



Old Cranleighan Hockey Club - Safeguarding Children Policy

Old Cranleighan Hockey Club (OCHC) believes that all young people have the right to be safe and enjoy their involvement in hockey. We accept a responsibility to promote the welfare of young people and protect them from harm. OCHC adheres to the guidance and set out in [England Hockey's Safeguarding and Protecting Young People in Hockey Policy](#).

All adults working with children in an either a paid or voluntary capacity for or on behalf OCHC must ensure that they have read and understood this policy. For the purposes of this policy, adults working with children include all those who are in a position of trust and may extend to team members where children play in adult teams. Links to useful resources are held within this document and are available on the England Hockey website. They include:

- [England Hockey's Safeguarding and Protecting Young People in Hockey Policy](#).
- [Recognising poor practice and abuse](#)
- [Reporting procedures](#)
- [Useful Contacts](#)
- [Best Practice Guidance: good practice; anti-bullying; social media; juniors in senior teams; changing room poster;](#)

All coaches and team captains (except for adult-only teams) must undertake appropriate safeguarding training – this will usually be [England Hockey's 'Online Basic Awareness' course](#). The Club's key safeguarding personnel will undertake further training as appropriate to allow them to effectively carry out their role.

All coaches and captains (except for adult-only teams) and any other individual wishing to work with young people at OCHC are required to undertake an enhanced DBS check and child barred list check.

OCHC Key Safeguarding Personnel Contacts

| Name | Role | Contact Details |
|-------------|-----------------|--|
| Matt Close | Welfare Officer | Mclose01@gmail.com 07801428107 |
| Helen Hawes | Club Captain | Helen.hawes@btinternet.com 07771 557600 |
| Gavin Adair | Junior Chairman | gsadair@yahoo.co.uk 07841 673597 |

Other Useful Contacts

| Name | Role | Contact Details |
|--|---|--|
| Alison Hogg | England Hockey Ethics and Welfare Manager | safeguarding@englandhockey.co.uk 01628 897500 |
| Surrey Children's Single Point of Access | Surrey Safeguarding Children Partnership | cspa@surreycc.gov.uk 0300 470 9100 01483 517898 (out of hours) |
| Lawrie Baker | Head of Strategic Relationships and Safeguarding Lead Officer – Active Surrey | Lawrie.baker@surreycc.gov.uk 07791 383733 |

Policy Objectives

Old Cranleighans Hockey Club 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 or are at risk of harm. OCHC is committed to complying with the procedures of the Local Safeguarding Children Partnership, which for the Club is Surrey Safeguarding Children Partnership.

It is NOT the Club's responsibility to decide if a child is being abused or poor practice has occurred. Any concerns or allegations will be managed by England Hockey. As a result, OCHC will work cooperatively with the relevant statutory agencies on matters relating to safeguarding young people and where OCHC receives report of a concern, it will refer the matter to England Hockey in the first instance and the relevant statutory agency and or Police where appropriate.

Definitions of Safeguarding and Types and Signs of Abuse

Safeguarding and promoting the welfare of children is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

Abuse can be: • physical abuse • emotional abuse • sexual abuse; and/or • neglect. Click [here for more information on recognising poor practice and abuse](#)

General Principles and key notes for coaches and captains from [England Hockey's Safeguarding and Protecting Young People in Hockey Policy](#).

1. The safety and welfare of young people is paramount.
2. Young people are defined as children that have not reached their 18th birthday
3. All those playing or working in hockey, in a paid or voluntary capacity, must abide by [England Hockey's Code of Ethics and Behaviour](#).
4. The views and opinions of young people are sought, considered and integrated into all aspects of hockey.
5. All young people, regardless of age, disability, gender reassignment, race (including ethnic origin, nationality and colour), religion or belief, sex (gender) and sexual orientation have the right to be protected from harm.
6. It is recognised that some young people have additional vulnerability, which may be due to disability, language, sexual orientation, culture or for the fact that they perform in an elite environment.
7. The rights, dignity and worth of all young people should always be respected.
8. Safeguarding is everyone's responsibility, but it is the responsibility of child protection experts to determine whether or not abuse has taken place. It is everyone's responsibility in hockey to report concerns.
9. Statutory agencies have a role in safeguarding young people and information should be shared with them as appropriate.
10. The Safeguarding Policy and any related 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.

Procedures for responding to concerns about a child

Concerns may be raised in response to the following. There are a number of reasons a person might need to report a concern:

- something a young person has said to you – a disclosure
- signs or suspicions of abuse
- allegations made against a member of staff or a volunteer
- allegations made about a parent, carer or someone not working within the sport
- bullying
- a breach of the Code of Ethics and Behaviour
- observation of inappropriate behaviour
- anything which makes them uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person
- behaviour being contrary to England Hockey's Safeguarding and Protecting Young People in Hockey Policy and Procedures and Code of Ethics and Behaviour.

If a coach / captain suspects or hear an allegation or concern of abuse or neglect from a child or any third party, they must follow the relevant procedure below.

- allow the child to speak freely and lead the discussion; never stop a child who is freely recalling significant events and do not press for details by asking questions, e.g. “What did they do next?”;
- remain calm and do not over react – the child may stop talking if he or she feels that he or she is upsetting you;
- listen and be supportive - give reassuring nods or words of comfort e.g. ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’;
- accept what the child says without challenge — reassure him or her that he or she is safe, that he / she is doing the right thing and that you recognise how hard it is for him / her;
- do not admonish the child for not disclosing earlier. Saying ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be your way of being supportive but the child may interpret it that he / she has done something wrong;
- do not be afraid of silences – remember how hard this must be for the child;
- Never ask investigative questions – don’t put words in the child’s mouth, or ask leading questions such as ‘How many times this has happened?’ ‘Does it happen to siblings too?’ or ‘What does your mother think about all this?’;
- don't investigate – but you may use questions such as, ‘Is there anything else you'd like to tell me?’;
- do not offer any physical touch as comfort - it may be anything but comforting to a child who has been abused;
- do not lay blame or criticise either the child or the perpetrator;
- do not promise complete confidentiality — although you can explain that he / she has done the right thing and tell him / her that you will only be passing this information on to the appropriate person within the Club in order to keep him / her and other children safe;
- tell the child what will happen next – you will report it to the Club’s designated officer
- report the information immediately Matt Close, Helen Hawes or Gavin Adair;
- do not discuss the matter with anyone else;
- seek support if you feel distressed;
- All concerns, discussions and decisions (together with reasons) made under these procedures should be recorded in writing immediately afterwards.

What coaches / captains should do if they have concerns about a child or an allegation is made against an adult within the club.

If coaches / captains or any other adult has a concern about a child’s welfare they should act immediately and should speak with the Club’s Welfare Officer. If, in exceptional circumstances, he is not available, this should not delay appropriate action being taken and coaches / captains should consider speaking to the Club Captain or Colts Chairman. In these circumstances, any action taken should be shared with the Safeguarding and Welfare Officer.

What the Club will do following the raising of a concern

As soon as possible, and within 24 hours, after a concern has been raised, the Club’s appropriate representative will complete the safeguarding referral form and contact England Hockey if it is a child(ren) is/are at risk or there

is potential of significant harm to the child(ren) . If the England Hockey Ethics and Compliance Manager is not available, the Club’s representative will contact the Local Safeguarding Children’s Partnership (Surrey).

Confidentiality

Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

Only tell individuals who need to know and can help to manage the concern. Confidentiality is essential and if maintained will ensure:

- the safety of the young person involved
- that action is taken to protect the young person
- that individuals involved in any complaint are protected from gossip and assumptions
- that individuals who have a complaint against them receive fair treatment, without prejudice or pre-judgment
- that all policies, procedures and systems can work to manage any situation quickly, professionally and effectively

OCHC and England Hockey will do its best to protect the identity of the whistleblower when they raise a concern and do not want their name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by the whistleblower may be required as part of the evidence. They will be given prior notice of this and a chance to discuss the consequences.

Review and Updating of Policy

This policy will be reviewed annually by the Welfare Office. It will submitted to the Executive Committee following this date for approval at the next available Committee Meeting. The Policy will also be reviewed on an ad-hoc basis following changes to statutory requirements and/or relevant serious case reviews.

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| Date of last review | 16/2/2021 |
| Date of next review | 16/2/2022 |
| Version | 1.1 |