



# Chippenham Hockey Club



## Welfare and Safeguarding Policy and Procedure

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### PART 1

#### Commitment

Chippenham Hockey Club (CHC) hereby commits to adhere to the child welfare and safeguarding rules and regulations as set forth by England Hockey (EH) (see *Appendices*) Safeguarding Regulations, Best Practice, Policies and Procedures. The Club is committed to providing a safe and positive environment where children and young people can learn about, participate in and enjoy hockey free from harassment or abuse. The Club recognises its role and responsibilities in creating and maintaining such an environment for all children and young people.

This Policy should be read in conjunction with the Club Safeguarding Commitment at Part 2 to this policy.

#### Policy

##### The Hockey Family

England Hockey 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. This includes all players and anyone working within hockey (in a paid or voluntary capacity, whether as an employee, 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.

##### Young People

Young people are defined as children that have not reached their 18<sup>th</sup> birthday.

##### Safeguarding Principles

All members of CHC must follow the general principles regarding safeguarding and protecting young people that are applied by England Hockey and should also be applied by everyone within The Hockey Family. Further links to guidance for groups and individuals on the England Hockey Safeguarding Policy and principles, Appendix 1, can be found the England Hockey Duty of Care – Safeguarding webpage. Full details of the England Hockey – Safeguarding Good Practice, Policies and Procedures is at Appendix 2.

##### Best Practice



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CHC is committed to ensuring that all members adhere to best practice guidance concerning safeguarding young people. Best practice advice from England Hockey covers topics such as behaviour in changing rooms, transport scenarios and how to handle juniors playing in senior teams. More detailed guidance is at Part 2 to this policy.

## Procedure

CHC is committed to following the reporting procedure set forth by England Hockey so that in the event of a concern being raised a smooth process can be followed. The reporting procedure is at Appendix 2 to this policy.

As part of the continued effort of the Club to ensure the safety and welfare of young people, it is important that all incidents and any accidents are reported and investigated accordingly. As part of the procedure above, all incidents/accidents must immediately and accurately be reported using the England Hockey reporting form, Appendix 3. It is important to note that information of such cases is only shared between those involved in the incident, the Club Welfare Officer (CWO) and the Chair, on a need-to-know basis.

## Parents

As part of the Clubs commitment to providing a safe and enjoyable environment to play hockey, it realises that parents form a large part of that environment. At CHC we would like to involve the parents in ensuring their children are protected by providing parent and young person information packs which will include information about the welfare and safeguarding of children at the club and provide details of the Club's Welfare Officer and Section Representatives.

## Adults at Risk

Welfare and safeguarding is not limited to those under the age of 18 years old and as a Club, CHC is committed to creating and maintaining a safe and positive environment, free from harassment or abuse, for all adults involved in hockey in accordance with the rules and regulations set forth by England Hockey. The Club recognises and accepts its responsibilities for ensuring the welfare and safeguarding of those adults involved in hockey and is committed to adhering to the principles, policies and procedures put in place by England Hockey, which includes the [mental wellbeing](#) of all players.

All of the above are to be considered when planning safe hockey activities at Chippenham Hockey Club and further information is available at Appendix 4. Guidance from the England Hockey Injury Reporting Policy at Appendix 5 is to be followed by all CHC members.



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## PART 2

### Code of Conduct for Captains and all Adult Members for Safeguarding and Welfare Arrangements Young People (under 18s)

As a club we have a moral and legal responsibility to ensure the safeguarding and protection of Young People (Juniors) under the age of 18. As a club with Adult and Junior members we have to be mindful of how we respect Juniors and our language and behaviour used around them. We want to encourage Juniors to be inclusive members of CHC and make them feel safe and secure in an environment that they can trust.

CHC operates under the guidance of England Hockey's (EH) Safeguarding – Good Practice, Policies & Procedures, details at Appendix 2.

We also follow EH's – Respect Code of Ethics and Behaviour. This includes DBS Checks and we want all of our Club Coaches and Captains to hold an up to date DBS check as verified by EH. We will endeavour to ensure that there are sports qualified first aiders at our training sessions and matches.

CHC is committed to the following:

#### GOOD PRACTICE

- Always work publicly with Young People and treat everyone with respect. The rights, dignity and worth of all Young People should always be respected. Be aware of vulnerabilities and challenge unacceptable behaviour.
- Never put yourself in the position of being alone with a Young Person, try to ensure there are always two Adults present. If an unavoidable situation arises in an emergency, advise the CWO or Welfare Representative immediately.
- Never engage in rough, physical or provocative games or conversations with Young People.
- Do not tolerate any form of bullying.
- Club Coaches and Captains will have the necessary training. The Club Coach and Section Lead Coaches will be trained to at least EH Level 2 (before May 2015) or EH UKCC England Hockey Coach (post May 2015). Captains should understand their responsibility to safeguarding and sports first aiders.
- Captains and Coaches should carry out risk assessments as appropriate, e.g. bad weather, match cancellations etc.
- Captains should ensure there is always access to a phone to make contact in an emergency.

#### Transportation



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CHC coaches and staff will be responsible for young people in their care. However, it is the responsibility of the parent/carer, not the CHC coaches or staff, to transport their child/children to and from the Club.

At CHC registration parents/carers:

- Will be asked for their permission for young people to participate in all competitions and away fixtures/events, including allowing their child to travel with an adult CHC member. Note: It is CHC policy not to allow an adult and one young person to travel alone in a car at any one time.
- Will be required to provide the Club with their emergency contact details.
- Will complete a CHC form providing contact details, information about their child/children, i.e. medical details, etc.

CHC will provide a timetable of Junior Section activities and Adult fixtures at the beginning of a season and notify parents/carers of any changes to this timetable through the Club's communication channels.

CHC has a late collection policy and will provide parents/carers with a contact number in the Club's safeguarding pamphlet, which may be used if the parent/carer will be late to collect their child/children.

## **Changing Rooms** – As directed by England Hockey good practice:

- Players aged 10 and under must be supervised at all times in changing rooms by two DBS checked adult Club members, of the same gender as the players.
- Adults working with young teams, including volunteers, coaches, umpires or staff, should not change or shower at the same time when using the same facility as young players.
- Mixed gender teams must have access to separate male and female changing rooms (CHC can arrange to use them at different times).
- At Club registration, for young players playing for adult teams, they and their parents will be informed of the Club's policy on changing arrangements and parents will be asked for their consent so that their child/children can share a changing room with adults in that team, but only if there are no alternative arrangements.
- Young people may be uncomfortable changing or showering in public, no pressure should be placed on them to do so. Young people will be encouraged to do this at home.
- When young leaders (U18) are involved in running sessions for other young people it is not appropriate for them change together. CHC will make alternative arrangements for them for changing (before/after other young people or asking them to change at home).



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- For disabled players, the player and their parents/carers are to be involved in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required. This information may be included in the player's health care plan held by the CWO.

## **Communication, Social Media and Photography**

Our main lines of communications are email, the Club website, Facebook, Twitter and Instagram. Some teams and training squads also use communications based "WhatsApp" groups, if this is the case we expect all parents/carers to sign up to this in order to ensure that they are included in all social media communication. Captains/Team Managers/Coaches should ensure they include parents in all forms of social media communications, except once a Young Person is in Further Education (i.e. post GCSEs) as long as this is confirmed previously with the parent/guardian. We have strict social media controls, only post what is necessary and we encourage positive communication and feedback.

## **Photography**

Consent is gained at the annual Club registration for the sharing and display of photographs and video. Members should ensure that any material posted has been consented to. If there is any doubt about consent it should be assumed that consent for photograph usage has been declined. Where consent has been declined this will be clearly indicated in the Club Member's notes available on the Club's online GDPR compliant databases. There is to be 'No Photography' in the Sports Club changing rooms.

## **Health and Safety, Including Concussion Policy (Appendix 6)**

We take the health and safety of all our members seriously and risk assessments must be carried out on pitches in the event of bad weather. Some Club members may require a Health Care Plan (form at Appendix 7) for conditions such as diabetes, epilepsy and asthma. Captains and Coaches should speak to the Welfare Officer if you are unsure. If a member has a health condition their details will be available to Captains via the team data on the Club's database. In addition any relevant health condition details should be kept in the team's first aid box, together with emergency contact numbers, allergies and treatment plans for these conditions.

Safeguarding is not just the Captain's responsibility; Young People should also take responsibility for their actions on and off the pitch.

## **Whistleblowing**

If there are concerns about reporting a welfare issue, we have processes in place to follow up with the CHC Welfare Officer, CHC Chair or England Hockey directly.



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***Remember safeguarding is everyone's business***

***It is not our responsibility to consider whether a young person is being abused, but it is our responsibility to report concerns***

Key people you can turn to in the club if you have a concern or if there is an incident involving a young person:

Gordon Larkins – Welfare Officer (CWO) – 07484 174988 ([welfare.chc@gmail.com](mailto:welfare.chc@gmail.com))

The CWO is supported by Representatives from each section, details of these officers can be found on the club website [Chippenham Hockey Club](http://www.chippenhamhockeyclub.co.uk)

Jane Lloyd – CHC Chair – 07968 211883 ([chair.chc@gmail.com](mailto:chair.chc@gmail.com))

If any of the above are not available here are the useful numbers and contacts:

England Hockey: Alison Hogg - Phone: 01628 897500

Email: [alison.hogg@englandhockey.co.uk](mailto:alison.hogg@englandhockey.co.uk)

LSBC –refer to the chain of reporting - <http://www.wiltshirescb.org.uk/professionals/local-policies-and-guidance/>

NSPCC – 0808 800 5000 – [www.nspcc.org.uk](http://www.nspcc.org.uk) ChildLine: 0800 1111 – [www.childline.org.uk](http://www.childline.org.uk)

Appendices:

- I. England Hockey Duty of Care - Safeguarding.
- II. England Hockey Safeguarding – Good Practice, Policies & Procedures.
- III. England Hockey Incident/Accident Reporting Form – Revised Mar 22.
- IV. England Hockey Planning Hockey Safely.
- V. England Hockey Injury Reporting Policy – Updated May 21.
- VI. CHC - Concussion Policy.
- VII. CHC - Health Care Plan.



# Chippenham Hockey Club



## APPENDIX 1 – ENGLAND HOCKEY – DUTY OF CARE – SAFEGUARDING

Guidance on the England Hockey Safeguarding Policies and Principles, can be found at the [England Hockey Duty of Care – Safeguarding](#) webpage.

This covers guidance for the following groups and individuals, links in the descriptions below:

- [Club Welfare Officer](#)
- [Junior Organiser](#)
- [Parent](#)
- [Coach](#)
- [Young People](#)
- [Umpire/Official](#)
- [Club Committee/Chair](#)
- [Adults On Team With Younger Players](#)