



Winchester 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.
- As a provider of opportunities for young people in hockey, the Club accepts that it is required to fulfil its duty of care, doing everything that can reasonably be expected to help safeguard and protect young people from any reasonably foreseeable harm.
- Adopts England Hockey’s Safeguarding and Protecting Young People in Hockey Policy, as required within its affiliation to EH.

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.

Winchester Hockey Club:

Has therefore adopted this **Safeguarding and Protecting Young People in Hockey (Child Welfare) Policy** to ensure that the welfare and safety of young people in Winchester Hockey Club’s care is always the primary consideration, and implemented the requirements therein.

General Principles.

- Is committed to providing an environment where children can learn about, participate in and enjoy hockey free from harassment, bullying or abuse.
- 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
- The Club promotes a telling culture, as required by England Hockey, and will respond to any allegations or concerns appropriately. 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
- The 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, Club Rules & Safeguarding & Protecting young people guidelines.

Winchester Hockey Club – Club Welfare Officer (CWO):

Winchester has an appointed CWO who can provide help of guidance in the first instance, and who all concerns should be addressed. Their contact information is published on the Club’s website.



Obligations under this policy:

Everyone within Winchester Hockey Club must act in accordance with:

- the general principles set out in this policy; and
- the principles set out in the particular England Hockey (EH) policies below, attached as appendices to this policy, together with the supporting EH Safeguarding and Protecting Young People in Hockey good practice guidance document, which is published on the Club's website (ref: EH2):
 - Anti-bullying (Appendix 1)
 - Taking and use of photographic & recorded images of young people (Appendix 2)
 - The recruitment of persons working with young people (Appendix 3)
 - The use of CRB checks in recruitment and employment (Appendix 4)

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 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.

Winchester 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.



Appendix 1 – EH Anti Bullying policy

Winchester HC adopts England Hockey's Anti-bullying Policy:-

Winchester HC is committed to creating and maintaining an environment in which all young people involved in hockey are free from bullying. Bullying of any kind is not acceptable in hockey and should not be tolerated by anyone, in particular any organisation providing hockey opportunities for young people

Obligations:

Everyone within Winchester HC must act in accordance with the general principles in England Hockey's Safeguarding and Protecting Young People Policy and the principles set out in this anti-bullying policy.

How England Hockey will help:

England Hockey is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

England Hockey is also 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, England Hockey has developed procedures for reporting concerns. England Hockey may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

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 from adult to young person.

Bullying can be:

- Emotional - persistently being unfriendly, excluding, tormenting, 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 focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing

It should be noted that bullying may not only occur through face to face contact. Increasingly, bullying may occur through other forms of communication e.g. internet, email and text messaging.

- Any incident or concern of bullying must be acted upon swiftly.



Appendix 2 – EH Policy on The taking and use of photographic and recorded images of young people

Winchester HC adopts England Hockey’s policy for the taking and use of Photographic and Recorded Images of Young People and works in accordance with the following statement:

Introduction

Winchester HC does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images. Use of recorded images can also be a valuable coaching aid. However, Winchester HC is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the *inappropriate* use of their images in resources and media publications, on the internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to ‘groom’ young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

- The taking and/or publishing of photographic and recorded images of young people
- The use of photographic or record image equipment at hockey events
- The use of photographic or recorded image equipment as a coaching aid

Photographic or recorded images:

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

Obligations under this policy:

Everyone within Winchester HC must act in accordance with the general principles in England Hockey’s Safeguarding and Protecting Young People Policy and the principles set out in this policy for taking and use of photographic and recorded images of young people.

How England Hockey will help:

England Hockey is also committed to ensuring that concerns relating to the misuse of photographic or recorded images 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 may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, or refer the matter to a club or association for resolution as appropriate.



Principles:

- Everyone within Winchester HC should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and what England Hockey's policy is on this.
- Parents and young people have a right to decide whether young people's images are to be made, and how those images may be used.
- In accordance with good practice guidance for hockey activities and events, parents and young people must provide written consent for young people's images to be taken and used. There may be legitimate reasons for denying consent i.e. subject to legal restrictions. [This is controlled through the Young Players annual registration form].
- A registration process should be used for photographers in accordance with the good practice guidance on photography and recorded images. This will help deter those wishing to take photographs or recorded images for inappropriate use.
- Images should convey the best principles and aspects of hockey, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- All images of young people should be securely stored to avoid inappropriate use.
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser.
- Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid.
- Suspected inappropriate taking of photographic or recorded images should be challenged and reported.

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



Appendix 3 – Recruitment of persons working with young people

Winchester Hockey Club actively engages in the development of a healthy and safe sporting environment for all its members.

A key part of the Club's development is the ongoing recruitment of members and volunteers, officials and coaches, to ensure this programme can be achieved.

The various roles, guides, and membership recruitment, club publicity / marketing plans are outlined within separate documents and policies of the Club, which can be accessed and reviewed from the Club's web site.

Basic Guidelines.

All policies and guidelines issued by the Club have been reviewed and sanctioned by the Management Executive, and are periodically reviewed.

They are put together in line with the guidelines issued by England Hockey (EH), and will continue to be adapted and updated as and when necessary.

It is the role of the committee to ensure that all relevant guidelines and documents are issued and are available to all members involved in the management of the club, and involved in the coaching and team management of the Club, including all volunteers; (either through the website, or through information supplied when new volunteers commence their roles).

Consequently, all such members are required to complete signed acknowledgement of receipt of this information, which will be retained by the Club Secretary. The Junior Chairman will retain a schedule of all volunteers involved with Junior Hockey including details of coaching qualifications, first aid qualifications, and crb clearance status.

The Club will seek to gain CRB clearance for all personnel who are responsible for running any of the Clubs Junior coaching sessions, in line with EH guidance.

WHC has followed EH guidelines, and ensured that the CWO and designated officer responsible for the Youth section should be CRB checked through England Hockey. The Club has registered with EH for ongoing CRB clearance of volunteers.

When initially commencing their new role within the Club, all volunteers / assistants involved in helping assistant coaches or coaches will be asked to complete the (WHC28) induction and recruitment checklist, a copy of which will be retained by the club.

Should a volunteer have any questions on any of the areas covered, they should bring these to the attention of any club officer or the Club Welfare Officer, so that the query can be addressed. The Club will, where possible, support the training needs of volunteers, and actively encourages the attainment of all coaching qualifications.



Appendix 4 – EH Policy on the use of CRB checks

Introduction

England Hockey is committed to creating and maintaining a safe and positive environment for all young people to participate in hockey. It is important that people with a history of relevant and significant offending are prevented from contact with/responsibility for young people and do not have the opportunity to influence policies or practice in relation to them.

The use of Criminal Records Bureau (CRB) checks can assist with safeguarding young people in hockey at the point of recruitment. CRB checks can also be used retrospectively, where necessary, to assist with ensuring a safe and positive environment in hockey. Use of CRB checks will therefore form part of the assessment of a person's suitability to work with young people in hockey.

Enhanced checks

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.

Obligations

Everyone within Winchester HC must act in accordance with the general principles in England Hockey's general Safeguarding and Protecting Young People Policy and the principles set out in this policy for use of CRB checks.

In addition Winchester HC adopts the EH policy on:

- Use of CRB checks in accordance with the general principles in England Hockey's Safeguarding and Protecting Young People Policy, and in accordance with this Policy on the Use of CRB checks and supporting good practice guidance
- England Hockey Policy on the recruitment of ex-offenders
- England Hockey Policy on the secure storage, handling, use, retention and disposal of CRB information

How England Hockey can help

England Hockey is an Umbrella Body for CRB checks. This means that England Hockey will facilitate CRB checks for all affiliated clubs and associations through the England Hockey CRB Service. England Hockey will provide advice to clubs where the CRB check reveals disclosed information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

England Hockey is also committed to ensuring that concerns relating to the use of CRB checks in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, England Hockey has developed procedures for reporting concerns. England Hockey may refer concerns to the relevant statutory agencies, instigate proceedings under its own



Safeguarding and Protecting Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

England Hockey may instigate proceedings under its Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations where affiliated clubs and associations fail to adopt, implement or act in accordance with relevant policies. England Hockey may also require an individual against whom an investigation is proceeding under the Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, to undergo a CRB check as part of the investigation.

Principles

- Winchester HC have an understanding of the use of CRB Checks in hockey and its relation to good practice in recruitment and retention of staff and volunteers, and know what England Hockey's policy is on CRB checks.
- In accordance with England Hockey's policy on recruitment, selection and retention of persons with access to young people, when recruiting to a position involving access to young people an Enhanced CRB check must be undertaken through England Hockey's CRB Service. Winchester HC will refer to the good practice guidance on recruitment for roles requiring a CRB check.
- In line with CRB policy and sports industry standard practice, Winchester HC will not recognise CRB Checks obtained through organisations other than England Hockey.
- Winchester HC will comply with the CRB Code of Practice. England Hockey will assist clubs in compliance through relevant documentation and good practice guidance.
- For a position where a CRB check will be required, all application forms, job adverts and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- Given the potentially sensitive nature of information contained on CRB checks, all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. 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.
- Should a CRB disclosure reveal any history of offending, England Hockey will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. England Hockey will advise the individual and the club or organisation of the outcome of this assessment process. This advice **MUST BE** followed.
- England Hockey will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information will be trained to identify and assess the relevance and circumstances of offences. They should also have



received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- **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. Factors that may be taken into account would include:
 - Whether the information received is relevant to the position they are applying for in relation to working with young people
 - The seriousness of any offence or other matter
 - The age of the person at the time of the offence
 - The age of the victim involved and whether the offence was violent or sexual in nature
 - The length of time since the offence or other matter occurred
 - Whether the applicant has a pattern of offending behaviour or other relevant matters
 - Whether the offences involved a breach of trust
 - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - The circumstances surrounding the offence and the explanations offered

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

- England Hockey will work with other relevant organisations to ensure that decisions are made according to best practice in the use of evidence and research in this field.
- On receipt of CRB information regarding significant and relevant offending or other matters, England Hockey may initiate proceedings under its Safeguarding Young People Complaints and Disciplinary Regulations.
- Any information provided to England Hockey by the CRB will be accepted as correct. Any dispute regarding information contained on a CRB check should be referred by the individual directly to the CRB.

Further information on the CRB and their services can be obtained from the CRB website at www.crb.gov.uk



Responding to Poor Practice and Abuse

Responding to a young person

If a child says or indicates that he or she is being abused, or information is obtained that gives concern that a child is being abused, the person receiving this information should:

- Take what the child says seriously
- React calmly so as not to frighten the child
- Tell the child that he/she is not to blame and were right to tell
- Reassure the child but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Make a full record of what had been said, heard and /or seen as soon as possible
- Ask the child if immediate protection is needed.

Responding to suspicions or allegations

- If anyone has concerns that abuse may have taken place, these should be directed to Winchester Hockey Club Welfare Officer (CWO), who shall report it to the EH Child Welfare Officer, in line with the guidance provided by EH to the Club.
- A full record of what has been said, heard and/or seen including dates and times should be completed and forwarded to the CWO.
- *In urgent cases when the Winchester CWO is not available, the EH Child Welfare Officer and/or local Social Services or the Police should be contacted. Please refer to the guidance shown on the WHC Incident Report form Ref WHC 2*
- Social Services will always be happy to discuss, even hypothetically, any concerns a person may have about child protection matters and advise on whether it is necessary to make an official referral.
- ***NB: It is recommended that the Club's Child incident Report Form (which can be accessed from the website – WHC2) is used for this purpose, and the guidelines to follow.***

Allegations against a person working within hockey; (volunteer and professional)

- It is important that anyone dealing with children should be aware that not all child abuse occurs within the extended hockey family setting.
- It is essential that all responsible adults must be vigilant and aware that any inappropriate actions may lead to putting themselves at risk.
- All responsible adults should be aware that any allegations made against them will be taken seriously and will be investigated according to steps outlined in the EH child Welfare Pack.
- An individual against whom allegations/suspicions have been raised will be treated fairly and with respect, and is presumed innocent until judged to be otherwise.
- All allegations, suspicion, comment or complaint will be treated in the utmost confidence – this applies equally to the child, the person making the allegation or the person against whom the allegation is made.
- Should any club/county or regional association be informed that an allegation of abuse has been made against an adult within their organisation to EH, the Child Welfare Officer must be notified immediately.
- Should any person find themselves accused of any form of abuse they should contact EH Child Welfare Officer for advice.



Safeguarding and Protecting Young People in Hockey - Implementation

The Winchester Hockey Club Child Protection implementation plan (WHC56) highlights the action that needs to be taken, by whom, how and when, in order to implement and maintain this Plan.

The purpose for the implementation plan is to:

- Disseminate information on Safeguarding and Protecting Young People in Hockey so reach those involved in working with U18's
- Operate sound recruitment procedures for paid and voluntary staff in hockey, including CRB checks where required.
- Identify and enable the appropriate child protection training for staff and volunteers at Winchester Hockey Club
- Remain updated with legislation related to child welfare.
- Monitor and update the implementation plan annually.
- Measure & review the validity of the programme on an annual basis.

Documentation:-

The following documents have been put together to help manage the Safeguarding and Protecting plan within Winchester Hockey Club, [further guidance to Coaches is available – please reference the WHC99 [Document Control Schedule](#)]

The key pertinent documents (soft copy document reference name) are listed here:-

1. WHC1 Child Welfare Policy (this document)
2. WHC2 Child Protection Report Form & procedures
3. WHC3 Role of the Club / Child Welfare Officer (CWO) and deputy CWO
4. EH2 - England Hockey Child Protection Policy Statement (adopted by WHC)
5. EH1 – Safeguarding and Protecting Young People Extended Guide (EH1)
6. WHC4 Junior Club Rules
7. WHC9 Accident Management / Emergency Procedures
8. WHC12 Junior Club registration form

Implementation Process

This Policy and associated documents are published on the club's website(s), and key documents have been specifically sent to all coaches, and all volunteer helpers within the club.

From October 2010, it has been decided by the Executive Committee of WHC, that a signed acknowledgement of the receipt and understanding of this key information by all Committee Members and Club Coaches will be required on an annual basis, to ensure that up-to-date information is reviewed and distributed to coaches each year, and the Club's Welfare Officer (CWO) clearly identified.

The CWO will review and maintain the relevant documentation, keeping all coaches advised of any changes and updates to this process. They will also advise of any potential training courses that are pertinent to the running of the Club, and the development of squad leaders and coaches.

The Safeguarding and Protecting Young People in Hockey (Child Welfare) Policy was reviewed and sanctioned by the WHC Executive Committee at the November 2005 Exec meeting, and has been reviewed annually since.