



# Leyland and Chorley Hockey Club

## SAFEGUARDING AND PROTECTING YOUNG PEOPLE POLICY

**Leyland and Chorley Hockey Club** adopt England Hockey's Safeguarding and Protecting Young People in Hockey Policy and works in accordance with the following statement:

**Leyland and Chorley Hockey Club** are 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.

**Leyland and Chorley 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.

**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. Everyone within **Leyland and Chorley 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 England Hockey good practice documents:

**Appendix A - The Recruitment, Selection and Retention of Persons with Access to Young People**

**Appendix B - The Use of Criminal Records Bureau (CRB) Disclosures and Recruitment of Ex-Offenders**

**Appendix C - Anti-Bullying**

**Appendix D - Taking and Use of Photographic and Recorded Images of Young People;**

**Leyland and Chorley Hockey Club's** affiliation to England Hockey is evidence of agreement of these obligations by the club and membership of **Leyland and Chorley Hockey Club** is evidence of agreement by the Hockey Family.



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**Leyland and Chorley Hockey Club** has adopted and implemented this policy and everyone within **Leyland and Chorley 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 the club's 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.

**Leyland and Chorley Hockey Club** 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, the club has developed procedures for reporting concerns. **England Hockey** is also committed 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.

**Leyland and Chorley Hockey Club** will, where appropriate, 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 their 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.
- Special care is needed in dealing with young people whose age, inexperience or ability makes them particularly vulnerable to abuse.
- **Leyland and Chorley Hockey Club** wishes to promote a **TELLING** culture. Everyone within hockey must therefore report all concerns in accordance with the club's or 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 in hockey's responsibility to report concerns,



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- 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.
- **Leyland and Chorley Hockey Club** regards 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.



# Leyland and Chorley Hockey Club

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### Appendix A

#### Policy on Recruitment, Selection and Retention of Persons with Access to Young People

**All adults who work with young people in hockey are in a position of trust. Leyland and Chorley Hockey Club is committed to recruiting staff and volunteers taking all reasonable steps to ensure that, whether in a paid or unpaid capacity, they are suitable and appropriate.**

The Junior Section of the Club has traditionally recruited its coaches, team managers and helpers from within the Senior Sections of the Club, usually experienced hockey playing parents of junior members, together with other willing parents. They have been assisted to obtain relevant qualifications and in recent years have all been subject to an enhanced CRB check through England Hockey's CRB Service (see Appendix B).

**Leyland and Chorley Hockey Club** has adopted the principles set out in England Hockey's Policy on Recruitment, Selection and Retention of Persons with Access to Young People and the supporting good practice guidance. The Club will ensure that:

- Staff and volunteers are recruited, retained and fairly treated regardless of race, colour, ethnic or national origin, religion or belief, sex, marital status, sexual orientation, gender reassignment, age or disability, or disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- Staff and volunteers are not discriminated against unfairly on the basis of a conviction or other information revealed on a CRB disclosure. England Hockey's Policy on the Recruitment of Ex-offenders will be complied with.
- The selection for any role, whether appointed by the Junior Section Management Committee or the Club Hockey Development Officer, will be open, fair and transparent.

When recruiting the Club will:

- For Club members, ensure that an enhanced CRB check is undertaken.
- For parent/legal guardian volunteers, ensure that an enhanced CRB check is undertaken.
- For paid positions and outside volunteers, who may be advertised for or offer their services, the England Hockey good practice guidance will be followed including; advertising, application forms, interviews, two references as well as enhanced CRB checks.
- Make known the existence of these policies, including on the recruitment of ex-offenders, for positions of trust at the outset of the recruitment process and ask applicants to provide details of their criminal record at an early stage. This information will only be seen by those who need to see it as part of the recruitment



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process. Only questions on 'unspent' convictions will be asked unless the nature of the position allows questions on the applicant's entire criminal record.

- For external coaches, in a paid or unpaid capacity, ensure that they hold an appropriate level of coaching qualification, insurance, first aid, 'Safeguarding' certificate and an appropriate enhanced CRB check.
- For non-British coaches, e.g. Australian imports for the first teams, ensure that they can demonstrate their right to work in the UK (paid positions only) and that two references are obtained, one from their home club.

The Club will:

- Not engage any individual, either paid or unpaid, in contradiction of any sanction imposed by England Hockey against the individual under the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations.
- Provide for all positions, whether paid or unpaid, a role description to ensure clarity of responsibilities for all parties.
- Be committed to providing support through access to appropriate training and other opportunities.



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### Appendix B

#### Policy on the Use of Criminal Records Bureau (CRB) Disclosures and Recruitment of Ex-Offenders

It is important that people with a history of relevant and significant offending are prevented from contact with or responsibility for young people and do not have the opportunity to influence policies and practice in relation to them. Use of CRB checks will form part of the assessment of a person's suitability to work with young people in hockey and Leyland and Chorley Hockey Club in particular.

Leyland and Chorley Hockey Club has determined those positions, as set out below, within the club that should be subject to an Enhanced CRB check through the England Hockey CRB Service. An enhanced disclosure will contain information about criminal offences including convictions, cautions, reprimands, and warnings. It will detail ALL previous convictions etc. including those usually regarded as 'spent' under the Rehabilitation of Offenders Act 1974 and 'Barring List' decisions. England Hockey will provide advice to the Club where the CRB check reveals disclosed information, and this will be followed.

The Club will:

- Comply with the CRB Code of Practice, available via [www.crb.gov.uk](http://www.crb.gov.uk).
- Request a CRB check only if proportionate and relevant to the position concerned.
- When recruiting to a position of trust where a CRB check will be required, include a statement that a check will be required in the event of the individual being offered the position in all application forms, job advertisements and related documents.
- Ensure that all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. In general this will be confined to the Welfare Officer together with the Junior Development Officer and/or the Club Chair. Breach of this condition may result in disciplinary action being taken in accordance with England Hockey's Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.
- Treat disclosure applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed.

England Hockey states that: **Having a criminal record will not necessarily bar an individual from working or volunteering in hockey.** This will depend on the nature of the position and the circumstances and background of their offences and England Hockey have trained staff who will advise the Club on what action the Club must take. Where information regarding an applicant's criminal record may be considered relevant to a recruitment decision, advice will be sought from the appropriate England Hockey staff. Any relevant matters revealed in a disclosure will in most instances be discussed with the person seeking the position before withdrawing a conditional offer of appointment. Any dispute regarding information contained on a CRB check should be referred by the individual directly to the CRB.



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All decisions will be made in good faith whilst recognising that the welfare of young people remains paramount.

Positions of trust within Leyland and Chorley Hockey Club requiring an Enhanced CRB check:

- **The Club Committee** – The Welfare Officer and the Junior Development Officer.
- **Paid staff** – The Club Development Officer paid Coaches and Assistant Coaches over 18 years of age.
- **Volunteer Coaches** – Lead Coaches, Assistant Coaches and Trainee Coaches, over 18 years of age, working with both Junior and Senior groups. Senior groups usually contain young people who are Under 18.
- **Junior Section** – Team Managers appointed by the Section Management Committee and those likely to deputise for them, the Section Membership Secretary.
- **Senior Sections**, all senior teams are likely to contain Under 18 players; in recognising its responsibilities the Club expects the following to be checked – Team management teams, normally of the first and second teams, and each captain of a senior team.
- **Umpires** – Some umpires regularly officiate at junior matches and events and will be subject to checks.



# Leyland and Chorley Hockey Club

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### Appendix C

#### Policy on Anti-Bullying

Leyland and Chorley Hockey Club are committed to creating and maintaining an environment in which young people involved in hockey are free from bullying. It is committed to ensuring that concerns relating to bullying of young people in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, the Club has developed procedures for reporting concerns. These procedures are set out on the Club's website.

#### Bullying

Bullying is anything that is done with the intention of hurting or intimidating, frightening or upsetting another person. Bullying is not always physical but it results in distress to the victim. Instances of bullying can occur not only between young people but also adults to young people. Increasingly, bullying may occur through other forms of communication i.e. internet, e-mail and text messaging. Bullying can be:

- **Emotional** – Persistently being unfriendly, excluding, tormenting, and making threatening gestures.
- **Physical** – Pushing, kicking, hitting, punching, or any use of violence.
- **Racist** – Racial taunts or language, graffiti, gestures.
- **Sexual** – Unwanted physical contact or sexually abusive comments.
- **Homophobic** – Because of, or focussing on the issue of sexuality.
- **Verbal** – Name-calling, sarcasm, spreading rumours, teasing.

Bullying of any kind is **not acceptable** in hockey and will not be tolerated within **Leyland and Chorley Hockey Club**. As a part of the Club's **TELLING** culture, anyone who knows, or suspects that bullying is happening must take the matter seriously, and report it in line with the procedure, normally to the **Club Welfare Officer**. Any incident or concern of bullying will be acted upon swiftly and such investigation may lead to the perpetrator/s being asked to leave the Club.





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### Appendix D

#### Policy on Taking and Use of Photographic and Recorded Images of Young People

Neither England Hockey nor Leyland and Chorley Hockey Club wish to prevent parents or other spectators being able to take legitimate photographic or recorded images. Indeed the Club and other hockey organisations may wish to do so for coaching, record or promotional purposes. Therefore they are committed to ensuring that all necessary steps are taken to protect young people from the inappropriate or uninformed use of their images in resources and media publications, on the internet, and elsewhere.

#### Photographic or recorded images

This includes images or recorded images using a camera, digital camera, video or DVD recorder, mobile phone or Personal Digital Assistant device (PDA).

**No such equipment shall be used nor image produced by anyone for any reason in a changing room or similar environment. To do so will result in disciplinary action and may lead to the perpetrator/s being asked to leave the Club.**

**Leyland and Chorley Hockey Club** will comply with England Hockey's good practice guidance in the use of such equipment and images.

The Club will:

- Give parents and young people the right to decide whether young people's images are to be taken, and how those images may be used. This will take the form of questions on the membership form that must be completed annually at the start of each season.
- Inform parents and supporters at competitions and tournaments of the need to follow the organiser's registration procedure and inform the organiser of any restriction as detailed above.
- Use images that convey the best principles and aspects of hockey, such as fairness and fun.
- Take care that images are not sexual or exploitative in nature, nor open to misinterpretation and misuse.
- Securely store all images of young people to avoid inappropriate use.
- Take particular care to ensure that images used on websites cannot be used to identify details that could facilitate contact with a young person by a potential abuser.
- When used for coaching purposes make players and their parents aware that it is part of a coaching programme and the purpose of filming is as a coaching aid.
- People acted upon swiftly and appropriately.



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Suspected inappropriate taking of photographic or recorded images, including by the players themselves, should be challenged and reported.

**When assessing the potential risks in the use of images of players, the most important factor is the potential for inappropriate use of images of young people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.**