



SAFEGUARDING YOUNG PEOPLE & ADULTS

BASILDON HOCKEY CLUB

BASILDON HC

Adopts England Hockey's Safeguarding and Protecting Young People in Hockey policy

TEMPLATE 1

Hockey Club/Association Safeguarding and Protecting Young People Commitment



Basildon Hockey Club adopts England Hockey's Safeguarding and Protecting Young People in Hockey Policy, Procedures and Guidance to ensure all those in the hockey family have a safe and positive experience.

DEFINITIONS:

HOCKEY FAMILY - The hockey family includes all individuals, clubs, associations and other organisations involved in any capacity in the game of hockey, whether members of England Hockey or not. For the avoidance of doubt, this includes all players and anyone working within hockey (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, umpires, referees and other officials.

YOUNG PEOPLE - Anyone under the age of 18.

CLUB - includes both hockey club and association.

WE WILL DO THIS BY:

- Recognising all young people participating in hockey (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to play in an environment free from poor practice, abuse and harm.
- Ensuring all people who work in hockey at, or for, our club (including staff, officials, volunteers, team managers, coaches) have a responsibility for safeguarding young people and understand how the safeguarding policy and guidance applies to them.
- Ensuring all individuals working at, or for, the club are recruited in accordance with England Hockey's recruitment guidance.
- Ensuring all individuals working within hockey at, or for, the club are provided with support, through education and training, so they are aware of and adhere to England Hockey's Code of Ethics and Behaviour.
- Always approaching safeguarding with a young person perspective, ensuring the individual's wellbeing is the prime focus.
- Ensuring that the responsibility of determining whether or not abuse has taken place, lies with child protection experts, however it is everyone in hockey's responsibility to report concerns.

ROLES AND RESPONSIBILITIES

Donya Armstrong will ensure the name and contact details of the Welfare Officer are available:

- As the first point of contact for parents, young people and volunteers/staff within the club.
- As the main point of contact within the club for the England Hockey Safeguarding team as well as relevant external agencies in connection with safeguarding young people.
- As a local source of procedural advice for the club, its committee and members.

By signing this document, Donya Armstrong commits to the above.

Signed: Donya Armstrong

Print Name: Donya Armstrong

Role: Chair Person

Date: 26.06.2019

SECTION ONE

SAFEGUARDING AND PROTECTING YOUNG PEOPLE IN HOCKEY POLICY



1. INTRODUCTION

1.1

England Hockey (EH) believes that all young people have the right to be safe and enjoy their involvement in hockey. We accept a responsibility to promote the welfare of young people and protect them from harm, in partnership with The Hockey Family.

1.2 EH defines The Hockey Family as all individuals, clubs, county and regional associations, leagues and other organisations involved in any capacity in the game of hockey, and whether or not they are members of England Hockey. For the avoidance of doubt, this includes all players and anyone working within hockey (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, umpires, referees and other officials. Parents and spectators at hockey events and activities are also deemed members of the Hockey Family, as are Commercial Partners.

1.3 Young people are defined as children that have not reached their 18th birthday.

1.4 This Safeguarding and Protecting Young People in Hockey Policy (the "Safeguarding Policy") applies to all employees of England Hockey and each member of The Hockey Family. The Safeguarding Policy sits alongside all other EH policies and regulations including, but not limited to, the Code of Ethics and Behaviour. Adherence to the Safeguarding Policy will be managed through the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations ("Safeguarding Regulations").



2. PURPOSE OF POLICY

2.1 This Policy has been produced to promote the welfare of young people and protect them from harm. The Policy sets out the commitments made by England Hockey with regard to safeguarding young people and certain general principles and specific guidance that should be followed by The Hockey Family.

2.2 The Hockey Family should also be aware of, and ensure compliance with other relevant good practice guidance relating to young people, including:

- the recruitment of persons working with young people, including the use of Disclosure and Barring Service (DBS) checks in recruitment and employment

- anti-bullying
- taking and the use of photographic and recorded images of young people.
- communication with and supervision of young people
- social media guidance
- planning events, competitions, tours

2.3 All those playing or working in hockey, in a paid or voluntary capacity, must abide by England Hockey's Code of Ethics and Behaviour.

3. LEGAL REQUIREMENTS AND GOVERNMENT GUIDANCE

- 3.1 The practices, procedures, principles and guidance within this Safeguarding Policy and associated reporting procedures are based on the principles contained within UK and international legislation and government guidance with particular reference to the Protection of Freedoms Act 2012 and the requirements of the Disclosure and Barring Service (DBS) in relation to recruitment of those in regulated activity. The policy and procedures have been designed to complement Local Safeguarding Children Boards (LSCB) procedures.
- 3.2 England Hockey's reporting procedures are compliant with the framework as detailed in the Government Guidance 'Working Together to Safeguard Children 2015'.
- 3.3 England Hockey work with the NSPCC Child Protection in Sport Unit (CPSU) and is committed to maintaining and embedding safeguarding within EH.

4. POLICY OBJECTIVES / ENGLAND HOCKEY'S ROLE

- 4.1 As the national governing body, England Hockey will publicise and promote within hockey its Safeguarding Policy. We will also support affiliated clubs and associations within The Hockey Family in adopting and implementing their own policies. This support will include producing template policies and procedures and good practice guidance and by providing access to training and education opportunities.
- 4.2 England Hockey is committed to providing access to appropriate advice and support through England Hockey staff in the Ethics and Compliance Team and ensuring that concerns relating to the safety and welfare of young people in hockey are taken seriously and acted upon swiftly and appropriately. See England Hockey's Reporting Procedures.



"The club has a great atmosphere for development, everyone is welcoming and friendly."

- 4.3 England Hockey recognises the roles and responsibilities of the statutory agencies in safeguarding young people and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed or are at risk of harm. England Hockey is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs). Accordingly, England Hockey will work cooperatively with the relevant statutory agencies on matters relating to safeguarding young people and where England Hockey receives report of a concern, it will refer the matter to the relevant statutory agency where appropriate.
- 4.4 England Hockey is also committed to directly challenging conduct within The Hockey Family that is, or may be, harmful to young people. It may, therefore, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations (Safeguarding Regulations (www.englishockey.co.uk/safe) where concerns or complaints are raised (by sources internal or external to hockey) relating to the safety and welfare of young people. England Hockey will take action against any person or organisation within its jurisdiction whose conduct is found to have harmed a young person in hockey or whose conduct (within or outside hockey) poses or may pose a risk of harm to young people in hockey. England Hockey may also refer matters back to a club, county or regional association, league or other relevant organisations, with advice and support as appropriate, for resolution where appropriate.
- 4.5 England Hockey is committed to encouraging, and supporting everyone within hockey to recognise and regard as essential, the effective and safe recruitment of all individuals working with young people in hockey.
- 4.6 England Hockey is committed to providing education and training opportunities for The Hockey Family in relation to safeguarding and protecting children.

5. GENERAL PRINCIPLES

The following general principles regarding safeguarding and protecting young people will be applied by England Hockey and should also be applied by everyone within The Hockey Family.

- 5.1 The safety and welfare of young people is paramount.
- 5.2 The views and opinions of young people are sought, considered and integrated into all aspects of hockey.
- 5.3 All young people, regardless of age, disability, gender reassignment, race (including ethnic origin, nationality and colour), religion or belief, sex (gender) and sexual orientation have the right to be protected from harm.
- 5.4 It is recognised that some young people have additional vulnerability, which may be due to disability, language, sexual orientation, culture or for the fact that they perform in an elite environment. It is therefore important to raise awareness of additional risks and address particular needs, as required – see Safeguarding Education and Training guidance document.
- 5.5 The rights, dignity and worth of all young people should always be respected.
- 5.6 Safeguarding is everyone's responsibility, but it is the responsibility of child protection experts to determine whether or not abuse has taken place. It is everyone's responsibility in hockey to report concerns.
- 5.7 Statutory agencies have a role in safeguarding young people and information should be shared with them as appropriate.



6. ADDITIONAL GUIDANCE FOR CLUBS AND ASSOCIATIONS:

All affiliated clubs and associations are required to:

- 6.1 Adopt, implement, actively promote and monitor England Hockey's Safeguarding Policy, reporting procedures and good practice guidance (see Template One: Club Safeguarding Commitment).
- 6.2 Follow England Hockey's guidance on recruitment to roles that involve working with young people, including the use of Disclosure and Barring Service checks, to ensure compliance with relevant legislation.
- 6.3 Provide appropriate education and training to all those people who work with young people in hockey.
- 6.4 Actively disseminate this information to their members.

7. HOCKEY FAMILY RESPONSIBILITIES

Everyone within England Hockey and The Hockey Family must also comply with the following specific guidance:

- 7.1 Abide by England Hockey's Safeguarding and Protecting Young People in Hockey Policy, Procedures and Good Practice guidance, which specifies conduct in relation to the safeguarding of young people within hockey, among other issues.
- 7.2 Where appropriate take action to deal with minor issues or concerns at a local level, including challenging poor practice in relation to safeguarding of young people.
- 7.3 Seek advice from England Hockey Ethics and Compliance Team (see 8.3) when dealing with issues or concerns that are more complex than first perceived.
- 7.4 Follow England Hockey reporting procedures where there are concerns relating to the safety or welfare of young people.



8. FURTHER INFORMATION

8.1 England Hockey documents and guidance:

- Reporting Procedures
- Safeguarding and Protecting Young People Complaints and Disciplinary Regulations ("Safeguarding Regulations")
- Good Practice Guidance
- Code of Ethics and Behaviour

Can be found at www.englandhockey.co.uk/safe

8.2 Statutory Agencies

There are a number of agencies that have a statutory role to play in the safeguarding and protection of children, these include:

Local Safeguarding Children Board (LSCB)

An agency with statutory power under the Children Act 1989. LSCB's are the key statutory mechanism for agreeing how the relevant organisations in each local area will cooperate to safeguard and promote the welfare of children in the locality.

The Police

Uphold the law, prevent crime and disorder and protect citizens.

Children's Social Care

duty to provide services to children 'in need' and duty to make enquiries where a child is likely to be or is suffering from significant harm.

NSPCC

Hold statutory responsibility under the Children Act 2004, develop practice and guidance and provide a mechanism for organisations to work together.

Contact details for the agencies listed above can be found at www.englandhockey.co.uk/safe

8.3

ENGLAND HOCKEY ETHICS AND COMPLIANCE TEAM CONTACT DETAILS:

Responsibility for safeguarding in hockey falls with the Ethics and Compliance Team, who will be pleased to answer any questions or queries relating to any aspect of safeguarding and protecting young people:

- **Ethics and Compliance Manager (Lead for Safeguarding)** – contact for any child protection concerns
- **Ethics and Compliance Officer** – general safeguarding enquiries
- **Disclosure and Barring Service (DBS) Coordinator** – recruitment related queries

Tel:

01628 897500

Email:

safeguarding@englandhockey.co.uk

Address:

England Hockey, Bisham Abbey
National Sports Centre, Marlow,
Bucks, SL7 1RR



WELFARE OFFICER

WE ARE COMMITTED TO

Safeguarding & Protecting

YOUNG PEOPLE AT OUR CLUB

SAFE
SAFEGUARDING
THE HOCKEY FAMILY



CLUB NAME:

BASILDON HOCKEY CLUB

OUR CHILD WELFARE OFFICER IS:

ANNE-MARIE SOUSTER

CONTACT THEM BY:

MOBILE: 07712597905

TO FIND OUT MORE VISIT
ENGLANDHOCKEY.CO.UK/SAFE

STANDARDS
for SAFEGUARDING
and PROTECTING
CHILDREN in SPORT



WELFARE OFFICER

TEMPLATE 8

Role Description for Welfare Officer (including DBS)



Name of Welfare Officer: **ANNE-MARIE SOUSTER**
at **BASILDON** Hockey Club.

The role description below incorporates the role of administering the Disclosure and Barring Service (DBS), this function could be separated from the general Welfare Officer role. Organisations may want to consider having more than one Welfare Officer, to share the responsibility and combine people with a mix of the skills / experience below.

ROLE DESCRIPTION

Everyone in hockey has a responsibility to safeguard and protect young people. The key role of the Welfare Officer is to support the organisation to promote good safeguarding practice across the organisation, to be the named point of contact for all members of the Hockey Family, to implement England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures where a concern has been raised.

ROLE

- Role model best safeguarding practice
- Support the organisation to put into practice its safeguarding implementation plan
- Be the key contact with England Hockey Ethics and Compliance Team (includes Lead for Safeguarding)
- Be the point of contact for members of the Hockey Family where concerns about the welfare of a young person have been identified
- Support the organisation to implement good safeguarding practice and challenge poor practice and breaches of the England Hockey Code of Ethics and Behaviour
- Support the organisation to implement England Hockey's and their own safeguarding policy and procedures
- Be the point of contact for members of the Hockey family regarding the administration of the Disclosure and Barring Service (DBS) at a local level; including verifying identity documents for those members completing their DBS
- Support the organisation to ensure staff and volunteers relevant qualifications and DBS checks are up to date
- Be a member of the organisation's management committee to advise on organisational safeguarding matters and DBS non compliance
- Support the organisation's management committee to review safeguarding practices and processes following the completion of an issue or concern that has been investigated
- Maintain contact details for local children's social care services and police in case of emergency
- Ensure confidentiality is maintained

EXPERIENCE AND KNOWLEDGE

- Own organisations role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role
- Knowledge of England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures and own organisation's policy and procedures
- Basic knowledge of core legislation and government guidance This can be gained through welfare officer training
- Basic knowledge of roles and responsibilities of local statutory agencies (children's services, police, Local Safeguarding Children Board (LSCB) and Local Authority Designated Officer (LADO). This can be gained through welfare officer training. The Welfare Officer must have full contact details for their local agencies
- Awareness of equality and safeguarding issues

SKILLS

- Child-focused
- Good listener and being non judgmental of any issues or concerns that are raised
- Basic administration*
- Basic safeguarding advice and support
- Communication (with all members of the organisation including young people and adults)
- Interpersonal skills and being calm and approachable at all times
- Maintaining accurate records of issues and concerns that have been raised
- Ability to promote organisation's policy, procedures and resources

ADMINISTRATION

(the DBS role could be undertaken by a separate person working with the Welfare Officer)

- Administration is an essential skill where the Welfare Officer is fulfilling the role of administrating the DBS check. All England Hockey DBS checks are now completed online, so a basic level of IT skills are required.
- Liaising with relevant members of the organisation regarding the completion of their DBS check
- Verification of identity documents for relevant members completing their DBS check
- Maintaining an accurate register of in progress/completed DBS checks and coaching qualifications

TRAINING

- It is a requirement that Welfare Officers attend the Sports Coach UK 'Safeguarding and Protecting Children in Sport' workshop. For details of local workshops go to: www.sportscoachuk.org
- England Hockey deliver 'Time to Listen' (TTL) workshops. These hockey specific workshops, aimed in particular at Welfare Officers, build on the awareness of the Sports Coach UK workshop and focus on implementation of safeguarding at local level. For details of workshops please contact your Regional Office. The Sports Coach UK workshop is a prerequisite for attending the TTL workshop. It is a requirement that Welfare Officers attend TTL as part of the ClubsFirst accreditation process.

This role description (August 2014) is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the role.



WELFARE OFFICER

REPORTING CONCERNS OF POSSIBLE ABUSE **WITHIN** A HOCKEY ENVIRONMENT IN RELATION TO A YOUNG PERSON

What to do if you are concerned about the behaviour of any volunteer, staff of England Hockey or any other member of the Hockey family.



REPORTING CONCERNS OF POSSIBLE ABUSE **OUTSIDE** THE HOCKEY ENVIRONMENT IN RELATION TO A YOUNG PERSON

What to do if you are concerned that a young person is being abused outside the hockey environment (but that concern is identified through that young person's involvement in hockey).



ENGLAND HOCKEY CONTACT FOR REPORTING CONCERNS:

Ethics and Compliance Manager
(Lead for Safeguarding):

Tel: 01628 897500

Email: safeguarding@englandhockey.co.uk

NSPCC Helpline (free 24 hour helpline):

0808 800 5000

Also see 'Useful Contacts' document.

ACCIDENTS

We can learn from near misses & accidents if you tell us about them

Incident/Accident Reporting Form



November 2016

This form should be used to record any incidents or accidents that occur at your club.

Your Name:	Young person's name:
Your Role:	Team:
Your contact number:	
Address:	
Details of incident: <i>include description of any injuries</i>	
Date/time of incident:	
Have the parents/carers been notified?	Parent/Carer Name:
If yes, what has been agreed?	
Has the incident been fully dealt with? How?	
Is any further action needed? Yes/No	

This form should be kept for a minimum of 3 years, unless the individual involved leaves the club.

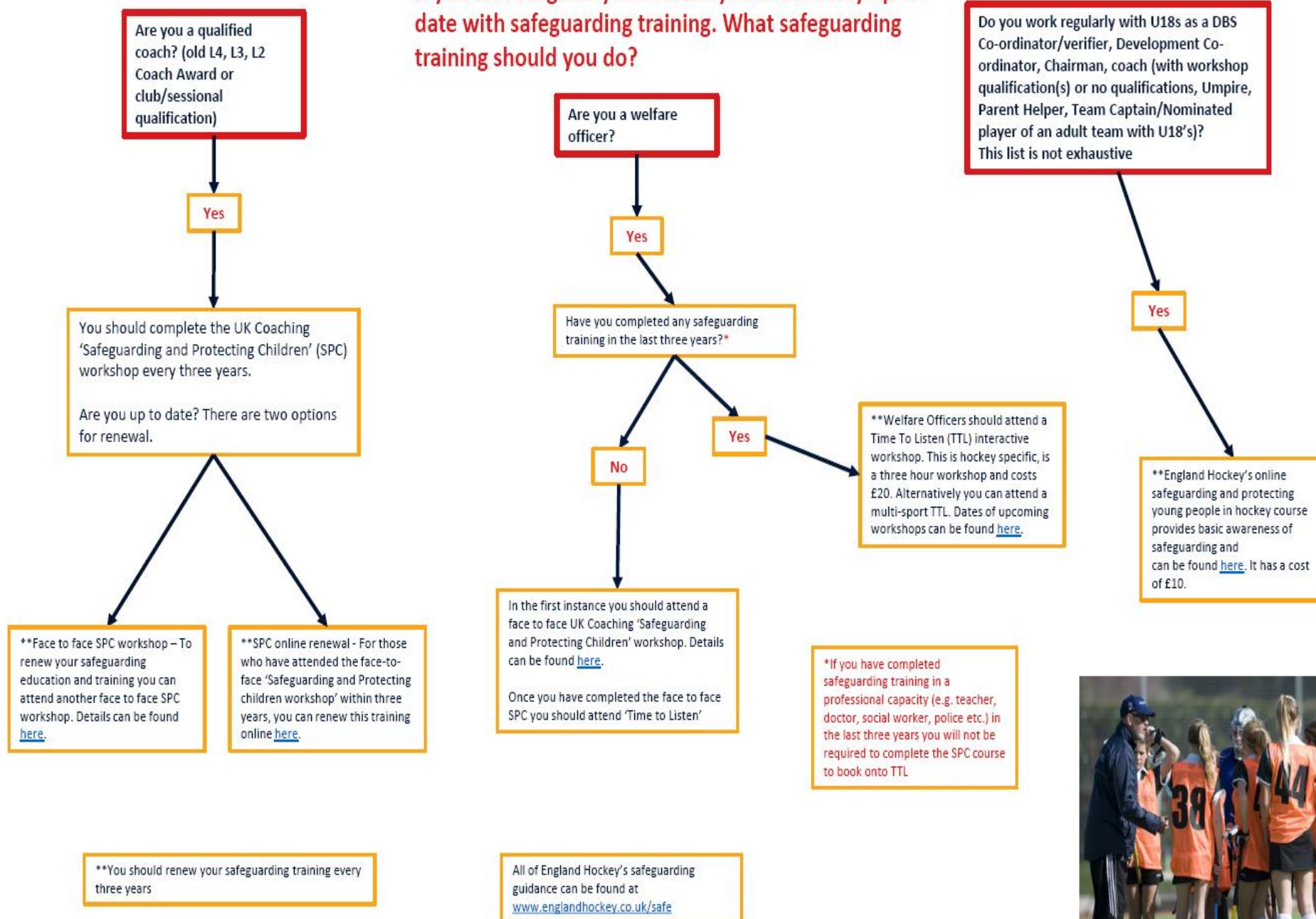


WHO CAN HELP?



ENGLAND HOCKEY

If you work regularly with U18s you should stay up to date with safeguarding training. What safeguarding training should you do?



WHO CAN HELP?

Young People playing in Senior Teams Guidance

September 2016



INTRODUCTION

England Hockey (EH) believes that all players should be provided with opportunities to improve their hockey. Young individuals playing club hockey are often introduced to senior teams and development sides, allowing them to gain experience playing with and against older players. This step up can be pivotal to their hockey playing career however decisions can be made hastily without proper consideration for the young person involved.



REGULATIONS

'As agreed by the England Hockey Board in March 2011, the policy will remain as it is, with U13s restricted from participating in adult hockey leagues until they reach their 13th birthday, until further notice.' (Juniors playing in adult leagues, 2016)

Whilst we understand that young people develop physically at different rates, we can be certain that their emotional and psychological state prior to the age of 13 is unlikely to be mature enough to support them adequately in adult competition. Furthermore, it seems sensible to have a concrete age to regulate participation and avoid subjective decisions.

CONSIDERING THE YOUNG PERSON

All clubs should recognise that they have a duty of care towards all young members of the club. Young people need to be consulted before any decision is made to include them within an adult team.

Over training - young players may have their age group training session on top of an expectation to attend senior club training. Add to this school hockey training and matches causing a training overload meaning a risk of long term injury and fatigue.

Willingness to play - A young person's willingness to play can mean they switch between teams resulting in attending a number of away games in a row.

Playing positions - young players are often played in unfamiliar positions; for example a promising young defender may be played as a 'winger' in order to be 'blooded' into an adult team. Whilst learning all positions is to be encouraged as it interchange through playing lines, denying them the chance to develop their game within the increased pressure of a new environment is not helpful to their

development. Playing minutes-sometimes a young player will be given brief shifts of a few minutes here and there. This is not helpful to their learning and is physically poor practice.

Parent Pressure - It's essential that sports clubs communicate regularly with parents so that both coach and parent work towards the same goals. Guidance around how to achieve this is available at: <https://thecpsu.org.uk/help-advice/topics/parents-in-sport/>

FREQUENTLY ASKED QUESTIONS

Who is responsible for the young person?

Normally the Captain however this doesn't have to be. The nominated person needs to be someone who can communicate with young people and will support them whilst acting in their best interest in that playing environment (on and off pitch). Permission needs to be gained before giving lifts in a personal vehicle. Adults and u18's alone in a car is not recommended.

Does the captain of the team require a DBS?

Yes, if the young person is likely to feature in the team for most of the season.

What do you (as a club) need to consider?

Make parents aware of how young people involvement works within the club. Do you have development sides?

Are your Captains/Team Managers aware of the social environment the young person will be placed in e.g. involving alcohol?

If they are substituted or sent off, who supports them off whilst off of the pitch?

Who is responsible for holding emergency medical information?

Either the captain or a nominated member of the team should be given all medical information when travelling to an away fixture.

SUPPORTING GUIDANCE

Photography - juniors playing in senior teams are more likely to be involved in content that appears in newspapers or social media. For more information on this, see [Photography](#).

Changing Rooms - arrangements for changing pre and post game can vary especially when travelling to away games. See the [Good Practice guidance](#).

Communication - notification of selection/availability should always include parents when young people are involved. Further information can be found on [Good Practice Guidance](#).



WORKSHOPS

GOOD PRACTICE WHEN WORKING WITH YOUNG PEOPLE – DO'S AND DON'TS

England Hockey acknowledges that good practice when dealing with young people is essential. All people working with young people are expected to adhere to the following guidelines.

ENGLAND HOCKEY

ANTI-BULLYING
GUIDANCE

Guidance for Taking
and Using Photographic
and Recorded Images
of Young People

NSPCC



Safeguarding

Basic Online Training Course



This course provides a basic level of safeguarding training to ensure young people enjoy hockey in a safe and enjoyable environment.



CONTACTS

ETHICS AND WELFARE TEAM (responsibility for Safeguarding)

Reporting concerns:

Alison Hogg

Ethics and Welfare Manager

01628 897500

Alison.hogg@englandhockey.co.uk

General safeguarding enquiries:

Megan Orme-Smith

Ethics and Welfare Officer

01628 897545

megan.orme-smith@englandhockey.co.uk

All DBS enquiries:

Stuart Thomas

Ethics and Welfare Administrator

01628 897516

stuart.thomas@englandhockey.co.uk



CONTACTS

England Hockey Safeguarding	www.englandhockey.co.uk/safe safeguarding@englandhockey.co.uk	For further information or any questions/queries regarding Safeguarding and Protecting Young People in Hockey
Child Protection in Sport Unit (CPSU)	www.cpsu.org.uk	The NSPCC CPSU have a number of helpful resources to support organisations develop social networking.
Child Exploitation and Online Protection (CEOP)	www.ceop.police.uk	CEOP is dedicated to eradicating the sexual abuse of children.
Think You Know	www.thinkuknow.co.uk	A project of CEOP containing the latest information on websites, mobiles and new technology.
International Watch Foundation (IWF)	www.iwf.org.uk	The hotline for reporting criminal online content.



CONTACTS

USEFUL CONTACTS

Organisation	Contact Details	Further Information
SafeNetwork	http://www.safenetwork.org.uk	Guidance on how to deal with sexting
Kidscape	020 7730 3300 www.kidscape.org.uk	Anti Bullying Guidance
Childline	0800 1111 www.childline.org.uk	A private and confidential advice service for children
NSPCC	0808 800 5000 www.nspcc.org.uk	A charity campaigning against cruelty to children
Internet Watch Foundation (IWF)	www.iwf.org.uk	Report criminal online content
The Cybersmile Foundation	0845 688 7277 www.cybersmile.org	Combating online bullying
Bullying UK	0808 800 2222 www.bullying.co.uk	Advice and support for those being bullied