



PELICANS.H.C

Est. 1920

Safeguarding and Protecting Young People in Hockey

UPDATED JAN 2019



PELICANS.H.C

Est. 1920



Contents:

- Page 2:** Pelicans Hockey Club - Safeguarding Commitment Statement
- Page 4:** Safeguarding Referral Form
- Page 7:** Application form for positions working with young people
- Page 10:** Role Acceptance form
- Page 13:** Reference form for positions working with young people
- Page 15:** Photo consent form (clubs)
- Page 16:** Photo consent form (events)
- Page 17:** Welfare officer - Role description
- Page 19:** Parent/legal Guardian - Information and Advice
- Page 20:** Recruitment Guidance Checklist
- Page 21:** Incident/Accident Reporting Form
- Annex A:** Recognising Poor Practice and Abuse
- Annex B:** Safeguarding and Protecting Young People in Hockey
- Annex C:** England Hockey Safeguarding Education and Training Guidance



Pelicans Hockey Club have adopted England Hockey's Safeguarding and Protecting Young People in Hockey Policy, Procedures and Guidance to ensure all those in the hockey family have a safe and positive experience.

WE WILL DO THIS BY:

- Recognising all young people participating in hockey (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to play in an environment free from poor practice, abuse and harm.
- Ensuring all people who work in hockey at, or for, our club (including staff, officials, volunteers, team managers, coaches) have a responsibility for safeguarding young people and understand how the safeguarding policy and guidance applies to them.
- Ensuring all individuals working at, or for, the club are recruited in accordance with England Hockey's recruitment guidance.
- Ensuring all individuals working within hockey at, or for, the club are provided with support, through education and training, so they are aware of and adhere to England Hockey's Code of Ethics and Behaviour.
- Always approaching safeguarding with a young person perspective, ensuring the individual's wellbeing is the prime focus.
- Ensuring that the responsibility of determining whether or not abuse has taken place, lies with child protection experts, however it is everyone in hockey's responsibility to report concerns.

DEFINITIONS:

'HOCKEY FAMILY' - The hockey family includes all individuals, clubs, associations and other organisations involved in any capacity in the game of hockey, whether members of England Hockey or not. 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.

'CLUB' - includes both hockey club and association



Incident Reporting Form:

Your club/organisation's name:

Your Details

First name:

Surname:

Position in club/organisation:

Home Address:

Postcode:

Daytime contact number:

Evening contact number:

Email address:

Concern

Please give a brief description of the concern (include dates, times, venue etc.)

Have you spoken to the young person(s)? Please provide details

Concern

What is the relationship between the young person and the accused?

Have you spoken to the parent/carer of the young person(s) involved?

Action taken so far:

Details of young person

First name:

Surname:

Male/Female:

Parent/legal guardian name:

Parent/legal guardian contact number:

Home Address:

Postcode:

Details of accused/adult

First name:

Surname:

Date of Birth:

Position in sport:

Contact number:

Home Address:

Postcode:

Details of external agencies contacted so far					
Organisation	Y/N	If yes, which?	Name & Number	Date & Time	Details of advice received
England Hockey					
Police					
Children's Social Care					
Other (e.g. NSPCC)					

Signed:

Print Name:

Date:

**Remember to maintain confidentiality on a need to know basis. Only disclose information if it will protect the child.
Do not discuss this incident with anyone other than those who need to know.**

THIS FORM SHOULD BE RETURNED TO:

(Please mark your envelope CONFIDENTIAL),
Ethics and Compliance Manager,
England Hockey,
Bisham Abbey National Sports Centre,
Marlow,
Buckinghamshire, SL7 1RR

or emailed to: safeguarding@englandhockey.co.uk

And/Or where appropriate:

The Chairman
Pelicans Hockey Club

or emailed to:



By signing this document, commits to the above.

Signed:

Print Name:

Date Signed:

Review Date:

Information contained in this document will form part of Norfolk Hockey and Pelicans Hockey Club's investigation into the alleged incident. As the person completing the form, please notify each individual whose details you include on this form that their information may be shared with a number of organisations and individuals relevant to the investigation.

Pelicans Hockey Club Committee will ensure the name and contact details of the Welfare Officer are available:

- As the first point of contact for parents, young people and volunteers/staff within the club.
- As the main point of contact within the club for the England Hockey Safeguarding team as well as relevant external agencies in connection with safeguarding young people.
- As a local source of procedural advice for the club, its committee and members.

Application Form: Roles Working with Young People in Hockey

Role Applied For:

--

Personal Details:

Title (Mr/Mrs/Ms/Miss):

Surname:

First name(s):

Any first name, surname or maiden name previously known by:

National Insurance number:

Address:

Postcode:

Telephone number(s):

Email address:

Employment Details

Please list on a separate piece of paper all previous employment, including dates and accounting for any gaps in your employment history.

Current occupation:

Name of organisation:

Job title:

Start date:

Address:

Postcode:

Telephone number(s):

Nature of duties:



Previous Volunteer Experience

Name of organisation:

Start date:

Finish date:

Relevant experience:

If you have any other relevant voluntary experience, please use an additional sheet of paper.

Qualifications

School/College:

Date attended:

Qualifications:

Sporting qualifications or training courses attended (please include dates):

Other Information

Reason for applying. Please indicate any skills / experience that is relevant to the role, not identified above (please continue on a separate piece of paper if required):



PELICANS.H.C

Est.1920



References

Please provide the names and addresses of two people who we can contact for a reference who know you well (but are not related). One must have knowledge of your employed work and one must have first-hand experience of your work with young people. You must have known these people for a minimum of 2 years.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone number(s):	Telephone number(s):

Important Information

If the role you are in or have applied for involves frequent or regular contact with or responsibility for young people you will also be required to provide Disclosure and Barring Service (DBS) certificate which will provide details of criminal convictions; this may also include a barred list check depending on the nature of the role. See England Hockey DBS Eligibility Guidance.

In May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure. For further information on details of what does needs to be disclosed go to:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Applicant Declaration

I confirm that the information I have provided in support of my application is a complete and true record.

I agree to accept and work to England Hockey's Safeguarding and Protecting Young People in Hockey Policy and Procedures and Code of Ethics and Behaviour

By completing this application form I agree that XX Hockey Club will hold this information for the purpose of recruitment.

Signed:

Print name:

Date:

For Club Use Only

Applicant successful? ☐ Yes ☐ No References received? ☐ Yes ☐ No

DBS check obtained through England Hockey? ☐ Yes ☐ No

Please return this form to **xxxxxxxxxxxxxx**:



Role Acceptance Form

Date _____

Dear _____

_____ Hockey Club Role Acceptance Form

We are delighted that you have accepted to undertake the role of _____
with _____ Hockey Club.

All volunteers, coaches, team managers, technical delegates and officials are encouraged to work to high standards in line with _____ Hockey Club's policies and recognised best practice. Please note that this role is offered subject to all the necessary checks being completed to the satisfaction of _____ Hockey Club.

Please find enclosed 2 copies of this Role Acceptance Form, together with a number of documents you are required to have read thoroughly. Should you have any questions on any of the areas covered, please bring these to the attention of _____ so that your query can be addressed.

Please indicate your acceptance of this role by completing the sections below and returning one copy to _____ (Club Secretary) by specific date.

We look forward to welcoming you to _____ Hockey Club.

Yours sincerely



NAME: _____

I confirm that I accept the role of _____ and have read and understood the following policies of _____ Hockey Club and will ensure that I adhere to these codes and policies at all times.

The policies I confirm having received and read are:

- England Hockey's Code of Ethics and Behaviour
- England Hockey's Safeguarding & Protecting Young People in Hockey Policy
- England Hockey's Equality Policy
- Safety Procedures (facility specific details)
- _____ Hockey Club Specific Documents / guidance

The following section needs completing if the role involves working with young people:

If the role you are in or are accepting involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see England Hockey guidance about eligibility for DBS checks).

For completion by the individual (named above)

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?

YES / NO
(if Yes, provide information below):

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

YES / NO
(if Yes, provide information below):

Confirmation of Declaration (tick boxes below)

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of work (voluntary or paid) may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.

Signature:

Print name:

Date:



Reference Form: Positions working with young people

Name of Candidate:	
Name of Club/Organisation:	
Role applied for:	

The above named person has expressed an interest in working as a volunteer with our club and has given your name as a referee.

The post involves regular work with young people in a position of trust. As an organisation committed to the welfare of and protection of young people, we are interested to know if there is any reason at all to be concerned about this applicant working with young people.

Any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the role in question.

We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?

--

2. In what capacity?

--

3. Please comment on the above named person's suitability to work with young people.

--

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Organisation / time management					
Maturity					
Self-motivation					
Ability to motivate others					
Energy					
Trustworthiness					
Reliability					

5. This post involves regular work with young people. As an organisation committed to their welfare and protection, we are interested to know if you consider the above named person poses any risk to the welfare of young people?

☐ Yes

☐ No

If you have answered YES we will contact you in confidence.

Signed:

Print Name:

Organisation:

Position:

Date:

Contact Number:

PLEASE RETURN TO:

Club Welfare Officer:

Address:

.....

Photo consent form (clubs): Taking and use of Photographic and Recorded Images of Young People

CONSENT FORM

This consent form applies to:

..... Hockey Club

for the season.

This form is to be completed by both the parent/legal guardian of a young person under the age of 18 and the young person themselves. Separate forms need to be completed for each young person.

In accordance with England Hockey's Safeguarding Policy,
Hockey Club do not permit photographs or video content of young people to be taken without the consent of parents/
carers and the young person.

To ensure young people enjoy hockey in a safe and enjoyable environment, we will follow England Hockey's

TO BE COMPLETED BY PARENT/CARER:

☐ I do / do not* consent to
.....
Hockey Club taking photographic or recorded
images of
(insert young person name)

☐ I confirm that there are no legal restrictions related
to taking photographic or recorded images.

Signed:

Print Name:

Date:

TO BE COMPLETED BY YOUNG PERSON:

☐ I
(insert young person name) do / do not* consent to
.....
Hockey Club taking photographic or recorded
images of my involvement in hockey under the
stated rules and conditions.

Signed:

Print Name:

Date:

*delete as appropriate

Photo consent form (events): Use of Photographic or Recorded Images at Hockey Events

REGISTRATION FORM

This form is to be completed by anyone wishing to take photographs or recorded images at all hockey events.

Event Name:			
Venue:		Date:	
Home Address:			Postcode:
Contact Number			
Email:			
Please describe where the photographs/recorded images will be used and stored:			

By signing this form I acknowledge:

- I have read the England Hockey Guidance for taking and using photographic and recorded images of young people
- If any of my photographic material is used inappropriately, this will result in disciplinary action and the possibility of being unable to take photographs/recorded images at future hockey events.
- I will make every effort to inform all competitors and spectators of my intent to use recording equipment and the reason for its purpose, before the competition starts.

Signed: Print Name:

Date:















Role Description: Welfare Officer

ROLES AND RESPONSIBILITIES

EXPERIENCE AND KNOWLEDGE

- Own organisations role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role
- Knowledge of England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures and own organisation's policy and procedures
- Basic knowledge of core legislation and government guidance This can be gained through welfare officer training
- Basic knowledge of roles and responsibilities of local statutory agencies (children's services, police, Local Safeguarding Children Board (LSCB) and Local Authority Designated Officer (LADO). This can be gained through welfare officer training. The Welfare Officer must have full contact details for their local agencies
- Awareness of equality and safeguarding issues

SKILLS

- Child-focused
- Good listener and being non judgmental of any issues or concerns that are raised
- Basic administration*
- Basic safeguarding advice and support
- Communication (with all members of the organisation including young people and adults)
- Interpersonal skills and being calm and approachable at all times
- Maintaining accurate records of issues and concerns that have been raised
- Ability to promote organisation's policy, procedures and resources

ADMINISTRATION

(the DBS role could be undertaken by a separate person working with the Welfare Officer)

- Administration is an essential skill where the Welfare Officer is fulfilling the role of administrating the DBS check. All England Hockey DBS checks are now completed online, so a basic level of IT skills are required.
- Liaising with relevant members of the organisation regarding the completion of their DBS check
- Verification of identity documents for relevant members completing their DBS check
- Maintaining an accurate register of in progress/completed DBS checks and coaching qualifications

TRAINING

- It is a requirement that Welfare Officers attend the Sports Coach UK 'Safeguarding and Protecting Children in Sport' workshop. For details of local workshops go to: www.sportscoachuk.org
- England Hockey deliver 'Time to Listen' (TTL) workshops. These hockey specific workshops, aimed in particular at Welfare Officers, build on the awareness of the Sports Coach UK workshop and focus on implementation of safeguarding at local level. For details of workshops please contact your Regional Office. The Sports Coach UK workshop is a prerequisite for attending the TTL workshop. It is a requirement that Welfare Officers attend TTL as part of the ClubsFirst accreditation process.



Recruitment Guidance Checklist

Planning, advertising and preparing for interview	
Plan – decide on a job or role description	
Advertise – locally and on relevant websites (tell candidate if DBS check is required)	
Produce application form (template available online)	
Prepare questions for interview	
Short listing and interview	
Assess candidate's skills and experience for suitability for role	
Verify identity of candidate	
Evidence of relevant qualifications checked	
Consider applicant's attitude to safeguarding	
Refer successful applicant to Government guidelines on criminal convictions, formal warnings or cautions	
Appoint successful applicant	
Appoint applicant subject to references and checks	
Issue successful applicant with 2 copies of Role Acceptance Form (template available online) and include a copy of the role description and other relevant documents	
Take up references – at least 2 and in writing.	
DBS check processed and completed satisfactorily	
Contact England Hockey to check qualifications	
Successful candidate returns signed copy of 'Role Acceptance Form' to formally accept the role	
Introducing the applicant to the role	
Induction – key things they need to know	
Period of mentoring and supervision	
Ongoing training and education on safeguarding or any other relevant topic	
Signpost to other external training courses, i.e. Sports Coach UK Safeguarding and Protecting Children in Sport workshop	
Regular review of performance	

Incident/Accident Reporting Form

JAN 2019

Your Name:	Young person's name:
Your Role:	Team:
Your contact number: Address:	
Details of incident: <i>include description of any injuries</i>	
Date/time of incident:	
Have the parents/carers been notified? If yes, what has been agreed?	Parent/Carer Name:
Has the incident been fully dealt with? How?	
Is any further action needed? Yes/No	

This form should be kept for a minimum of 3 years, unless the individual involved leaves the club.

Parent/legal Guardian Information and Advice

WHAT CAN YOU EXPECT FROM THE HOCKEY CLUB?

- As the first point of contact for parents, young people and volunteers/staff within the club.
- As the main point of contact within the club for the England Hockey Safeguarding team as well as relevant external agencies in connection with safeguarding young people.
- As a local source of procedural advice for the club, its committee and members.

WHAT DO WE EXPECT FROM YOUR CHILD?

- To play fairly and respect the rules of the game.
- To respect their coaches and teammates.
- To adhere to the young people's code of conduct and behaviour.

WHAT DO THE HOCKEY CLUB EXPECT OF ME?

- Ensure my child is dropped off and picked up promptly from the venue.
- Contact session organisers/coaches if I am running late to collect my child.
- Adhere to the Parents section of the Code of Ethics and Behaviour.
- Use appropriate language at all times.
- Stay off the pitch during training and matches.
- Provide emergency contact details and any relevant information about your child including medical history.

England Hockey's Safeguarding Young People Policy, Procedure and Guidance, is available to view online at www.englandhockey.co.uk/safe, or a copy is available at the club.

WELFARE OFFICER

If you have any questions or concerns about your child's participation in hockey, please contact the club Welfare Officer who is responsible for dealing with concerns and working with England Hockey's Safeguarding team for those of a more serious nature. All concerns will be taken seriously and treated in the strictest confidence.

Our Welfare Officer's
contact details are:

Name:

Contact Number:

Email:

Name of Welfare Officer:
at Hockey Club.

The role description below incorporates the role of administering the Disclosure and Barring Service (DBS), this function could be separated from the general Welfare Officer role. Organisations may want to consider having more than one Welfare Officer, to share the responsibility and combine people with a mix of the skills / experience below.

ROLE DESCRIPTION

Everyone in hockey has a responsibility to safeguard and protect young people. The key role of the Welfare Officer is to support the organisation to promote good safeguarding practice across the organisation, to be the named point of contact for all members of the Hockey Family, to implement England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures where a concern has been raised.

ROLE

- Role model best safeguarding practice
- Support the organisation to put into practice its safeguarding implementation plan
- Be the key contact with England Hockey Ethics and Compliance Team (includes Lead for Safeguarding)
- Be the point of contact for members of the Hockey Family where concerns about the welfare of a young person have been identified
- Support the organisation to implement good safeguarding practice and challenge poor practice and breaches of the England Hockey Code of Ethics and Behaviour
- Support the organisation to implement England Hockey's and their own safeguarding policy and procedures
- Be the point of contact for members of the Hockey family regarding the administration of the Disclosure and Barring Service (DBS) at a local level; including verifying identity documents for those members completing their DBS
- Support the organisation to ensure staff and volunteers relevant qualifications and DBS checks are up to date
- Be a member of the organisation's management committee to advise on organisational safeguarding matters and DBS non compliance
- Support the organisation's management committee to review safeguarding practices and processes following the completion of an issue or concern that has been investigated
- Maintain contact details for local children's social care services and police in case of emergency
- Ensure confidentiality is maintained

Pelicans Hockey Club welcomes you and your child/young person to the club. We hope you will enjoy being a club member and will enjoy the hockey coaching, training, matches as well as the social interactions.



