

# Cambridge City Hockey Club (CCHC): Policy on safeguarding adults

Policy approved: 17 September 2020

Next review date: 17 September 2021

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## Introduction

Cambridge City Hockey Club (CCHC) is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in hockey, as described by the [England Hockey's \(EH\) Safeguarding Adults Policy and Procedures](#).

England Hockey's Safeguarding Adults Policy and Procedures apply to all adults, 18 years or older, involved in hockey. Every individual and organisation within the Hockey Family has a role and responsibility to help ensure the safety and welfare of young people.

The CCHC policy should be read in conjunction with [England Hockey's Safeguarding Adults Policy and Procedures](#), and the England Hockey policies on [Whistle Blowing](#), [Transgender Policy](#), [Equality](#), and the [Code of Ethics and Behaviour \(Respect\)](#).

England Hockey defines 'The Hockey Family' as all individuals, clubs, county and regional associations, leagues and other organisations involved in any capacity in the game of hockey, and whether or not they are members of England Hockey. For the avoidance of doubt, this includes all players and anyone working in hockey (in a paid or voluntary capacity, and whether as an employee or on a self-employed capacity or other work basis) including all coaches, umpires and other officials. Parents and spectators at hockey events are also deemed members of the Hockey Family, as are Commercial Partners.

## The Six Principles of Adult Safeguarding

The Care Act sets out the following principles that should underpin safeguarding of adults

### Empowerment

People being supported and encouraged to make their own decisions and informed consent.

### Prevention

It is better to take action before harm occurs.

### Proportionality

The least intrusive response appropriate to the risk presented.

### Protection

Support and representation for those in greatest need.

### Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

### Accountability

Accountability and transparency in delivering safeguarding.

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- CCHC will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within hockey for example inappropriate behaviour of a coach or umpire, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with England Hockey's Safeguarding Adults Policy and Procedures.
- CCHC recognises the role and responsibilities of the statutory agencies in safeguarding adults.

## Guidance and Legislation

The practices and procedures within this policy are based on England Hockey's Safeguarding Adults Policy and Procedures, and the principles contained within UK legislation and Government Guidance:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment ) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

## Definitions

**Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

**Abuse** is a violation of an individual's human and civil rights by another person or persons.

**Adult** is anyone aged 18 or over.

**Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

**Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

## Types of Abuse and Neglect - Definitions from the Care Act 2014

- Self-neglect
- Modern Slavery
- Domestic Abuse
- Discriminatory
- Organisational Abuse
- Physical Abuse
- Sexual Abuse
- Financial or Material Abuse
- Neglect
- Emotional or Psychological Abuse

Not included in the Care Act 2014 but also relevant:

- Cyber Bullying
- Forced Marriage
- Mate Crime
- Radicalisation

## Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator.

Abuse may be inflicted by anyone in the hockey environment who a player comes into contact with, or, club / association members, umpire, volunteers or coaches may suspect that a player is being abused or neglected outside of the hockey setting.

There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.

- Person is not attending / no longer enjoying their sessions.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.

## Good Practice

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in hockey to make judgements regarding whether or not abuse is taking place, however, all members of the Hockey Family have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

## All Members of the Hockey Family

CCHC expects that all individuals working with adult players:

- Adopt and endorse the England Hockey Codes of Ethics and Behaviour (Respect).
- Conduct themselves in line with this policy and report any concerns.
- Aim to make the experience of hockey fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

## Coaches and those Working with Adults at Risk

CCHC expects that all coaches and those working with adult at risk:

- Respect the developmental stage of each player and not risk sacrificing their welfare in a desire for team or personal achievement.
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the player.
- Work with adults at risk, medical adviser and their carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the athlete, not the ambitions of others such as coaches, team members, parents or carers.
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making.

- Always be publicly open when working with adults at risk: avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
  - It is neither intrusive nor disturbing.
  - The athlete's permission has been openly given.
  - It is delivered in an open environment.
  - It is needed to demonstrate during a coaching session.
- Maintain a safe and appropriate relationship with players and avoid forming intimate relationships with players you are working with as this may threaten the position of trust and respect present between player and coach.
- Be an excellent role model by maintaining appropriate standards of behaviour.
- Gain the adult at risk consent and, where appropriate, the consent of relevant carers, in writing, to administer emergency first aid or other medical treatment if the need arises.
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is available at all times.
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have capacity to do so.

## Safe Recruitment

CCHC wants to make sure that all of our volunteers have the right skills and qualities to create a safe environment.

All volunteers will be subject to safe recruitment procedures in accordance with England Hockey guidance.

Volunteers will also be updated with any relevant legislation, policies and procedural changes.

Appropriate training will also be identified and offered, including safeguarding adults where indicated.

## What to do if you have concerns about an adult club member

Club members, volunteers, coaches and umpires are not expected to be an expert in recognition of a safeguarding concern; however, all adults working, volunteering and participating 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.

If you feel that your concerns are not being dealt with properly you can contact England Hockey's safeguarding lead or the local authority.

- Remember the Club still has a responsibility to act on concerns outside the hockey environment.
- Assess the risk to the person. Immediate risk or danger.
- Contact information is detailed in '[Useful Contacts](#)'.

### If the person is at immediate risk or in danger

- Seek immediate advice and act.
- If medical attention is required, call an ambulance and inform the crew that there is a welfare concern.
- Contact the club Welfare Officer (WO) who will help advise on the situation, [welfare@cambridgecityhc.org](mailto:welfare@cambridgecityhc.org).
- If the WO isn't available report to the EH Ethics and Compliance Manager (ECM, who is the EH Lead for Safeguarding) or, if the ECM is implicated then report to the Director for Administration and Finance (DFA).
- If you cannot contact the officers above, seek advice from the Local Authority Social Services Team, or the Police.
- If you have not already done so, inform the WO.
- Complete an EH Safeguarding Referral Form, and submit to the EH ECM.

### No immediate risk or danger

- Contact the Club Welfare officer (WO) who will help advise on the situation, [welfare@cambridgecityhc.org](mailto:welfare@cambridgecityhc.org).
- If the Welfare Officer isn't available report to the Ethics and Compliance Manager (ECM, who is the EH Lead for Safeguarding) or, if the ECM is implicated then report to the Director for Administration and Finance (DFA).
- If you have not already done so, inform the WO.
- Complete an EH Safeguarding Referral Form, and submit to the EH ECM.

### How to Record a Disclosure

Stay calm, and reassure the person reporting their concerns that they have done the right thing in telling you. Keep an open mind. Listen carefully to what is said and take them seriously.

As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Welfare Officer or England Hockey's ECM – do not promise to keep secrets.

Make a note of what the person has said using his or her own words as soon as practicable.

Complete an EH Safeguarding Referral Form and submit to your organisation Welfare Officer or the EH Ethics and Compliance Manager (ECM), Safeguarding Lead.

Describe the circumstances in which the disclosure came about.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. To help you to do this, try to ask questions starting with what, how, where, when, who.

Be mindful of the need to be confidential at all times, this information must only be shared with your Welfare Officer or EH ECM and others on a need to know basis.

If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.



## Useful contacts

### **England Hockey**

Ethics and Compliance Manager – Alison Hogg

Bisham Abbey National Sports Centre, Marlow, Bucks SL7 1RR

Email: [Alison.hogg@englandhockey.co.uk](mailto:Alison.hogg@englandhockey.co.uk) / [safeguarding@englandhockey.co.uk](mailto:safeguarding@englandhockey.co.uk)

Tel: 01628 897500

### **Cambridgeshire & Peterborough Safeguarding**

Telephone: 0345 045 5202 (8am to 6pm weekdays, 9am to 1pm Saturday)

Email: [referral.centre-adults@cambridgeshire.gov.uk](mailto:referral.centre-adults@cambridgeshire.gov.uk)

Outside office hours: If someone is in danger and unable to protect themselves, or cannot remain in the community without immediate intervention, telephone: 01733 234 724.

### **Police contact**

999 or 101

### **NSPCC Helpline (free 24-hour helpline)**

Tel: 0808 800 5000

### **The Ann Craft Trust (ACT) - Safeguarding Adults in Sport and Activity**

A charity that receives funding from Sport England to develop best practice for safeguarding adults at risk in sport.

Website: [www.anncrafttrust.org](http://www.anncrafttrust.org)

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

Telephone: 0115 951 5400