

## HKRU SAFEGUARDING DECLARATION

### TO BE COMPLETED BY ALL APPLICANTS FOR RELEVANT ROLES

Under the Hong Kong Rugby Union's (the "HKRU") Safeguarding Policy, those who intend to be employed or volunteer in a role which involves or is likely to involve regular contact with children or young people (any person under the age of 18) in relation to rugby (a "Relevant Role") must complete the following declaration ("Declaration") to prove their suitability to work with children or young people.

If you do not complete the Declaration, you may not be engaged in a Relevant Role. If your Declaration is later discovered to have been false in any material respect, you will be immediately removed from any Relevant Role.

<b>Full Name (English and Chinese (if any)):</b>	
<b>Date of Birth:</b>	
<b>Contact Email address:</b>	
<b>Telephone Number:</b>	
<b>Club or Rugby Body:</b>	
<b>Proposed Relevant Role for Club or Rugby Body</b>	<input type="checkbox"/> Coach <input type="checkbox"/> Manager <input type="checkbox"/> Referee <input type="checkbox"/> CSO <input type="checkbox"/> CSM <input type="checkbox"/> First Aid/Physio Other (please specify) _____
<b>Previous experience and qualifications in proposed role (if any):</b>	
<b>What (if any) is your connection to the Club or Rugby Body?</b>	

### DECLARATION

You must provide the following information:

	YES	NO
Do you have criminal charge/s pending against you before the courts in Hong Kong or elsewhere? (excluding minor traffic offences)		
Do you have criminal conviction/s or findings of guilt against you for sexual offences, offences related to children, or acts of violence in Hong Kong or elsewhere?		
Do you have, or have you had, disciplinary proceedings brought against you by an employer, sporting organisation or similar body involving allegations of child abuse, sexual misconduct, sexual harassment, any other form of harassment, or acts of violence?		
Have you served or are you currently serving a sanction for an anti-doping rule violation under a Hong Kong Anti-Doping Committee (“HKADC”) approved anti-doping policy applicable to you?		
Have you participated in, facilitated, or encouraged practices prohibited by the World Anti-Doping Agency Code or any other HKADC approved anti-doping policy applicable to you?		
Are you aware of any other matter/s which would make you unsuitable to work closely with children or young people?		

If you answer “YES” to any of the questions above, you may be required to speak to a Safeguarding Officer (“CSO”).

I confirm that I have received and read a copy of the HKRU Safeguarding Policy (the “Policy”). I agree to adhere to the terms of the Policy as amended from time to time, and commit to the HKRU Child Protection Pledge;

I pledge to do the following when I am involved in activities with children and young people;

1. I will make sure my own behaviour is calm and respectful and I will be clear about the standards of behaviour I expect from children and young people.
2. If there is anger and disagreements between children and young people I will call a time out and try to resolve the issues calmly.
3. I will not try to punish a child by mocking, teasing, or laughing at them or trying to embarrass them in front of others.
4. I will not hit or strike a child as punishment for bad behaviour.
5. I will not behave sexually toward a child or touch them in a sexual way.
6. I will do everything I can to make sure the physical environment where the children are playing is as safe and appropriate as possible.

I confirm that all of the statements made by me above are true and correct on the date of signing. I will notify the CSO of the Rugby Body for whom I am undertaking any Relevant Role immediately upon becoming aware that any matter set out above has changed. In the absence of the CSO, I will notify a member of the Club Committee or Board of the Rugby Body.

**Signature**

.....

Declared on ...../...../.....(date)

If you have any questions you may speak with your CSO prior to completing the Declaration. In addition to completing this Declaration, you may be required to speak in confidence with the CSO to discuss your suitability for the proposed role.

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**This section is to be completed by the parent or guardian of any person under the age of 18 who wishes to perform a Relevant Role.**

If you wish to undertake a Relevant Role but are under the age of 18, the additional consent of your Parent/Guardian is required. You must sign where indicated above, and have your parent or guardian sign where indicated below.

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

**Signature**

.....

Name:.....

Relation to Applicant:.....

Date: .....

### **Personal Information Collection Statement**

The personal information collected from you in the above Declaration, is hereafter collectively known as “Personal Data”.

#### **Purpose**

The Personal Data is collected for the purpose of safeguarding the welfare of children and young people in rugby.

The purpose of the Declaration is to assess the suitability of all persons who may come into contact with children and young people through Relevant Roles with the HKRU and the Rugby Bodies.

The Personal Data provided allows the HKRU and Rugby Bodies to ensure that all those working in a Relevant Roles are kept up to date with the provisions and requirements of the Policy from time to time, and ensures that the HKRU and Rugby Body is able to contact them where necessary.

You consent to the use of your email address and/or telephone number to contact you in relation to your Declaration, your Relevant Role, or the Policy.

You consent to the HKRU and/or the recruiting Rugby Body contacting any referees provided by you.

#### **Possible Transferees**

In order to ensure your suitability for engagement in a Relevant Role, the Personal Data provided by you will be shared with the Committee or Board and the Safeguarding Officer (“CSO”) of the Rugby Body engaging you, the Safeguarding Manager (the “CSM”), and those involved with safeguarding at or working with the HKRU. The Personal Data collected will not be disclosed to other parties without your express approval, unless required by law.

#### **Obligations**

You are required to provide all of the information requested by the Declaration. If you are unable to complete the Declaration you may be required to speak to the CSO at the recruiting Rugby Body. The recruiting Rugby Body will then make a final decision on whether to engage you in a Relevant Role. Prior to that decision, you are not permitted to undertake any Relevant Role.

#### **Right of Access**

You have the right to request access to, and correction of, your Personal Data. Any such request should be made to the CSO of your Rugby Body.

Your Personal Data will be retained for the duration of your engagement in a Relevant Role, and for the period of any investigation against you under this Policy, or as otherwise required by law.

Please note that should you request to amend your Personal Data such that the Declaration is incomplete, you may no longer be permitted to be engaged in any Relevant Role.

Neither the HKRU nor the Rugby Body will use your Personal Data for the purposes of direct marketing.

The HKRU and Rugby Bodies are committed to protecting the privacy, confidentiality and security of your Personal Data by complying with the requirements of Personal Data (Privacy) Ordinance with respect to the management of personal information. The HKRU is committed to ensuring that all Rugby Body employees, independent contractors and volunteers uphold these obligations unless required otherwise by law.