



Woking Hockey Club

Safeguarding and Protecting Young People In Sport

Policy, Guidelines, Good Practice Document

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Sarah Hubbard - 11/08/2011



Woking Hockey Club's Safeguarding and Protecting Young People Policy

SAFEGUARDING AND PROTECTING YOUNG PEOPLE IN HOCKEY

Woking Hockey Club adopts England Hockey's Safeguarding and Protecting Young People in Hockey Policy and works in accordance with the following statement:

Introduction

Woking Hockey Club is committed to creating and maintaining a safe and positive environment for all young people involved in hockey. It accepts its responsibility to help safeguard the welfare of all young people and protect them from poor practice, abuse and bullying.

Every individual and organisation within the Hockey Family has a role and responsibility to help ensure the safety and welfare of young people. The Hockey Family is defined below.

Woking Hockey Club as a provider of opportunities for young people in hockey accepts that we are required to fulfil our duty of care which means that we must do everything that can be reasonably expected of us to help safeguard and protect young people from any reasonably foreseeable harm.

Definitions:

Hockey Family all individuals, clubs, associations, and other organisations involved in any capacity in the game of hockey, and whether or not 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.

Young People anyone under the age of 18

Obligations under this policy:

Everyone within Woking Hockey Club must act in accordance with:

- the general principles set out in this policy; and
- the principles set out in the particular policies below, together with the supporting good practice document:
 - The recruitment of persons working with young people
 - The use of CRB checks in recruitment and employment
 - Anti-bullying
 - Taking and use of photographic and recorded images of young people;

Affiliation to England Hockey will evidence agreement of these obligations by the club and membership of Woking Hockey Club will evidence agreement by the Hockey Family

Woking Hockey Club has in addition, adopted and implemented our own:

- Safeguarding and Protecting Young People (or Child Protection) policy which complies with the general principles set out in this policy;

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Everyone within the Woking Hockey Club must also:

- Abide by England Hockey's Code of Ethics which specifies conduct in relation to the safeguarding of young people within hockey among other issues
- Follow England Hockey reporting procedures where there are concerns relating to the safety or welfare of young people

For clarity, policies, procedures and good practice relating to the safeguarding of young people in hockey need to be applied both in relation to activities for young people specifically and where young people may be involved within the adult game. For example, where players or umpires under 18 years of age are incorporated into adult team hockey.

England Hockey's Role:

As the national governing body, England Hockey will publicise and promote within hockey its Safeguarding Young People Policy, Procedures and Good Practice Guidance. It will also support its affiliated clubs and associations in adopting and implementing their own policies by producing template policies and procedures and through access to appropriate training and education opportunities.

England Hockey is committed to ensuring that concerns relating to the safety and welfare of young people in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, England Hockey has developed procedures for reporting concerns.

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. England Hockey is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCB's)¹. Accordingly, England Hockey will work co-operatively 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.

England Hockey is also committed where appropriate, to directly challenging conduct within hockey 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 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 for resolution at club level where appropriate.

Woking Hockey Club will follow England Hockey's Reporting Procedures and will make all their members aware that they are subject to the above Regulations if there is a breach of the Policy.

¹ Local Safeguarding Children Boards (LSCB) are the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in the locality. The core membership of LSCBs is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children, they also provide education and training opportunities at local level.

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Woking Hockey Club's Safeguarding and Protecting Young People Policy

General Safeguarding and Protecting Young People Principles:

- The safety and welfare of young people is paramount
- All young people, regardless of age, ability, sex, race, religion or belief, ethnic origin, social status or sexual orientation have the right to be protected from harm
- The rights, dignity and worth of all young people should always be respected
- Woking Hockey Club wishes to promote a telling culture. Everyone within hockey must therefore report all concerns in accordance with England Hockey's reporting procedures.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility in hockey to report concerns
- The roles and responsibilities of the statutory agencies in safeguarding young people must be recognised and the procedures of the Local Safeguarding Children Boards must be complied with
- Any policy or procedure is only as effective as the ability and skill of those who operate it
- Woking hockey Club is committed to encouraging, and everyone within hockey must recognise and regard as essential, the effective and safe recruitment of all individuals working with young people in hockey
- All those working in hockey, in a paid or voluntary capacity, must abide by England Hockey's Code of Ethics

Guidance and Legislation:

The practices and procedures within this policy and documentation are based on the principles contained within UK and International legislation and Government guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration

- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997
- The Rehabilitation of Offenders Act 1974
- Criminal Justices and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Human Rights Act 1998
- The Data Protection Act 1998
- "Caring for the young and vulnerable" Home Office guidance for preventing the abuse of trust 1999
- What to do if you are Worried a Child is being Abused DOH 2006
- Working Together to Safeguard Children 2006, HM Government
- The Safeguarding Vulnerable Groups Act 2006

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**Reporting Concerns of Possible Abuse
WITHIN the Hockey Environment**

What to do if you are concerned about the behaviour of any member, volunteer or staff of Woking Hockey Club or England Hockey:

If you are concerned about the behaviour of an adult in hockey towards a young person.

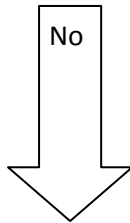


Does the young person require immediate medical attention?

No

Yes

Call an ambulance and inform the doctor that there is a child protection concern



Report concerns to Woking Hockey Club Welfare Officer who will complete an EH safeguarding referral form and send to the EH Lead Child Welfare Officer



Initial assessment by EH Lead Child Welfare Officer, to include potential referral to statutory Agencies

A

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Matter referred back to Welfare Officer with guidance.

Information presented to the Case Management Group
• Decision taken by the on appropriate course of action

A

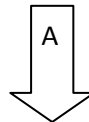
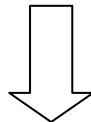
B

C

NO CASE TO ANSWER

POSSIBLE ABUSE

POSSIBLE POOR PRACTICE



Internal investigation

Referral to Statutory agencies possible internal investigation in partnership with agencies

Potential outcomes

There are a number of potential outcomes from this process, this list is not exhaustive:

- | | |
|--|-------------------------|
| 1. No further action taken/no case to answer | 2. Warning |
| 3. Training, retraining or mentoring recommended | 4. Fine |
| 5. Conditions applied to further involvement in hockey | 6. Temporary suspension |
| 7. Investigation/criminal prosecution | 8. Permanent suspension |

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9. Possible EH investigation depending on outcome of statutory agencies' investigation
10. Referral to statutory lists barring, or restricting, work with young people
11. Referred back to club/organisation with advice on process to be followed

Reporting Concerns of Possible Abuse OUTSIDE the Hockey Environment

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).

If you are concerned that a young person could be being abused outside the hockey environment.



If the young person requires immediate medical attention, call an ambulance and inform the doctor there is a child welfare concern.



Report your concerns to Woking Hockey Club Welfare Officer who will refer the matter to the Local Authority (LA) Children's Social Care Department (Surrey Social Care) or the Police without delay.

Make a record of anything the child has said or what you have seen, if possible with dates and times.



If Woking Hockey Club Welfare Officer /EH Lead Child Welfare Officer are not available, refer the matter to LA Children's Social Care Department (Surrey Social Care) or Police without delay.



Take advice from LA Children's Social Care Dept (Surrey Social Care) or the Police whether it is appropriate to discuss the matter with parents.



Complete an EH safeguarding referral form, copy it to the relevant external agency and the EH Lead Child Welfare Officer.

It is natural to be concerned about the potential implications of reporting concerns. These are natural responses, but remember that the safety and welfare of young people is paramount. Reported concerns will be dealt with professionally and confidentially. All processes and procedures are conducted in accordance with England Hockey's Safeguarding and Protecting Young People (SPYP) Complaints and Disciplinary Regulations

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SAFEGUARDING REFERRAL FORM

Your club/organisation's name

Woking Hockey Club

Your details

First name:	Surname:	Position in club/organisation:

Home address:

POST CODE:

Daytime phone number:	Evening phone number:	Email address:

Young person's details

First name:	Surname:	Parent/legal guardian's name:

Date of birth:	Male or female:

Home address:

POST CODE:

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Does the young person have a disability? If so, please give details:

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	TICK		TICK
White British		Asian or Asian British – Pakistani	
White Irish		Asian or Asian British – Bangladeshi	
White Other		Asian or Asian British – Other	
Mixed – White and Black Caribbean		Black or Black British – Caribbean	
Mixed – White and Black African		Black or Black British – African	
Mixed – White and Asian		Black or Black British – Other	
Mixed – Other		Chinese	
Asian or Asian British - Indian		Other Ethnic Group	

Details of the accused/adult whose behaviour you have concerns about

First name:	Surname:	Position in sport (e.g. coach, official)

Home address:

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POST CODE:

Phone number:	Date of birth:

Are you reporting your concerns or passing on those of somebody else? (please give details)

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Please give a brief description of what has prompted these concerns

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Please include dates, times, venue etc of any specific incidents

Have you spoken to the young person(s)?

If so, please give details of what was said and when

Have you spoken to the parent/carer of the young person(s) involved?

If so, please give details of what was said and when

What is the relationship between the young person and the accused?

Action taken so far

Please continue on a separate sheet if necessary

External agencies contacted so far

Organisation	Y/N	If yes, which?	Name & Number	Date & Time	Details of advice rec'd
Woking Hockey Club Child Welfare Officer					
England Hockey					
Police					
Children's Social Care Dept (Social Services)					

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Other (e.g. NSPCC)					
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Signed:		Print Name:	
Date:			

Remember to maintain confidentiality on a need to know basis. Only disclose information if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

THIS FORM SHOULD BE RETURNED TO:
(Please mark your envelope CONFIDENTIAL),
Sarah Hubbard, 124 York Road, Woking Surrey, GU22 7XS

Accident / Incident Report Form

Please ensure that this form is completely legible and is signed and dated.

1. Name and location of facility	
2. Full name of coach supervising the session	
3. Full name of the injured person	
4. Full address of the injured person	
5. Age of the injured person	
6. Date of accident	Time of accident
7. Nature of injury, including location on body	
8. Nature of any injuries/after-effects which developed later	
9. FULL details of the accident including;- how it happened; what activity was being performed; where it happened (if off pitch);	

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10. Witness name(s) and address(es)	
11. Action taken:	
Police called: Yes / No	Ambulance called: Yes / No
Facility manager informed: Yes / No	Facility accident book completed Yes / No
Parent informed Yes / No	
12. Details of first aid given	
13. Other actions?	

Section to be completed by supervising coach/leader

I confirm that the above details are correct and accurate to the best of my knowledge

Print name:	
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Signature:	Date:
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