



## England Hockey's Policy on Safeguarding and Protecting Young People in Hockey

# Guidance for Volunteers

**This guidance has been produced to provide advice for volunteers working with young people in hockey.**

Every young person has the right to have fun and be safe and free from harm when participating in any hockey activity.

As a volunteer, you have a role to play in creating and providing an environment in which children and young people can progress and develop, and a duty of care to ensure their safety and protection. Providing young people with a positive hockey experience means that they will be more likely to achieve their true potential.

England Hockey's 'Safeguarding and Protecting Young People in Hockey Policy, Procedures and Good Practice Guidance' are in place for affiliated clubs and associations and all others involved in sport.

*Every individual – whether paid or unpaid – and organisation within the Hockey Family has a role and responsibility to ensure the safety and welfare of young people.*

### Terminology

**Club:** Throughout this document the term club is used as a general term to include junior sections and clubs with juniors playing in adult teams. All guidance can equally apply to county and regional associations.

**Young Person:** The term young person refers to anyone under the age of 18.

**Parent:** The term parent applies to the person or persons with legal responsibility for a young person.

### Position of Trust

All adults who work with young people in hockey are in a position of trust which has been invested in them by parents, the sport, and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

### Underpinning Principles

- ▶ Hockey should be fun and enjoyable, and fair play should be promoted.
- ▶ All young people within Hockey, 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
- ▶ Everyone who has a concern, **MUST** report it.
- ▶ 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.
- ▶ England Hockey is committed to encouraging the effective and safe recruitment of all individuals working with young people in hockey, and everyone within hockey must recognise this and regard it as essential.
- ▶ All those working in hockey, in a paid or voluntary capacity, must abide by England Hockey's Code of Ethics and Behaviour.

## Good Practice

England Hockey acknowledges that good practice when dealing with young people is essential. All people in a position of trust for young people are expected to adhere to the following guidelines:

- ▶ always be publicly open when working with young people. Ensure that whenever possible there is more than one adult present during activities with young people, or at least that you are in sight or hearing of others
- ▶ treat all young people with respect
- ▶ provide an example of good conduct you wish others to follow

- ▶ respect a young person's right to personal privacy
- ▶ encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour that they do not like
- ▶ remember that someone else might misinterpret your actions, no matter how well intentioned
- ▶ challenge unacceptable behaviour and report all allegations/suspicions of abuse
- ▶ give guidance and support to inexperienced volunteers
- ▶ agree, with the club, a communication method with young people
- ▶ expect to be asked to complete an enhanced Criminal Records Bureau (CRB) disclosure through England Hockey
- ▶ be able to present evidence of having attended a sports coach UK (scUK) Safeguarding and Protecting Children workshop (depending on the role).

All people in a position of trust for young people should never, except in an emergency:

- ▶ spend excessive amounts of time alone with young people away from others
- ▶ take young people alone on car journeys, however short
- ▶ take young people to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should occur only with the full knowledge and consent of the young person's parents or person with legal responsibility. Where someone has had to act outside of England Hockey guidance in an emergency, this should be reported to the local Welfare Officer.



## Poor practice

You should never:

- ▶ engage in rough, physical or sexually provocative games
- ▶ allow or engage in any inappropriate physical or verbal contact with young people
- ▶ allow young people to use inappropriate language unchallenged
- ▶ make sexually suggestive comments to a young person, even in fun
- ▶ allow allegations of a young person to go unchallenged, unrecorded or not acted upon
- ▶ do things of a personal nature for young people that they can do for themselves
- ▶ invite or allow young people to stay with you at your home unsupervised
- ▶ allow bullying or bad behaviour by young people
- ▶ allow yourself to be drawn into inappropriate attention-seeking behaviour
- ▶ make suggestive or derogatory remarks or gestures in front of young people
- ▶ jump to conclusions about others without checking facts
- ▶ either exaggerate or trivialise child abuse issues
- ▶ show favouritism to any individual
- ▶ believe 'it could never happen to me'.



## As a volunteer you should:

### Be aware of England Hockey's Safeguarding and Protecting Young People in Hockey Policy

Familiarise yourself with England Hockey's Safeguarding and Protecting Young People in Hockey Policy, reporting procedures and good practice.

### Know your role and responsibilities in relation to young people

Speak to the club or organisation you are working for and be clear about your role in relation to young people.

### Have the appropriate training

All volunteers that regularly work with young people are strongly advised to attend a sports coach UK (ScUK) Safeguarding & Protecting Children People workshop. This training should be renewed on a three-yearly basis. For some roles this training may be a requirement.

### Know who the Welfare Officer is

As a volunteer within a club, county or region, or at an event, you need to know who the welfare officer is in case you need to report any concerns. If you are unsure, contact England Hockey Lead Welfare Officer on **0870 126 2308** or e-mail [childwelfare@englandhockey.org](mailto:childwelfare@englandhockey.org)

### Use England Hockey's reporting procedures

As a volunteer in hockey you are not expected to be an expert in recognition; however all adults working within hockey have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

# Contact Details

## Emergency

Please find below contact details in case of emergency. Use the spaces below to complete the details for your local contacts for Children's Social Care Department (Social Services) and Police.

Organisation	Contact Details	Website
NSPCC Helpline (24 hours)	0808 800 5000	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
England Hockey Lead Child Welfare Officer	T: 0870 126 2308, E: <a href="mailto:childwelfare@englandhockey.org">childwelfare@englandhockey.org</a> Bisham Abbey National Sports Centre, Near Marlow, Buckinghamshire, SL7 1RR	<a href="http://www.englandhockey.co.uk">www.englandhockey.co.uk</a>
<b>Your Club Welfare Officer *</b>	Alison Clewlow T: 07840922382, E: <a href="mailto:lifelonglearning2@hotmail.co.uk">lifelonglearning2@hotmail.co.uk</a>	
Local Authority Children's Social Care Dept (Social Services) – ask for Duty Manager		<a href="http://www.everychildmatters.gov.uk/socialcare/safeguarding/lscb/">www.everychildmatters.gov.uk/socialcare/safeguarding/lscb/</a>
Police (Child Protection Team)	In an emergency call 999	
Samaritans (will hold Social Services Duty Officers' contact details in an emergency)	08457 90 90 90	<a href="http://www.samaritans.org">www.samaritans.org</a>

\* please complete these details

## Useful Contact Details – Help, support and advice

The following organisations offer specialist support and advice to young people, parents, individuals and organisations.

Organisation	Contact Details	Website	Additional Information
NSPCC – Child Protection in Sport Unit (CSPU)	T: 01162 34 7278, E: <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>	<a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>	Sport specific advice on safeguarding and protecting young people
NSPCC – 24hr helpline	0808 800 5000	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	National Society for the Protection of Children
Victim Support	Helpline: 0845 3030 900	<a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>	Provide emotional support, information and practical advice for victims and witnesses
The British Association of Counselling and Psychotherapy	0870 443 5252	<a href="http://www.bacp.co.uk">www.bacp.co.uk</a>	
Local Safeguarding Children's Board		<a href="http://www.everychildmatters.gov.uk/socialcare/safeguarding/lscb/">www.everychildmatters.gov.uk/socialcare/safeguarding/lscb/</a>	Education and training opportunity
Government Guidance		<a href="http://www.everychildmatters.gov.uk">www.everychildmatters.gov.uk</a>	Government guidance on safeguarding and protecting young people

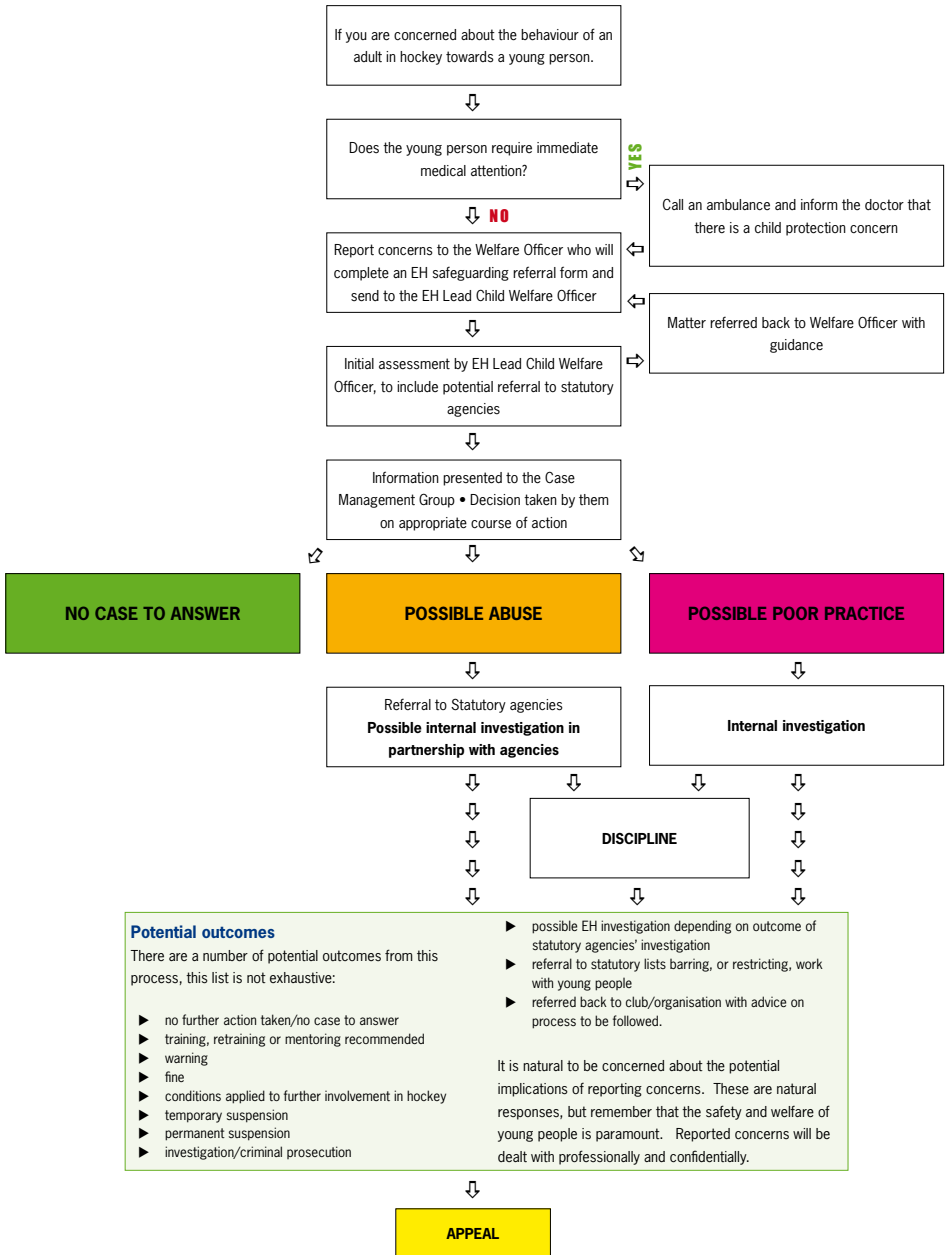
## Useful Contact Details – Advice for children and young people

Organisation	Contact Details	Website	Additional Information
NSPCC	0808 800 5000	<a href="http://www.thereforeme.com">www.thereforeme.com</a>	Support and advice for 12-16-year-olds via the website
Don't hide it		<a href="http://www.donthideit.com">www.donthideit.com</a>	Aimed at young people to find out more about abuse and what to do about it
Childline	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>	Free helpline for children and young people
Kidscape	0207 730 3300	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a> <a href="http://www.bullying.co.uk">www.bullying.co.uk</a>	Support on bullying



# 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 England Hockey.



# 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 the Welfare Officer or EH Lead Child Welfare Officer who will refer the matter to the Local Authority (LA) Children's Social Care Department (previously Social Services) 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 the Welfare Officer/EH Lead Child Welfare Officer is not available, refer the matter to LA Children's Social Care Department (Social Services) or Police without delay.



Take advice from LA Children's Social Care Dept (Social Services) 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.

All processes and procedures are conducted in accordance with England Hockey's Safeguarding and Protecting Young People (SPYP) Complaints and Disciplinary Regulations. These regulations are available to download at [www.englishockey.co.uk/safe](http://www.englishockey.co.uk/safe)





**If you have any queries about how this guide affects you, please contact your Hockey Development Officer in the first instance. Contact details are available at [www.englishockey.co.uk/contactus](http://www.englishockey.co.uk/contactus)**

**England Hockey's Lead Child Welfare Officer can be contacted as follows:**

**Phone |** 0870 126 2308

**E-mail |** [childwelfare@englishockey.org](mailto:childwelfare@englishockey.org)

**Post |** England Hockey, Bisham Abbey National Sports Centre, Near Marlow, Buckinghamshire, SL7 1RR

**England Hockey will make this document available in other formats on request.**

**[www.englishockey.co.uk/safe](http://www.englishockey.co.uk/safe)**