The PRFU Safeguarding Focal Points, in cooperation with the PRFU General Manager and PRFU key Board Member, will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of DSWD or police inquiries, the PRFU will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the PRFU must reach a decision based upon the available information.

The Philippine Rugby Football Union assures that no action will be taken against those who inform of incidents or risks in good faith. However, anyone who willfully reports using false information may be subject to possible consequences as per disciplinary procedures.

Approved by:

Name:

Position:

Date:

Effective Date: April 1, 2019
Review Date: March 31, 2021

Annex 2 – Portrayal of Children Guidelines

PRFU commits to portraying children in communications in-line with the following commitments:

- Children must always be treated with respect and dignity in media. Negative stereotyping is not acceptable and images of children as helpless victims are not allowed. Sensationalizing their conditions have no place in PRFU's commitment to protecting the children's rights. In addition, naked images of children and sexually provocative poses of them must never be used.
- Children's privacy and confidentiality must always be given importance. Never include information that may reveal the child's place of residence. This includes full names and addresses of children. Also, avoid using geo tagging when posting something on social media if this involves children.
- Always ask permission from parents or guardians when using images or text which involves children. This includes explaining how the text or images will be used and for what purpose. In addition, always ask for consent from the children if you will take close up photos of them which will clearly reveal their face.
- Emphasis must always be given on the children's right to play, recreation and sport.

Effective Date: April 1, 2019
Review Date: March 31, 2021

Annex 3 – Incident Report

Incident Report

Name and role of person completing this form:
Signature of person completing this form:
Date:

Date and time of incident:
Name/s of person/s involved in the incident and their clubs/associations:
Description of incident:

Witnesses (include contact details):

Reporting of the incident to PRFU

Incident Reported to:	Date:
How (this form, in person, email, phone):	

Annex 4 – Reporting Lines

Child Safeguarding Reporting Lines



Annex 6 – PRFU Child Safeguarding Code of Conduct

PHILIPPINE RUGBY FOOTBALL UNION Child Safeguarding Code of Conduct

All management, staff, visitors, partners and volunteers involved in PRFU activities are required to read, understand, and sign this Code of Conduct to ensure the safety and best interest of everyone involved in the Union.

This Code of Conduct is an important part of your participation with PRFU and commits you to practice the five (5) core values of rugby: Integrity, Passion, Solidarity, Discipline, and Respect.

I, _____, acknowledge that I have read and understood the PRFU Child Safeguarding Policy and agree to abide by it and following expectations during any contact with children throughout my involvement with PRFU. I understand that complying with these expectations helps PRFU to ensure safe environments for children.

I must demonstrate a high degree of honesty, integrity and competence. I understand that acting on these responsibilities is of critical importance to PRFU, as is the need to safeguard the key concept of participation for fun and enjoyment, as well as achievement.

The PRFU has identified 4 key principles which all management, staff, visitors, partners and volunteers must uphold to ensure the best interests of the child is always paramount:

- **Rights** – I must respect and champion the right of every individual to participate in sport.
- **Relationships** – I must develop a relationship with children based on openness, honesty, mutual trust and respect.
- **Responsibilities - personal standards** – I must demonstrate proper personal behavior and conduct at all times in line with Philippines Rugby Football Union child safeguarding policy behavioural expectations.
- **Responsibilities - professional standards** - in order to maximise benefits and minimise the risks to children, I must behave in a professional and proper manner to ongoing training that ensures safe and correct practice.

In order to ensure these principles are fulfilled:

Don't overload young players with demands, technical information and tactics - remember they are children and they are playing Rugby for FUN.

- Don't discriminate on the grounds of gender, race, color, disability, religion. Do not treat some young people more favorably than others. Be mindful not to hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Players develop at different times and in different ways - make allowances for their physical, emotional and mental maturity and development. Ensure the activities you do are appropriate to the age, maturity and ability of the players.

Effective Date: April 1, 2019
Review Date: March 31, 2021

- Ensure equipment and facilities are safe and appropriate to the age and ability of the players.
- Ensure that contact skills are taught in a safe, secure manner paying due regard to the physical development of the players.
- Winning isn't everything - teach your players to enjoy taking part and performing to the best of their ability. Encourage each player to reach his or her potential.
- Never abuse, use physical punishment, shout at, criticize or ridicule children. Do not cause a player to lose self-esteem by embarrassing, humiliating, hurting or undermining them.
- Motivate your players through positive feedback and constructive criticism.
- Communicate behavioral expectations and child safeguarding commitments to players, parents and fellow coaches.
- Ensure players and parents' behavior is appropriate in keeping with the spirit of the game and in line with PRFU Child Safeguarding policy.
- Only take photographs, images or videos with permission from the children, their families, and PRFU staff/partners. Ensure that the photographs, images or videos of children, young people, families or community members are dignified and respectful and will ensure that children are adequately clothed in photos. Never use their images on internet or public material with explicit consent, or use them in a way which their location, identity, confidentiality or dignity could be breached.
- Keep personal contact details confidential, including social media accounts and not ask for details of the child or family (this is to ensure that any contact is mediated by PRFU).
- Never develop physical/emotional/sexual relationships with the children.

You must inform the identified PRFU safeguarding focal point if you observe any concerning behavior from other people that may threaten the safety of anyone, particularly children. Send your report to safeguarding@prfu.com.

Any breach of this Code of Conduct will result in a formal investigation which may lead to disciplinary procedures in line with PRFU Child Safeguarding policy.

I acknowledge that I have read and understood this Child Safeguarding Code of Conduct and I commit to uphold these commitments.

FULL NAME	
SIGNATURE	
DATE SIGNED	