



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

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**Safeguarding and Prevention Sexual Exploitation, Abuse and Harassment (PSEAH) Policy**  
Philippine Rugby Football Union Inc.

**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 must ensure that;

- Every participant or member of the community has a right to respect, safety and protection, including players, coaches, officials, staff, or volunteers.
- The welfare of all participants and members of the community, especially children and adults at risk, is of paramount concern.
- All participants and members, 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 recognizes that the United Nations (UN) has, in the Universal Declaration of Human Rights and in the International Covenants on Human Rights, proclaimed and agreed that “everyone is entitled to all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.” PRFU also 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). The Philippine 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 participants and members in the community, including through contact with staff, volunteers, coaches, sponsors, interns, consultants, supporters, visitors, partners, Ambassadors, players and any other individuals supporting or representing the Philippine Rugby Football Union’s work.

**Policy Statement**

PRFU has a duty of care to safeguard all participants and members involved in PRFU from harm. All individuals have a right to protection, and the needs of children, disabled children, and adults who may be particularly vulnerable must be taken into account. PRFU will take appropriate measures to ensure the safety of all involved in PRFU through adherence to the 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 all, particularly children and adults at risk, will always be central to Philippine Rugby Football Union’s decisions.

PRFU has 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.

### **Scope of Application**

This policy shall apply to all “Covered Individuals” which shall mean:

- a. Players, Persons, Contact Persons, Agents, and any member of a Philippine Rugby Football Union Club or Team;
- b. Philippine Rugby Football Union employees, officers, consultants, and/or contractors;
- c. Members of Philippine Rugby Football Union’s Board of Trustees and any committee or working group appointed by the Board of Trustees
- d. Any person working or volunteering at any event held by or on behalf of Philippine Rugby Football Union (including events in relation to which hosting rights were appointed by World Rugby or Asia Rugby).

### **Definitions**

#### **Abuse**

A violation of a person's human and civil rights by any other person. It is where someone does something to another person, or to themselves, which puts them at risk of harm and impacts their health and well-being. Can be related and can occur regardless of a person’s age, race (including skin color, nationality, ethnic, or national origin), gender reassignment, sex, sexual orientation, disability, language, religion or philosophical beliefs or athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online.

#### **Abuse**

Abuse is defined as an act (or failure to act) by parents, caregivers, other adults or older adolescents that endangers a person’s physical or emotional health, development or dignity.

#### **Sexual Abuse**

The use of power or authority to involve a person 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.

#### **Discriminatory Abuse**

Forms of harassment slurs or similar treatment: because of race, gender and gender identity, age, disability, sexual orientation, religion

#### **Emotional Abuse**

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



**Financial Abuse**

Includes theft (of money or possessions), fraud, scams or coercion of somebody in relation to the financial affairs or arrangements, including in connection with loans, wills, property, inheritance, or financial transactions.

**Organizational Abuse**

Includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents of ongoing ill-treatment. It can be through neglect or poor professional practice due to the structure, policies, processes, and practices within an organization.

**Physical Abuse**

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

**Adult**

Adult is anyone aged 18 or over.

**Adult at risk**

Adult at Risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

**Bystanding**

Having suspicions of or knowledge about abuse to an athlete but failing to do anything about it which increases the psychological harm done by harassment and abuse.

**Child**

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

**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 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 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.

### **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.

### **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.

### **Harassment**

Harassment is sometimes but not always identified through deliberate, unsolicited, and coercive behaviour. It often results from an abuse of authority, meaning the improper use of a position of influence, power, or authority by an individual against another individual. It refers to behaviors that are in violation of an individual's rights. It is also considered to be based on an abuse of power and trust.

### **Harm**

Refers to the negative impact or consequences upon an individual, directly or indirectly.

### **Hazing**

An organized, usually team-based, form of bullying in sport, involving degrading and hazardous initiation rituals in which newcomers are targeted by veteran members of the team.

### **Neglect**

Persistent failure to meet a person's basic physical and/or psychological needs.

### **Participants and Members**

Refers to individuals who are actively involved or enrolled in a particular activity, organization, or group. It encompasses those who are actively engaged in the activities, events, or responsibilities associated with the said activity or group.

### **Safeguarding (in rugby)**

Prevention of harassment or abuse of any member of the rugby community in a rugby-related situation and responding appropriately where a report of harassment or abuse is made.

### **Sexual Exploitation**

Means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes (including but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another).

### **Sexual Harassment**



Means unwelcome sexual advance, unwelcome request for sexual favours, or engagement in other unwelcome conduct of a sexual nature, which would often, humiliate or intimidate the other person. (it can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender).

## **Roles & Responsibilities**

The Safeguarding Policy roles and responsibilities for the Philippine Rugby Football Union (PRFU) outlines the duties of key personnel to ensure the protection and well-being of all participants in the sport.

Below are the roles and responsibilities for each position:

### **PRFU President**

- **Leadership and Oversight:** Provide overall leadership and ensure that safeguarding/PSEAH policies are effectively implemented.
- **Policy Approval:** Approve safeguarding policies and procedures.
- **Resource Allocation:** Ensure adequate resources are allocated for safeguarding activities.
- **Accountability:** Hold the organization accountable for safeguarding practices.
- **Communication:** Promote a culture of safeguarding within the organization and externally.

### **Board Focal Point for Safeguarding and PSEAH**

- **Report Management:** Oversee the management of safeguarding/PSEAH concerns and incidents.
- **Compliance Monitoring:** Monitor compliance with safeguarding policies and procedures.
- **Reporting:** Report to the board on safeguarding matters.
- **Strategic Planning:** Incorporate safeguarding objectives into the overall strategic plan.

### **Head of Operations & Strategy (HOS)**

- **Policy Development:** Jointly develop and update with key board members safeguarding/PSEAH policies and procedures
- **Operational Implementation:** Integrate safeguarding practices into the organization's operational strategies.
- **Resource Management:** Allocate resources to support safeguarding initiatives.
- **Risk Management:** Identify and mitigate risks related to safeguarding.
- **Monitoring and Evaluation:** Evaluate the effectiveness of safeguarding measures and strategies.

### **Head of Finance and Administration**

- **Safeguarding Lead:** Serve as the union's safeguarding/PSEAH lead



- **Program Implementation:** Ensure safeguarding policies are implemented in all rugby programs and activities.
- **Compliance Tracking:** Ensure all staff, board, and volunteers receive appropriate training and sign Code of Conduct with evidence.
- **Program Implementation:** Ensure safeguarding policies are implemented in all rugby programs and activities.
- **Record Keeping:** Maintain accurate records of safeguarding concerns and actions taken.

### **National Teams and Competitions Manager and Club and Community Manager**

- **Staff Supervision:** Supervise coaches and staff to ensure compliance with safeguarding policies.
- **Participant Safety:** Ensure the safety and well-being of all participants in rugby activities.
- **Communication:** Communicate safeguarding expectations and responsibilities to participants and staff.
- **Reporting:** Report all safeguarding concerns to Safeguarding/PSEAH

### **Club and Community Safeguarding Officer(s)**

- **Point of Contact:** Serve as the primary point of contact for safeguarding concerns and issues.
- **Incident Response:** Report safeguarding concerns and/or complaints to the Safeguarding lead
- **Support and Guidance:** Serve as a knowledge resource to refer the community to external support specialist and communicate the reporting lines
- **Policy Implementation:** Assist in the implementation of safeguarding policies and procedures at all levels.

These roles and responsibilities help ensure a comprehensive and effective approach to safeguarding within the PRFU, promoting a safe and inclusive environment for all participants.

### **Expected Behaviours**

- Treat everyone equally, with respect and dignity.
- Be a positive role model; avoid smoking or drinking alcohol at children's events.
- Maintain self-control and act responsibly.
- Stay current with safeguarding training and secure records.
- Ensure mixed teams are accompanied by both male and female staff.
- Provide enthusiastic and constructive feedback.
- Recognize the needs and limits of young people and disabled adults.
- Identify and report any incidents or concerns.
- Prioritize the welfare of each individual.
- Maintain appropriate boundaries and relationships with players.
- Foster balanced relationships and empower children and the youth in decision-making.
- Promote fun, fairness, and enjoyable play.
- Keep technical skills, qualifications, and insurance updated.

- Involve parents/caregivers and ensure proper supervision in changing rooms.
- Adults should not enter children's rooms or invite children into theirs at events.
- Secure parental consent for emergency medical treatment and transportation.
- Keep records of any injuries and treatments.
- Avoid being alone with children and ensure an additional adult chaperone is present.
- Challenge inappropriate language and behavior.
- Avoid making sexually suggestive comments or using control to reduce a child to tears.
- Act on and record any allegations made by children or individuals.
- Be supportive and positive towards teams.
- Avoid rough, physical, or sexually provocative games.
- Do not engage in underage drinking or smoking.
- Respect teammates, coaches, officials, opponents, and the sport.
- Maintain integrity and avoid actions that discredit the sport or its participants.

## **Recruitment**

PRFU will take all reasonable precautions to ensure that no-one involved with the organization poses an unacceptable risk to children, adults, and adults at risk. The Administration Team (AT) plays a crucial role in the safeguarding of the Philippine Rugby Football Union (PRFU). This responsibility involves several key areas:

### **1. Training and Education**

AT ensures that all members of the PRFU, including players, coaches, volunteers, and staff, receive appropriate training on safeguarding policies and procedures. This training helps individuals recognize, prevent, and respond to any safeguarding concerns effectively.

### **2. Recruitment and Vetting**

AT oversees the recruitment process to ensure that all individuals working with the PRFU are suitable and safe to work with minors and vulnerable adults. This involves thorough background checks, reference checks, and adherence to strict recruitment policies to prevent any potential risks. See Annex 7 for the full requirements depending on involvement in the organisation.

### **3. Support and Well-being**

AT provides support to individuals who are affected by safeguarding issues, offering access to counseling and other support services. This ensures that the well-being of all members of the PRFU community is prioritized.

### **4. Compliance and Monitoring**

AT ensures ongoing compliance with safeguarding policies through regular audits, reviews, and monitoring. This includes staying updated with changes in legislation and best practices, as well as conducting regular assessments to identify and mitigate any potential risks.

## 5. Creating a Safe Environment

AT fosters a culture of safety and inclusivity within the PRFU by promoting values of respect, integrity, and accountability. This involves creating an environment where everyone feels safe and empowered to speak up about any concerns.

## 6. Crisis Management

In the event of a safeguarding incident, AT plays a key role in managing the crisis, including liaising with law enforcement, managing internal and external communications, and ensuring that all necessary steps are taken to address the situation effectively.

By focusing on these areas, the AT helps to create a safe and supportive environment within the Philippine Rugby Football Union, ensuring the welfare and protection of all its members.

The PRFU will ensure that all recruitment procedures, including those for non-paid positions (volunteers from members/registered clubs/teams), include:

### Short Term Engagement (less than 2 weeks)

- 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)
- Read and understand the PRFU Code of Conduct (see Annex 5), Safeguarding Policy, and Safeguarding Code of Conduct (see Annex 6). Signature will be needed on all documents before application is approved.
- Complete a Safeguarding/PSEAH Orientation

### Long Term Engagement (more than 2 weeks)

- NBI Clearance/Police Clearance/background check from country residence
- 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), Safeguarding Policy, and Safeguarding Code of Conduct (see Annex 6). Signature will be needed on all documents before application is approved.
- Complete a Safeguarding/PSEAH orientation

## Training

PRFU will provide all new staff, volunteers, coaches, interns, and Ambassadors with a safeguarding brief on this safeguarding policy, PRFU Code of Conduct, and PRFU 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, young person, or adult using the agreed reporting lines.
- Working safely and effectively with children and adults.
- Relevant personnel to gain national first aid training (where necessary).

### **Visitors/Observers**

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 Officer 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 Officer as well.
- Staff supervision of contact will be in place at all times.

### **Risk Assessment and Management**

The PRFU acknowledges that the work we do carries risks for children, young adults, adults, and adults at risk. 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 people are portrayed in communications.

Infographic/Guidelines as a coaching aid for awareness and 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.

### **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 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 an individual has been harmed or is at risk of harm,

including cases when a child or adult 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:

- Safeguarding Officers – thru SMS, voice call, or email
- Safeguarding/PSEAH Lead - thru email and anonymous reporting form
- See attached 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 Safeguarding Officer 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 Officer, with coordination with the **Safeguarding Lead** and key board member, will deal with it as a misconduct issue.
2. Concerns about suspected abuse
  - Any suspicion that an individual has been abused by either a member of staff or a volunteer should be reported to the designated PRFU Safeguarding Officer/Lead
  - The designated PRFU Safeguarding Officer/Lead will refer the allegation to the DSWD or any relevant organization as applicable.
  - If the designated PRFU Safeguarding Officers/Lead are the subject of the suspicion/allegation, the report must be made to the the key Board Member or President, who will refer the allegation to DSWD or any relevant organization as applicable.
  - If the Key Board Member or the President is the subject of the suspicion/allegation, the report must be made to the Safeguarding Lead.
  - If a Board Trustee(s) are the subject of the suspicion/allegation, the report must be made to Safeguarding Lead or President.

### **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:

- Safeguarding Officers
- Safeguarding Lead
- Parents of the person who is alleged to have been abused (for minors and adults at risk)
- Person making the allegation
- Department of Social Welfare and Development (DSWD - for minors and adults at risk), as applicable
- Relevant organizations or authorities
- PRFU Safeguarding Response Team

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. 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 offenses related to abuse is automatically excluded from working with children. This is reinforced by the details of the Republic Act No. 7610.

### **Community Mapping**

The Philippine Rugby Football Union has gathered emergency contact information for each rugby location across the Philippines. Please refer to the link below to access the list.

[https://docs.google.com/spreadsheets/d/1mwYrLd2Ctm\\_tLF3ZlCJCPU7s5kW0wiOK/edit#gid=988619360](https://docs.google.com/spreadsheets/d/1mwYrLd2Ctm_tLF3ZlCJCPU7s5kW0wiOK/edit#gid=988619360)

### **Consequences**

The Philippine Rugby Football Union is committed to preventing contact with children and adults 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, contract, or engagement.

#### Internal Inquiries and Suspension

##### FIRST STAGE: RECEIPT OF REPORT

- The PRFU Safeguarding Officer/Lead will receive an Incident Report (IR) from a respondent through SMS, voice call, or email.
- The PRFU Safeguarding Officer/Lead will acknowledge within 48 hours the IR and request for an official Incident Report to be completed and submitted by the reporter.

##### SECOND STAGE: PRELIMINARY ASSESSMENT

- An initial assessment will be conducted by the PRFU Safeguarding Officer to establish the degree of severity.
- The PRFU Safeguarding Officer will:
  - determine if the person needs immediate medical attention. If yes, contact the relevant authority immediately.
  - escalate the report within 24 hours upon learning the concern if the person doesn't need immediate medical attention:
- Serious cases may be referred directly to the Philippine National Police or any relevant authorities.
- The PRFU Safeguarding Response Team will conduct a thorough Preliminary Assessment to establish more details of the concern and verify the accuracy of the report. This may involve speaking with the individuals mentioned in the report.
- The Safeguarding Response Team will make a decision about whether any individual accused of abuse should be temporarily suspended to any rugby activities pending further inquiries within seven (7) days.

##### THIRD STAGE: FORMAL INVESTIGATION



- Should the Preliminary Assessment reveal sufficient evidence of a breach of the PRFU Safeguarding Policy, the PRFU Safeguarding Lead/Response Team will notify the individual accused of the incident report and contact relevant authorities as needed.
- The Formal Investigation will include separate interviews from the relevant authorities and evidence gathering with all parties involved maintaining a high degree of confidentiality.
- The PRFU may implement Temporary Measures against the individual accused at this stage.

#### FOURTH STAGE: RESOLUTION

- The Respondent will be notified of the outcome of this decision in writing including their rights to appeal.
- Irrespective of the findings of the relevant authorities, 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.

#### **Appeals Process**

The individual accused will have 72 hours to lodge an appeal from the time the PRFU written decision was sent.

The notice of appeal shall be in writing and signed by the individual(s) lodging the appeal and shall specify the:

- (a) name of the individual(s) lodging the appeal;
- (b) decision appealed against;
- (c) date of the decision appealed against;
- (d) date of notification of the decision appealed against by the individual(s) appealing; and
- (e) grounds of the appeal.

Except as provided, no specific form of a notice of appeal is required.

Once your Notice of Appeal has been received, it will go to the Philippine Sports Commission (PSC) for an independent review of the Incident Report and supporting documents filed.

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:



## Annex 1 – Safeguarding/PSEAH Behavioural-based Questions

The following questions are examples of the type of questions which will be asked for all individuals applying for positions in PRFU:

### WHAT WOULD YOU DO IN THESE SITUATIONS?

1. One of the kids you coach came to training with his arms covered with bruises and was trying to hide it underneath the sleeves of his shirt. You noticed his eyes were swollen and he had a disheveled appearance.
2. In a championship match, one of your players made a crucial error that affected the end result of the match. On the days succeeding that game, you noticed that this player became isolated from the rest of the team and received the cold shoulder treatment from them.
3. During a training session, player A accidentally bumped into player B. Player B became angry and shoved player A hard to the ground. As a result, a fist fight happened and all the other kids joined in the commotion.
4. Player A told you that player B confided with her about her situation at home - Player's B uncle constantly touches her in inappropriate parts every time she is left by her parents to his care.
5. Every time player A's mom picks her up in training, she always scolds her and embarrasses her in front of everyone. You noticed some curse words are being said to her and in most instances, the mother seems visibly drunk.

## Annex 2 – Portrayal of People Guidelines

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

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

For more information on ethical reporting guidelines for children, visit:

<https://www.unicef.org/media/reporting-guidelines>

Annex 3 – Incident Report

**PHILIPPINE RUGBY FOOTBALL UNION INC. (PRFU)**  
SAFEGUARDING/PSEAH REPORT FORM

This Safeguarding/PSEAH Report Form may be used to provide information to the Philippine Rugby Football Union in relation to potential safeguarding concern(s).

This form should be returned by email to the following address: [safeguarding@philippines.rugby](mailto:safeguarding@philippines.rugby) or report using the anonymous platform on [www.philippines.rugby](http://www.philippines.rugby)

Please provide as much information as you can/wish to. Please note that anonymous reporting is possible but may restrict or prevent the proper investigation of incidents.

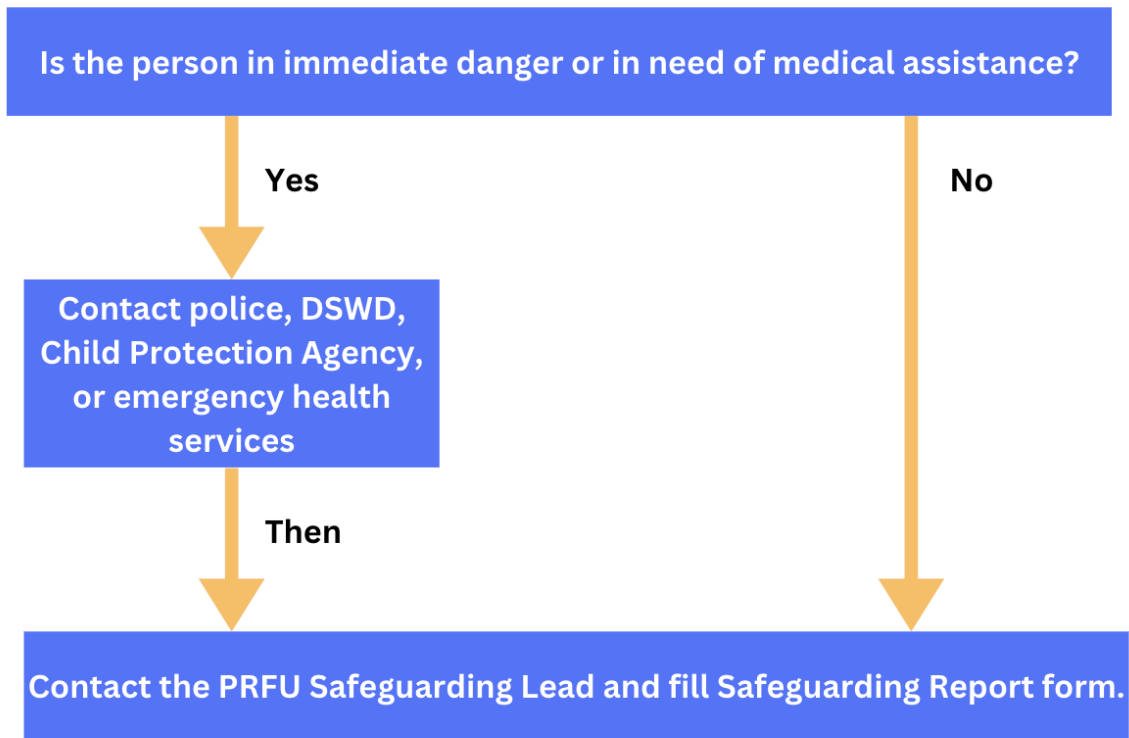
Name of the person completing this form:	
Date and time of completing this form:	
Your position or relationship to the person(s) about whom you are raising this safeguarding concern:	
Your e-mail address:	
Your Address and Phone number:	
Name(s) of person(s) to whom the safeguarding concern or incident relates:	
Address (if known) of person(s) about whom you are raising this safeguarding concern:	
Telephone number (if known) of person(s) about whom you are raising this safeguarding concern:	
Age and Date of Birth of alleged victim (if known and any other information relevant to the report (e.g. gender, ethnicity, any disability etc):	
Facts about the incident: What have you seen or heard (please include dates, times, places etc)	

What has the alleged victim/person reporting the concern said to you about this issue? (please continue on another sheet if required)	
Any other relevant information:	
Action taken so far:	
Public agencies contacted (please complete below):	
Police - yes/no	
Name and contact number:	
Details of advice received:	
Child/Adult Protection service - yes/ no	
Which?	
Name and contact number:	
Details of advice received:	
Local Authority - yes/no	
Which (Barangay/Police)?	
Name and contact number:	
Details of advice received:	
Other - yes/no	
Which?	
Name and contact number:	
Details of advice received:	
Have you reported this to the SG Lead within 24 hours? yes/no	

Signature:	
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## Annex 4 – Safeguarding/PSEAH Reporting and Assessment

### Initial Assessment Process

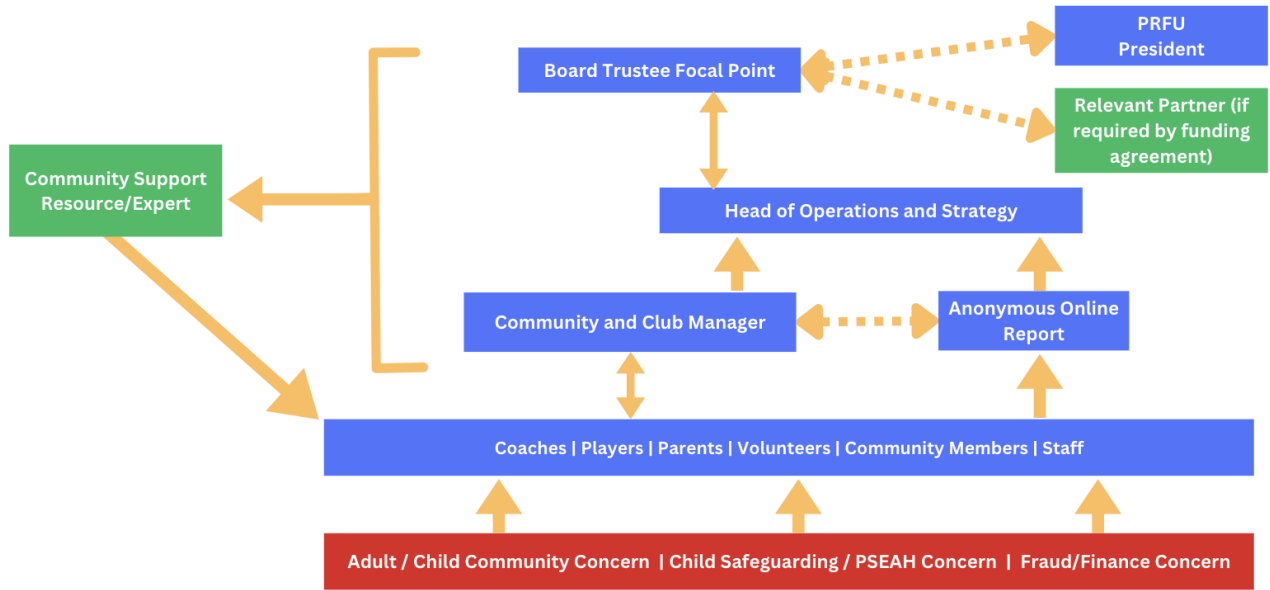


Note: If you are unsure whether or not to report your concerns – contact the Safeguarding Lead to discuss the situation and get advice on what to do next.

### Risk Classification



# PRFU Safeguarding Reporting Lines



## Annex 5 – PRFU Code of Conduct

### PHILIPPINE RUGBY FOOTBALL UNION Code of Conduct when engaging with PRFU Activities

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 Safeguarding/PSEAH Policy and agree to abide by it and follow expectations during any contact with children, vulnerable adults, and adults throughout my involvement with PRFU. I understand that complying with these expectations helps PRFU to ensure safe environments for all participants and members.

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 PRFU safeguarding/PSEAH 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 a:

- Remember that rugby is a community-based sport and rugby is fun.
- Don't discriminate on the grounds of gender, race, color, disability, religion. Do not treat some people more favorably than others.
- Be mindful not to hold, kiss, cuddle or touch a person 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.
- 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 players. 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 safeguarding/PSEAH 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 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 the internet or public material with explicit consent, or use them in a way in 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 minors.

You must inform the identified PRFU safeguarding Officer/Lead if you observe any concerning behavior from other people that may threaten the safety of anyone, particularly children. Send your report to [safeguarding@philippines.rugby](mailto:safeguarding@philippines.rugby) or report anonymously via PRFU website.

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

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

FULL NAME	
SIGNATURE	
DATE SIGNED	



## Annex 6 – PRFU Guidelines for Traveling with Children and Adults at Risk in Sports

1. **Supervision:** Ensure that children and adults at risk are accompanied by responsible adults, coaches, or guardians during travel.
2. **Consent:** Obtain parental or guardian consent for children and adults at risk to participate in the trip, including any overnight stays or out-of-town competitions.
3. **Safety:** Prioritize the safety of children and adults at risk by providing appropriate transportation, adhering to seatbelt and car seat regulations (insurance), and avoiding unnecessary risks.
4. **Health:** Carry necessary medical supplies, medications, and emergency contact information for each child and vulnerable adult. Ensure access to medical facilities in case of injury or illness.
5. **Communication:** Maintain open communication with parents or guardians throughout the trip, providing updates on schedules, accommodations, and any changes to plans. Ensure meetings between the parents/guardians and staff are organized before and after the trip or activity.
6. **Accommodations:** Arrange safe and suitable accommodations that meet the needs of children and adults at risk, including adequate supervision and security measures.
7. **Behavior:** Set clear expectations for behavior and sportsmanship during travel, reinforcing values of discipline, respect, solidarity, passion, and integrity.
8. **Rest:** Allow adequate time for rest and relaxation between games or activities, prioritizing the well-being and recovery of children and adults at risk.
9. **Emergency preparedness:** Develop a plan for handling emergencies, including procedures for contacting parents and guardians, seeking medical assistance, and addressing any unforeseen challenges or incidents.

## PRFU Recruitment and Screening

	SG Interview Questions	Criminal Record Check (updated every 2 years)	Reference Checks	Signed Policy, Procedures & Code of Conduct
PRFU Staff	✓	✓	✓	✓
PRFU Board		✓	✓	✓
Interns, volunteers, and consultants who are classified as: (This applies to all individual personnel engaged with a PRFU activity)				
<i>Working with children</i>	✓	✓	✓	✓
<i>Contact with children</i>		✓	✓	✓
<i>Impact on children</i>		✓	✓	✓
<i>Not working with, no impact or no contact with children</i>				✓