



Northampton Saints Safeguarding Children Policy

Contents

Northampton Saints Safeguarding Children Policy	1
1.0 Policy Statement	4
2.0 Purpose and Scope	4
3.0 Definitions	5
Abuse and Neglect	5
Peer-on-Peer Abuse.....	6
4.0 Children Who May Be Particularly Vulnerable	6
5.0 Roles and Responsibilities.....	6
6.0 Safe Practice Standards	8
Online Relationships and Electronic Communication	9
Safeguarding on Matchdays and at Public Events.....	9
7.0 Safer Recruitment, Training and Culture	10
8.0 Recognising, Responding to and Reporting Concerns	10
Recording Concerns.....	11
Allegations of abusing a Position of Trust	11
9.0 Confidentiality and Information Sharing	12
10.0 Related Policies and Procedures	12
11.0 Review	12
Appendix 1: Northampton Saints Safeguarding Contacts:.....	13
Appendix 2: Matchday and Public Event Safeguarding Arrangements	14
1. Supervision Expectations on Matchdays and at Events.....	14
2. Toilets and Washrooms.....	14



3. Distressed, Unsupervised or Unruly Children	14
4. Lost or Separated Children.....	15
5. Terracing, Perimeter Areas and Equipment.....	15
6. Recording, Reporting and Escalation	15
Appendix 3: Transportation of Children, Young People and Vulnerable Adults	16
1. General Principles and Responsibilities	16
2. Emergency Situations and Medical Transport	16
3. Northampton Saints Organised Transport	16
4. Approved Drivers and Vehicles	17
5. Residentials, Repeat Journeys and Self-Transport	17
6. Safeguarding Concerns During Transport.....	17
Appendix 4: Trips, Tours and Overnight Stays.....	19
1. Planning, Approval and Communication	19
2. Club Home Contact and Consent.....	19
3. Accommodation, Room Allocation and Arrival at Venue	19
4. Supervision, Overnight Supervision and DBS Requirements	20
5. Conduct, Changing Arrangements and Overnight Best Practice	20
6. Transport, Travel Abroad and Incoming or Outgoing Tours	21
7. Insurance, Alcohol and Professional Boundaries.....	21
8. Managing Safeguarding Concerns, Emergencies and Early Return	21
9. Return Arrangements, Debrief and Learning.....	22
Appendix 5: Changing Room Arrangements	23
1. Purpose and General Principles	23
2. Supervision, Privacy and Separation of Adults and Children	23
3. Inclusion, Support Needs and Adjustments	23
4. Mobile Phones, Cameras and Recording Devices	24
5. Conduct, Monitoring and Reporting Concerns	24
Appendix 6: One-to-One Sessions with Children, Young People and Vulnerable Adults	25
1. General Principles	25
2. Planning, Consent and Safe Arrangements	25



3. Boundaries, Locations and Recording	25
4. Unplanned or Spontaneous One-to-One Requests	26
5. Distress, Disclosures and Escalation	26
Appendix 7: Missing Children	27
1. General Principles and Immediate Response	27
2. Search, Escalation and Police Contact	27
3. Recording, Reporting and Follow-Up	27
Appendix 8: Unwell and Injured Children and Young People	28
1. Responding to Children Who Become Unwell	28
2. Injuries, Hospital Treatment and Supervision	28
3. Recording, Notification and Follow-Up	28
Appendix 9: Children Separated from Their Responsible Adult	29
1. Immediate Response and Safe Reunion.....	29
2. Escalation, Police Contact and Recording	29



1.0 Policy Statement

Northampton Rugby Football Club Limited ('Northampton Saints' or the 'Club' or the 'Company') is a professional rugby club with a proud history dating back to 1880. Our work extends beyond the playing field and includes elite sporting performance, coaching, medical and support services, commercial and business operations, community activity, and matchday delivery.

This policy sets out Northampton Saints' commitment to safeguarding and promoting the welfare of all children and young people involved in our rugby, academy, community, foundation and related club activities. The Board and Executive Team fully endorse this policy and expect safeguarding to be embedded across all departments, venues and events. Safeguarding is a shared responsibility and a core part of how we operate as a professional sporting organisation.

Northampton Saints believes every child has the right to take part in sport in a safe, positive and enjoyable environment. The welfare of the child is paramount. We are committed to creating a child-centred culture in which children are listened to, treated with dignity and respect, and protected from harm, abuse, neglect, exploitation, bullying and poor practice. Safeguarding is everyone's responsibility, and all staff, volunteers, contractors, coaches, players, parents and partners are expected to play their part in keeping children safe.

2.0 Purpose and Scope

This policy applies to all Northampton Saints activities involving children and young people, including academy activity, coaching, matches, camps, tours, education and inclusion work, community delivery, player appearances, events, residential activity, transport arranged by the club, digital communication, medical and performance support, and any other setting where Northampton Saints staff or representatives are working with children.

The purpose of this policy is to set out Northampton Saints' commitment to safeguarding and promoting the welfare of children and young people across all Club activities. It provides clear expectations for staff, volunteers, contractors and others connected with the Club, supports consistent safeguarding practice, and explains how concerns, disclosures, allegations or incidents should be recognised, recorded and responded to promptly and appropriately. The Club is committed to reviewing any safeguarding incidents or concerns, identifying lessons learned and implementing improvements to strengthen future practice and reduce the risk of recurrence.

This policy is intended to help ensure that children and young people can enjoy rugby and related activities in environments that are safe, inclusive, welcoming and

developmentally appropriate. It reflects the Club's belief that the welfare of the child is paramount, that safeguarding is everyone's responsibility, and that all adults working with children must maintain clear professional boundaries and act in a way that reflects the values of rugby and Northampton Saints.

3.0 Definitions

Safeguarding and promoting the welfare of children means protecting children from maltreatment; preventing impairment of children's health or development; ensuring children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Position of trust means a role in which an adult has authority, responsibility, influence or power over a child or young person because of their role, status or access to them

Regulated activity has the meaning given within safeguarding legislation and RFU Regulation 21 and includes frequent coaching, teaching, instruction, care or supervision of children.

Harm includes ill-treatment or the impairment of health or development, including harm suffered from seeing or hearing the ill-treatment of another.

Abuse is any form of maltreatment of a child, which may occur through direct harm or by failing to act to prevent harm. It can take place in a family, institutional or community setting, and may be carried out by adults or other children. Multiple forms of abuse may overlap.

Abuse and Neglect

Physical abuse - involves causing physical harm to a child, such as hitting, shaking, burning or otherwise injuring them. In a sporting context, this may include excessive physical punishment, forcing participation beyond a child's physical capability, or administering substances to enhance performance or delay development.

Emotional abuse - is the persistent mistreatment of a child that negatively affects their emotional development. This may include constant criticism, humiliation, bullying (including online), unrealistic expectations or exclusion. In a sports environment, behaviours such as excessive pressure to perform or repeated non-selection without justification may constitute emotional abuse.

Sexual abuse - involves forcing or encouraging a child to engage in sexual activity, whether or not they are fully aware. This includes both physical contact and non-contact activities, such as exploitation through images or online interaction, and grooming behaviours. It can be perpetrated by adults or other children.

Neglect - is the ongoing failure to meet a child's basic physical or psychological needs, which may result in harm to their health or development. This may include inadequate supervision, unsafe conditions, or failure to provide appropriate care. In sport, this could involve exposing children to unsuitable environments or unnecessary risk of injury.

Bullying - may be carried out by adults or peers and can occur in person or online. It often includes elements of emotional, physical or other forms of abuse. Bullying is always unacceptable, can be difficult to detect, and must be taken seriously, with appropriate support provided to the child affected.

Peer-on-Peer Abuse

Northampton Saints recognises that children and young people can be harmed by other children and young people. Peer-on-peer abuse may include bullying, cyberbullying, prejudiced behaviour, physical abuse, sexual harassment, sexually harmful behaviour, coercive or abusive relationships, initiation or hazing behaviours, and other conduct that causes harm, fear, humiliation or exploitation. Abuse is abuse and must never be dismissed as banter, team culture or part of growing up. All concerns about peer-on-peer abuse must be taken seriously, recorded and referred to the relevant safeguarding lead without delay. Northampton Saints will seek to protect and support all children involved, while responding in a way that is fair, proportionate and focused on safety and wellbeing.

4.0 Children Who May Be Particularly Vulnerable

Northampton Saints recognises that some children and young people may face increased safeguarding risks because of their individual circumstances, lived experience, communication needs or wider social factors. This may include children who are disabled or have additional needs, children with communication or language differences, young carers, children affected by domestic abuse, parental substance misuse or parental mental health needs, children living away from home, children at risk of bullying or exploitation, children experiencing discrimination, children who do not have English as a first language, looked after children, and children who may be vulnerable to radicalisation, harmful relationships or other forms of abuse. This list is not exhaustive. Northampton Saints will seek to ensure that safeguarding information, support and arrangements are accessible, inclusive and responsive to individual need.

5.0 Roles and Responsibilities

Safeguarding is everyone's responsibility. All staff, volunteers and contractors working with or around children in Northampton Saints environments must:

- act in line with this policy and associated procedures;



- maintain appropriate professional boundaries and standards of behaviour;
- remain vigilant to signs of abuse, neglect, poor practice or exploitation;
- respond appropriately to disclosures or concerns;
- record and report concerns promptly;
- cooperate with safeguarding processes, investigations and risk management measures;
- undertake safeguarding training relevant to their role.

Northampton Saints will maintain clear safeguarding leadership, appropriate reporting routes and robust oversight arrangements.

The Club will maintain up-to-date safeguarding policies and procedures, appoint suitable safeguarding leads, support safer recruitment, provide training, ensure concerns are reported appropriately, and work with the RFU and statutory agencies where required.

Designated Safeguarding Leads and Officers will act as first points of contact for safeguarding concerns, maintain records, support decision-making, liaise with the RFU Safeguarding Team and statutory agencies, and oversee implementation of safeguarding procedures.

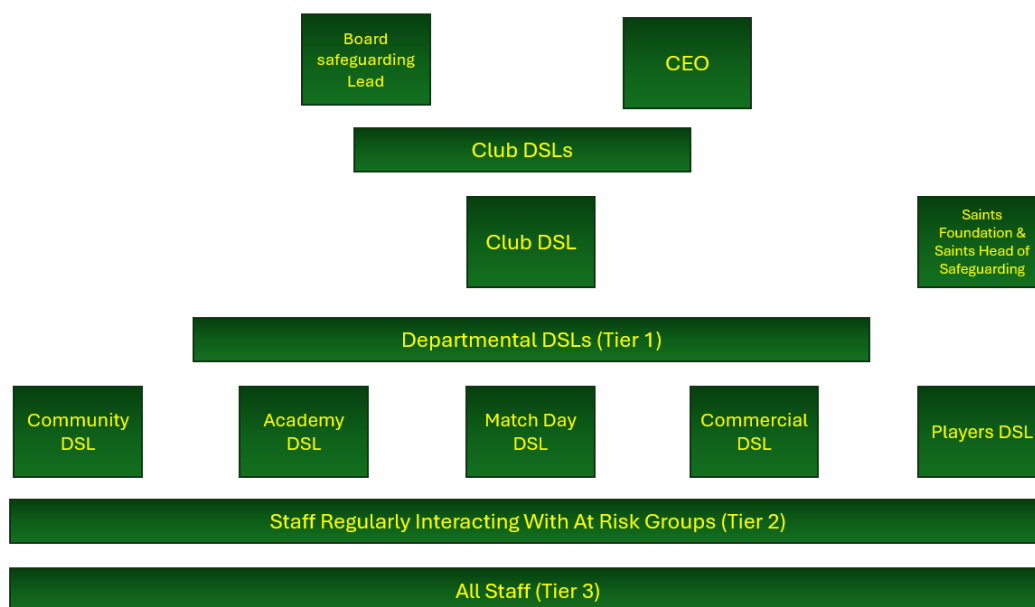
Managers, coaches, medical and performance staff, volunteers and contractors must understand this policy, complete required training, maintain professional boundaries, recognise signs of harm, record concerns and report them without delay.

Parents and carers are expected to work in partnership with Northampton Saints to support the safety, wellbeing and best interests of children.

Children and young people should be encouraged to speak up, understand their rights, and know who they can talk to if they feel worried, unsafe or uncomfortable.

Northampton Saints Safeguarding Structure:

Northampton Saints Designated Safeguarding Leads (DSL)



6.0 Safe Practice Standards

All adults working with children through Northampton Saints must behave in ways that prioritise children's safety, dignity and wellbeing. They must maintain appropriate professional boundaries, use respectful language, avoid favouritism, avoid unnecessary one-to-one situations, and never engage in behaviour that could harm a child or place themselves or others at avoidable risk of allegation.

- Communication with children must take place through approved channels and in line with club guidance. Direct personal communication should be avoided unless there is a clear professional reason, it is appropriate to the child's age and needs, and safeguards are in place.
- One-to-one work should be avoided unless necessary for the role, such as physiotherapy, medical care, pastoral support or performance support. Where one-to-one working is required, it must be planned, risk assessed where appropriate, transparent, and recorded in line with club procedures.
- Physical contact must always be appropriate, proportionate, explained where possible, and only used for legitimate reasons such as safety, injury treatment, comfort in appropriate circumstances, or coaching where there is no suitable alternative.
- Adults and children must not use the same changing or showering facilities at the same time. Where supervision is required in changing areas, this must be undertaken by appropriately checked adults and in accordance with club and RFU guidance.

- Mobile phones, cameras and recording devices must not be used in changing areas when children are present, except in tightly controlled and formally authorised circumstances.
- Transport arrangements must prioritise children's safety. In most circumstances, transport to and from activities is the responsibility of parents or carers unless transport is formally arranged by Northampton Saints under approved procedures.
- Residentials, tours and off-site activities must be planned and risk assessed appropriately, with suitable staffing, supervision, consent and emergency arrangements in place.
- Children with disabilities or additional needs must be supported through reasonable adjustments and safeguarding arrangements tailored to their needs.
- Online safety must be considered in all digital communication, remote activity, media use and content sharing involving children.

Online Relationships and Electronic Communication

Northampton Saints expects all online and electronic communication between staff and children or young people to be professional, appropriate, transparent and capable of scrutiny. Communication must take place only through approved club channels and in line with club guidance. Staff must not form inappropriate personal online relationships with children or young people, communicate in secret, or use private accounts, personal messaging services or informal digital contact in a way that could blur professional boundaries. Any concern about online contact, digital conduct or inappropriate communication must be reported and managed in line with this policy and any related conduct or online safety procedures.

Safeguarding on Matchdays and at Public Events

Northampton Saints recognises that public events involving children can present specific safeguarding risks, including children becoming separated from their parent, carer or responsible adult, exposure to unsafe adults or unsafe situations, and welfare concerns linked to crowding, transport, alcohol or substance misuse. Where Northampton Saints delivers or hosts a public event, appropriate safeguarding arrangements will be put in place, including clear supervision expectations, published age restrictions where relevant, steward and staff briefings, a designated safeguarding or lost child point, and clear reporting and escalation procedures for separated, unaccompanied or vulnerable children. Any child who appears lost, unaccompanied or at risk during an event must be supported immediately, referred to the designated safeguarding lead or event safeguarding point without delay, and managed in line with the club's reporting procedures. Where a child cannot be safely reunited with their responsible adult within an appropriate timeframe, or where there are concerns about

the child's safety, the police and/or relevant statutory services must be contacted promptly. All such incidents should be recorded in accordance with Northampton Saints safeguarding procedures.

7.0 Safer Recruitment, Training and Culture

Northampton Saints is committed to safer recruitment and to creating a culture in which safeguarding is visible, understood and acted upon. All reasonable steps will be taken to ensure that only suitable individuals are appointed or engaged to work with children. Recruitment and engagement processes will be proportionate to the role and will include role descriptions, interviews or suitability discussions, references where appropriate, identity checks, relevant right to work checks, and DBS checks in line with RFU requirements and legislation. Individuals carrying out regulated activity must have the appropriate enhanced DBS clearance, including barred list checks where required, processed in accordance with RFU Regulation 21.

All staff and volunteers working with children will receive safeguarding induction and role-appropriate training. Northampton Saints will maintain a training plan that reflects RFU expectations, including safeguarding awareness training for relevant staff and specific training for designated safeguarding leads and officers. Staff awaiting DBS clearance must not work unsupervised with children. Supervision, monitoring and support arrangements will be used to reinforce safe practice, identify concerns early and promote a culture of openness and accountability.

8.0 Recognising, Responding to and Reporting Concerns

Safeguarding concerns may arise from what a child says, from something observed directly, from concerns raised by a third party, or from the behaviour of an adult or another child. All concerns must be taken seriously. Staff and volunteers are not responsible for investigating concerns or deciding whether abuse has occurred. Their role is to recognise concerns, respond appropriately, make an accurate record and report the matter without delay.

- Stay calm, listen carefully and take the child seriously.
- Reassure the child that they have done the right thing by speaking up.
- Do not promise confidentiality; explain that the information must be shared with the right people to help keep them safe.
- Do not ask leading or investigative questions.
- Make a factual, contemporaneous record using the child's words where possible.
- Report the concern to the relevant Northampton Saints safeguarding lead immediately, and on the same day wherever possible.



- If a child is in immediate danger or needs urgent medical treatment, call 999 first and then inform the safeguarding lead as soon as it is safe to do so.

The designated safeguarding lead or appropriate safeguarding officer will decide the next steps, including whether the matter should be managed internally as a welfare or poor practice concern, referred to the RFU Safeguarding Team, discussed with the local authority children's services, or reported to the police. Where a child may be at risk of significant harm, referral to statutory agencies will be made without delay.

Northampton Saints will work in partnership with the RFU and relevant safeguarding partners and will follow local threshold and referral arrangements in Northamptonshire and any other relevant local authority area.

Recording Concerns

All concerns must be recorded promptly, factually and accurately. Records should include what was seen, heard or disclosed, using the adult's own words wherever possible, together with dates, times, names of those present, and any action taken. Records must distinguish clearly between fact, observation, allegation and opinion.

Allegations of abusing a Position of Trust

Any concern or allegation that an adult working with children through Northampton Saints may have harmed a child, behaved in a way that may pose a risk to children, committed a possible offence against a child, or behaved in a way that indicates they may be unsuitable to work with children must be reported immediately through the club's safeguarding reporting route. Such concerns must not be handled as ordinary conduct matters. They will be managed in line with safeguarding procedures, RFU requirements, and where necessary in consultation with the local authority designated officer, police and other relevant agencies.

All adults in positions of trust must maintain clear and lawful boundaries with children. Any sexual or intimate relationship between an adult in a position of trust and a child under 18 in their care or under their authority is prohibited and may constitute a criminal offence. Behaviour that encourages emotional dependency, secrecy, grooming or inappropriate personal closeness is unacceptable and will be treated seriously.

Northampton Saints encourages a culture in which legitimate concerns are raised promptly and without fear. Staff, volunteers and others connected to the club should report safeguarding concerns, poor practice or inappropriate behaviour as soon as possible. The club will seek to ensure that those who raise genuine concerns are listened to and protected from unfair treatment for doing so.

For additional information refer to the whistleblowing policy



9.0 Confidentiality and Information Sharing

Safeguarding concerns must be handled with appropriate confidentiality and shared only on a need-to-know basis in order to protect children, preserve trust and avoid compromising any enquiry or investigation. However, confidentiality must never prevent information being shared where this is necessary to protect a child or young person from harm. Northampton Saints will share safeguarding information where required in the best interests of the child, in accordance with legal and safeguarding duties. Information shared should be necessary, proportionate, relevant, accurate, timely and secure, and decisions to share or not share should be recorded where appropriate. Staff who are unsure should seek advice from a safeguarding lead or relevant agency without delay.

10.0 Related Policies and Procedures

This policy should be read alongside Northampton Saints' safeguarding adults, whistleblowing, and safer recruitment policies. Policies within the staff handbook are also related including, equality, inclusion and diversity, positive work environment, sexual harassment and the disciplinary and grievance policies.

11.0 Review

This policy will be reviewed regularly and at least annually to ensure it remains aligned with legal requirements, RFU guidance and Northampton Saints' operational safeguarding arrangements. It may also be reviewed sooner following any significant incident, change in legislation, regulatory update or learning arising from practice.



Appendix 1: Northampton Saints Safeguarding Contacts:

Safeguarding at Board level

Board Safeguarding Champion: Ella Bevan (Chairman)

Chief Executive: Julia Chapman (CEO)

Club Designated Safeguarding Lead and support

- Emily Goss Chief People Officer

emilygoss@northamptonsaints.co.uk 07483 078369

- Trudy Jones Head of Safeguarding

trudy.jones@northamptonsaintsfoundation.org 07518 836983

Departmental Safeguarding Leads

Community Safeguarding Lead

- Ben Lawrence Head of Community

benlawrence@northamptonsaints.co.uk 07772 297687

Academy Safeguarding Lead

- Max Dominy Foundation Phase and Coach Development Manager

maxdominy@northamptonsaints.co.uk 07841 768065

Match Day Safeguarding Lead

- Julia Wells Operations Manager

juliawells@northamptonsaints.co.uk 07979 944237

Commercial Safeguarding Lead

- Helen Hoban Ticketing Manager

helenhoban@northamptonsaints.co.uk

Players Safeguarding Lead

- George Hibberd Team Manager

georgehibberd@northamptonsaints.co.uk 07825 336225

In the event of an incident, if no member of the safeguarding team is available for support and guidance, please contact a member of your senior management team

Appendix 2: Matchday and Public Event Safeguarding Arrangements

This appendix should be read alongside the main Northampton Saints Safeguarding Children Policy and any matchday or event-specific operating procedures. It provides more detailed guidance for safeguarding children during matchdays and public events at cinch Stadium at Franklin's Gardens and any other Northampton Saints venue or event space. All staff, stewards, volunteers, contractors and safeguarding personnel involved in matchday or event delivery must be familiar with these arrangements and know how to escalate concerns promptly.

1. Supervision Expectations on Matchdays and at Events

Northampton Saints is a family-oriented club and actively encourages children and young people to attend matches and events. This requires clear supervision expectations. Young children should be accompanied and appropriately supervised by a responsible adult throughout their time in the ground or event area. Staff and stewards should remain alert to any child who appears distressed, unaccompanied, vulnerable or at risk, and should respond calmly, professionally and in line with this appendix and the main safeguarding policy.

2. Toilets and Washrooms

Toilets and washrooms can present particular safeguarding risks for younger spectators. Staff and stewards should be alert to children attending these areas unescorted where this appears unsafe, adults repeatedly following children into toilet or washroom areas without an obvious connection, children using facilities in a way that suggests confusion or distress, or any child who appears upset or unsettled after leaving these areas. Where a member of staff or steward has concerns about an adult's behaviour or a child's safety, they must notify a supervisor, the Safety Officer and the appropriate safeguarding lead without delay so that appropriate action can be taken.

3. Distressed, Unsupervised or Unruly Children

If a child appears to be in distress, staff or stewards should approach calmly, try to understand what is wrong, and move the child to an appropriate control point or safeguarding location if needed. Another member of staff should assist where appropriate. If a child is climbing, standing dangerously, running free in unsafe areas or behaving in a way that may place themselves or others at risk, staff should intervene calmly using verbal instruction and without physical handling unless immediate action is needed to prevent harm. Children should not be shouted at, startled or manhandled. If a child appears to be without appropriate adult supervision and is causing concern, staff should seek to establish whether a responsible adult is present, monitor the situation, and escalate to a supervisor and safeguarding lead where needed. Staff and

stewards must never deal with an unruly child alone or escort a child from an area on their own.

4. Lost or Separated Children

Any child who appears lost or separated from their responsible adult must be managed in line with Northampton Saints' separated child procedure. Control room, stewarding teams and safeguarding personnel must coordinate promptly, use the designated safeguarding or lost child point, and follow approved reunion, verification and escalation processes. Public announcements must never state that a child is missing. Where a child cannot be safely reunited within the required timeframe, or where there are wider safeguarding concerns, the police must be contacted without delay and the incident must be recorded in accordance with club procedures.

5. Terracing, Perimeter Areas and Equipment

Children's safety must be considered carefully in terraced areas, gangways, perimeter walkways and other high-movement areas within the ground. Young children who are too small to use terracing safely should not be permitted into those areas and should be relocated where possible with their responsible adult. Staff and stewards should also discourage the carrying of babies or small children in high-risk perimeter areas during play where there is a risk of collision from players, balls or crowd movement. Pushchairs and prams should be managed in line with venue safety arrangements so that they do not create hazards for children or other spectators.

6. Recording, Reporting and Escalation

Any child-related safeguarding, welfare or behavioural incident arising on a matchday or at a public event must be recorded on the relevant control room or event log and highlighted as child-related. Where appropriate, a fuller written record should be completed after the event and shared with the relevant safeguarding lead to be entered onto My Concern. The Matchday Safeguarding Officer and/or Club Designated Safeguarding Lead should be informed of significant incidents, patterns of concern or any situation that may require safeguarding follow-up, review of control measures or referral under the main safeguarding policy. If the on duty DSL is not available you should contact other members of the departmental DSL team or Club CEO.

Appendix 3: Transportation of Children, Young People and Vulnerable Adults

This appendix should be read alongside the main Northampton Saints Safeguarding Children Policy and any event, trip, academy or activity-specific risk assessments. It sets out the minimum safeguarding standards that apply whenever children, young people or vulnerable adults are travelling to, from or as part of Northampton Saints activities, including coaching, matches, events, tours, residential activity and related club programmes.

1. General Principles and Responsibilities

In most circumstances, responsibility for transporting children, young people and vulnerable adults to and from Northampton Saints activities rests with parents, carers or the relevant responsible adult. Northampton Saints staff, coaches and volunteers must not transport a child, young person or vulnerable adult in their own private vehicle unless this has been formally authorised under an approved club arrangement and all required safeguards are in place. Private transport arrangements made directly between parents or carers remain their responsibility, and club staff must not share personal contact details in order to facilitate such arrangements.

2. Emergency Situations and Medical Transport

Where a participant requires urgent medical attention because of illness or injury, emergency services must be contacted first and parents or carers informed as soon as possible. Under no circumstances should a participant be transported to hospital in a member of staff's private vehicle. Where emergency services attend, an appropriate member of staff may accompany the child or young person where necessary until a parent, carer or responsible adult is present. If a delay would place the participant at further risk and ambulance transport is not available, Northampton Saints will only use an authorised alternative arrangement in line with its emergency procedures and risk assessment, with a suitable member of staff accompanying the participant where required.

3. Northampton Saints Organised Transport

Where transport is formally arranged by Northampton Saints, the activity must be planned in advance and communicated to parents, carers or responsible adults in writing with sufficient notice. Written communication should include the dates of travel, departure and return arrangements, pickup and collection points, destination details, the type of vehicle to be used, the name of the approved driver or transport provider where relevant, the names of accompanying staff, and an emergency contact number. Organised transport must be supported by an appropriate risk assessment and clear emergency arrangements.

- Written consent must be obtained from a parent, carer or person with parental responsibility before organised transport takes place.
- Consent information should include at least two emergency contact routes and any collection arrangements where the child is not being collected by a parent or carer at the end of the activity.
- Consent records must be accessible to the lead member of staff throughout the journey and activity.
- There must be appropriate staffing for the journey, including a minimum of two members of staff where the nature of the activity, group or risk assessment requires this.
- At least one accompanying member of staff should hold current first aid training where appropriate to the activity and level of risk.
- All participants must travel using suitable seating and wear seatbelts at all times where fitted.

4. Approved Drivers and Vehicles

Any vehicle used by Northampton Saints to transport children, young people or vulnerable adults as part of an organised arrangement must be safe, roadworthy, appropriately insured and suitable for the number of passengers being carried. Where Northampton Saints identifies approved drivers for organised transport, those individuals must hold a valid driving licence appropriate to the vehicle, meet the club's suitability requirements for the role, and comply with safeguarding expectations for working around children. All passengers must be seated safely and transported in accordance with road safety requirements and club procedures.

5. Residentials, Repeat Journeys and Self-Transport

Where transport forms part of a residential trip or a series of repeat journeys, Northampton Saints may use a transport consent process that covers the relevant period, provided parents or carers receive the same core information about travel arrangements, staffing and emergency contacts. Where older young people are permitted to arrive at or leave activities independently, this must be supported by prior written parental consent. If a young person has access to their own vehicle, Northampton Saints will discourage peer transportation in order to minimise risk and maintain clarity of responsibility. Any agreed self-transport or independent departure arrangements must be clearly documented in advance.

6. Safeguarding Concerns During Transport

Any safeguarding, welfare or behavioural concern arising during transport must be managed in line with the main safeguarding policy and any relevant trip or event procedure. If a child, young person or vulnerable adult becomes unwell, distressed,



unaccounted for, or otherwise at risk during transport, staff must prioritise immediate safety, follow the agreed emergency arrangements, inform the relevant safeguarding lead as soon as possible, and make a clear written record of what happened and what action was taken.

Appendix 4: Trips, Tours and Overnight Stays

This appendix should be read alongside the main Northampton Saints Safeguarding Children Policy, Appendix 2 on the Transportation of Children, Young People and Vulnerable Adults, and any trip, tour, fixture, event or residential risk assessment. It sets out the broader safeguarding arrangements for any trip, tour or overnight stay involving children, young people or vulnerable adults, whether within England, outside England, or as part of an incoming or outgoing tour. Northampton Saints will plan and manage trips, tours and overnight stays in line with RFU best practice, with safeguarding, welfare, inclusion and safe supervision at the centre of all arrangements.

1. Planning, Approval and Communication

All trips, tours and overnight stays must be planned well in advance, supported by a written risk assessment and approved through the appropriate Northampton Saints and RFU or Constituent Body processes where required. Parents, carers and participants should be consulted at an early stage so that arrangements are inclusive, clearly understood and suitable for the needs of the group. Parents and carers must receive clear written information in advance, including the itinerary, venues, accommodation details, supervision arrangements, conduct expectations, safeguarding reporting routes, emergency contacts, kit requirements, costs where applicable, and any specific health, dietary, cultural, religious or access arrangements relevant to the trip.

2. Club Home Contact and Consent

A club home contact must be appointed for every trip, tour or overnight stay. This person must remain at home and not travel with the group. They should hold the itinerary, accommodation and venue details, emergency contacts for all participants, medical and welfare information where needed, and contact details for staff and volunteers on the trip. Written parental or carer consent must be obtained for participation, emergency medical treatment, supervision arrangements and any specific trip activities. Consent records must be retained securely and remain accessible to the Tour Manager and relevant safeguarding personnel throughout the trip. Where travel abroad is involved, Northampton Saints must also ensure that any destination-specific parental permission or entry documentation requirements are understood and obtained in advance.

3. Accommodation, Room Allocation and Arrival at Venue

Accommodation must be suitable, safe and appropriate for the group, with due regard to fire safety, access, insurance, security, privacy, safeguarding and the needs of children or vulnerable participants. Room allocation should be planned before arrival

wherever possible. Children should share with others of a similar age and the same sex, unless a different arrangement is required to meet an assessed safeguarding, welfare or inclusion need. No adult should share a room with a child other than their own child unless there is a clear, agreed and appropriately documented exception supported by the child's parent or carer and relevant safeguarding oversight. Staff and volunteers should check venues and accommodation on arrival, including emergency exits, room access, locks, any existing damage, and the suitability of communal and private spaces. Children, staff and volunteers must receive a clear arrival briefing covering the schedule, venue rules, emergency procedures, expected behaviour and who to contact if they need help.

4. Supervision, Overnight Supervision and DBS Requirements

Supervision levels must reflect the age, maturity, vulnerabilities and needs of the group and the nature of the activity. Supervision arrangements must be agreed before departure and include clear daytime and overnight rotas, named duty staff, emergency contact routes and arrangements for medical support. Overnight supervision of children must be provided by appropriately checked adults in line with RFU requirements where the activity falls within regulated activity. Children must know who to contact during the night if they are worried, unwell or need support. A member of the tour management team must be accountable for confirming that all children are safely accounted for before lights out, and staff should complete appropriate checks of doors, access points and general security before retiring. If volunteers or staff are supervising only their own child under a private family arrangement, this remains outside formal club supervision arrangements; however, where the club facilitates supervision arrangements, RFU DBS requirements must be met.

5. Conduct, Changing Arrangements and Overnight Best Practice

Northampton Saints expects all adults and participants on trips, tours and overnight stays to maintain high standards of conduct, professionalism and respect. The club code of conduct and safeguarding expectations must be reiterated before and during the trip, including expectations around behaviour, boundaries, online communication, respect for others, and consequences for breaches. Adults must not enter a child's room except where necessary, and wherever possible another adult should be present or aware. Children must not enter adult rooms. If staff need to speak to a child, this should usually take place in a communal or observable space rather than in a bedroom. Where changing facilities are used, Northampton Saints' changing room expectations and RFU guidance must be followed, with separate arrangements for adults and children, suitable supervision and privacy, and appropriate consideration of mixed groups, inclusion and 17-year-olds in the adult game where relevant.

6. Transport, Travel Abroad and Incoming or Outgoing Tours

All transport arrangements for trips, tours and overnight stays must comply with Appendix 2: Transportation of Children, Young People and Vulnerable Adults. In addition, the Tour Manager must ensure that children, staff and volunteers are briefed on travel expectations, supervision in transit, emergency procedures, headcounts, and conduct while travelling. Where travel abroad, playing out of Union, or hosting an incoming or outgoing tour is involved, Northampton Saints must ensure that all required permissions, regulations and entry requirements are met. This includes checking RFU and Constituent Body approval requirements, understanding the hosting Union's rules where relevant, confirming passports, visas, parental permissions, travel documentation, insurance, health requirements, mobile phone access, local laws, cultural considerations and any safeguarding risks linked to the destination or hosting arrangements.

7. Insurance, Alcohol and Professional Boundaries

Northampton Saints must ensure that appropriate insurance is in place for the nature of the trip, tour or overnight stay, including any relevant travel, activity, medical or liability cover. Adults must remain professional and act as positive role models throughout. No adult should do anything that places a child at risk of harm, including through alcohol misuse, unsafe conduct, or poor judgement. Children must never be pressured into any activity, including the consumption of alcohol. Where adults consume alcohol during a trip, this must never compromise supervision, safeguarding, emergency response capability or professional standards. There must always be enough responsible adults available and fit to respond to children's needs and any emergency.

8. Managing Safeguarding Concerns, Emergencies and Early Return

If an emergency occurs, staff must remain calm, establish the facts, ensure all children are safe and supervised, and follow the club's emergency and safeguarding procedures. The Tour Manager must be informed immediately and, with the safeguarding contact and club home contact, coordinate communication with parents, carers and relevant agencies as required. Where medical attention is needed, emergency services or appropriate medical support must be contacted without delay. Any child going to hospital or needing urgent support must be accompanied by an appropriate adult. Any safeguarding concern arising while away must be managed in line with the main policy and referred to the relevant safeguarding lead and, where appropriate, the RFU Safeguarding Team, police or local safeguarding services. If a participant needs to return home early because of illness, injury, acute distress, a serious incident or events at home, a safe, clear and documented handover arrangement must be agreed with the parent or carer, and supervision of the remaining group must remain adequate throughout.



9. Return Arrangements, Debrief and Learning

Return arrangements must be planned with the same level of care as departure. Parents and carers must be informed of any significant delays or changes to return times. The Tour Manager and club home contact must know who is collecting each child and ensure that children only leave with the agreed adult or in line with documented independent travel consent where applicable. A clear register or sign-out process should be used on return. After the trip, tour or overnight stay, Northampton Saints should review what went well, any incidents or concerns, and any lessons learned to strengthen future planning, supervision and safeguarding arrangements.

Appendix 5: Changing Room Arrangements

This appendix should be read alongside the main Northampton Saints Safeguarding Children Policy and any activity, fixture, matchday or venue-specific operating procedures. It sets out the safeguarding expectations for changing room use by children and young people participating in Northampton Saints activities or attending events where changing facilities are used.

1. Purpose and General Principles

Northampton Saints is committed to maintaining changing room environments that are safe, respectful, inclusive and suitable for children and young people. Changing rooms should support dignity, privacy and wellbeing, while enabling safe supervision where required. All adults involved in changing room supervision must understand their safeguarding responsibilities and act in line with club policy and RFU guidance.

2. Supervision, Privacy and Separation of Adults and Children

Adults and children must always change and shower separately, except where a clearly justified and appropriately planned exception applies in the best interests of the young person and with prior written consent from the parent or carer and the young person where appropriate. Where supervision is required in changing areas, there must be at least two appropriately checked adults present, with at least one adult suitable for the needs of the group being supervised. On occasions where adults and children need to use the same facilities for the same event, separate time slots must be put in place to maintain privacy and safe boundaries. No pressure should ever be placed on a child to change or shower in a way that makes them uncomfortable, and alternative arrangements should be respected where appropriate.

3. Inclusion, Support Needs and Adjustments

Northampton Saints will make reasonable adjustments to support children and young people with disabilities, medical needs or other support requirements, and will consider individual needs sensitively and appropriately in consultation with parents, carers and safeguarding leads where required. Where a child requires assistance with changing or related personal care, arrangements must be planned in advance and delivered in a way that protects dignity, privacy and safety. Inclusive arrangements for transgender or transitioning participants should also be considered on an individual basis, with safeguarding and wellbeing as the priority.

4. Mobile Phones, Cameras and Recording Devices

Mobile phones, cameras and recording devices must not be used in changing rooms when children or young people are present, except in tightly controlled and formally authorised circumstances linked to a legitimate operational need. Any such exception must be risk assessed in advance and managed in a way that protects children's privacy and safety. Unauthorised image capture, filming or device use in changing areas is prohibited.

5. Conduct, Monitoring and Reporting Concerns

Changing room areas must be monitored and managed in a way that promotes safety without compromising dignity. Staff should check facilities before and after use where appropriate to ensure they are safe, suitable and well maintained. Any concern about behaviour, bullying, harassment, abuse, inappropriate supervision, unauthorised access or unsafe practice in a changing room must be reported promptly in line with the main safeguarding policy. Northampton Saints reserves the right to apply professional judgement in exceptional circumstances where this is necessary to protect the welfare of a child, provided that the child's best interests remain the overriding consideration.

Appendix 6: One-to-One Sessions with Children, Young People and Vulnerable Adults

This appendix should be read alongside the main Northampton Saints Safeguarding Children Policy and any relevant departmental procedure or risk assessment. It sets out the safeguarding expectations for one-to-one work with children, young people and vulnerable adults across Northampton Saints activities, including coaching, medical treatment, physiotherapy, strength and conditioning, pastoral support, education and other settings where individual sessions may arise.

1. General Principles

Wherever possible, one-to-one work with children, young people and vulnerable adults should be avoided unless it is necessary for the role or there is no suitable alternative. Northampton Saints recognises that one-to-one work can create increased safeguarding risks both for the participant and for the adult involved. It is therefore essential that any one-to-one arrangement is planned, transparent, risk assessed where appropriate, and carried out in a way that protects safety, dignity and professional boundaries.

2. Planning, Consent and Safe Arrangements

One-to-one sessions must be arranged in advance wherever possible and should take place at an agreed time and location within normal working or activity arrangements unless there is a justified exception. Parental consent must be obtained before one-to-one work takes place with a child or young person, and parents or carers should be notified in advance of the arrangements unless the situation arises unexpectedly within an existing activity and immediate support is needed. Parents or carers should be given the option to attend where appropriate. One-to-one work should take place in an environment where others can see or hear the interaction wherever possible, such as a room with internal visibility, an open training area or a suitably observable treatment space, unless privacy is required for a legitimate medical or welfare reason and additional safeguards are in place.

3. Boundaries, Locations and Recording

One-to-one work must never take place in a child's bedroom, hotel room, changing room or home, except where a genuine emergency arises and a second appropriate adult is present where required for safety. Children should not be asked to enter an adult's private accommodation or other closed personal space. Where the nature of the session involves treatment, injury care or another situation requiring a higher level of

privacy, staff must ensure that the reason for privacy is legitimate, that consent is clear, and that the arrangements remain as safe and transparent as possible. A contemporaneous record should be made of one-to-one work where appropriate, particularly where the session relates to treatment, a welfare concern, a disclosure, an unexpected request for support or any situation that could later require review.

4. Unplanned or Spontaneous One-to-One Requests

If a child, young person or vulnerable adult asks to speak to a member of staff one-to-one during a session or activity, the staff member should respond promptly but safely. Another member of staff should be informed, and the conversation should take place in a visible or observable area wherever possible. The discussion should be kept as brief as is appropriate to the need, and a written record should be made afterwards. If the conversation leads to a disclosure or safeguarding concern, the main safeguarding policy must be followed immediately, including recording and reporting the concern without delay.

5. Distress, Disclosures and Escalation

If a participant becomes distressed, asks for the session to stop, or discloses harm, abuse or another safeguarding concern during one-to-one work, the adult must stop the activity where appropriate, prioritise the participant's immediate safety and wellbeing, and follow the main safeguarding procedures. The relevant safeguarding lead must be informed promptly, and a clear record must be made of what occurred, what action was taken and any follow-up required. Northampton Saints recognises that one-to-one work can be necessary and beneficial, but it must always be delivered within a safe, accountable and child-centred framework.

Appendix 7: Missing Children

This appendix should be read alongside the main Northampton Saints Safeguarding Children Policy and any activity, trip, tour or venue-specific operating procedures. It sets out the safeguarding response required where a child or young person is missing, unaccounted for or believed to have left the immediate activity area without appropriate supervision or authorisation.

1. General Principles and Immediate Response

All Northampton Saints activities involving children and young people must have clear attendance and departure arrangements so that participants can be accounted for throughout the activity. If a child is missing or unaccounted for, staff must act immediately, remain calm, ensure the safety and supervision of the rest of the group, and begin an organised search of the immediate area in line with local procedures. Staff must not involve other children in the search and should maintain a clear record of the actions taken.

2. Search, Escalation and Police Contact

Once a child is identified as missing, staff should check attendance records, confirm where and when the child was last seen, and search the immediate premises and surrounding areas in an organised way. Where appropriate, one staff member should monitor exits while others search allocated areas. If the child is not found promptly, the relevant senior staff member must contact the parent or carer to establish whether the child may have been collected or left safely. If the child remains missing after the initial search period, or there is any reason to believe the child may be at risk, the police must be contacted without delay and the incident number recorded. Staff must then follow police guidance and continue to prioritise the safety of the remaining group.

3. Recording, Reporting and Follow-Up

All missing child incidents must be recorded in writing, including the circumstances, actions taken, timescales, key contacts, police involvement where relevant, and outcome. The relevant safeguarding lead must be informed as soon as possible, and any wider safeguarding concerns must be managed in line with the main policy. Once the child is found, all relevant adults should be updated and appropriate support offered to the child, family and staff involved. Northampton Saints should review the incident afterwards to identify any lessons learned, weaknesses in procedures or further safeguarding action required.

Appendix 8: Unwell and Injured Children and Young People

This appendix should be read alongside the main Northampton Saints Safeguarding Children Policy, Appendix 2 on transport, and any relevant medical, first aid or event procedure. It sets out the safeguarding and welfare expectations where a child or young person becomes unwell or is injured during a Northampton Saints activity, event, match, trip or session.

1. Responding to Children Who Become Unwell

Where a child or young person becomes unwell during an activity, they should be assessed promptly by an appropriately qualified first aider, medical professional or other competent adult in line with the nature of the setting. They should be moved to a safe and suitable place for rest, monitoring or treatment where appropriate, while maintaining supervision and dignity. Parents or carers should be contacted as soon as practical where collection or further support is required. Staff must not administer medication unless this is permitted within Northampton Saints procedures and the adult is authorised and competent to do so. Any medication support or emergency intervention must be recorded appropriately.

2. Injuries, Hospital Treatment and Supervision

Where a child or young person is injured, the injury must be assessed by an appropriately qualified first aider or medical professional, who will decide whether the child can remain in parental care, requires collection, or needs hospital treatment. If hospital treatment is required, emergency services should be used where necessary and parents or carers must be informed without delay. A child going to hospital must be accompanied by an appropriate adult until a parent, carer or responsible adult takes over. Staff must continue to maintain safe boundaries and visibility when supporting a child in a healthcare setting and should take account of the child's wishes where appropriate when treatment or examination is taking place. Any transport arrangements must comply with Appendix 2.

3. Recording, Notification and Follow-Up

All illness and injury incidents must be recorded appropriately, including the presenting concern, treatment given, action taken, contacts made and any onward referral or collection arrangements. Significant injuries, hospital attendance or incidents raising safeguarding concerns should be notified to the relevant safeguarding lead promptly. Where a child has experienced a serious incident, Northampton Saints should consider whether any further welfare support, review of risk controls or follow-up communication is required.



Appendix 9: Children Separated from Their Responsible Adult

This appendix should be read alongside the main Northampton Saints Safeguarding Children Policy and any matchday, event or public safeguarding procedure. It applies where a child is separated from their parent, carer or other responsible adult during a Northampton Saints event or activity and requires support, supervision, reunion and, where necessary, escalation.

1. Immediate Response and Safe Reunion

If a child is identified as separated from their responsible adult, staff or stewards must notify the control point or designated safeguarding contact immediately and provide a clear description of the child, their name if known, and the circumstances. The child must be kept safe, reassured and supported by an appropriate member of staff while reunion arrangements are coordinated. Northampton Saints should use a designated safeguarding or lost child point where required and follow approved identification and reunion processes before the child is returned to an adult. Public announcements must be carefully worded and must not state that the child is missing.

2. Escalation, Police Contact and Recording

If reunion cannot be achieved promptly, or there are any concerns about the child's safety, wellbeing or the identity of the collecting adult, the matter must be escalated in line with local procedures and the police contacted where required. Any police incident number must be recorded, and the relevant safeguarding lead informed as soon as possible. All separated child incidents must be documented, including the timeline, action taken, reunion method, adults involved and any concerns identified. Where necessary, Northampton Saints should also review whether the incident raises wider safeguarding, supervision or event management issues that require follow-up.