



Winchester Hockey Club  
Safeguarding & Protecting Young People in Hockey  
(Child Welfare) Policy



**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 (EH) Safeguarding and Protecting Young People in Hockey Policy, as required within its affiliation to EH – (a copy of which can be accessed [here](#)).

**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 EH **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 EH, and will respond to any allegations or concerns appropriately. Everyone within hockey must therefore report all concerns in accordance with EH 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 the EH 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 and updated with England Hockey.





## Winchester Hockey Club Safeguarding & Protecting Young People in Hockey (Child Welfare) Policy



The Club has registered with the DBS disclosure service in conjunction with EH, managing all DBS checks for all Coaches and relevant club members.

The Club is committed to funding the relevant levels of safeguarding training to all club personnel who are required to undergo this training.

### **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 specific (EH) areas identified as appendices below, together with the supporting EH Safeguarding recognising poor practice and abuse guidelines, which is published on the Club's website (ref: EH2):

For clarity, all 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, EH 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 opportunities. See [www.Englandhockey/governance/duty-of-care-in-hockey/safeguard](http://www.Englandhockey/governance/duty-of-care-in-hockey/safeguard) .

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, which the club will abide by.

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) <sup>1</sup>. 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 HC will abide by and fully support all aspects of EH safeguarding programme. and will make all their members aware that they are subject to the above Regulations if there is a breach of the Policy.

<sup>1</sup> 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.





## Appendix 1 – Anti Bullying commitment

### **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. "Every child has the right to experience sport in a safe environment, free from abuse and bullying". Bullying of any kind is not acceptable in hockey and should not be tolerated by anyone.

#### **Bullying:**

Bullying is usually defined as behaviour that is: repeated, used with intent to hurt someone physically or emotionally and often aimed at certain groups such as race, religion, sex & gender or sexual orientation. Bullying can take place between adult(s) and young people, or between young people.

Bullying can take many forms including:

- Emotional – Persistently being unfriendly, excluding, tormenting, threatening gestures
- Physical – hitting, pushing, kicking or other physical assault
- Verbal abuse – offensive name-calling, insults or gossiping, and Non-verbal abuse – offensive hand signs or text messages
- Racial, sexist or homophobic – racist remarks, sexist jokes or comments, or homophobic, transphobic or gender-related jokes or comments
- Sexual – abusive sexualised name-calling, inappropriate and uninvited touching, or an inappropriate sexual proposition
- Indirect – spreading nasty stories or rumours about someone, intimidation, exclusion from social groups, manipulating or constantly undermining someone.

#### **Cyberbullying.**

Any form of bullying that is carried out through the use of electronic media devices, such as; computers, laptops, tablets, smartphones or gaming consoles (Anti-Bullying Alliance). Cyber bullying can occur between an adult and a young person or can be peer on peer between young people. Bullying has become far wider spread due to online platforms. The nature of online activity means it is possible for the instigator to hide their identity, to harass the victim at any time and to reach a wider audience. Sexting is another form of cyberbullying. This is when someone shares sexual, naked or semi-naked images/ videos of themselves and/or others or sends sexually explicit messages on any device that allows the sharing of media and messages. (NSPCC) There is no single sign that a young person is being bullied, however if you notice changes in behaviour such as nervousness or loss of confidence, physical injuries such as unexplained bruises, notice that their belonging are getting 'lost' or damaged, becoming afraid to attend school/training or making excuses to avoid attending these signs could indicate that the child is being bullied.

- 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 (WHC76 & EH8)**

**Winchester HC adopts England Hockey’s policy for the taking and use of Photographic and Recorded Images of Young People – please refer to the document reference EH8 on website.**

**Introduction**

Winchester HC does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images which includes those using a camera, digital camera, video recorder, mobile phone or similar. Use of recorded images can also be a valuable coaching aid. Winchester HC is committed to providing a safe environment for young people under the age of 18, and commit to ensuring all necessary steps are taken to protect young people from the *inappropriate* use of their images in resources and media publications, on the internet, in social media, and elsewhere. Winchester HC requests permission for the use of photography as part of its annual membership registration. Photographers wishing to photograph at events are requested to gain pre-authorisation from Winchester HC using and completing form WHC76 permission, and can be issued an ID pass.

**How England Hockey will help:**

EH 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.

**Key principles are noted here:**

- 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].
- 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.

A more comprehensive set of guidelines is published on website see document reference EH8.





### **Appendix 3 – Recruitment of persons working with young people (WHC21)**

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 DBS clearance status (WHC19).

The Club will seek to gain DBS 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 DBS checked through England Hockey. The Club has registered with EH for ongoing DBS 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 (WHC26) 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 DBS checks**

### **Introduction**

England Hockey is committed to creating and maintaining a safe and positive environment for all young people to participate in hockey. DBS checks can also be used retrospectively, where necessary, to assist with ensuring a safe and positive environment in hockey. Use of DBS checks will therefore form part of the assessment of a person's suitability to work with young people in hockey.

Many roles that involve working with young people will require individuals to complete an enhanced Disclosure and Barring Service (DBS) check, plus child barred list. Guidance on eligibility for DBS checks is shown below. 16 years old is the minimum age for DBS checks.

### **Further guidance on DBS checks:**

- All new DBS checks must be conducted through England Hockey's DBS System (GBG).
- DBS checks should be renewed every three years.
- DBS checks should be used as part of the recruitment process to assess a person's suitability to work with young people, it shouldn't be used in isolation.
- It is England Hockey's responsibility to manage and deal with any matters arising from any disclosure resulting from the DBS process.
- Individuals must not be engaged in contradiction of England Hockey sanctions. (clubs / organisations will be notified of any known child protection related sanctions)
- DBS checks completed by clubs affiliated to England Hockey can be transferred between clubs by completing the 'England Hockey Portability Form' and returning it to England Hockey's Ethics & Welfare Administrator by post or email.

### **Winchester HC process**

- Winchester HC have registered to be able to complete DBS checks for all relevant club members & agents, in conjunction with England Hockey. Please contact the Club Welfare Officer for more information / application.

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

- EH 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 DBS information regarding significant and relevant offending or other matters, EH may initiate proceedings under its Safeguarding Young People Complaints and Disciplinary Regulations.
- Any information provided to EH by the DBS will be accepted as correct. Any dispute regarding information contained on a DBS check should be referred by the individual directly to the DBS.

Further information on the DBS and their services can be obtained from the DBS website at

<https://gbg.onlinedisclosures.co.uk/Authentication/Login?ReturnUrl=%2f>





**Eligibility For A DBS Check By Role:**

England Hockey has taken the new definition and applied the criteria to the hockey environment to provide a list (not exhaustive) of roles. Each role has been broken down to determine what level of check is required.

Role	Enhanced DBS check	Child Barred List required?	Notes
Coach	Yes	Yes	See Flow Chart on page 2 if unsure
Team Captain (club)	Yes (check notes)	Yes (check notes)	All teams involving under 18's must nominate a person to be responsible for them. If not the Team Captain, it must be a named person.
Team Manager	Yes	Yes	
Welfare Officer	Yes	Yes	
DBS Coordinator / Verifier	No	No	If stand-alone role (admin only)
Parent Helper	Yes	No – only needed if the role involves supervision of children that is frequent and/or intensive (See Diagram on Page 2).	
Young Leaders	Yes	No	Aged 16 and over only
Umpire	Yes	Possibly Needed if regulated activity is undertaken frequently or intensively. See separate EH guidance 'DBS Checks and Officiating Guidance'.	
Technical Official	Yes		
Umpire Coach / Manager / Assessor	Yes		
Junior Administrator	No	No	If stand-alone role.  Just because some of the roles listed above do not qualify for a DBS check, it does not mean that there are no safeguarding policies that your club can put in place for them. Please see the <a href="#">England Hockey Website</a> for useful information and templates for these roles.
Photographer	No	No	
Chairperson / President	No	No	
Secretary	No	No	
Membership Secretary	No	No	
Treasurer	No	No	
Website Administrator	No	No	
Bar staff	No	No	





## Appendix 5: Responding to Poor Practice and Abuse – Guidelines (WHC2).

### 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 by EH.
- 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 Club 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.



### **Appendix 6: Safeguarding & Protecting Young People in Hockey – Implementation (WHC56)**

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 to reach those involved in working with U18's
- Operate sound recruitment procedures for paid and voluntary staff in hockey, including DBS checks where required.
- Identify and enable the appropriate child protection training for staff and volunteers at Winchester Hockey Club
- Update with legislation & EH best practice guidelines related to child welfare & safeguarding.
- 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 Safeguarding and Protecting Young People in Hockey (Child Welfare) Policy (this document)
2. WHC2 Child Protection Report Form & procedures (including EH3)
3. WHC3 Role of the Club Welfare Officer (CWO) and deputy CWO
4. EH1 – Safeguarding & Protecting young people in hockey policy (adopted by WHC)
5. EH2 – Recognising poor practice and abuse guide (SafeGuard)
6. WHC4 Junior Club Rules
7. WHC9 Accident Management / Emergency Procedures

#### **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, and receipt recorded by WHC on the WHC19 schedule.

Attention is drawn for all Members to access, use and refresh this information which is published on the Club website. The Club's Welfare Officer (CWO) is 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 Committee meeting, and has been reviewed annually in September, and amended in line with EH changes since.**