

Wolverhampton RUFC

Mini/Junior Tour SOP

This Standard Operation Procedure (SOP) is to be used by the main adult(s) who is in charge of organising a tour for any mini/juniors teams. This should be used in conjunction with the RFU Safeguarding Policy in addition to the RFU Guidance for Touring with Children which are both available on the RFU website. Copies can be sent electronically if requested.

Before Tour:

- Notify Safeguarding Officer, Chairman, Secretary and Mini/Junior Chairman of intention of going on tour including age group, group size, destination and dates
- Read the **RFU Guidance for Touring with Children**
- Complete **RFU risk assessment** found in the RFU Guidance for Touring with Children and send a copy to the Safeguarding Officer
- Host an initial meeting at Wolverhampton RUFC inviting all parents/carers/volunteers in addition to the Safeguarding Officer to discuss tour details
- Confirm list of children attending which states if they are travelling with their own parent/carer or if another named suitable adult will be responsible for the child during the tour. This list should also state emergency contacts for each child, if both parents are on tour with the child include both contact details however if one parent is attending the tour whilst another primary carer will stay at home please list and state the parent/carer staying at home with their contact details and the parent/carer attending the tour. Please make it clear as to which parent/carer is on tour and which is the emergency contact staying at home or if both parents are on tour
- Share emergency contact list with the Safeguarding Officer
- Confirm details of tour including dates, times, mode of transport, location, accommodation, main adult(s) in charge of the tour with contact details, name of rugby club hosting tour, any other venues/activities included in the tour
- Confirm the main adult(s) in charge of the tour have the Safeguarding Officer's contact details in case of an emergency in addition to the RFU Safeguarding Team's contact details
- Host any additional meetings with tour attendees, Safeguarding Officer to be invited if deemed necessary

During Tour:

- Main adult(s) in charge of tour to ensure they adhere to the **RFU Safeguarding Policy** and **RFU Guidance for Touring with Children**

- Main adult(s) in charge of tour to ensure they have all emergency contact details on hand **at all times**, including the Safeguarding Officer's contact details
- In the case of a Safeguarding or similar emergency/incident contact the Safeguarding Officer at the earliest opportunity between the hours of **08:00am-23:00pm Monday - Sunday**
- If a Safeguarding or similar incident occurs which places a child in immediate danger or harm the first point of contact should be the **police on 999 or 101** followed up by contacting the Safeguarding Officer
- Any changes of activities or tour alterations must be reported to the Safeguarding Officer at the earliest opportunity
- If there is an incident where you need to advice or assistance, the first point of contact back home should be the Safeguarding Officer and they will then assess if emergency contacts of parents/carers staying at home need to be notified. If it is decided that they need to be notified of an incident, the Safeguarding Officer will contact these parents/carers unless another solution is deemed more appropriate to allow the main adult(s) in charge of the tour to concentrate on dealing with the incident immediately on tour. All updates should be sent to the Safeguarding Officer.
- In the event of an incident on tour, all relevant parties should complete a statement of what happened either hand written or electronically at the earliest opportunity once the immediate incident has been settled. This may include the child(ren)'s version of events if necessary and if they are willing to do so however the child(ren)'s must not be pressured in to doing so. This is to ensure accurate details are recorded at the time of the event if needed for evidence or supportive information if investigated further by Wolverhampton RUFC or the RFU and should be given to the Safeguarding Officer as soon as possible

After the tour:

- Inform the Safeguarding Officer of safe return home
- Send any relevant information to the Safeguarding Officer if an incident has occurred during the tour
- Attend any de-brief necessary whether this is amongst your team or with the Safeguarding Officer and other committee members
- Ensure any photos, videos or reports that are intended for social media use are in line with the **RFU Safeguarding Policy** and consent has been gained from parents/carers of the children included in these materials
- Make note of all positives from the tour; what you felt went well and what may need improving for future tours. This includes your own experience of organising a tour as well as your experience of using this SOP and support given by Wolverhampton RUFC Committee, identifying areas of improvement you would suggest. This is vital information which can be used to improve tour organisers experience in future as well as giving advice for future tour organisers

I agree to following this procedure for tours I am responsible for organising/attending.

Print Name:

Signature:

Date:

Contact Number: