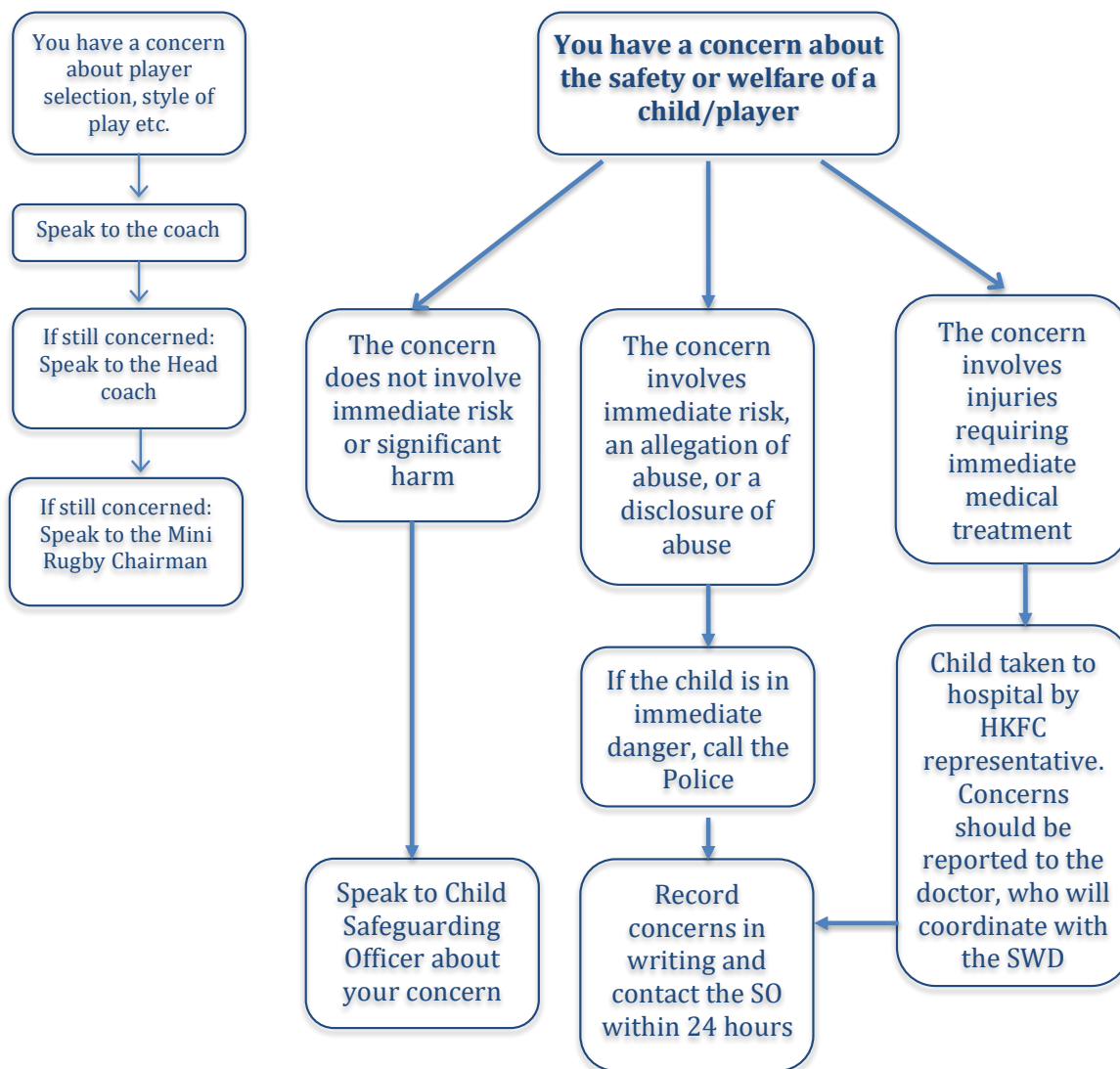


Appendix 2: Hong Kong Football Club's Youth Rugby Child Protection Flowchart



Safeguarding Officers (SO)

- 1) Phil Bundy: 5927 6527
phil27@gmail.com
- 2) Chris Kenyon-Edwards: 5290 8577
chris_kenyon-edwards@hotmail.co.uk
- 3) Alvin Sin: 9759 4884
alvin.sin@cantab.net
- 4) Michelle Wong: 9836 2178
michlaiws@gmail.com

Youth Rugby Chairman

Denis Brock:
denis.brock@yahoo.com

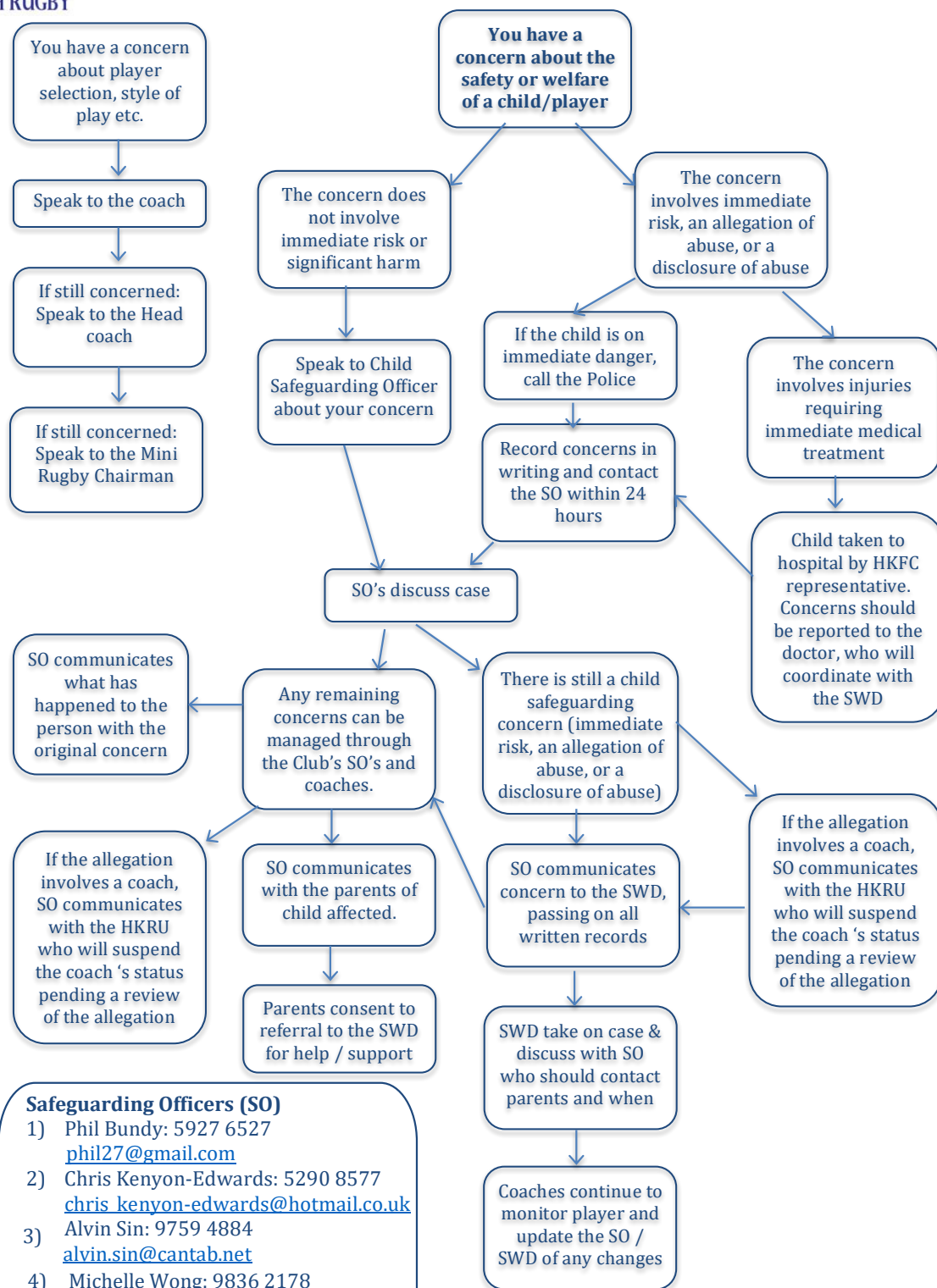
SWD: Social Welfare Department

HKRU: Hong Kong Rugby Union

"It is not the winning but the spirit of fair play, enjoyment and safety that is paramount"

Appendix 3: Hong Kong Football Club's Youth Rugby Child Protection Flowchart (SO's)

YOUTH RUGBY

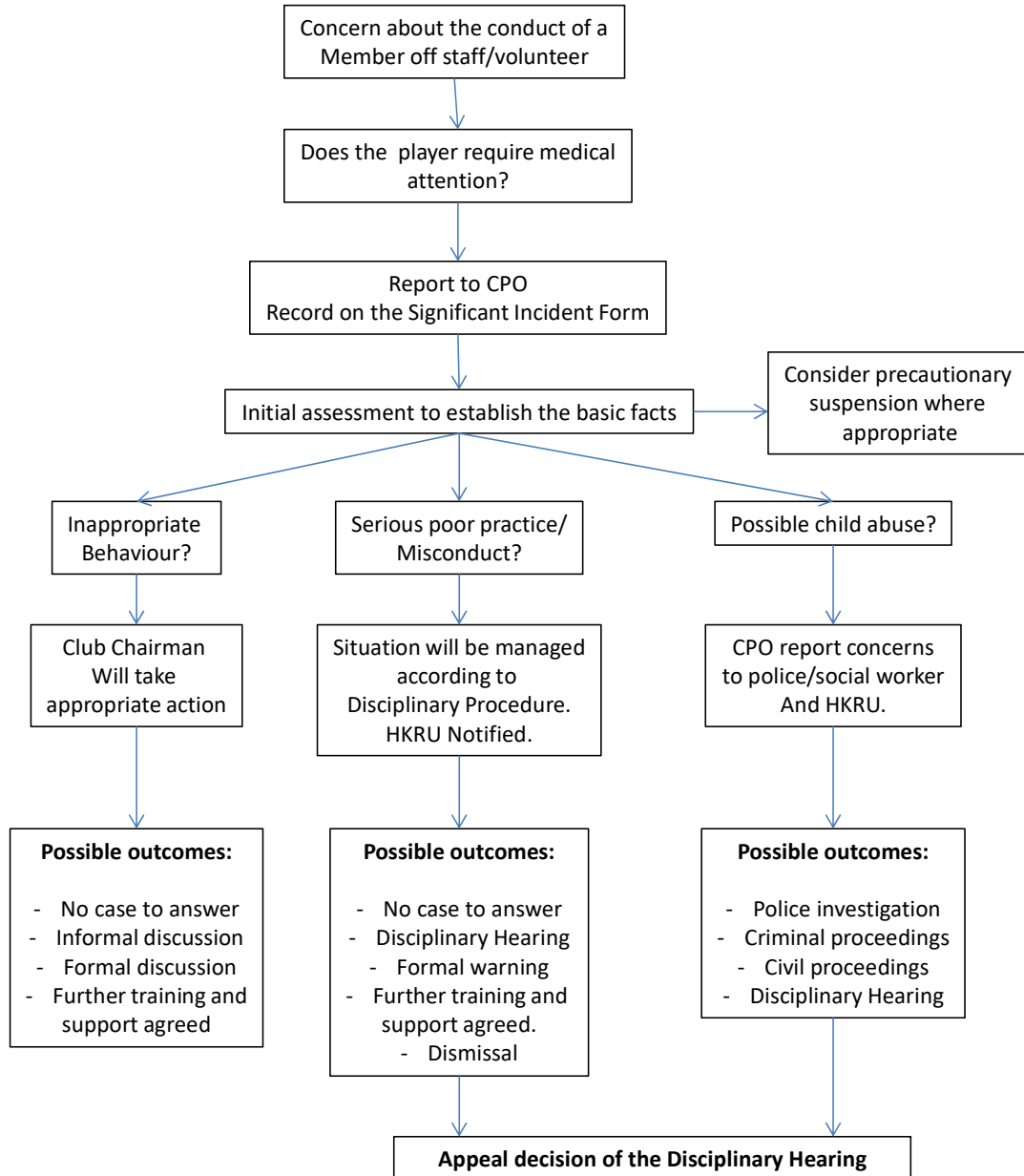


"It is not the winning but the spirit of fair play, enjoyment and safety that is paramount"

Appendix 4

Child Protection Incident Reporting Instructions

Responding to concerns about the conduct of a member volunteer flowchart.



Appendix 5: Child Protection Referral Form

This form must be filled in as soon as possible after receiving information regarding any incident that may affect the welfare or protection of a child. The form must be sent to the Hong Kong Rugby Union as soon as possible after the incident has occurred, even if you are not able to obtain all of the information listed.

Complete part A of this form if the incident relates to the general welfare of a child.

Complete parts A and B if the incident involved potential child abuse.

Part A:

1. CHILD'S DETAILS

Child's Name: _____

Date of Birth: _____

Address:

Telephone Contact:

Child's Preferred Language: _____

Is the child taking any medication that you know about? Yes/No

If yes, please give details of medication:

2. DETAILS OF PERSON RECORDING CONCERNS

Name: _____

Position/Role:

Address:

Telephone Contact:

3. DETAILS OF INCIDENT THAT BRINGS ABOUT CONCERN

(If possible, please include date, time, location and nature of the incident)

--

4. DETAILS OF ANY WITNESSES

(If possible, please include names and contact details)

--

5. DETAILS OF INJURIES SUSTAINED (IF ANY)

(If possible, please include the type of injury, location on the person and action taken)

--

PART B (where there are concerns about possible child abuse)

6. DETAILS OF PERSON ABOUT WHOM THERE IS CONCERN

Name: _____

Relationship to Child: _____

Address: _____

Telephone Contact: _____

7. DETAILS OF CONCERNS

--

8. DETAILS OF ACTION TAKEN (IF ANY)

--

9. DETAILS OF AGENCIES CONTACTED

(If possible, record date, time, name of person/agency contacted and advice received)

10. HAVE THE CHILD'S PARENTS BEEN INFORMED?

YES/NO If yes, please record details:

11. CHILD'S VIEWS ON/REACTIONS TO THE SITUATION (IF ANY)

Signed: _____

Date: _____

Name: _____

Position: _____

Appendix 6: Hong Kong Rugby Union - Incident registry form

Club: _____

Child Safeguarding Officer: _____



	Date	Name of children involved	Recorded by	Location	Incident Description	Action taken	Reported to CPA/ HKRU?
1							
2							
3							
4							
5							

Remarks:

- Please add more rows if necessary.
- Please keep this form up to date.
- Please use one form for one calendar year.
- This form will be reviewed by CPA from time to time, to identify child protection issues in the club.