



## **SAFEGUARDING AND PROTECTING YOUNG PEOPLE**

### **Policy statement**

Keynsham Hockey Club (“the Club”) has a duty of care to safeguard all young people involved in the club from harm. All young people have a right to protection, and the needs of disabled young people and others who may be particularly vulnerable must be taken into account.

The Club will ensure the safety and protection of all young people involved in the Hockey Club through adherence to the Child Protection guidelines adopted by the Club. The Club affirms its full agreement with and support of “Safeguarding and Protecting Young People in Hockey Policy” from England Hockey, a copy of which is linked to one the Club website.

A young person is defined as a person under the age of 18.

### **Policy aims**

The aim of this Policy is to promote good practice:

- Providing young people with appropriate safety and protection whilst in the care of the Club.
- Allow all club officers and other members to make informed and confident responses to specific child protection issues.

The name(s) of the Club’s Welfare Officer(s) is displayed in the Contacts section of the Club website [www.keynshamhockey.club](http://www.keynshamhockey.club).

### **Promoting good practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, umpire or other volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

### **Good practice guidelines**

All members of the Club should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. Common sense examples of this are:

- Always work in an open environment (eg. avoiding private or unobserved situations and encourage open communication with no secrets).
- Maintain an appropriate distance from child members (eg. it is inappropriate for adult members to share a room with them).
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the England Hockey. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Children should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Always put the welfare of each young person first, before winning or achieving goals.
- Build balanced relationships based on mutual trust which empowers young people to share in the decision-making process;
- Make sport fun, enjoyable and promoting fair play.
- Coaches should keep up to date with technical skills, qualifications and insurance in sport.
- Treat all young people/disabled adults equally, and with respect and dignity.
- Involve parents/carers wherever possible. For example, encouraging them to take responsibility for their young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensure that at tournaments or residential events, adults should not enter young people's rooms or invite young people into their rooms.
- All adult members, but particularly those in a leadership role, should strive to be an excellent role model when representing the Club.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people and disabled adults, eg. avoid excessive training or competition and not pushing them against their will.
- Secure parental consent in writing to act in loco parentis if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request parental consent if adult Cub members are required to transport young people in their cars.

## **Practices to be avoided:**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the Club or the child's parents.

For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with young people away from others;
- Avoid taking or dropping off a child to an event;
- Practices never to be sanctioned

## **The following should never be sanctioned:**

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay ;
- Share a room with a child;
- Allow or engage in any form of inappropriate touching;
- Allow young people to use inappropriate language unchallenged;
- Make sexually suggestive comments to a child, even in fun;
- Reduce a child to tears as a form of control;
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon;
- Do things of a personal nature for young people or disabled adults, that they can do for themselves;
- Invite or allow young people to stay with you at your home unsupervised.

## **Note:**

It may sometimes be necessary for adult members to do things of a personal nature for young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of player and in the presence of others parents and the players involved. There is a need to be responsive to a person's reactions

If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

## **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If a young player is hurt, accidentally or otherwise.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by the actions of another adult.
- If a player misunderstands or misinterprets something you have done.

## **Use of photographic/filming equipment at club fixtures or training**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions.

All clubs should be vigilant and any concerns should be reported to the Club's Welfare Officer or a member of the Committee.

There is no intention to prevent club coaches using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and such films should be stored safely.

## **Recruitment and training of coaches and volunteers**

The Club recognises that anyone may have the potential to abuse young people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with young people. All club coaches and club officers with young people in their care (eg. team captains) will be asked to undertake a disclosure through the Disclosure and Barring Service. Costs will be covered by the Club. As part of this process, evidence of identity must be shown to the Welfare Officer

## **What to do if you have Child Protection concerns**

If you have Child Protection concerns you should:

- Report any information or concerns to a Club Welfare Officer;
- Ensure that you have obtained as much information about your concerns or an incident as possible;
- Make a written report of the incident as soon as possible afterwards;
- Do not attempt to investigate the situation;
- Do not form a judgement;

- Retain confidentiality at all times.

If an issue is reported to a Club Welfare Officer, the officer will abide by England Hockey's Safeguarding and Protecting Young People in Hockey Policy, Procedures and Good Practice guidance, which specifies conduct in relation to the safeguarding of young people within hockey, among other issues.

- Where appropriate, the officer should take action to deal with minor issues or address concerns at a local level, including challenging poor practice in relation to safeguarding of young people.
- With more complex issues or concerns they should seek advice from England Hockey Ethics and Compliance
- In all cases, they must follow England Hockey reporting procedures where there are concerns relating to the safety or welfare of young people.

### **England Hockey Ethics and Compliance Team contact details**

Responsibility for safeguarding in hockey falls with the Ethics and Compliance Team, who will be pleased to answer any questions or queries relating to any aspect of safeguarding and protecting young people:

Ethics and Compliance Manager (Lead for Safeguarding) – contact for any child protection concerns

Ethics and Compliance Officer – general safeguarding enquiries

Disclosure and Barring - Service (DBS) Coordinator – recruitment related queries

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