



Persatuan Rugby Union Indonesia

PRUI

Child Safeguarding Policy and Procedures

NOTE: This document is to compliment the PRUI's previous document of "Child Protection Policy and Procedures", which has been in effect since 2016

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First Issue / review Dates	May 22, 2019
Latest version	

Safe Guarding Policy and Procedures

Introduction

The Persatuan Rugby Union Indonesia or PRUI, is the governing body for all rugby union activities and events within the Republic of Indonesia. It has a mission, among others is to develop rugby in Indonesia at all levels and exposures, in particular among the Indonesian children.

PRUI shares the World Rugby core values of solidarity, passion, integrity, discipline in every implementation of rugby development programs and events.

In the context of rugby development program for children, PRUI believes that the children safeguarding shall be upheld as the prime concern and the most important part of the implementation. PRUI is also aware that some of the children and youth that it works with may be more vulnerable or at risk in the communities in which it does or will work ; for this context, PRUI refers to the Asia Rugby's non-discrimination statement for ideas.

PRUI acknowledges that people from rural areas, ethnic groups and other gender groups face additional barriers to participation in sports and we strive to create equitable opportunities for everyone across our activities. These challenges include personal, economic, political and cultural.

PRUI 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 Indonesia, and to be more specific, PRUI also complies with the Republic of Indonesia's laws; i.e. law No: 23 year 2002 about "Child Protection Law", which is amended by law No: 35 year 2014 and law No: 17 year 2016.

PRUI is committed to the principle of doing no harm to children and wish to ensure taking 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 PRUI work.

It is to be noted that since 2015, PRUI has already made a policy which is called "Child Protection Policy and Procedures", therefore this Child Safeguarding Policy shall be used as compliment to the said policy and shall be used together as the main references in the implementation of all development programs when children are engaged.

Policy Statement

PRUI will comply with all relevant laws in the Republic of Indonesia, whilst remaining committed to the principle of doing no harm – the best interests of the child will always be central to PRUI’s decisions.

As the national governing body of rugby union in Indonesia, PRUI obligates all rugby organization under or associated to PRUI, i.e.; PRUI at the provincial levels as well as all rugby clubs to adopt and implement the same Policy about child safeguarding and child protection.

Commitment

In line with the Asia Rugby commitments; PRUI commits to promote “rugby as the sport of choice for youth’ and recognizes the importance to adopt “best practice safeguarding strategies’ in all operation and implementation of programs and events when children are engaged.

PRUI developed this policy to:

- Make a safe and inclusive environment to grow the sport of rugby in Indonesia
- Have a clear behavior standard relating to child safeguarding for everyone dealing with any program when children are engaged.
- Have a clear reporting system and correct handling towards any incidents or concerns related to child safeguarding
- Make all PRUI activities and events safe for everyone involved, as well as for PRUI as the responsible organization.

This policy is primarily aimed at children safeguarding but the principle should actually be applied to everyone in the PRUI community.

Gender Inclusion

PRUI strives to grow rugby in Indonesia. Many development programs to increase the number of rugby participants (GIR) have been and are being carried out, with the support of Asia Rugby and the cooperation of other unions in the region, as well as with the help of neighboring countries.

In line with the Asia Rugby spirit of gender inclusion, PRUI urges the development program to target a 30% female participation at all levels. PRUI takes into account the unique barriers to participation faced by women and girls, and takes steps to provide opportunities of participation. PRUI programs shall provide equal competition opportunities for boys, girls, men and women at all levels of our work.

One precondition in achieving this is by creating a safe and inclusive environment for all, in particular for girls and women. This Safeguarding Policy will support PRUI to achieve this goal.

Being the Indonesian sport organization, PRUI specifically endeavors to comply with the Indonesian law No:7-year 1984, which is the ratification of the UN Convention on the elimination all forms of discrimination against women

Where there is a need, PRUI supports mixed gender activities and consults all parties before coming to a decision on the activity. Where there are mixed gender activities, the referee and coaches will ensure the issue is addressed in advance so that all players and coaches reach a mutual decision and that everyone is aware of any extra safety precautions that may be necessary.

Definitions

Key Term	Definition
<i>Child Protection</i>	Activities that are required for specific children who are at risk of/or are suffering harm through abuse, violence, exploitation and neglect
<i>Child Safeguarding</i>	The internal actions taken to ensure that people and activities do no harm children
<i>Child Abuse</i>	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
<i>Harm</i>	Harm refers to the negative impact or consequences upon the child of direct or indirect actions by an adult.
<i>Emotional Abuse</i>	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 threats, rejection, isolation, belittling, and name-calling

Key Term	Definition
<i>Risks to Emotional Safety</i>	Any potential risk or incident which could cause emotional harm to a child
<i>Physical Abuse</i>	The use of physical force against a child that results in harm to the child. Physically abusive behavior includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling or poisoning
<i>Risks to Physical Safety</i>	Any potential risk or incident which could cause physical harm to a child
<i>Sexual Abuse</i>	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
<i>Neglect</i>	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
<i>Child Exploitation</i>	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 labour, child prostitution or trafficking, and child pornography.
<i>Child Labour</i>	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.
<i>Child Sexual Exploitation Material</i>	Child Sexual Exploitation Material 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.

Key Term	Definition
<i>Grooming</i>	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 sexualise that relationship by encouraging romantic feelings or exposing the child to sexual concepts through pornography.
<i>Gender</i>	Socially constructed norms defining how attitudes, behavior and expectations are formed based on what society associates with being a woman or being a man.
<i>Sex</i>	Sex characteristics are physical attributes such as external genitalia, sex chromosomes, sex hormones, and internal reproductive structures. At birth, it is used to identify individuals as male or female.

Roles and Responsibilities

Members of the Executive Committee (or PB-PRUI) will:

- Understand and uphold the principles of this safeguarding policy
- Be responsible for ensuring the principles outlined in the safeguarding policy are implemented
- Provide support and advice about safeguarding concerns.

Senior Management will:

- Understand and uphold the principles of this Safeguarding Policy
- Ensure recruitment processes are in line with the Safeguarding Policy
- Ensure all staff and coaches received regular training on Safeguarding in line with this policy
- Be open and prepared to receive, manage and store incident reports appropriately
- Ensure all staff and relevant personnel read and sign the PRUI Code of Conduct and Safeguarding Policy declaration

- Ensure risk assessment are conducted before all major activities and risk is appropriately assessed for all ongoing activities at least once per year
- Share policy with sponsors and partners to take them aware of our commitments

Staff, long term volunteers, coaches, interns and consultants will:

- Attend one refresher session and one training annually for the PRUI Safeguarding Policy and its Principles
- Provide their Credential or Background Check upon commencement of work or at any point as requested by PRUI. In case the Credential Background Check is not available, a reference from reputable party or person is sufficient.
- Sign the PRUI's Code of Conduct and attend the orientation on Safeguarding at the point of signing.
- Monitor activities and report any suspected incidents or risks to PRUI's Safeguarding Focal Point as outlined in the reporting procedure

Visitors, partners, sponsors and any other individuals supporting or representing PRUI (officially or unofficially) will:

- Read and sign PRUI's Code of Conduct, Media Consent and Safeguarding Policy.
- Monitor activities and report any suspected incidents or risks to PRUI's Safeguarding Focal Point as outlined in the reporting procedure
- Be accompanied by a PRUI staff member at all times while visiting rugby activities

Players and members of PRUI community will

- Learn about the basic principles of PRUI's Safeguarding Policy
- Report any suspected incidents or risks to PRUI's Safeguarding Focal Point as outlined in the reporting procedure

Recruitment

PRUI ensures equal opportunity for all gender groups in recruitment procedures for all staff and volunteer positions. This will be maintained for progressions of work and rank in the organization.

PRUI will take all reasonable precautions to ensure that no-one involved with the PRUI 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 character reference from a trusted source);
- At least 2 verbal referee checks;
- Behavioral-based interview questions related to safeguarding principles will be carried out towards the candidates and written record will be held on file.

Training

PRUI will provide all new staff, volunteers, coaches, interns, and supporters with a child safeguarding briefing on this safeguarding policy and PRUI's Code of Conduct within three months of engagement. Refresher training will be provided and recorded at least every two years.

As an addition, gender inclusion principles will also be integrated in to the training or socialization materials.

Visitors

PRUI has a range of activities with sponsors and encourages visits from sponsors (group or individuals) to develop lasting and mutually beneficial relationship.

In the chance or incident where visitors will have contact 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;
- Criminal record checks will be completed;
- Staff supervision of contact will be in place at all times.

Risk Assessment and Management

PRUI acknowledges that the work we do carries risks to children. Based on this, we are committed to identifying and reducing risks and mitigating the impact when they occur. All major activities will have documented risk assessments in place.

PRUI is also aware that some gender groups may face additional risk when participating in rugby activities or extracurricular activities, either personal, practical or cultural. The risk assessment shall be able to identify and mitigate those risks.

Media and Communications

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

- Not disclosing detailed 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.
- Ensuring that male and female activities obtain equal share of media coverage, as well as on the website.

Reporting

This policy also commits PRUI to respond to all child safeguarding concerns raised through our contact with communities by informing where to report these concerns through existing reporting procedure.

Staff, volunteers, coaches, sponsors, interns, consultants, supporters, visitors, partners, players and any other individuals supporting or representing PRUI work must inform PRUI Focal Point when they have reasonable belief that a child has been harmed or is at risk of harm.

The Child Safeguarding Focal Points will be assigned nationwide at each level of PRUI organization, i.e.; at the PRUI Exco level, at the PRUI of provincial level, at club level, as well as ad-hoc Focal Points who are assigned specifically in charge of the specific activities or events.

Within 24 hours of becoming aware of concern or an incident, information shall be cascaded to:

- admin@rugbyindonesia.or.id - for the attention of PRUI Central Safeguarding Focal Point and PRUI Central Development Officer

Reporting should be made as soon as possible and to be securely stored in the PRUI Secretary Office. These reporting records will include a written response by outlining action and follow-up that was taken until the case is closed or resolved.

The PRUI Safeguarding Focal Point shall make an official report to PRUI Exco and if considered deemed necessary, to partners as well as.

Consequences

PRUI 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.

PRUI 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.

Policy approval

This document of “Child Safeguarding Policy and Procedures” must be approved by the highest level of PRUI national organization; i.e; by the President of PRUI Mr.Didik Mukrianto SH.MH (as displayed on the front page of this document)

Annex 1

Behavioral-Based Interview Questions

At least two of the following typical questions will be asked to all individuals involved with PRUI during recruitment process and this will be held on their personal records:

1. PRUI has a safeguarding and inclusion policies to be upheld in every activities or events. Do you think there are any difficulties for you to comply to these policies?
2. We aware that woman and girls from rural areas, ethnic groups and other gender groups, face additional barriers to participate in sports activities, due to race, economic and cultural condition. Do you think PRUI can provide equal opportunity to those children in rugby training and event? and how to ensure that equitable opportunity?
3. Bullying, either physical or verbal have bad impact on children. If you are a coach or in charge of the child rugby training or events, what would you do to prevent these to occur?
4. When you coach or are in charge of child rugby training or events, can you name some the important points to be respected during conducting your work?

Note that these questions should not be included in the final policy document which will be disseminated. They should be included as a standard aspect of any recruitment or interview process and answers to questions should be kept on record.

Annex 2

Media and Communications: Guidelines for Working with Children

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

1. Dignity & respect

Communications should never be demeaning, patronizing or reduce children to being passive. Stereotypic imagery should be avoided. Communications should try to convey the strength, resilience, diversity, uniqueness and resourcefulness of children. Images of naked children are not to be used. Images of children in poses that could be seen as sexually suggestive are not to be used.

2. Do no harm

Questions, attitudes and comments that are judgmental, insensitive to cultural values, cause embarrassment or humiliation, or that reactivate trauma for a child must be avoided. Involving children in a story that puts them at risk of familial or community or political backlash must be avoided. The best interests of the child concerned are to be safeguarded over any other consideration (including advocacy for children's issues).

3. Privacy & confidentiality

In line with International best practice child safeguarding, use of the child's full name or information that identifies the child's place of residence are not permitted. Usually, only the child's first name is to be used. Where a child wishes not to have something reported must be respected and complied with. When sending images electronically to outside parties, file labels must not reveal identifying information about a child.

4. Consent

The child and the child's parent or guardian must give permission for images or text about the child which is to be used. Your NGB should have guidelines which describe when and how consent should be obtained, where it must be written or verbal consent, and who can provide consent. When seeking consent, explanation is to be given in the child's language about how the information will be used. Children and parents/guardians must never be coerced into providing consent.

Annex 3
Example of Risk Assessment Form

Potential Risk	Steps taken to reduce the risk	Response, if the risk becomes reality	Person Responsible (contact number)

Annex- 4 Child Safeguarding Code of Conduct Declaration

Prior to signing this Code of Conduct declaration, all management, staff, visitors, partners and volunteers involved in PRUI activities are required to read, understand and respect the PRUI's Child Safeguarding Policy and Procedures, as well as to ensure the safety, safe environment and wellbeing of the children engaged in the activities for best interest of everyone involved in PRUI.

Declaration of Compliance

The undersign,

Name _____ Function in PRUI _____;

acknowledge that I have read and understood the PRUI Child Safeguarding Policy and agree to abide by it and following expectations during any contact with children throughout my involvement with PRUI.

All management, staff, visitors, partners and volunteers must uphold to ensure the best interests of the child is always paramount and to respect the following principles:

Rights – I must respect the right of every child 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 myself at all times in line with PRUI child safeguarding policy behavioral expectations.

Responsibilities - professional standards - in order to maximize benefits and minimize the risks to children, I must behave in a professional and proper manner in ongoing training,

In order to ensure these principles are fulfilled, in regards to children engaging in the activities, I agree:

- That the most important factors for children engaged in the rugby activities are SAFETY and FUN
- Not to overload children with demands, technical information and tactics. Instead encourage children just to participate and perform to the best of their ability
- Not to discriminate against children on the grounds of gender, race, color, disability, religion and never treat some children more favorably than others

- To be sensible and be appropriate when having to make physical contact with children, as to hold, kiss, cuddle or touch a child might be sensitive in some cultures
- To be aware of possible different physical, emotional, mental maturity and development of children and ensure the activities are appropriate to the child age, maturity and ability
- Never abuse, use physical punishment, shout at, criticize or ridicule children, as it may cause children to lose self-esteem by embarrassing, humiliating, hurting or undermining them
- Motivate children through positive feedback and constructive criticism

In regards to the spectating parent, families and fellow coaches, I agree;

- To communicate the PRUI child safeguarding commitments and expected behaviors
- To ensure that spectating parents, families and fellow coaches' behavior is in-line with spirit of PRUI Child Safeguarding policy
- To only take photographs, images or videos with permission from the children, their parents/families, and PRUI staff/partners, as well as to ensure that the photographs, images or videos of children are dignified and respectful and that children are adequately clothed in photos
- Not to use their images on internet or public material without explicit consent
- To keep personal contact details confidential, including social media accounts and not ask for details of the child or family unless it is mediated by PRUI

I shall refer PRUI safeguarding focal points in case of concerned behavior from other people that may threaten the safety or wellbeing of anyone, particularly children.

Send the report to admin@rugbyindonesia.or.id

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

Name / Sign	
Function in PRUI	
Contacts /emails	

Annex 5 Child Safeguarding Incident Reporting Sheet

Please fill out as many sections as possible with as much detail as you can. This form is confidential.

Location:	
Your name as reporter:	
Your position:	
Child's name:	According to:
Age/date of birth:	
Child's address (if known):	
Name of Parents/guardians/cares and addresses (if known):	
Date and time of incident:	
Member of staff involved in incident (if any):	
Place where incident occurred:	
Your observations:	
Details of Concern/ Suspicion/ Incident: Describe what happened: time, dates, names of person(s) involved, behavior or physical signs observed, any other details:	

Details of any conversation with the child:	
Action taken so far (if any):	
External agencies contacted (date and time)	
PRUI's Child Safeguarding Focal Point, person/manager:	Name and contact number: Details of advice received:
Other (witness):	Which organisation: Name and contact number: Details of advice received:
Signature of the reporter:	
Print name:	
Date:	

