



Helensburgh Cricket & Rugby Football Club
Rhu Road Higher
Helensburgh
Argyll & Bute
United Kingdom
G84 8JR

President@helensburghcrfc.co.uk

18 September 2025

Helensburgh Cricket and Rugby Football Club (HCRFC) **Child Protection and Safeguarding Policy**

Helensburgh Cricket and Rugby Football Club (HCRFC) confirms that it adheres to the Scottish Rugby Union (SRU) and Cricket Scotland Safeguarding Policy Guidance and Procedures, Practices and Guidelines and adopts the Policy Statement contained in that document and any successor policy including all Annex's contained in this document.

SRU Safeguarding Policy can be found at <https://scottishrugby.org/wp-content/uploads/2025/03/Scottish-Rugby-Safeguarding-Policy-March-2025.pdf>

Cricket Scotland Safeguarding Policy can be found at <https://www.cricketScotland.com/Play/ClubServices/Safeguarding>

1. HCRFC acknowledges:
 - a. Its responsibility to protect and safeguard the welfare of all children in HCRFC from harm.
 - b. Recognises that all children have the right to participate in cricket or rugby in a safe, enjoyable and positive environment whilst at the same time being protected from abuse, neglect or poor practice.
 - c. Agrees that all allegations or suspicions of abuse, neglect, harm or poor practice will be taken seriously and responded to swiftly, fairly and appropriately.
 - d. Recognises that all children have the right to expect that their participation in cricket or rugby will be supported and delivered by suitably recruited, vetted and managed staff, whether they are volunteering or officiating.
 - e. Is committed to ensuring all staff and volunteers receive appropriate training in line with SRU regulations and guidance.
 - f. Acknowledges the Disclosure Scotland referrals process and agrees to action a referral if required.
2. All members of HCRFC who hold a regulated role must be a member of the PVG Scheme with a Scheme Record Update if necessary.
3. Any events held on HCRFC premises must comply with this policy and if appropriate a safeguarding plan should be discussed and circulated to those affected. HCRFC agrees that any tours, overseas or domestic must comply with the relevant SRU or Cricket Scotland Regulations and Guidance relating to tours.
4. The Child Protection and Safeguarding Officers for HCRFC Cricket Section is **Wendy Quinn** (cricket-cpo@helensburghcrfc.co.uk) and for HCRFC Rugby Section is **Laura Eales**



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(rugby-cpo@helensburghcrfc.co.uk) and they agree to be contacted with any concerns regarding child protection and safeguarding and will take appropriate action.

5. HCRFC will ensure that all its members will comply with best practice regarding safeguarding and child protection.
6. In summary, the following are NOT acceptable and will be treated seriously by HCRFC and may result in disciplinary action and/or reporting to authorities:
 - a. Working alone with a child or young person
 - b. Consuming alcohol whilst responsible for children or young people
 - c. Providing alcohol to children or young people or allowing its supply
 - d. Smoking in the presence of children or young people whilst coaching
 - e. Causing emotional harm to children or young people
 - f. Inappropriate or unnecessary physical contact with children or young people
 - g. Having an intimate or sexual relationship with any child or young person
 - h. Making sexually explicit comment or sharing sexually explicit material with a child or young person.
7. This policy was approved and adopted by HCRFC on 18 September 2025.
8. This policy will be reviewed annually.

Euan Ramsay
HCRFC President
18/09/2025

Enclosures:

Annex A: Making a Referral
Annex B: Secure Handling of Disclosure Information Process
Annex C: Transporting Children Policy
Annex D: Anti Bullying Policy



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Annex A

Helensburgh Cricket and Rugby Football Club **Making a Referral Policy**

1. This policy is relevant to all those involved in making recruitment/disciplinary decisions in our organisation.
2. When a volunteer or member of staff is permanently removed from a regulated work position, there are certain circumstances where our organisation must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave).
3. Two conditions must be met before we let Disclosure Scotland know that something has happened.
 - a. Condition 1 – A person has been permanently removed/removed themselves from regulated work
 - b. Condition 2 – At least 1 of the following 5 grounds apply
 - i. Caused harm to a child or protected adult
 - ii. Placed someone at risk of harm
 - iii. Engaged in inappropriate conduct involving pornography
 - iv. Engaged in inappropriate sexual conduct
 - v. Given inappropriate medical treatment
 - c. When both of these conditions have been met, it is a legal requirement that we must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.
4. Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we will consider whether we want to make a referral but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.
5. Where it is necessary to make a referral, this process will be carried out by either Cricket or Rugby CPOs. In their absence, the referral process will be carried out by respective Cricket or Rugby section Chairpersons. Those who are in a position which may involve carrying out disciplinary action which may result in the removal from regulated work or dismissal of someone in regulated work must ensure they notify the Club President or, in their



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absence, the Club Honorary Secretary of the legal requirement to make a referral where the conditions above have been met.

Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the Club President or the Club Honorary Secretary when both conditions for making a referral have been met.



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Annex B

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Secure Handling of Disclosure Information Process

1. As part of the Safer Recruitment Process, PVG checks are undertaken for those in Regulated Roles for the purpose of assessing individual's suitability for paid and/or voluntary work.
2. This policy is to provide guidance and instruction on how to appropriately handle disclosures for those at the club who will have access to them and to provide assurance that disclosure information will be handled, used, stored and destroyed appropriately and in accordance with the Disclosure Scotland Code of Practice.
3. For the purpose of this policy, PVG Scheme Records and Updates, and Basic and disclosures will be referred to as disclosures.
4. In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, HCRFC will ensure the following practice.

Requesting Disclosures

5. Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure will only be used for recruitment purposes.
6. HCRC will ensure that an individual's consent is freely given before seeking a disclosure. We will also ensure that all sensitive personal information that is collated for the purposes of obtaining a disclosure will be always managed confidentially by those involved in the disclosure process.
7. Consent is also taken by Cricket Scotland and Scottish Rugby for sharing information returned on a disclosure, this is taken at the point the application is made. An individual has the right to withdraw consent at any time.
8. Should consent be withdrawn then the recruitment process will be terminated at that point as the Safer Recruitment process cannot be completed without the consideration of all information including Disclosure information and other relevant safeguarding information. A person cannot be appointed to a Regulated Role without the completion of the Safer Recruitment process.
9. If an individual is delivering a Regulated Role and withdraws consent to share Disclosure/Safeguarding information, then they will be immediately removed from that role and if relevant, conduct in sport proceedings will be initiated.



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Processing

10. As a member club we are required to make all Disclosure check requests via our Sports Governing Body, who carry out the application process with Disclosure Scotland.
11. The Sports Governing Body will receive the Disclosure certificate information and are responsible for making the suitability decision in relation to the disclosure information.

Sharing Information

12. Disclosure information will only be shared with those authorised to see it in the course of their duties.

Storage

13. HCRFC process all PVG requests via Cricket Scotland and Scottish Rugby and as part of that process do not receive the PVG disclosure certificate directly. These are received, handled, stored and disposed of by the Sports Governing Body and further information on the Cricket Scotland or Scottish Rugby Secure handling of PVG disclosure information can be found on the website <https://www.cricketscotland.com/Play/ClubServices/Safeguarding> or <https://scottishrugby.org/clubs-and-schools/safeguarding/>
14. When HCRFC is provided with disclosure information during a suitability decision meeting or a copy of a PVG Disclosure certificate by the individual applicant, the information will be stored in secure conditions as follows:-

Personal Records

15. HCRFC do not keep disclosure information on an individual's personnel file. It is kept electronically with authentication required. Access to electronically stored information is strictly controlled and is limited to authorised named individuals, who are entitled to see such information in the course of their duties.

Digital Certificates

16. Care will be taken in relation to electronic disclosure information, and we will endeavour to prevent unauthorised viewing, transmission, storage, printing or fraudulent manipulation.
17. Access to digital certificates will be restricted to those who are entitled to see it in the course of their duties. All electronic certificates are stored with authentication.
18. We will not retain any electronic image of the disclosure information. We will, however, record the date of issue, the individual's name, date of birth and email address, the disclosure type and the role descriptor for which it was requested, the unique reference

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number of the disclosure, the Cricket Scotland or Scottish Rugby suitability decision and our appointment decision along with any conditions or restricts placed. The same conditions relating to secure storage and access apply irrespective of the period of retention.

Record Keeping

19. It is Cricket Scotland and Scottish Rugby's responsibility to keep accurate information about disclosures we have accessed. The following information will be recorded on our Disclosure Tracking Record:

- a. Date of issue of disclosure
- b. Date PVG should be updated
- c. Applicant's Date of Birth
- d. Applicant's email address
- e. Name of Applicant
- f. Disclosure type/level
- g. Unique reference number of disclosure
- h. Position for which the disclosure was requested
- i. Recruitment decision taken, including any restrictions or conditions placed

20. We will not record any vetting information as the code of practice prohibits this.

Retention

21. We will not retain disclosure information (hard copy or electronic) for longer than is necessary for the purpose for which the disclosure record was obtained. PVG disclosures will not be retained beyond the last day that a scheme member is carrying out regulated work for our organisation.

Destruction/Deletion

22. We will take all reasonable steps to ensure that disclosure information is destroyed by suitable and secure means, for example, shredding, pulping or burning. Electronic images or communications with disclosure information will also be deleted permanently from both the email address where it was received and from where it is stored.

23. We will ensure that all staff with access to disclosure information are aware of this policy and have received training and support to help them to comply with both this policy and the code of practice. A copy of this policy will be made available to any applicant, member of staff or volunteer who requests it.



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Annex C

Helensburgh Cricket and Rugby Football Club Transporting Children Policy

1. Where it is necessary to transport children, the following good practice is required:
 - a. Where parents/carers decide the transportation of children to and from the activity, without involving HCRFC it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
 - b. Where HCRFC makes arrangements for the transportation of children the members of volunteers/staff involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - i. All vehicles and drivers are correctly insured.
 - ii. The driver has a valid and appropriate license.
 - iii. All reasonable safety measures are available, e.g. fitted, working seatbelts or booster seats.
 - iv. There is an appropriate ratio of adults per child.
 - v. Drivers take adequate breaks and are not included in the ratio of adults to children.
 - vi. If an adult is regularly transporting children on behalf of the club this may be defined as a 'regulated role' with children. As such, this person would be required to be a member of the PVG Scheme. To establish whether a role is regulated work with children contact [Volunteer Scotland Disclosure Services \(VSDS\)](#).
2. Sports volunteers/staff should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided, the following guidelines should be followed to ensure the safeguarding of children and provide transparency for all concerned:
 - a. Agree a collection policy with parents/carers which includes a clear and shared understanding of arrangements for collection at the end of a session.
 - b. Where possible, have another adult accompany you on the journey.
 - c. Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive
 - d. Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
 - e. Take all reasonable safety measures, e.g. children in the back seat, seatbelts worn.



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Annex D

Helensburgh Cricket and Rugby Football Club Anti-Bullying Policy

1. HCRFC will:

- a. Recognise their duty of care and responsibility to protect all players from harm
- b. Ensure that bullying behaviour is not tolerated or condoned
- c. Take action to investigate and respond to any reports of bullying from children and young people
- d. Ensure that coaches are given access to information, guidance and training on bullying

2. Supporting children

- a. Our club will create an 'open door' ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them
- b. Potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- c. Ensure children are aware of helpline numbers
- d. Anyone who reports an incident of bullying will be listened to carefully and reports will be investigated and taken seriously
- e. Children experiencing bullying behaviour will be supported and helped to uphold their right to play rugby and live in a safe environment
- f. Those who display bullying behaviour will be supported and encouraged to develop better relationships

3. Useful contacts:

- a. NSPCC Helpline 0808 800 5000
- b. Childline 08001111 / www.childline.org.uk
- c. Respectme https://respectme.org.uk/
- d. Anti-Bullying Alliance www.antibullyingalliance.org