

Cambridge City Hockey Club (CCHC): Acting on Safeguarding Concerns

What to do if you have concerns about a 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.

The following diagrams illustrate the reporting process depending on whether the concerns are from within or outside the hockey environment.

Contact information can be found at the end of the document.

Diagram1. Reporting concerns of possible abuse WITHIN a hockey environment

What to do if you are concerned about the behaviour of any member, volunteer or staff of CCHC or the Hockey Family.

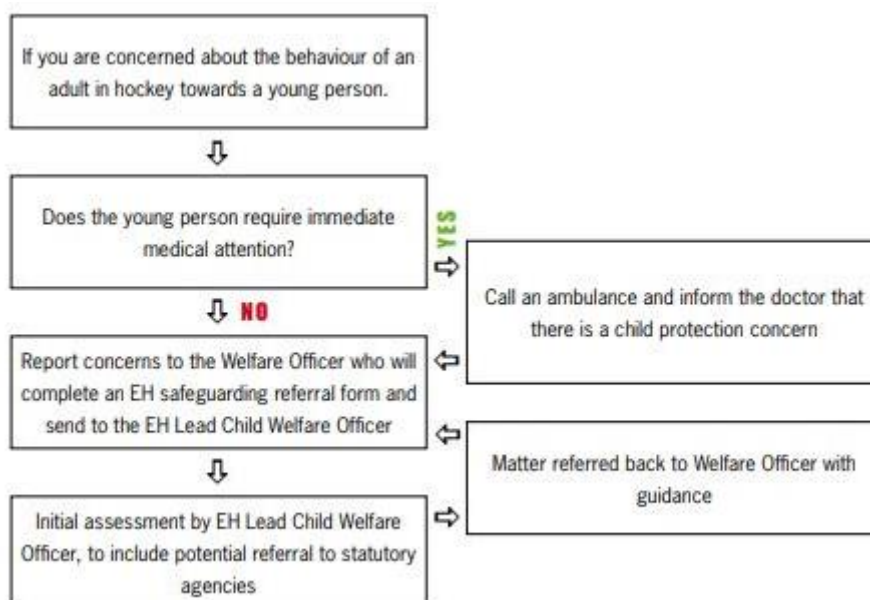
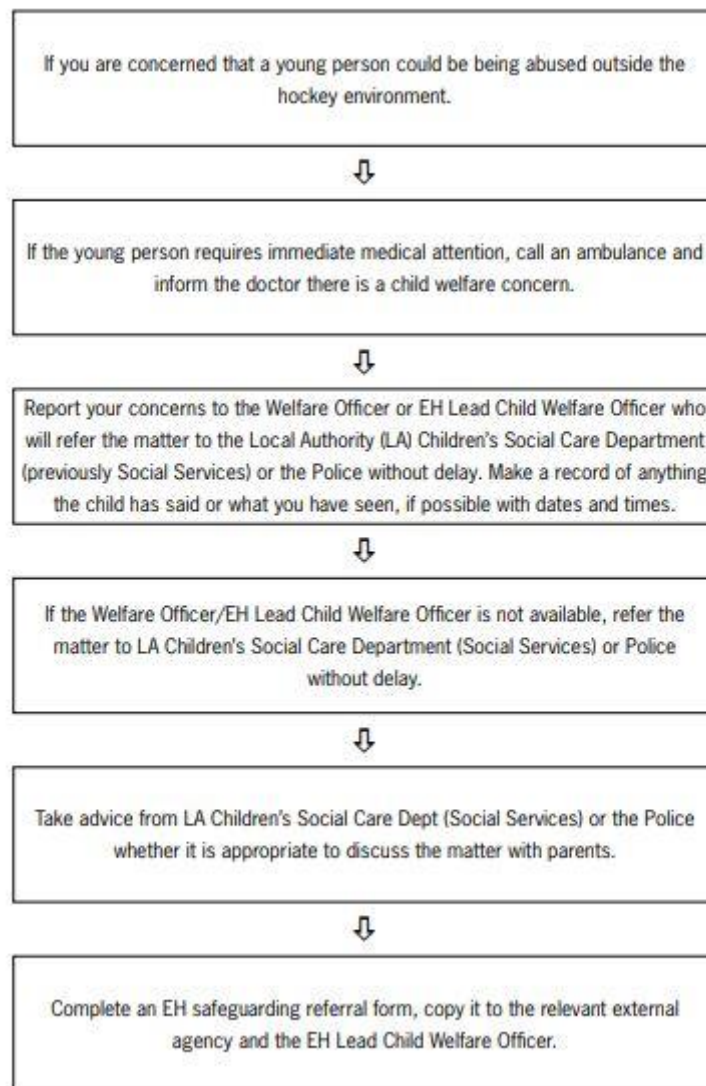


Diagram2. Reporting concerns of possible abuse OUTSIDE the hockey environment

What to do if you are concerned that a young person / adult is being abused outside the hockey environment (but that concern is identified through that young person's involvement in hockey).



Assess the risk to the person – is there immediate risk or danger?

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@cambridgcityhc.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.
- 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 / child at risk then contact the police immediately.

Useful contacts

CCHC

Welfare Officer – Sharon Ely

Email: welfare@cambridgecityhc.org

Tel: 07887856288

England Hockey

Ethics and Compliance Manager – Alison Hogg

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

Email: Alison.hogg@englandhockey.co.uk / safeguarding@englandhockey.co.uk

Tel: 01628 897500

Cambridgeshire & Peterborough Safeguarding Team

Adult Safeguarding

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

Email: referral.centre-adults@cambridgeshire.gov.uk

Out of Hours Emergency Duty Team (EDT): (01733) 234724

Child Safeguarding

Cambridgeshire children: 0345 045 5203

Out of Hours Emergency Duty Team (EDT): (01733) 234724

Police contact

999 or 101

NSPCC Helpline (free 24-hour helpline)

Tel: 0808 800 5000