

## **URFC Club guidance to reporting a concern updated August 2025**

### **What should be reported and who too:**

Please inform the Club Safeguarding Officer if you have

- General concerns about a child's welfare
- Concerns related to a safeguarding incident eg bullying or poor practice
- Concerns, Suspicions or allegations of misconduct
- Breaches of the RFU Core Values or your club Code of Conduct
- Allegations of abuse made by or against any child or adult
- If you are ever concerned or have a suspicion and don't know what to do please contact the Club Safeguarding Officer.

**If you have a concern or you are worried about a child's immediate safety – contact the Club Safeguarding Officer, Local Authority Children Services team and the police if required.**

### **Guidelines for reporting a child protection concern, incident or allegation**

- Listen, stay calm and reassure the child/vulnerable person. Make sure you take what they say seriously and they know you believe them.
- Do not make any promises, especially that you will not tell anyone what they tell you.
- Ensure you know clearly what the child is telling you and write this down at the earliest possible opportunity recording the date, time and keep a record for yourself.
- Do not ask leading questions or make assumptions. Allow the person to tell you without question or providing a reason for what may have happened. Do not suggest ideas.
- Inform the Club Safeguarding Officer at the earliest opportunity. Do not share the information with anyone else to protect the person and confidentially.
- Ensure the immediate safety of the child.
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### Contact details

- You can report concerns directly to the RFU or ask the club safeguarding officer for support in completing the form – link below. If you're ever unsure, contact the RFU Safeguarding Team either via [safeguarding@rfu.com](mailto:safeguarding@rfu.com) or the unmanned RFU Safeguarding line on 0208 831 6655 and a member of the Safeguarding Team will respond to you within 24 working hours. Alternatively, seek advice from your CB Safeguarding Manager or Club Safeguarding Officer.

<https://webform.clue.co.uk/RFUSafeguarding>

- East Sussex Single Point of Access **Telephone: 01323 464 222**  
**Monday to Thursday 8.30 am to 5 pm and Friday 8.30 am to 4.30 pm.**
- **Out of hours: 01273 335 905**
- Club Safeguarding Officer, Amy Clark 07921854681, [amy.clark20@hotmail.com](mailto:amy.clark20@hotmail.com)
- Chairman, Gordon Buckland 07545533401, [gbucklandgtb@aol.com](mailto:gbucklandgtb@aol.com)

For further information visit the RFU Safeguarding website

<https://www.englandrugby.com/run/safeguarding/sharing-concerns>

Updated by Amy Clark 20<sup>th</sup> August 2025