

HOCKEY WALES



Safeguarding and Protecting Young People Policy

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Hockey Wales is committed to creating and maintaining a safe and positive environment for all young people to play hockey in Wales.

Foreword

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Section 1

Policies

SAFEGUARDING AND PROTECTING YOUNG PEOPLE IN HOCKEY

Hockey Wales Safeguarding and Protecting Young People in Hockey Policy works in accordance with the following statement:

Introduction

Hockey Wales 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 has a role and responsibility to help ensure the safety and welfare of young people. Hockey Wales is required to fulfil its duty of care, which means that it must do everything that can reasonably be expected to help safeguard and protect young people from any reasonably foreseeable harm.

Hockey Wales views all those that are involved¹ within hockey as having a responsibility to help protect young people and has developed this Safeguarding and Protecting Young People Policy to help ensure this happens.

The term 'Young People' refers to anyone under the age of 18 (as defined by the Children Act 1989).

Obligations under this policy:

Everyone within Hockey Wales must act in accordance with:

- the general principles set out in this policy; and
- the principles set out in any related policies below, together with the supporting good practice document:
 - the recruitment of persons working with young people
 - the use of Criminal Records Bureau (CRB) checks in recruitment and employment
 - anti-bullying
 - taking and use of photographic and recorded images of young people

Affiliation to Hockey Wales will evidence agreement of these obligations by the members (e.g. clubs, regions, WHUA) as well as individual registered participants from September 2011.

Each member organisation of Hockey Wales will also be expected to:

- Adopt and implement a relevant Safeguarding and Protecting Young People (or Child Protection) policy which complies with the general principles set out in this policy.

¹ All individuals, clubs, associations and other organisations involved in any capacity in the game of hockey, whether or not members of Hockey Wales (to include 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 and other officials).

Hockey Wales' Safeguarding and Protecting Young People Policy

- Abide by Hockey Wales' Code of Ethics, which specifies conduct in relation to the safeguarding of young people within hockey, among other issues.
- Follow Hockey Wales' reporting procedures where there are concerns relating to the safety or welfare of young people.

For clarity, 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.

Hockey Wales' role:

As the National Governing Body, Hockey Wales will publicise and promote within hockey its Safeguarding Young People Policy, Procedures and Good Practice Guidance. It will also support its affiliated member clubs and associations in adopting and implementing their own policies, by providing template policies and procedures, and through access to appropriate training and education opportunities.

Hockey Wales 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, Hockey Wales has developed procedures for reporting concerns.

Hockey Wales 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. Hockey Wales is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs) ². Accordingly, Hockey Wales will work co-operatively with the relevant statutory agencies on matters relating to safeguarding young people and where Hockey Wales receives report of a concern, it will refer the matter to the relevant statutory agency where appropriate.

Hockey Wales is also committed 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. Hockey Wales 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. Hockey Wales may also refer matters back to a club for resolution at club level where appropriate.

² Local Safeguarding Children Boards (LSCBs) 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 guidance for the development of LSCBs is contained in 'Safeguarding Children: Working Together Under the Children Act 2004', and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. They also provide education and training opportunities at local level.

General Safeguarding and Protecting Young People principles:

- The safety and welfare of young people is paramount.
- 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.
- Hockey Wales wishes to promote a telling culture. Everyone within hockey must therefore report all concerns in accordance with Hockey Wales' 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 within 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.
- Hockey Wales is committed to encouraging the effective and safe recruitment of all individuals working with young people in hockey, and everyone within hockey must recognise and regard this as paramount.
- All those working in hockey, in a paid or voluntary capacity, must abide by Hockey Wales' Code of Ethics / Code of Practice.

Guidance and legislation:

The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation; Government and Welsh Assembly guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration:

- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997; Policing and Crime Act 2009
- Children, Schools and Families Act 2010
- Criminal Justice and Court Services Act 2000
- The Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Sexual Offences Act 2003
- The UN Convention on the Rights of the Child
- The Protection of Freedom Bill (currently going through parliament)
- *Safe From Harm: a code of practice for safeguarding the welfare of children in voluntary organisations in Wales* (Welsh Assembly 2007)
- *Children and Young People: Rights to Action* (Welsh Assembly 2004)
- *Safeguarding Children: Working Together Under the Children Act 2004* (Welsh Assembly 2007)
- *All Wales Child Protection Procedures 2008* (produced on behalf of all LSCBs in Wales)

Contacts / Further Information

Hockey Wales will appoint and maintain a Safeguarding Lead Officer nationally and provide the relevant support to these people. Hockey Wales will also maintain relevant development groups to support the implementation and continual development of its work in safeguarding and protecting young people.

All relevant contact details will be available on the Hockey Wales website and/or by contacting the Hockey Wales head office (see appendix 1 for details).

Related policies

These will include:

- the recruitment of persons working with young people
- the use of CRB checks in recruitment and employment
- anti-bullying
- taking and use of photographic and recorded images of young people

Acknowledgements

This Policy is based on England Hockey Board's 'Proud to Protect – Safeguarding and Protecting Young People in Hockey' and is reproduced with the permission of England Hockey Board.

POLICY ON RECRUITMENT AND SELECTION OF PERSONS WORKING WITH YOUNG PEOPLE

Introduction

All adults who work with young people in hockey are in a position of trust which has been invested in them by the sport, parents and the young people themselves. This relationship is one in which the adult is in a position of power and influence as a result of their position as a coach or other role within hockey. As good practice, it is important that all reasonable steps are taken to ensure that all individuals with access to young people within hockey, whether that is in a paid or unpaid capacity, are suitable and appropriate. This can ensure that hockey continues to offer opportunities for young people within a safe and enjoyable environment.

(Please also read the additional policy on the use of CRB disclosures in Section 1).

Obligations under this policy

Everyone working within hockey must act in accordance with the general principles set out in Hockey Wales Safeguarding and Protecting Young People Policy and the principles set out in this policy for the safe recruitment and selection of persons with access to young people.

In addition, all affiliated clubs and associations must adopt and implement their own recruitment policy in accordance with:

- Hockey Wales Safeguarding and Protecting Young People Policy in Section 1
- Hockey Wales' Policy on Recruitment & Selection of Persons Working with Young People in Section 1
- Hockey Wales' Policy on the Use of CRB Disclosures in Section 1
- The supporting good practice guidance in Section 4

Hockey Wales' role

Hockey Wales is committed to supporting its affiliated clubs and associations in implementing policies through the appropriate access to education and training and useful templates (See section 5).

Hockey Wales is an umbrella body for CRB disclosures. This means that Hockey Wales will facilitate CRB checks for all affiliated clubs and associations through the Hockey Wales CRB service. Hockey Wales will provide advice to clubs where CRB checks reveal adverse information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

Hockey Wales is also committed to ensuring that concerns relating to the recruitment, selection and retention of persons with access to young people in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, Hockey Wales has developed some procedures for reporting concerns, which can be found in section 3. Hockey Wales may refer concerns to relevant statutory agencies, instigate proceedings under its own Safeguarding

Policy on the Recruitment and Selection of Persons working with Young People

and Protecting Young People Complaints and Disciplinary Regulations (please see Hockey Wales' website) or refer the matter to a club or association for resolution as appropriate.

Principles and Practice

- Everyone in Hockey, in particular clubs, associations and other organisations, should have a clear understanding of the importance of good practice in recruitment and selection of persons working with young people in hockey.
- Everyone involved in hockey should have knowledge of Hockey Wales' policy on recruitment and selection.
- Staff and volunteers within hockey must be recruited and fairly treated regardless of sex, age, disability, race, colour, ethnicity, nationality, religion or belief, marital status or sexual orientation.
- Staff and volunteers within hockey must not be discriminated against unfairly based on a conviction or other information revealed in a CRB disclosure. Hockey Wales has a policy on the recruitment of Ex-offenders which has been written in accordance with the Rehabilitation of Offenders Act 1974 (See template 3).
- Selection processes when recruiting for any position, whether paid or unpaid, must be fair, open and transparent.
- When recruiting for a position which involves working with young people:
 - An enhanced CRB check must be undertaken through Hockey Wales. Hockey Wales will provide information and advice where the CRB check reveals disclosed information and this must be followed.
 - Application forms should be used as part of the recruitment process
 - Interviews or meetings should be held with applicants to assist in selection and determining their suitability to work with young people
 - Two references should be obtained before a position can be offered to an applicant (see template 7).
 - Applicants must demonstrate their right to work in the UK (paid positions only)
 - See Policy on Use of CRB Disclosures.
- All affiliated clubs and associations must carry out retrospective enhanced CRB checks (where not previously carried out) for all individuals with access to young people.
- Clubs and associations must not engage any individual, either paid or unpaid, in contradiction of any sanctions imposed by Hockey Wales against that individual.
- All positions whether paid or unpaid, must have a role description to ensure clarity of responsibilities for all parties.
- Organisations recruiting persons to positions with access to young people must be committed to providing support through appropriate training and other opportunities.

POLICY ON THE USE OF CRIMINAL RECORDS BUREAU (CRB) DISCLOSURES

Introduction

Hockey Wales is committed to creating and maintaining a safe and positive environment for all young people to participate in hockey. It is important that people with a history of relevant and significant offending are prevented from contact with/responsibility for young people and do not have the opportunity to influence policies or practice in relation to them.

The use of Criminal Records Bureau (CRB) checks can assist with safeguarding young people in hockey at the point of recruitment. CRB checks can also be used retrospectively, where necessary, to assist with ensuring a safe and positive environment in hockey. Use of CRB checks will therefore form part of the assessment of a person's suitability to work with young people in hockey.

This policy should be read in conjunction with Hockey Wales' Recruitment and Selection Policy (section 1) and Hockey Wales' Recruitment Policy for Ex-offenders (template 3).

CRB disclosures are required for all persons working in a 'regulated activity'. A 'regulated activity' refers to:

- Any activity that involves contact with children or vulnerable adults frequently. Examples include coaching, teaching, supervision, advice and transportation.
- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently such as a school or sports club.
- Any activity that involves people in certain defined positions of responsibility.
- Regulated activity is when the activity is frequent (once a month or more) or intensive (takes place on three or more days in a 30-day period).

(For more information on CRB eligibility or regulated activity, please visit www.homeoffice.gov.uk or www.direct.gov.uk)

Enhanced Checks

An Enhanced disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail **ALL** previous convictions etc. including those usually regarded as "spent" under the Rehabilitation of Offenders Act 1974 and 'Barring List' decisions.

Obligations under this policy

Everyone within Hockey must act in accordance with the general principles in Hockey Wales' general Safeguarding and Protecting Young People Policy and the principles set out in this policy for use of CRB checks.

In addition, all affiliated clubs and associations must adopt and implement a policy on:

- Use of CRB checks in accordance with the general principles in Hockey Wales' Safeguarding and Protecting Young People Policy, and in accordance with this Policy on the Use of CRB checks and supporting good practice guidance

Policy on the Use of Criminal Records Bureau (CRB) Disclosures

- Hockey Wales' Policy on the recruitment of ex-offenders

Hockey Wales' Role

Hockey Wales is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

Hockey Wales is an Umbrella Body for CRB checks. This means that Hockey Wales will facilitate CRB checks for all affiliated clubs and associations through Hockey Wales' CRB Service. Hockey Wales will provide advice to clubs where the CRB check reveals disclosed information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

Hockey Wales is also committed to ensuring that concerns relating to the use of CRB checks in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, Hockey Wales has developed procedures for reporting concerns (see section 3). Hockey Wales may refer concerns to the relevant statutory agencies or refer the matter to a club or association for resolution as appropriate.

Hockey Wales may instigate proceedings under its Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations where affiliated clubs and associations fail to adopt, implement or act in accordance with relevant policies. Hockey Wales may also require an individual against whom an investigation is proceeding under the Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, to undergo a CRB check as part of the investigation.

Principles

- All clubs and associations within hockey should have an understanding of the use of CRB checks in hockey and its relation to good practice in recruitment, selection and retention of staff and volunteers, and know the Hockey Wales' policy for CRB checks.
- In accordance with Hockey Wales' policy on recruitment, selection and retention of persons with access to young people, when recruiting to a position involving access to young people an Enhanced CRB check must be undertaken through Hockey Wales' CRB Service. Clubs should refer to the good practice guidance on recruitment for roles requiring a CRB check.
- In line with CRB policy and sports industry standard practice, Hockey Wales will not recognise CRB Checks obtained through organisations other than through Hockey Wales.
- All affiliated clubs and associations must comply with the CRB Code of Practice. Hockey Wales will assist clubs in compliance through relevant documentation and good practice guidance.
- For a position where a CRB check will be required, all application forms, job adverts and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- Given the potentially sensitive nature of information contained on CRB checks, all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. Breach of this condition

Policy on the Use of Criminal Records Bureau (CRB) Disclosures

may result in disciplinary action being taken in accordance with Hockey Wales' Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.

- Should a CRB disclosure reveal any history of offending, Hockey Wales will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. Hockey Wales will advise the individual and the club or organisation of the outcome of this assessment process. This advice **MUST BE** followed.
- Hockey Wales will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information will be trained to identify and assess the relevance and circumstances of offences. They will also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- **Having a criminal record will not necessarily bar an individual from working or volunteering in hockey.** This will depend on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:
 - Whether the information received is relevant to the position they are applying for in relation to working with young people
 - The seriousness of any offence or other matter
 - The age of the person at the time of the offence
 - The age of the victim involved and whether the offence was violent or sexual in nature
 - The length of time since the offence or other matter occurred
 - Whether the applicant has a pattern of offending behaviour or other relevant matters
 - Whether the offences involved a breach of trust
 - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - The circumstances surrounding the offence and the explanations offered

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

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

Further information on the CRB and their services can be obtained from the CRB website at www.crb.gov.uk or www.direct.gov.uk.

Hockey Wales will make this policy available in other formats on request.

HOCKEY WALES' POLICY ON ANTI-BULLYING

Introduction

Hockey Wales is committed to creating and maintaining an environment in which all young people involved in hockey are free from bullying.

Obligations under this policy

Everyone within hockey must act in accordance with the general principles in Hockey Wales Unions Safeguarding and Protecting Young People Policy (Section 1) and the principles set out in this anti-bullying policy.

In addition, all affiliated clubs and associations must adopt and implement their own anti-bullying policy in accordance with:

- Hockey Wales' Policy on Safeguarding and Protecting Young People (see section 1)
- Hockey Wales' Policy on Anti-Bullying (see section 1)

Hockey Wales' Role

Hockey Wales is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

Hockey Wales is also committed to ensuring that concerns relating to bullying of young people in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, Hockey Wales has developed procedures for reporting concerns. Hockey Wales 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.

Bullying

Bullying is anything that is done with the intention of hurting or intimidating, frightening or upsetting another person. Bullying is not always physical but it results in distress to the victim. Instances of bullying can occur not only between young people but also from adult to young person.

Bullying can be:

- *Emotional* - persistently being unfriendly, excluding, tormenting, threatening gestures
- *Physical* - pushing, kicking, hitting, punching or any use of violence
- *Racist* - racial taunts or language, graffiti, gestures
- *Sexual* - unwanted physical contact or sexually abusive comments
- *Homophobic* - because of, or focusing on the issue of sexuality
- *Verbal* - name-calling, sarcasm, spreading rumours, teasing

It should be noted that bullying may not only occur through face to face contact. Increasingly, bullying may occur through other forms of communication e.g. internet, email, social media and text messaging.

Policy on Anti-Bullying

Principles:

- Everyone within hockey should have an understanding of what bullying is and of Hockey Wales' anti-bullying policy.
- Bullying of any kind is not acceptable in hockey and should not be tolerated by anyone, in particular any organisation providing hockey opportunities for young people
- Hockey Wales wishes to promote a TELLING culture and anyone who knows, or suspects, that bullying is happening must take the matter seriously, and report it in line with Hockey Wales' Reporting Procedures.
- Any incident or concern of bullying must be acted upon swiftly.

POLICY ON TAKING AND THE USE OF PHOTOGRAPHIC AND RECORDED IMAGES OF YOUNG PEOPLE

Introduction

Hockey Wales does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images.

The use of recorded images can also be a valuable coaching aid. However, Hockey Wales is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications, on the internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

- The taking and/or publishing of photographic and recorded images of young people
- The use of photographic or record image equipment at hockey events
- The use of photographic or recorded image equipment as a coaching aid

Photographic or recorded images

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or Personal Digital Assistant devices (PDA).

Obligations under this policy

Everyone within hockey must act in accordance with the general principles in Hockey Wales' Safeguarding and Protecting Young People Policy (section 1) and the principles set out in this policy for taking and use of photographic and recorded images of young people.

In addition, all affiliated clubs and associations must adopt and implement their own policy relating to the taking and use of photographic and recorded images of young people in hockey, in accordance with the general principles in Hockey Wales' Safeguarding and Protecting Young People Policy, and in accordance with the principles set out in this particular policy together with the supporting good practice guidance.

Hockey Wales' Role

Hockey Wales is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

Policy on Taking and the Use of Photographic and Recorded Images of Young People

Hockey Wales 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, Hockey Wales has developed procedures for reporting concerns. Hockey Wales 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.

Principles

- Everyone within hockey should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and what Hockey Wales' policy is on this.
- Parents and young people have a right to decide whether young people's images are to be made, and how those images may be used.
- In accordance with good practice guidance for hockey activities and events, 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.
- A registration process should be used for photographers in accordance with the good practice guidance on photography and recorded images. This will help deter those wishing to take photographs or recorded images for inappropriate use.
- 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 to the Club Welfare Officer.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of young people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.

Section 2

Hockey Wales' Code of Ethics and Behaviours

INCLUDED IN THIS SECTION ARE CODE OF ETHICS & BEHAVIOURS FOR:

- How to use the Code of Ethics and Behaviour
- Generic Code of Behaviour
- Players
- Coaches, Managers, Teachers, Leaders and Adult Helpers
- Spectators and Parents
- Umpires and Officials
- Medical Practitioners and Physiotherapists
- Young Persons
- Clubs, Associations, Leagues, Staff and the Education Sector
- Dealing with Breaches and Reporting Procedures

INTRODUCTION

Hockey Wales' Code of Ethics and Behaviour is the ethical philosophy under which the sport operates. It describes the behaviour expected of all within the hockey family in Wales.

Hockey Wales is responsible for setting standards and values to apply throughout the sport at every level.

Hockey Wales' Code of Ethics and Behaviour encapsulates all the sporting, moral and ethical principles that hockey represents. The Code is intended for all participants and disciplines within the sport. Everyone involved in the sport should promote equality of access and opportunity, fairness and respect. All those involved within hockey have a responsibility to act according to the highest standards of integrity and to ensure that the reputation of the sport is, and remains, high.

The purpose of the Code of Ethics and Behaviour is to:

1. Establish the Code of Behaviour (expected minimum standards of behaviour and conduct) for all people involved within the sport, and
2. Provide information on reporting and disciplinary procedures.

Terminology

For the purpose of clarification some specific terms are explained here:

- The hockey family incorporates everyone involved with the sport of hockey in Wales, and includes all individuals, affiliated bodies, clubs, associations, and other organisations involved in any capacity in the game of hockey, and whether or not members of Hockey Wales. 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 and other officials.
- Conflicts and declarations of interest – If you have several interests, you are advised to declare such interests when accepting appointments and then to conduct yourself professionally, never allowing such interests to cause a conflict in the role in hand.
- Young People – There are many references to young people within this document and we define young people as persons under the age of 18. It is important to recognise that while some of the codes give guidance for activity that is exclusively for young people, most senior hockey teams also include young people.
- Suitably Insured – Hockey Wales provides guidance on suitable insurance for different individuals and groups as referenced in this document. This information is available on Hockey Wales' website – www.hockeywales.org.uk
- Expected minimum standards of behaviour and conduct – the examples given under the main headings are not exhaustive but are examples of behaviour that is or is not acceptable.

HOW TO USE THE CODE OF ETHICS AND BEHAVIOUR

The Code of Ethics and Behaviour has a generic element which relates to all within the sport. If you have a voluntary, paid or participant role which is not specifically referred to or you do not have a specific role within hockey, then the **Generic Code of Behaviour (next page) applies to you.**

Some specific roles have added guidance.

- **Your Role:** to find the specific Code of Behaviour that relates to your role please see section 2.
- **Multiple Roles:** if you have multiple roles you should use the respective Codes of Behaviour for each role.

GENERIC CODE OF BEHAVIOUR

Terms of reference

The content of this Code of Behaviour applies to all involved with the sport of hockey in Wales.

In order to protect the reputation of hockey in Wales, the Code also applies to all those associated with Hockey Wales who are involved in hockey whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All individuals involved in hockey will, at all times:

- Respect the spirit of fair play in hockey. This is more than playing within the rules – it also incorporates the concepts of friendship, respect for others and always participating with the right spirit.
- Respect the rights, dignity and worth of others.
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.
- Protect themselves and others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.
- Never use inappropriate language or gestures.
- Abide by Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidelines.
- Abide by Hockey Wales' Equity Policy.
- Abide by Hockey Wales' Anti-Doping Policy and Regulations.
- Take personal responsibility to ensure that they are suitably insured for their activities.

PLAYERS

Terms of reference

The content of this Code of Behaviour applies to all **Players** involved in hockey in Wales. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of hockey in Wales, the code also applies to all those associated with Hockey Wales' who are involved in hockey whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in hockey will, at all times:

- **Respect the spirit of fair play in hockey. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
- **Respect the rights, dignity and worth of others.**
 - Respect umpires, officials, coaches, players and spectators.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Never participate when under the influence of alcohol or drugs.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Accept success and failure, victory and defeat, with dignity.
 - Set a positive example for others, particularly young participants and spectators.
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
- **Never use inappropriate language or gestures.**
- **Abide by Hockey Wales Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidelines.**
- **Abide by Hockey Wales' Equity Policy.**
- **Abide by Hockey Wales' Anti-Doping Policy and Regulations.**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

COACHES, MANAGERS, TEACHERS, LEADERS AND ADULT HELPERS

Terms of reference

The content of this Code of Behaviour applies to all **Coaches, Managers, Teachers, Leaders and Adult Helpers** involved in hockey in Wales including mentors, coaches and official educators, umpires' coaches and managers. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of hockey in Wales, the code also applies to all those associated with Hockey Wales' who are involved in hockey whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in hockey will, at all times:

- **Respect the spirit of fair play in hockey. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
- **Respect the rights, dignity and worth of others.**
 - *Respect:* umpires, officials, coaches, players and spectators.
 - *Relationships:* Ensure a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.
 - *Relationships:* Respect confidentiality of participants and any related data at all times.
 - *Personal Standards:* Have the participants' best interests at heart at all times and recognise when it is in the participants' best interests to be passed to other organisations.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Never participate when under the influence of alcohol or drugs.
 - *Competency:* Have a Hockey Wales qualification / award / accreditation appropriate to the nature of the activity and the role being undertaken.
 - *Competency:* Have a valid First Aid – Emergency Aid Certificate, or ensure that appropriate first aid provision is available.
 - *Personal Standards:* Ensure that activities carried out by participants are suitable for their age, strength, maturity and the ability of each individual participant.
 - *Safety:* Ensure the wellbeing and safety of each participant above all other considerations, including the development of performance.
 - *Safety:* For any facilities used, have a working knowledge of:
 - Normal Operating Procedures (NOPs);
 - Emergency Operating Procedures (EOPs);
 - Facility risk assessments for hockey.
 - *Under 18 year olds:* Should only work with a suitably qualified and insured adult and refer to the Young Persons Code of Conduct.

- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Accept success and failure, victory and defeat, with dignity.
 - Ensure that all participants are aware of their responsibilities under the Code of Ethics.
 - Realise their responsibilities as role models and set positive examples for others, particularly young participants and spectators.
 - *Personal Standards*: Project an image of health, cleanliness and appropriate appearance for any activity they are involved in.
 - *Personal Standards*: Never smoke whilst participating in any hockey activity.
 - *Relationships*: Ensure that when in a position of authority this privilege will not be used to exert influence over participants to gain personal benefit for themselves, their clubs or their schools.
 - *Relationships*: Set and uphold the boundaries between a working relationship and friendship between themselves and participants when in a position of trust. This is essential when the participant is a young person.
 - *Relationships*: Never engage in any form of inappropriate personal or sexual relationship with a participant ('inappropriate' – as defined within a position of trust within Sexual Offences Act).
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
- **Never use inappropriate language or gestures.**
 - Never use foul, sexist, abusive, racist or any prejudicial language or tolerate it from players and/or team officials.
- **Abide by Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidance.**
- **Abide by Hockey Wales' Equity Policy.**
- **Abide by Hockey Wales' Anti-Doping Policy and Regulations.**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

SPECTATORS AND PARENTS

Terms of reference

The content of this Code of Behaviour applies to all **Spectators and Parents** involved in hockey in Wales. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of hockey in Wales, the code also applies to all those associated with Hockey Wales' who are involved in hockey whilst outside Wales.

Although the emphasis of this code is on young people, this is not exclusive to young people's activity and it is recognised that parents and spectators will also be present at senior games.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in hockey will, at all times:

- **Respect the spirit of fair play in hockey. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
 - Focus on the young people's efforts and enjoyment rather than winning or losing.
 - Teach young people that honest effort and teamwork are as important as victory, so the result of each game is accepted without undue disappointment.
 - Remember that people learn best by example. Appreciate good performances and skilful play by all participants.
 - Encourage people always to settle disagreements amicably without resorting to hostility or violence.
- **Respect the rights, dignity and worth of others.**
 - Respect umpires, officials, coaches, players and spectators.
 - Respect the decisions of officials and teach young people to do the same.
 - Leave the coach to communicate with individual players on the field of play.
 - Show an appreciation for volunteer coaches and administrators – their efforts contribute hugely to young people being able to participate.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Inform the team coach, manager, captain or, if there is one, another member of a management team of any new or changed injury, health or welfare issue which they consider is appropriate for them to know.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Remember that young people participate in sport for their enjoyment, not yours.
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
 - Never ridicule or admonish a young person for making a mistake or losing a competition.

- **Never use inappropriate language and gestures.**
 - Support all efforts to remove bad or abusive language and unsporting behaviour.
- **Abide by Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidelines.**
- **Abide by Hockey Wales' Equity Policy.**

UMPIRES AND OFFICIALS

Terms of reference

The content of this Code of Behaviour applies to all **Umpires and Officials** involved in hockey in Wales. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of hockey in Wales, the code also applies to all those associated with Hockey Wales' who are involved in hockey whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in hockey will, at all times:

- **Respect the spirit of fair play in hockey. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
 - Encourage both teams to play within the Rules and the spirit of the game.
 - Be honest, consistent, objective, impartial and courteous when applying the Rules of the game.
 - Never request inappropriate hospitality of any kind, or accept any hospitality offered that could be considered to be excessive.
 - In completing reports, set out the true facts and not attempt to justify or embellish any decisions.
- **Respect the rights, dignity and worth of others.**
 - Respect umpires, officials, coaches, players and spectators.
 - Show patience and understanding towards those who may be learning the game.
 - Never publicly express any criticism of umpires or officials such as match officials and technical officers.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Have regard to protecting the players through the application of the Rules of the game.
 - Never participate when under the influence of alcohol or drugs.
 - *Competency:* Have a current Hockey Wales accreditation or registration appropriate to the nature of the activity.
 - *Under 18 year olds:* Should only work with or under the guidance of a suitably qualified and insured adult.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Ensure that all participants are aware of their responsibilities under the Code of Ethics and Behaviour.
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
- **Never use inappropriate language or gestures.**

- Never use foul, sexist, abusive, racist or any prejudicial language or tolerate it from players, team officials, spectators or parents.
- **Abide by Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy and Procedures.**
- **Abide by Hockey Wales' Equity Policy.**
- **Abide by Hockey Wales' Anti-Doping Policy and Regulations.**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

MEDICAL PRACTITIONERS AND ALLIED HEALTH PROFESSIONALS

All Medical Practitioners and Allied Health Professionals are expected to have all necessary professional qualifications relevant to their roles and to abide by their respective **Professional Codes of Conduct or Practice** as well as by Hockey Wales' Generic Code of Behaviour and the additional clauses below.

Terms of reference

The content of this Code of Conduct applies to all **Medical Practitioners and Allied Health Professionals** involved in hockey in Wales. Clauses in **bold** are from the Generic Code of Conduct and Behaviour.

In order to protect the reputation of hockey in Wales, the code also applies to all such individuals associated with Hockey Wales who are involved in hockey whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in hockey will, at all times:

- **Respect the spirit of fair play in hockey. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
- **Respect the rights, dignity and worth of others.**
 - Respect umpires, officials, coaches, players and spectators.
 - Leave the coach to communicate with individual players on the field of play unless treating an injury.
 - Never publicly express any criticism of umpires or officials such as match officials or technical officers.
 - *Relationships:* Ensure a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.
 - *Relationships:* Respect confidentiality of participants and any related data at all times.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**
 - Inform the team coach or manager of any injury, health or welfare issue which it is appropriate for them to know, within established confidentiality boundaries.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Set a positive example for others, particularly young participants and spectators.
 - *Personal Standards:* Project an image of health, cleanliness and functional efficiency.
 - *Relationships:* Set and uphold the boundaries between a working relationship and friendship between themselves, when in a position of trust, and participants. This is particularly essential when the participant is a young person.

- *Relationships*: Ensure that no action could be regarded as inappropriate particularly where physical contact with participants is required.
- *Relationships*: Never engage in any form of inappropriate personal or sexual relationship with a participant ('inappropriate' – as defined as in a position of trust within Sexual Offences Act).
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
- **Never use inappropriate language or gestures.**
- **Abide by Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidelines.**
- **Abide by Hockey Wales' Equity Policy.**
- **Abide by Hockey Wales' Anti-Doping Policy and Regulations.**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

YOUNG PEOPLE

The promotion of **FUN, POSITIVE ATTITUDES** and **GOOD SPORTSMANSHIP** should be the main dynamic of Youth Hockey.

The Young People's Code of Behaviour therefore applies to all young people to encourage the safety and enjoyment of all participants involved in the sport.

Expected Minimum Standards of Behaviour and Conduct

All such individuals involved in hockey will, at all times show:

- **Respect for the game**

This is more than playing within the rules of Hockey. It is about friendship, enjoyment and always participating with the right spirit.

- Be on time for training and competitions.
- Give maximum effort and strive for the best possible performance.
- Always thank your opposition, coaches, umpires and officials after every game or training session.
- Accept success and failure, victory and defeat, with dignity and set a positive example to others.

- **Respect for others**

Umpires, officials, coaches, opponents and spectators should be valued.

- Respect the decisions of umpires and officials.
- Protect others involved in the game from verbal or physical abuse and other forms of threatening or intimidating behaviour such as bullying.

- **Self Respect**

Young people should take responsibility for their actions on and off the pitch.

- Do not smoke, drink or take drugs of any kind (other than prescription) or supply these to others.
- Never use inappropriate language or gestures.
- Wear suitable clothing for the activity in which they are taking part
- Respect the facilities where they play and the equipment that they use
- Tell someone they trust if the behaviour of others makes them feel uncomfortable in any way.

CLUBS, ASSOCIATIONS, LEAGUES, STAFF AND THE EDUCATION SECTOR

All Clubs, Associations, Leagues, Staff and the organisations in the Education Sector have an essential role in upholding and implementing Hockey Wales' Code of Ethics and Behaviour.

These individuals and organisations should aim to be:

- Advocates of equality, fair play and safety in the practice and the administration of hockey.
- Supporters of Hockey Wales' Code of Ethics and Behaviour and communicators of the Code to their members.
- Influential in driving hockey forward as a sport.
- Open in the recruitment of individuals to work within their organisations (either paid or unpaid).

Terms of reference

The content of this Code of Conduct applies to all **Clubs, Associations, Leagues, Staff (and establishments in the Education Sector)** involved in hockey in Wales. Clauses in **bold** are from the Generic Code of Behaviour.

In order to protect the reputation of hockey in Wales, the code also applies to all those associated with Hockey Wales' who are involved in hockey whilst outside Wales.

Expected Minimum Standards of Behaviour and Conduct

All such individuals and bodies involved in hockey will, at all times:

- **Respect the spirit of fair play in hockey. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.**
 - Participate within the rules and regulations of the game.
 - Be honest, consistent, objective, impartial and courteous when applying the rules of the game.
- **Respect the rights, dignity and worth of others.**
 - Show patience and understanding towards players who may be learning the game.
 - Never publicly express any criticism of umpires or officials such as match officials, technical officers or reserve umpires.
 - Show an appreciation for volunteer coaches and administrators – their efforts contribute hugely to people being able to participate.
 - *Relationships:* Ensure a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.
 - *Relationships:* Respect confidentiality of participants and any related data at all times.
 - *Personal Standards:* Have the participants' best interests at heart at all times – recognise when it is in the participants' best interests to be passed to other organisations.
- **Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.**

- *Personal Standards*: Ensure that activities carried out by participants are suitable for their age, strength, maturity and the ability of each individual participant.
- *Safety*: Ensure the wellbeing and safety of each participant above all other considerations, including the development of performance.
- *Safety*: Have working knowledge of:
 - Normal Operating Procedures (NOPs);
 - Emergency Operating Procedures (EOPs);
 - Facility risk assessments for hockey.
- **Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.**
 - Accept success and failure, victory and defeat, with dignity.
 - Ensure that all participants are aware of their responsibilities under the Code of Ethics.
 - Remember that young people participate in sport for their enjoyment, not yours.
 - *Personal Standards*: Project an image of health, cleanliness and functional efficiency.
 - *Relationships*: Ensure that when in a position of authority this privilege will not be used to exert influence over participants to gain personal benefit for themselves, their clubs or their schools.
 - *Relationships*: Set and uphold the boundaries between a working relationship and friendship between themselves and participants. This is especially important when the participant is a young person,
- **Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour.**
- **Never use inappropriate language or gestures.**
 - Never use foul, sexist, abusive, racist or any prejudicial language or tolerate it from players and/or team officials.
 - Support all efforts to remove bad or abusive language and unsporting behaviour.
- **Abide by Hockey Wales' Safeguarding and Protecting Young People Policy and Procedures and Good Practice Guidelines.**
 - Promote and encourage their clubs, associations or organisations to act in accordance with Hockey Wales Safeguarding and Protecting Young People Policy, Procedure and Good Practice Guidance.
- **Abide by Hockey Wales' Equity Policy.**
- **Abide by Hockey Wales' Anti-Doping Policies and Regulations.**
- **Take personal responsibility to ensure that they are suitably insured for their activities.**

BREACHES OF HOCKEY WALES' REGULATIONS

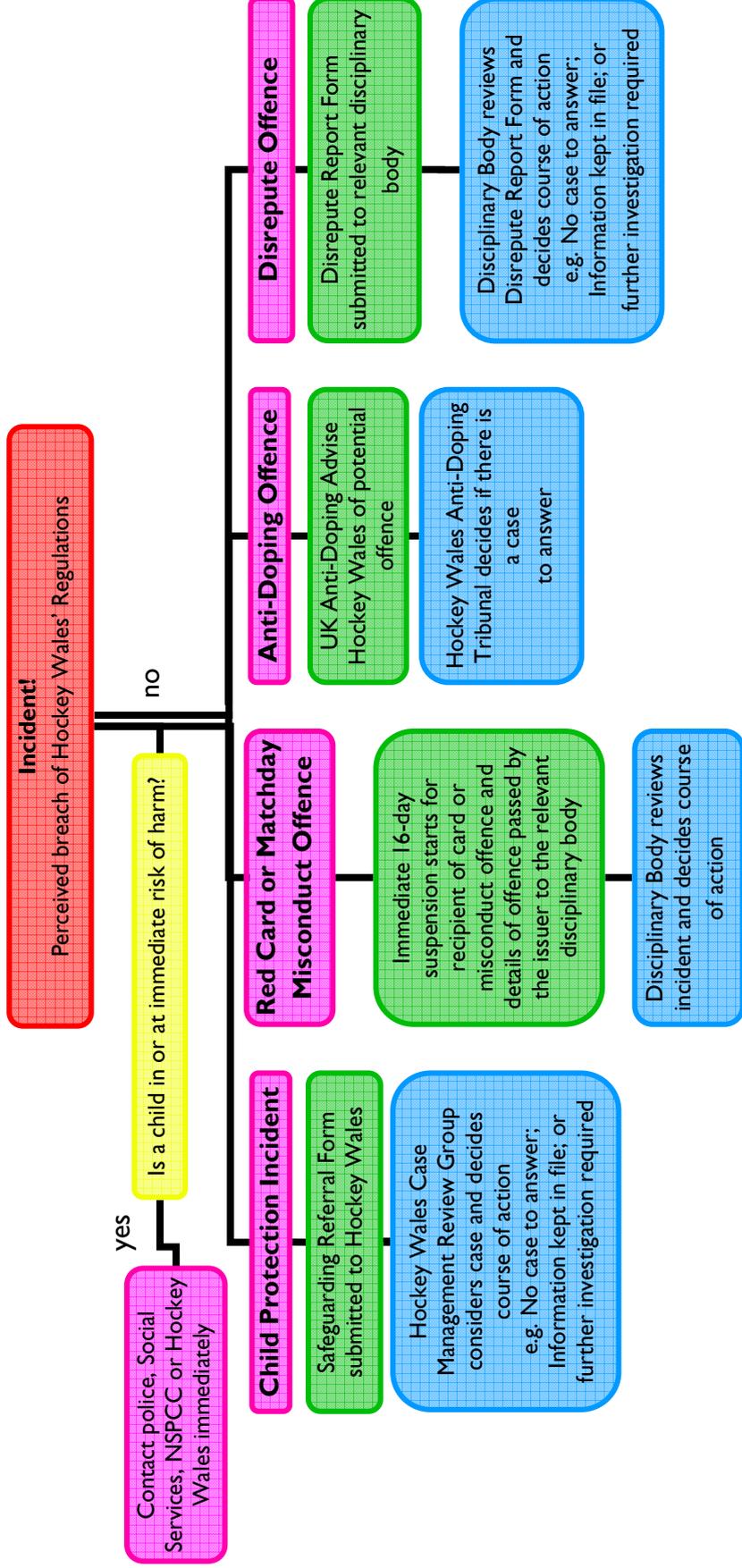
The process below is to be followed in the event of a breach of Hockey Wales' regulations.

All breaches fall under one of four categories:

- Safeguarding and Protecting Young People – Covered by Hockey Wales' Safeguarding and Protecting Young People Complaints and Disciplinary Regulations (Appendix 3)
- Red Card and Match-Day Misconduct – Covered by Hockey Wales' Red Card and Match Day Misconduct Offences Discipline Regulations (Appendix 4)
- Anti-Doping – Hockey Wales Anti-Doping Policy and Regulations (Hockey Wales' complies with the WADA Code) (Appendix 5)
- Disrepute – Any breaches of the Code of Ethics and Behaviour that are not covered in the three categories above are covered by Hockey Wales' Disrepute Offence Regulations (Appendix 6)

How to report?

A simple outline of the reporting process is set out overleaf. For full details see the relevant Hockey Wales' Regulations and Procedures (in Appendices 3-6).



Section 3

Recording and Reporting Procedures for Concerns with Young People

RECOGNISING POOR PRACTICE AND ABUSE

Child abuse can and does occur inside and outside of the family environment. It's not always easy to determine where abuse occurs, and certainly staff and volunteers in hockey and other sports are not experts in recognition. However, all adults working within hockey have a duty of care to be vigilant and respond appropriately to suspicion 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 however, but it is your responsibility to record and report your concerns.

What is abuse?

Abuse is a description of ways in which children and young people can be harmed by individuals, often those they know and trust. There are five recognised forms of abuse:

1. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse affects on the child's emotional development. It may involve conveying to children that they are worthless, unloved, inadequate or valued only in so far as they meet the needs of another person. Examples of such abuse include; when individuals persistently fail to show young people due care and attention with regards to their emotional welfare; when a young person is threatened, shouted at or taunted; or when a child is subjected to sarcasm and unrealistic pressures. There may also be over protection which prevents young people from socialising, or bullying young people to perform to high expectations. As a result, the young person may lose confidence and may become withdrawn or nervous.

For example, in hockey, emotional abuse might occur when a coach, volunteer or parent:

- Provide repeated negative feedback
- Repeatedly ignore a young player's efforts to progress
- Repeatedly demand performance levels above the young person's capability
- Over emphasise a 'win at all costs' ethic.

2. Abuse by neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in a serious impairment of the child's health or development i.e. where a young person's essential needs for warmth, food and care are not met.

In hockey, examples of when neglect may occur include:

- Young players are left alone without proper supervision
- A young player is exposed to unnecessary heat or cold
- A young player is not provided with the necessary fluids for rehydration
- A young player is exposed to an unacceptably high risk of injury

3. Physical Abuse

This occurs when individuals, including other young people, deliberately inflict injuries on a child or young person, or knowingly do not prevent such injuries. It includes injuries caused by hitting, throwing, shaking, biting etc. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. It also occurs when young people are given alcohol or inappropriate drugs, or there is a failure to supervise their access to these substances.

For example, in hockey physical abuse may occur when:

- Young players are exposed to exercise/training which disregards the capacity of the player's immature and growing body
- Young players are exposed to overplaying, overtraining or fatigue
- Any person exposes young players to alcohol and gives them the opportunity to drink alcohol below the legal age or fail to supervise access to alcohol.
- Young players are provided with or encouraged to take prohibited substances including performance enhancing drugs.

4. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. These activities may involve physical contact, including penetrative or non penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities or encouraging children to act in a sexually inappropriate nature.

In hockey, sexual abuse may occur when:

- An adult uses the context of a training session to touch young people in an inappropriate sexual way
- Coaches, managers or volunteers use their position of power and authority to coerce young players into a sexual relationship
- Coaches or managers imply better progression of the player in return for sexual favours
- Coaches, managers or volunteers use unnecessary and inappropriate language of a sexual nature

5. Bullying

Bullying is the use of aggression with the intention of hurting another person. Young people could be bullied by adults or another young person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding or tormenting
- Physical: Kicking hitting or any use of violence
- Racist: Racial taunts, comments or gestures
- Sexual: Unnecessary physical contact or sexually abusive comments
- Homophobic: Because of, or focusing on, the issue of sexuality
- Verbal: Name-calling, sarcasm, teasing, spreading rumours.

Recording and Reporting Procedures for Concerns with Young People

In a hockey situation, bullying could occur when:

- Young players are deliberately excluded from activities by coaches or other players
- Young people are unreasonably forced to do things that they do not want to do
- Young players are subjected to physical, verbal, emotional or sexual abuse
- Young players are subjected to abuse due to their race or sexuality.

(See Anti-bullying policy in Section 1 for advice and guidance)

Signs and Symptoms of Abuse

Indications that a young person may be being abused can be difficult to recognise, even for the experienced.

There are signs which could alert you to the fact that a child might be being abused, and these include:

- Unexplained bruising or injury, particularly in unusual places
- An injury for which the explanation seems to be inconsistent
- Unexplained sudden changes in behaviour (i.e. withdrawing, very quiet, sudden outbursts or anger)
- Inappropriate sexual awareness or language or engaging in sexually explicit behaviour
- A young person being prevented from socialising with other young people or has difficulty making friends
- When a young person is distrustful of adults, particularly those with whom a close relationship would normally be expected (e.g. parents, coaches, family friends)
- When a young person displays variations in eating patterns (i.e. over eating or loss of appetite).
- Loss of weight for no apparent reason (the child might be trying to make him/herself less sexually attractive)
- The young person becomes increasingly dirty or unkempt
- Something another child has said which suggests a young person is being abused
- The young person describes an act or behaviour that appears to be abusive

Other signs and symptoms may include when the young person:

- Does not want to attend training or club activities
- Does not want to go home
- Is bullying other young people/siblings
- Stops eating
- Becomes aggressive, disruptive, or unreasonable
- Becomes withdrawn, anxious or lacking in confidence
- Has possessions 'go missing'
- Starts stammering
- Attempts or threatens suicide or runs away
- Has nightmares or cries self to sleep
- Is frightened to say what's wrong

Recording and Reporting Procedures for Concerns with Young People

This list is not exhaustive and the presence of one or more of these symptoms does not mean that a child is definitely being abused, but it should raise concerns. Changes in behaviour can be caused by changes at home or school, for example, bereavement. Parents need to inform coaches and club volunteers if this is the case as the child's behaviour may be affected.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying, but it IS your responsibility to report your concerns to the Club Welfare Officer.

REPORTING PROCEDURES

The Welsh Assembly Government's '*Children and Young People: Rights to Action*' strategy is supported by legislation, plans and guidance entitled '*Safeguarding Children: Working Together under the Children Act 2004*', which sets out how individuals and organisations should work together to safeguard and promote the welfare of children.

Hockey Wales has developed policies, procedures and systems to manage concerns or allegations of poor practice and abuse against young people. Hockey Wales will always work in accordance with procedures as set out in the above guidance.

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 Hockey Wales, with the club's cooperation and assistance. However, any adults working within hockey have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. It is your responsibility to record and report your concerns.

This section is divided into 2 sections:

Responding to concerns: If a young person or adult has concerns, it is important that they are able to report them to someone at the club. It is therefore important that the club know how to respond, and who will do this.

Taking appropriate action: Once a concern has been reported, it is important that appropriate action is taken. It will not be the club's responsibility to decide if action needs to be taken, unless a child is in immediate risk of harm. It is however, the club's responsibility to report the concerns appropriately in accordance with Hockey Wales' policies, procedures and systems.

Responding to concerns

There are a number of reasons a person might need to report a concern:

- In response to something a young person has said to you – a disclosure
- In response to signs or suspicions of abuse
- In response to allegations made against a member of staff or a volunteer
- In response to allegations made about a parent, carer or someone not working within the sport
- In response to bullying
- In response to a breach of the Code of Ethics and Behaviour (see section 2)
- Observation of inappropriate behaviour
- In response to anything which makes a young person uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person
- In response to behaviour being contrary to Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy (see section 1)

It is important to note that even if an incident occurs outside of the hockey environment, it should still be reported to Hockey Wales if the adult or young person concerned is involved in hockey. This is in accordance with standard practice in sport.

Recording and Reporting Procedures for Concerns with Young People

Always:

- Stay calm
- 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 it seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. To help you do this, try asking questions starting with what, who, where, when and how.
- Tell them what you will do next and with whom the information will be shared
- Report the incident to your Club Welfare Officer or Hockey Wales Lead Safeguarding Officer
- Record in writing what was said using the young person's own words as soon as possible, using the Hockey Wales referral form (template 11)

Never:

- Panic
- Make promises you cannot keep
- Put words into the young person's mouth
- Make a young person repeat the information unnecessarily
- Delay in reporting to your Club Welfare Officer or Hockey Wales Lead Safeguarding Officer
- Make assumptions
- Approach the alleged abuser
- Take sole responsibility
- Discuss the information with other coaches, volunteers, parents etc.

Remember – the safety and welfare of the young person is paramount.

Taking appropriate action

Hockey Wales has clear procedures for reporting concerns. It is important that you follow the procedure detailed and fulfil your role in the process. It is not your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

How do you report your concerns?

The diagrams on the next few pages provide an illustration of the reporting process depending on whether the concerns are from within or outside of the hockey environment.

It is important that information regarding the concerns is recorded properly and promptly. To assist with this process, Hockey Wales has developed a Safeguarding Referral Form which gives guidance on the information required (Template 11).

Recording and Reporting Procedures for Concerns with Young People

Who do you report your concerns to?

As soon as possible after your concerns have been reported to you, complete the Safeguarding Referral Form and contact your Club Welfare Officer, who will:

- Support you
- Listen to you
- Take all concerns seriously
- Believe you
- Act immediately within hockey's policies, procedures and systems

In the absence of your Club Welfare Officer, please contact Hockey Wales' Lead Safeguarding Officer (see appendix 1 for contact details).

If the Hockey Wales Lead Safeguarding Officer is not available, and a child is in immediate risk of danger, you must avoid delay and seek advice from your Local Authority's Social Services, the Local Safeguarding Children's Board (LSCB) or the Police. You should report to the relevant Local Authority in the area in which the child lives. As soon as possible, inform the Hockey Wales' Lead Safeguarding Officer and explain the action taken to date.

For other situations where a child is not in immediate danger or risk:

Working in an affiliated club:

- You must report your concerns or any information received to the Club Welfare Officer, who will refer the matter to Hockey Wales.

Working in a school:

- You must inform the designated teacher, who will follow their reporting procedures. Also advise Hockey Wales' Lead Safeguarding Officer for their information.
- Hockey Wales and the school will work to safeguarding protocol and procedures that have been developed through the Local Authority's Local Safeguarding Children's Board (LSCB).

If your concern is regarding the Club Welfare Officer, report directly to the Hockey Wales Lead Safeguarding Officer.

What happens next?

Statutory agencies will follow procedures under The Children Acts 1989 & 2004, and Government Guidance '*Children and Young People: Rights to Action*' and '*Safeguarding Children: Working Together under the Children Act 2004*'.

Where a concern is reported to Hockey Wales and further action is required, Hockey Wales' Lead Safeguarding Officer will follow the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations.

At all times, Hockey Wales will support and communicate with the Club Welfare Officer where required in the management of the situation.

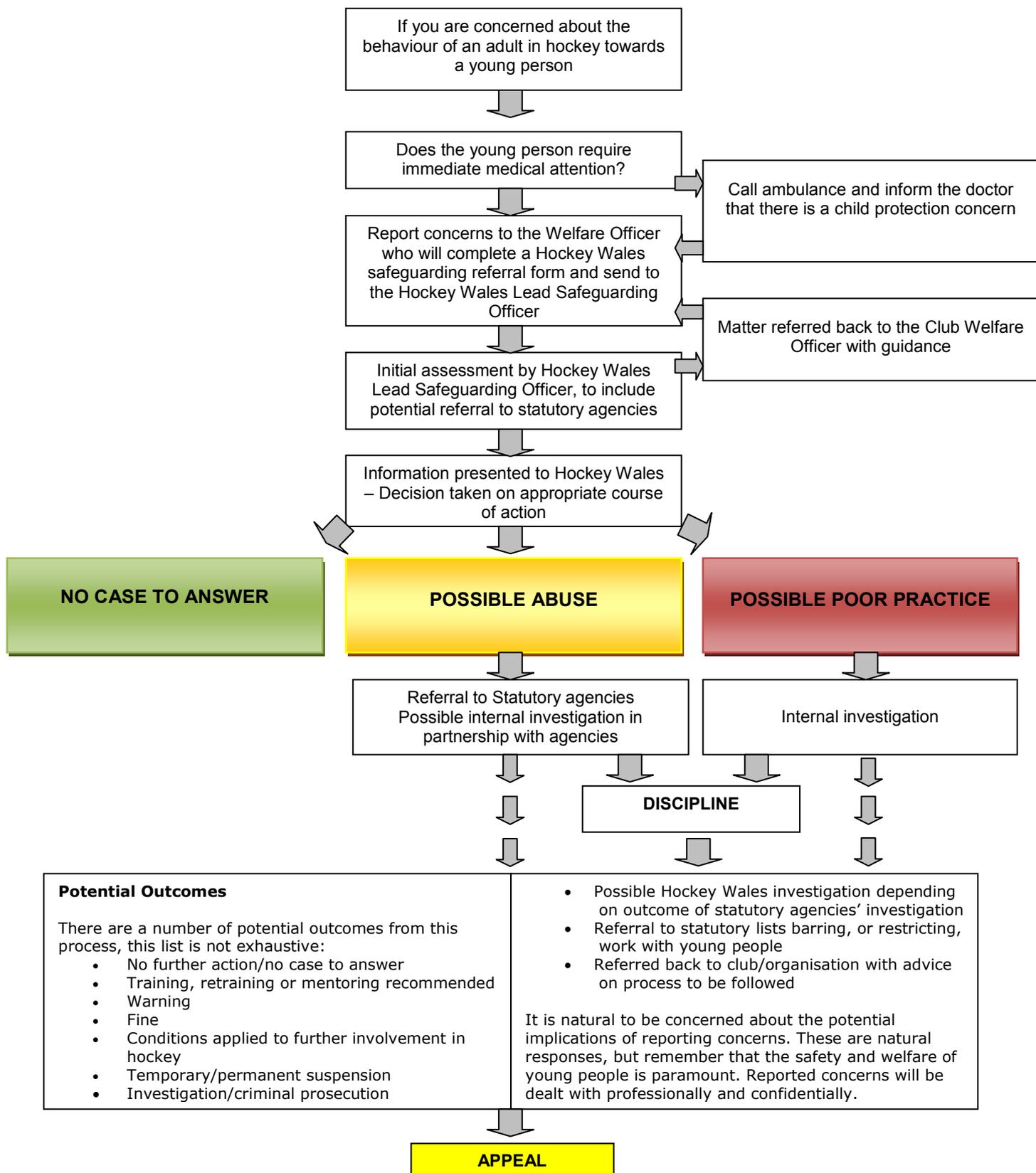
Recording and Reporting Procedures for Concerns with Young People

In some circumstances, it may be more appropriate for the matter to be dealt with at the local level e.g. matters relating to poor practice or bullying. If this is appropriate, suitable guidance will be given by the Hockey Wales Lead Safeguarding Officer.

As soon as possible after concerns have been reported to you, complete the safeguarding referral form (template 11) and contact your Club Welfare Officer. In their absence contact Hockey Wales' lead Safeguarding Officer on 02920 334982 (see contact details in appendix 1)

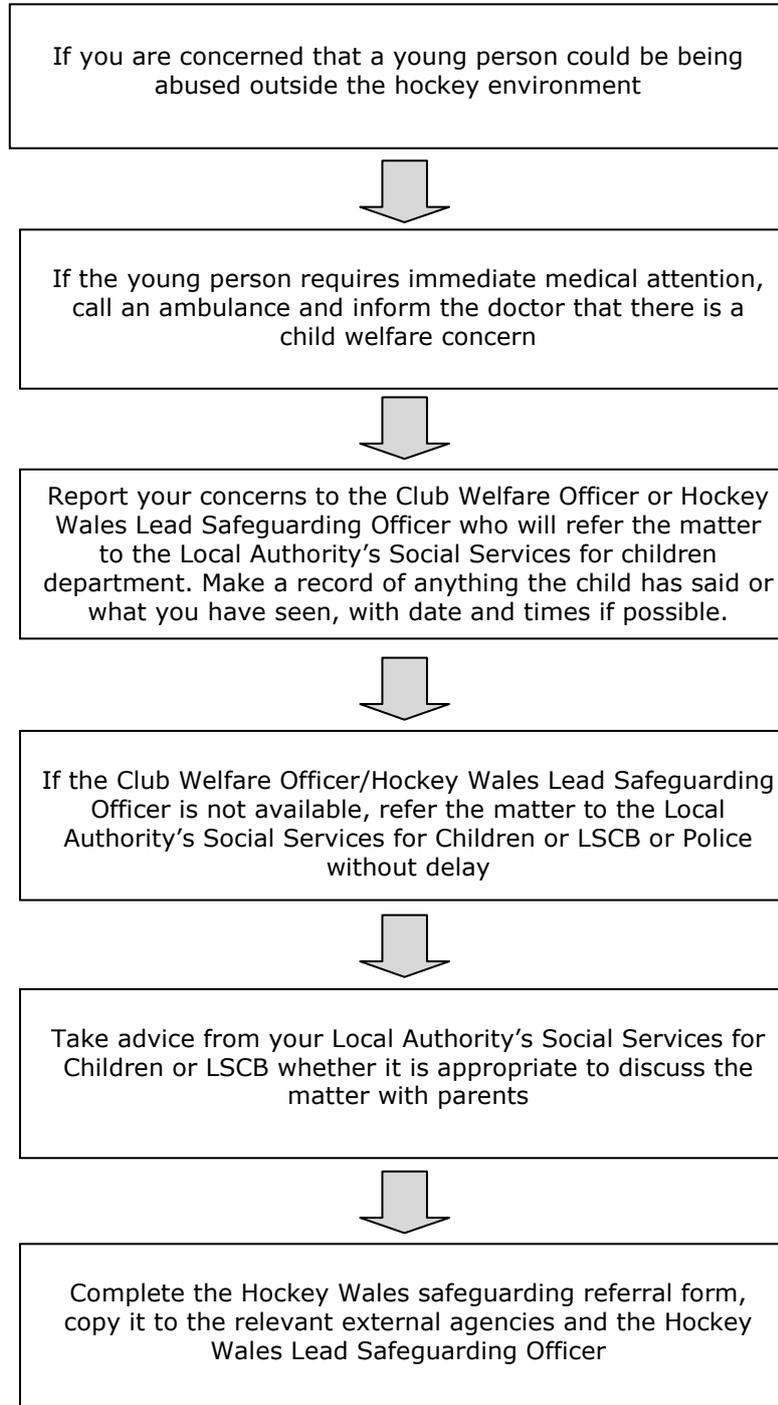
REPORTING CONCERNS OF POSSIBLE ABUSE WITHIN THE HOCKEY ENVIRONMENT

What to do if you are concerned about the behaviour of any member, volunteer or coach within Hockey.



REPORTING CONCERNS OF POSSIBLE ABUSE OUTSIDE THE HOCKEY ENVIRONMENT

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



CONFIDENTIALITY & WHISTLEBLOWING POLICY

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.

Impact if confidentiality is breached:

If confidentiality is breached the following can happen:

- the child is put in danger either by
 - further inappropriate action of any adult involved or
 - other individuals who hear about any concern through rumours
 - through lack of action
- any investigation by either Hockey Wales or the statutory agencies may be invalidated by misinformation or rumours
- individuals with a complaint against them may be victims of inappropriate behaviour from club members
- the policies, procedures and systems in place will not support or uphold any complaint or concern.

Whistleblowing Policy

If there is a concern with regard to the behaviour of an adult towards a young person, it is important that you share your concerns with the Hockey Wales Lead Safeguarding Officer.

All information received and discussed will be treated in confidence and only shared with those individuals within Hockey Wales who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. Social Services or the Police. All concerns will be taken seriously and managed according to the Hockey Wales Safeguarding Young People Policies and Procedures.

General principles

Players, coaches, officials or parents are often the first to realise that a young person's safety and welfare are under threat. However, they may not express their concerns because they feel that speaking up would be too difficult to handle. It may also be that they fear harassment or victimisation. In these circumstances it may be easier for them to ignore the concern rather than report what may just be a suspicion of poor practice.

Recording and Reporting Procedures for Concerns with Young People

Hockey Wales is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, individuals are encouraged, if they have serious concerns about any aspect of a young person's safety and welfare, to come forward and voice those concerns.

This policy makes it clear that individuals **can** raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage. The policy is intended to encourage and enable individuals to raise serious concerns **within** Hockey Wales rather than overlooking a problem or blowing the whistle outside.

It is in the interest of all concerned that disclosure of potential abuse or irregularities are dealt with properly, quickly and discreetly. This includes the interests of Hockey Wales, its employees, all persons registered as members of Hockey Wales and any persons who are the subject of any complaint, as well as the person making the complaint.

Safeguards

Hockey Wales is committed to good practice and high standards and wants to be supportive of everyone within the Hockey environment.

Hockey Wales recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged poor practice. If an individual believes what they are saying to be true, they should have nothing to fear, because in reporting their concern they will be doing their duty to the child or young person concerned.

Hockey Wales will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith.

Any investigation into allegations of poor practice will not influence or be influenced by any disciplinary procedures that already affect individuals unless there may be a pattern of poor practice/abuse which requires the cases to be linked /dealt with together.

Confidentiality:

Hockey Wales 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.

Anonymous allegations

This policy encourages the whistleblower to put their name to their allegation. Concerns expressed anonymously are much less powerful, but they will be considered (at the discretion of the Hockey Wales Case Management Group).

In exercising the discretion, the factors to be taken into account would include:

- the seriousness of the issues raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources or factual records.

Recording and Reporting Procedures for Concerns with Young People

Unfounded allegations:

If an individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. If, however, it is established that they have made malicious or frivolous allegations, or for personal gain, disciplinary action may be taken against them. In such cases, Hockey Wales' disciplinary procedure will apply.

Use of the whistleblowing policy:

The whistleblowing policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy and Procedures.

How to raise a concern

Individuals should raise the concern in the first instance with the Hockey Wales' Lead Safeguarding Officer on 02920 334982 or by post to Hockey Wales, Sport Wales National Centre, Sophia Gardens, Cardiff. CF11 9SW (you should mark the envelope 'private & confidential'), or email: safehockey@hockeywales.org.uk.

Concerns may be made verbally or in writing to the Hockey Wales Lead Safeguarding Officer (as above). The individual should set out the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. The earlier the individual expresses concern, the easier it is for someone to take action.

Although the whistleblower is not expected to prove the truth of an allegation, they will need to demonstrate to the Hockey Wales Lead Safeguarding Officer that there are sufficient grounds for their concern.

If your concern is about the Hockey Wales Lead Safeguarding Officer, you should refer the matter to the Chief Executive Officer at Hockey Wales.

If you do not want, or feel unable, to report the matter to Hockey Wales, a number of external agencies are also available for reporting purposes. For details please see the end of this section 3.

How will Hockey Wales respond?

The action taken by Hockey Wales will depend on the nature of the concern. In all cases the matter will be referred to the Hockey Wales Case Management Group.

In order to protect individuals it is likely that the Hockey Wales Lead Safeguarding Officer will conduct initial enquiries so that the Case Management Group can decide whether an investigation is appropriate and, if so, what form it should take.

The amount of contact between the people considering the issues and the whistleblower will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the whistleblower as part of the investigation process.

When any meeting is arranged, the whistleblower has the right, if they so wish, to be accompanied by a friend or a person of their choice who is not involved in the matter to which the concern relates.

Recording and Reporting Procedures for Concerns with Young People

Hockey Wales will take steps to minimise any difficulties which individuals may experience as a result of raising a concern. For instance, if the whistle blower is required to give evidence in criminal or disciplinary proceedings, Hockey Wales will advise them about the procedure.

Hockey Wales accepts that the whistleblower needs to be assured that the matter has been properly addressed. Subject to legal constraints, they will receive information about the outcome of any investigation, and the action that is to be taken against those whose actions caused them concern. Also, if appropriate, what policy changes are to be made to minimise the possibility of a similar concern being raised in the future.

How can the matter be taken further?

This policy is intended to provide individuals with a way in which they can raise concerns about the safety and welfare of any young person involved in any hockey activity under the jurisdiction of Hockey Wales. Hockey Wales hopes individuals will be satisfied that any child protection matter they raise has been considered properly. If they are not satisfied, and if they feel it is right to take the matter outside Hockey Wales, they should contact:

- the Child Protection in Sport Unit (CPSU)
- their local area Safeguarding Children's Board (LSCB)
- their local Social Services
- their local police

If they do take the matter outside Hockey Wales, they will need to ensure that they do not disclose prohibited confidential information. They must check this before they make contact.

What to do if you have a complaint about the way Hockey Wales has dealt with a Safeguarding Young People or Child Protection issue.

Hockey Wales is committed to providing high levels of customer satisfaction. If you are not satisfied with the way Hockey Wales have handled a Safeguarding or Protecting Young People issue, please refer to the final section of the Safeguarding Young People in Hockey (SPYP) Complaints and Disciplinary Regulations.

CONTACT DETAILS

Please find below contact details in case of emergency. Use the spaces below to complete the details for your local contacts for Social Services and Police.

EMERGENCY CONTACT DETAILS:

Organisation	Contact Details:	Website
NSPCC HELPLINE (24 HOURS)	0808 800 5000	www.nspcc.org.uk
Hockey Wales Lead Safeguarding Officer	Tel: 02920 334982 Email: safehockey@hockeywales.org.uk Sport Wales National Centre, Sophia Gardens, Cardiff CF11 9SW	www.hockeywales.org.uk
Club Welfare Officer		
Local Authority Social Services – ask for Duty Manager		http://www.everychildmatters.gov.uk/social-care/safeguarding/lscb/
Police (Child Protection Team). In an emergency call 999.		
Samaritans (will hold Social Services Duty Officers' contact details in an emergency)	08457 90 90 90	www.samaritans.org

USEFUL CONTACT DETAILS - HELP, SUPPORT AND ADVICE:

The following organisations offer specialist support and advice to young people, parents, individuals and organisations.

Organisation	Contact details	Website	Further information
General Advice			
NSPCC - Child Protection in Sport Unit (CSPU)	01162 34 7278 Email: cpsu@nspcc.org.uk	www.thecpsu.org.uk	Sport specific advice on safeguarding and protecting young people.
NSPCC – 24hr helpline	0808 800 5000	www.nspcc.org.uk	National Society for the Protection of Children
Victim Support	Helpline: 0845 3030 900	www.victimsupport.org.uk	Provide emotional support, information and practical advice for victims and witnesses.
The British Association of Counselling and Psychotherapy	0870 443 5252	http://www.bacp.co.uk	
Local Safeguarding Children’s Board		www.wales.gov.uk/topics/children/youngpeople/publications/health/protection/lscb	Information to the Local Safeguarding Children Boards in Wales
Government Guidance		www.wales.gov.uk/topics/children/youngpeople/publications/rightstoaction	Welsh Assembly Government guidance on safeguarding and protecting young people

USEFUL CONTACT DETAILS - ADVICE FOR CHILDREN AND YOUNG PEOPLE

NSPCC	0808 800 5000	www.thereforeme.com	Support and advice for 12-16 yr olds via the website
Don't hide it		www.donthideit.com	Aimed at young people to find out more about abuse and what to do about it
Childline	0800 1111	www.childline.org.uk	Free helpline for children and young people
Kidscape	0207 730 3300	www.kidscape.org.uk www.bullying.co.uk	Support on bullying

Section 4

Good Practice

INCLUDED IN THIS SECTION ARE GOOD PRACTICE GUIDELINES FOR:

- Care of young people
- Supervision and communication with young people
- Changing
- Transportation
- Competition and tournaments
- Planning trips
- Taking and use of photographic and recorded images of young people
- Safe recruitment
- Safeguarding and Protecting Young People at local level
- Implementing Anti-Bullying procedures at local level

CARE OF YOUNG PEOPLE

Hockey Wales acknowledges that good practice when dealing with young people is essential. All people caring for young people are expected to adhere to the following guidelines.

- Always be publicly open when working with young people. Ensure that whenever possible there is more than one adult present during activities with young people, or at least that you are in sight or hearing of others.
- Manual support is rarely required in the sport of hockey. If an adult feels that it is necessary the reasons should be clearly explained to the young person, and if possible the parents/carers, and their consent gained. Be aware that any physical contact with a young person may be misinterpreted.
- Where possible, parents should be responsible for their own child in the changing rooms.
- Treat all young people with respect.
- Provide an example of good conduct you wish others to follow.
- Respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour that they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.

All people caring for young people should never, except in emergency:

- Spend excessive amounts of time alone with young people away from others
- Take young people alone on car journeys, however short
- Take young people to your home where they will be alone with you.

Good Practice

If cases arise where these situations are unavoidable, they should occur only with the full knowledge and consent of the young person's parents. Where someone has had to act outside Hockey Wales guidance in an emergency, this should be reported to your Welfare Officer.

You should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in any inappropriate physical or verbal contact with young people
- Allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in fun
- Allow allegations of a young person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for young people that they can do for themselves
- Invite or allow young people to stay with you at your home unsupervised
- Allow bullying or bad behaviour by young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Believe 'it could never happen to me'

You should give guidance and support to inexperienced helpers.

If you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief note of it. Parents or guardians should be informed of the incident.

It is strongly recommended that you do not work completely alone with groups of young people. Enlist the support of others – assistants, parents/carers.

Positions of trust:

All adults who work with young people in hockey are in a position of trust which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

Within hockey most adults in a position of trust recognise that there are certain boundaries in their relationship with a young person that must not be crossed in terms of the relationship with the young player. The relationship, in essence, is no different to that between a school teacher and the pupils in their care. Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care.

All those within the club have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators and professional staff which may be harmful to the young people in their care, without prejudice to their own position.

SUPERVISION OF AND COMMUNICATION WITH YOUNG PEOPLE

SUPERVISION:

Principles that underpin good practice for supervision of young people:

- It is the responsibility of those commissioning, planning or providing sessions/activities to ensure that those running the activity are suitable to do so. For example:
 - They have undertaken an appropriate recruitment and selection process, including a recent enhanced level CRB check
 - They have insurance appropriate to the activity
 - They have adopted codes of conduct
 - They have an appropriate qualification for the activity
 - They understand their responsibility to safeguard children.

- Leadership, coaching and officiating awards create opportunities for young people to develop their coaching or technical skills and sense of responsibility. However, this should not result in these young people being given full or lead responsibility for managing groups of children. Under 18 coaches or officials should only supplement those appropriate adults with responsibility for supervising the activity. The organisation's duty of care and Safeguarding and Protecting Young People policy extend to all under 18s, whether they are participants, coaches or officials.

- Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (in the event of a participant requiring the attention of an adult during the activity following an accident for example).

- In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels.

- Key factors to assess include:
 - Age of children
 - Additional supervision/support needs of some or all participants (for example due to disability)
 - Competence/experience of participants for the specific activity
 - Nature of activity
 - Nature of venue (whether closed and exclusive, or open and accessible to members of the public).

Good Practice

Recommended minimum supervision ratios:

Children under 8 years old:

Based on government guidance for the provision of out of care childcare for children under 8 years old (National Minimum Standards for Regulated Child Care, Welsh Assembly Government, 2011)

- One adult to 8 young people (with a minimum 2 adults)

Children over 8 years old:

- One adult to twelve young people (with a minimum of 2 adults)
- All clubs should have First Aid provision by ensuring
 - There is a qualified First Aider on site
 - First Aid boxes are up to date and accessible
 - There is access to a phone to contact the emergency services if required

COMMUNICATION:

- When communicating with young people it is recommended that you:
 - Contact players only when necessary
 - If players need to be contacted urgently i.e. a change in training arrangement, set up a grapevine system
 - Copy parents into written communication (i.e. letters or emails)
 - Speak with a player and their parents if there is a need to communicate information in relation to playing, training or competition
 - Clearly state the club's policy on communication with players and parents.
- You should avoid:
 - Contacting a young person unnecessarily
 - Contacting young people by phone, text or email should never be undertaken without parental consent.
 - Emailing young people directly as individuals (can be done as part of a disclosed list, once permission gained to do so).
 - Using text as a medium of contact with a young person
 - Making or receiving calls on a mobile phone during training or at competition (coach). It is inappropriate to compromise the safety of a session.
 - Emailing one young person without copying in parents, other players or club members
 - Contact through social media websites

The Child Protection in Sport Unit has produced a briefing paper on Electronic Communication, see www.thecpsu.org.uk

CHANGING

The following guidelines should be adhered to:

- Players aged 10 and under must be supervised at all times in changing rooms by two members of staff, of the same gender as the players.
- Adults working with young teams, including volunteers, coaches, umpires or staff, should not change or shower at the same time when using the same facility as young players.
- Mixed gender teams must have access to separate male and female changing rooms.
- If young players play for adult teams, they and their parents must be informed of the club's policy on changing arrangements.
- If young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home.
- If your club has disabled players, involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required.
- If adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club.
- If young people need to share changing facilities with adults, their parents should be allowed to supervise them whilst they are changing.

TRANSPORTATION

Dropping off and collecting young players at the club/training session:

- Coaches and club staff will be responsible for young people in their care.
- It is the responsibility of parent/carer to transport their child/children to and from the club.
- It is not the coach's or volunteer's responsibility to transport young people to and from the club.
- The club must receive permission from parents/carers for young people to participate in all competitions and away fixtures/events.
- The club will provide a timetable of activities at the beginning of a season and notify parents/carers of any changes to this timetable in writing where practically possible.
- The club will require emergency contact numbers for parents/carers.
- The club adopts and publicises a late collection policy (see below).
- The club will provide the parents/carers with a contact number which may be used if the parent/carer will be late to collect their child/children.
- The club will ask parents/legal guardian to complete a form providing contact details, information about their child/children, i.e. medical details, etc.

Late collection

If a parent /carer is late the club will:

- Attempt to contact the parent/carer
- Check the club contact number for any information regarding the young person
- Wait with the young person at the club, with wherever possible other staff/volunteers or parents
- Remind parents/carers of the policy relating to late collection
- If parents/carers remain uncontactable staff will need to report the situation to Social Services or the Police.

Staff/volunteers should avoid:

- Taking the child home or to any other location
- Asking the child to wait in a vehicle or the club with you alone
- Sending the child home with another person without permission.

Private cars

It is strongly advised that private cars, other than those of parents, are not used by coaches, club volunteers, team managers, and umpires to transport young players at any time, either to and from a training session, or to away fixtures.

If for any reason this is the only feasible method of transport the following guidelines **must** be followed:

- Drivers must ensure the safety of passengers.
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover.
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing these when in transit.

Good Practice

- Drivers must be aware of their legal obligations when transporting young players.
- Parents/guardians/carers must give written permission if their child/children are being transported in another adult car.
- Clear information on the expected time of departure and arrivals needs to be communicated to relevant people, i.e. parents/guardians/carers.
- Drivers should not be alone with a young person in the car at any time. If this situation arises, drivers need to ensure that the young person is in the back of the car.

Hiring transport

When booking transport for an away fixture you will need to remember the following points:

- Passenger safety
- Competence of the driver and whether the driver holds an appropriate valid licence
- Number of driving hours for the journey and length of the drivers' day including non-driving hours
- Whether more than one driver is required
- Type of journey, traffic conditions, weather, appropriate insurance cover
- Journey time and distance and stopping points
- Supervision requirements
- Suitability of transport if the team includes disabled players
- Drivers to take breaks and be aware of emergency procedures

Legislation – points to remember

Minibuses

- It is advisable that minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years are fitted with a seat belt for each young person.
- Where seatbelts are fitted, passengers must use them.
- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.
- Ensure that the driver of the minibus is legally entitled to drive it.

General

- Vehicles must be appropriate and roadworthy.
- The driver is responsible for the vehicle during the trip.
- There must be an anchor point for wheelchair users.
- New child car seat regulations came into force in September 2006

Useful References

Minibuses

http://www.direct.gov.uk/en/Motoring/DriverLicensiny/WhatCarYouCanDriveAndYourObligations/DG_4022498

Car seats & other information

<http://www.think.direct.gov.uk>

COMPETITION AND TOURNAMENTS

If you are organising a large scale event at club/county or regional level you are advised to purchase the **Safe Sports Events** pack.

For details contact the Child Protection in Sport Unit or visit www.thecpsu.org.uk

As minimum practice you will need to ensure that you follow the following framework;

Purpose of event, social, competition...

- Planning?
- When?
- Where?
- Who?

Risk assessment

- Activity
- Venue

Communication with parents

- Travel arrangements – if applicable
- Times
- Venue
- Dates of competition and details of format
- Consent forms
- Cost
- Kit

Emergency procedures

- First aid
- Medical information
- Reporting procedures in an emergency
- Player information including emergency contact details
- Meeting points
- Contact details for player's parents/carers

Supervision and staffing

- Ratios of adults to young people
- Male/female ratios

Staff

- Recruitment and screening
- Roles and responsibilities

Good Practice

- Staff training
- Event Organiser
- Welfare Officer

Registration

- What is the process for registering in the competition?
- Parental permission required for participation in an event
- Documentation
- Register of participants
- Player information, including medical information
- Consent forms
- Programme
- Camera registration

Insurance

- Liability
- Adequate and appropriate cover

In addition if the fixture is away – work through the entirety of the above PLUS:

Transport

- How will the players get there?
- If using transport check:
 - drivers
 - suitability and access
 - seat belts
- Pick up and drop off points
- Times
- Insurance
- Supervision

PLANNING TRIPS

(Including training, matches home and away, day camps and any other day trip away)

There are situations such as training camps, residential tournaments and tours where adults are placed in positions of trust. The following hockey specific guidelines are intended to assist when planning/running sessions and events.

Before the trip:

- The organisers of trips should plan and prepare a detailed programme of activities for the young people who are involved in the session.
- Organisers should obtain, in writing, parental consent to young people joining a trip. This should include completed medical, photography and dietary forms and emergency contact details.
- Parents/carers should be given full information about a trip, including details of the programme of events, the activities in which the young people will be engaged and the supervision ratios.
- All information about parents/carers is collected prior to the trip, including telephone numbers where parents/carers can be contacted at any time during the trip.
- A responsible adult should be nominated and parents/carers made aware of this person and their contact details.
- Check the facilities and surroundings being used are safe and well maintained and are large enough to accommodate the number of players in attendance.
- Check that the floodlighting is adequate, if required.
- Check that there are adequate changing and showering facilities.
- Be aware of the Standard Operating Procedure of the centre/venue being used, including emergency facilities/telephone.
- Ensure that all young people are adequately protected from the effects of the weather.
- Ensure that all young people take appropriate kit (including goalkeepers) for the activity in which they are involved.
- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so. Only qualified, experienced coaches should be used, and they should have adequate civil and third party liability insurance cover.

During the trip:

- All young people should have adequate breaks for the length of the day and the intensity of the practices/games.
- Young people should not be put in physical danger through inappropriate grouping.
- Adults should take care when participating in games with young people.
- Young people do not play more than is desirable for their age and/or ability.
- All young people need to be made aware of the importance of proper procedures for the intake of liquid and food for the activity in which they are engaged.
- Contact/medical information should be available for any young person involved in an adult team.
- All young people should be adequately supervised and engaged in suitable activity at all times.

Good Practice

- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.
- Young people must be supervised at all times, preferably by two or more adults
- Young people must not be left unsupervised at any venue, either indoors or out
- Do not conduct meetings with young people while they are changing.
- Do not be alone in a changing room with young people while they are changing or showering.
- Do not deal with young people's injuries without a First Aid certificate and without another adult present.
- Do not ask young people to perform in training sessions or games whilst injured, if by doing so they could make the injury worse. Coaches should advise players to seek appropriate medical help or advice concerning injuries.
- Do not expose young people to excessive extremes of weather during any session.
- Do not be alone with individual young people in any situation, particularly at the end of the sessions or in the dark
- Do not offer to take young people home or allow others to take them home without the specific permission of the parents/carers.
- Do not supply or encourage under-age children to purchase/consume alcohol or banned substances of any sort or supply or encourage pornographic material. This is especially relevant to adult tours by clubs/organisations.

Residential trips (in addition to all the above):

- All residential facilities must be adequate for the age and number of young people.
- Young people and supervising adults must sleep in separate rooms.
- Young people must be encouraged to display high standards of behaviour, individually and as a group, recognising that their behaviour sets an example for the group.
- Do not shower with young people under any circumstances.
- Do not visit young people's rooms unnecessarily and never alone.
- Do not conduct individual meetings with young people in their rooms or yours.

Overseas trips (in addition to all of the above):

- Ensure all participants have valid and up to date passports, visas and EHIC European Health Insurance Card (for EU visits). See: www.nhs.uk/Healthcareabroad
- Ensure you inform the relevant consulate of the intended trip.

TAKING AND USE OF PHOTOGRAPHIC AND RECORDED IMAGES³ OF YOUNG PEOPLE

The purpose of this guidance is not to prevent parents or other spectators being able to take legitimate photographs or recorded images. Use of recorded images can also be a valuable coaching aid. However, hockey is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the *inappropriate* use of their images in resources and media publications, on the internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying children and young people if accompanied by personal information, such as where they live and their interests; For example, "This is X who is a member of Anywhere Hockey Club, likes Westlife and supports Manchester United". Inclusion of such personal information has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse.

Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

When assessing the potential risks in the use of images of players, the most important factor is the potential for inappropriate use of images of young people. Awareness of the potential risks, and taking appropriate steps, can reduce the potential for misuse of images. By adopting the points highlighted in these guidelines, you will be putting into place the best possible practice to protect young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines cover the following key areas:

- the taking and/or publishing of photographic and recorded images of young people
- the use of photographic or recorded image equipment at hockey events
- the use of photographic or recorded image equipment as a coaching aid.

Implementing the Policy on taking and use of photographic and recorded images:

Clubs should adopt a policy on the Taking and use of photographic or recorded images of young people and abide by its principles.

Taking and/or Publishing of Photographic and Recorded Images of Young People:

- Written consent to take and use images should be obtained from the player and parents/legal guardians. This ensures that they are aware of the way the image is intended to be used to represent the sport. It is acceptable to use one consent form for all the club's activities, rather than consent for each match or competition, etc. A consent form is given at template 8.
- If the player is named, for example in a match report, avoid using their photograph in a way that enables the image and name to be linked.
- If a photograph is used, avoid naming the player in any accompanying caption.

³ This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or Personal Digital Assistant devices (PDA)

Good Practice

- NEVER publish personal details (email addresses, telephone numbers, addresses or other information relating to the location) of a young person.
- Only use images of players in suitable dress to reduce the risk of inappropriate use.
- Try to focus on the activity rather than a particular young person and where possible use photographs that represent the broad range of young people taking part in hockey. This might include:
 - boys and girls
 - ethnic minority communities
 - young people with disabilities
- Ensure that images reflect positive aspects of young people's involvement in hockey.
- The simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides the opportunity for editing of inappropriate clips. In particular, this can guard against the possibility of a image of a young person. Subject to legal restrictions appearing on a website.
- All access to images should be restricted. It is recommended that where images are acquired for distribution, including commercially, access to them is by individual registration. Open access to images on a website should never be available.
- Reasonable measures should be taken to ensure that the information stored is secured against malicious access, either internal or external e.g. hackers or malicious code.
- Any concerns regarding inappropriate taking or publishing of photographic or recorded images must be reported to the Club Welfare Officer.

Use of Photographic Or Record Image Equipment At Hockey Events:

There is evidence that certain individuals will visit sporting events to take inappropriate photographs or recorded images of young people. All clubs should, therefore, be vigilant about this possibility.

- Written consent should be obtained from the player and parents/carers to take and use images.
- To deter inappropriate individuals attending events, it is recommended that a registration system is used for individuals wishing to take photographic or recorded images.
- Parents and spectators. If a parent wishes to take photos or record an event they must be asked to register at the event. See Template 9 for registration form.
- Issue the registered photographer with clear identification that must be worn at all times. This serves to highlight those who have accreditation. It is advisable to ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.
- Public information. The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event. In addition, or where a public address system is not in use, it is recommended that notices regarding the event's photography registration policy are displayed prominently.

Sample recommended wording is:

In line with the recommendation in the organisation's Safeguarding and Protecting Young People Policy, the promoters of this event request that any person wishing to take photographic or recorded images should register their details with staff at the spectator entry desk before carrying out any such activity. The promoter reserves the right to challenge and report anyone they deem to be taking inappropriate images.

Good Practice

If using a professional photographer or inviting the press:

- Provide a clear brief about what is considered appropriate, in terms of picture content and their behaviour around the players.
- Inform players and their parents that a photographer will be at the event and ensure that
 - they are aware that the photographer will be wearing identification
 - that you receive their consent to both the taking and publication of photographs.

Do not:

- Allow unsupervised one-to-one photo sessions at events
- Allow photo sessions outside of the event or at the player's home.

If someone is taking photos or recording images without permission:

- Ask the individual who they are and why they are taking photos/recording images without permission.
- Any concerns during an event should be reported to the Club Welfare Officer.

Use of photographic or recorded image equipment as a coaching aid:

- Written consent should be obtained from the player and parents/legal guardians to take and use images.
- Players and their parents/carers should be aware that this is part of the coaching programme and clear of the purpose of filming as a coaching aid.

References:

Template 4: Club Photography policy

Template 8: Consent for photography form

Template 9: Photography registration form

SAFE RECRUITMENT

As good practice and to prevent unsuitable people from working within hockey, it is important that all reasonable steps are taken to ensure that all individuals working with young people in hockey, either paid or unpaid, are appropriate and able to do so. This can help to:

- Protect both the young people and adults at your club, and in so doing, protect the club itself
- Help to ensure that your club offers opportunities for young people to play hockey in a safe and enjoyable environment
- Demonstrate your club's commitment to protecting young people to potential members and their parents/carers.
- Help deter the small minority of people who are unsuitable to work with young people from using sport as a means of gaining access to young people
- Demonstrate to other partners your club's commitment to safeguarding and protecting children. These might include distributors of public funds, potential sponsors and local authorities hiring pitches
- Demonstrate a commitment to open, fair and consistent selection processes.

Under the Protection of Children Act 1999 all those working with young people within hockey are treated as employees whether paid staff or volunteers. As such, all clubs should adopt and implement recruitment and selection procedures, providing consistency when appointing staff, members and volunteers.

Implementing good practice guidance on safe recruitment:

There are a number of steps to good practice guidelines in recruitment. The following pages outline these steps. Template documents are provided to assist clubs in this process.

1. Planning:

It is important to have clear roles and responsibilities for all paid and voluntary positions you are recruiting for. A job or role description should list the duties for the position, and a person specification can be used to highlight the skills and experience that are needed.

2. Advertising:

When any post within a club is vacant, it is important to ensure that the role is advertised. Advertising the post on notice boards at the facility that you use, or through club newsletters, or contacting the local volunteer bureaux can help to attract new volunteers to your club.

Essential inclusions within any advertising are:

- Aims of the club
- Job description/role
- Experience and skills required, particularly if experience of working with young people is an advantage
- The club's Safeguarding and Protecting Young People in Hockey Policy and Procedures
- Codes of Conduct
- The use of CRB disclosures as part of the selection process
- Details on how to obtain an application form

3. Applications:

Anyone who shows an interest in filling a role/vacancy needs to complete an application form. Applicants will be required to complete a self-disclosure form, declaring any convictions or cautions. When applying for a role working with children or young people. All convictions, spent or unspent, must be declared.

Applicants will need to be made aware that they will need to complete a CRB Disclosure, if appointed, should the job role requires one.

Template 5: Application form

Template 6: Self Declaration form

The application form is designed to elicit information about the individual, their employment history, relevant experience, qualifications and training. The candidate will be asked to provide:

- Name, address and evidence of their right to work e.g. through a national insurance number
- Confirmation of identity
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport/hockey (to confirm experience and identify any gaps)
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people
- Details of any former involvement with hockey
- A signed agreement to abide by Hockey Wales Code of Ethics and Conduct and Safeguarding and Protecting young People in Hockey Policy and Procedures. Failure to adhere and comply may result in disciplinary action and possible dismissal/exclusion from hockey.

Short-listing:

Once you receive completed application forms, a small group of club officials should review them and identify a shortlist of applicants.

4. Meeting/interview:

It is highly recommended that the club meet with applicants before making recruitment decisions (perhaps same group as for short-listing). The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form.

It is also recommended that:

- Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- Questions are prepared in advance that will give the applicant an opportunity to demonstrate their relevant experience.

As well as considering an applicant's ability to fill a position, it is also important to assess their attitudes and commitment to Safeguarding. Examples of questions you might ask are:

- Tell us about any previous experience you have working with young people
- Give a child-related scenario and ask what they would do, e.g. "it is a winter evening and the training session has finished. A parent has not arrived – what would you do?" The applicant would be expected

Good Practice

to say that they would stay with the child along with another adult and contact parents to find out where they were.

- Is there anything that we should know that would affect your suitability to work with children or young people?

5. Checks and references:

Before an appointment offer is made:

- At least two references should be requested from individuals who are not related to the applicant. One should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting. (Template 7: Reference form)
- Check references to confirm identity using appropriate official documents, ideally photographic identification
- All references should be in writing and followed up by telephone.
- If any reference or information on a self declaration gives cause for concern, please contact the Lead Safeguarding Officer at Hockey Wales on 02920 334982 for further advice.
- Check any relevant qualifications are substantiated through Hockey Wales.

CRB disclosures:

Organisations should use the following definition to determine which roles require a CRB check, which is:

"A person who regularly cares for, trains, supervises or is in sole charge of young people under the age of eighteen".

- Applicants who have significant access and or responsibility for working with young people must complete an Enhanced CRB Disclosure.
- All CRB checks must be conducted through Hockey Wales. CRB disclosures processed through other organisation are not acceptable.
- CRB disclosures should be completed every three years.
- Hockey Wales has the jurisdiction to manage and deal with any matters arising from any disclosure.
- Clubs/organisations must not engage people in contradiction of Hockey Wales sanctions.
- CRB Disclosures should not be used in isolation, but as part of the recruitment process.

'Position of trust' in relation to children, defined below:

All adults who work with young people in hockey are in a position of trust which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

Examples of such roles are: coach, team managers, umpires and helpers involved in working with under 18s in a paid or voluntary capacity. This list is not exhaustive as the nature of roles varies between organisations.

CRB Administrator, Hockey Wales, Sport Wales National Centre, Sophia Gardens, Cardiff. CF11 9SW

Tel: 02920 334982

Email: safehockey@welsh-hockey.co.uk

Good Practice

6. Appointment:

The successful applicant should be issued with an offer letter, which should specify the details of the position. The applicant should also be informed (where relevant) that the position is subject to a satisfactory CRB check and two references.

7. Induction:

All staff or volunteers should undergo an induction (formal or informal) to include:

- Signing up to the club's Safeguarding and Protecting Young People Policy and Procedures, Good Practice Guidelines and any Codes of Ethics/conduct that are appropriate
- Confirming and agreeing roles and responsibilities
- Any training needs are established and actioned
- An initial period of supervision or mentoring could be introduced to support the volunteer
- Expectations on roles and responsibilities are clarified on both sides.

8. Training:

Ongoing training will be provided to support the individual to fulfil their role. Appropriate Safeguarding and Child Protection training will enable an individual to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding young people.

Hockey Wales recommends that all adults working with children and young people attend sports coach UK's "Safeguarding and Protecting Children in Sport" three-hour awareness workshop.

Hockey Wales will be offering other training opportunities to people involved with working with young people, details of which will be communicated directly and updated periodically. This will include "Time to Listen" training, aimed at Designated Welfare Officers.

9. Monitoring and appraisal:

Appraisals/supervision meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given the opportunity to:

- Receive feedback
- Identify training needs
- Set new goals
- Highlight any concerns about inappropriate behaviour

SAFEGUARDING AND PROTECTING YOUNG PEOPLE AT LOCAL LEVEL

Awareness:

- Raise awareness with all members and players within the club.
 - Put posters on the notice board.
 - Ensure all young players know they can talk to someone if they are worried.
 - Adopt policies within the club constitution on safeguarding or child protection; recruitment; anti-bullying and taking and use of photographic and recorded images.
 - Ensure that all club members, players, coaches, volunteers and parents/carers of junior members have access to a copy of the policies.
 - Ensure all coaches, staff and volunteers in positions of trust have agreed to abide by the Code of Ethics and behaviour.

Appoint a Welfare Officer:

- Appoint and publicise the name of a Welfare Officer, who will be able to support and guide members, player and parents/carers on the issues and implementation of welfare and good practice. A Welfare Officer will enable concerns to be expressed and acted upon in confidence. A template Welfare Officer role description is available in Appendix 2.

Policy:

- Adopt a club policy for Safeguarding and Protecting Young People and ensure all members are aware of its content.
- Establish a working group to support the ongoing development and implementation of the policy.
- Follow the Hockey Wales policy and guidelines on recruitment and ensure that all individuals working with children and young people are screened and are suitable.

Procedure:

- Ensure appropriate consent forms are completed by parents/legal guardian for all young people under the age of 18. Consent should cover for example, medical details, emergency contact details, transport and photography.
- Adopt clear guidelines for: transport; changing; competitions and events; dropping off and collecting young people at the club and supervision of young people, ensuring these are published to parents/carers, staff and volunteers.

Training:

- Identify any training needs within the club and contact Hockey Wales to find out about workshops and opportunities for support.

Put young people first:

- Promote a culture in which all young people are listened to and respected as individuals by:
 - putting the welfare of the young person first
 - challenging unacceptable behaviour
 - avoiding one to one situations with young players unsupervised

Good Practice

- ensuring that hockey is fun and that fair play is promoted
- providing confidential communication lines through which concerns can be expressed
- reporting all concerns, allegations or suspicions of abuse
- ensuring that all relevant members, staff and volunteers have, or know how to access, Hockey Wales' procedures for reporting concerns.

IMPLEMENTING ANTI-BULLYING PROCEDURES AT LOCAL LEVEL

Implementation of good practice in managing an anti-bullying policy:

Raise awareness:

- Raise awareness with all members and players within the club.
 - Put posters on the notice board
 - Ensure all young players know that they can talk to someone if they are worried

Policy:

- Ensure that all club members, players, coaches, volunteers and parents/carers of junior members have a copy of the policy.
- Adopt an anti-bullying policy within the club constitution.

Code of Ethics:

- Ensure that the Code of Ethics clearly states that behaviour which constitutes bullying will not be accepted.
- Ensure that all coaches, staff and volunteers have signed up the Code of Ethics and Behaviour.

Management of bullying:

- Establish a working group to support the ongoing development and implementation of the policy.
- Identify any training needs within the club and contact Hockey Wales to find out about workshops and opportunities for support.

Report concerns:

- Any incidents of bullying should be reported to the Welfare Officer who will;
 - Record the details using the Hockey Wales Safeguarding Referral Form
 - Follow Hockey Wales' Reporting Procedures

If the incident is an adult bullying a young person or a young person bullying a young person, the Welfare Officer will report the incident to the Hockey Wales Lead Safeguarding Officer who will:

- Make a decision on the method and process for managing the incident
- Manage the situation with the support of the Welfare Officer.

All reported incidents of bullying behaviour or threats of bullying will be investigated and efforts made to stop the bullying quickly.

The following action may be taken:

- Parents/legal guardians will be informed and may be asked to come to a meeting to discuss the problem.
- If necessary and appropriate, the police may be consulted.
- An attempt will be made to help the bully (bullies) change their behaviour.

Good Practice

- If the situation is not or cannot be resolved through mediation, training or mentoring, the Hockey Wales Lead Safeguarding Officer may manage the incident following the Hockey Wales Safeguarding and Protecting Young People in Hockey Complaints and Disciplinary Regulations.

Review, monitor and evaluate:

- Ensure that the working group meets to review any incidents, how they were managed and outcomes reached.
- Take lessons learnt from incidents and re-evaluate the policy as required.
- Maintain an ongoing poster campaign.
- Ensure all club members, players, coaches, volunteers and parents/carers of junior members are kept up to date with any changes.
- Invite feedback from club members, players, coaches, volunteers and parents/carers of junior members about the policy and its impact.

Section 5

Appendices and Useful Templates

USEFUL CONTACT DETAILS

Organisation	Contact Details:	Website
Club Welfare Officer	[Enter Details Here]	
Hockey Wales Lead Safeguarding Officer	Tel: 02920 334982 Email: safehockey@hockeywales.org.uk Sport Wales National Centre, Sophia Gardens, Cardiff CF11 9SW	www.hockeywales.org.uk
NSPCC - Child Protection in Sport Unit (CSPU)	01162 34 7278 Email: cpsu@nspcc.org.uk	www.thecpsu.org.uk
NSPCC – 24hr helpline	0808 800 5000	www.nspcc.org.uk
Victim Support	Helpline: 0845 3030 900	www.victimsupport.org.uk
Local Safeguarding Children’s Board	Contact your Local Authority Social Services department for details	http://wales.gov.uk/topics/childrenyoungpeople/health/protection/lscb/
Government Guidance		www.wales.gov.uk/topics/childrenyoungpeople/publications/rightstoaction
CRB Home Office Guidance		http://www.homeoffice.gov.uk/agencies-public-bodies/crb/services/
For Young People		
Don’t hide it		www.donthideit.com
Childline	0800 1111	www.childline.org.uk
Kidscape	0207 730 3300	www.kidscape.org.uk www.bullying.co.uk

ROLE DESCRIPTION – CLUB WELFARE OFFICER

Role Description

Everyone in Hockey has a responsibility to safeguard and protect young people. The role of a Welfare Officer is primarily to promote good practice within your organisation (club, county, region etc.), to be a named point of contact for young people, parents/carers, coaches and volunteers and to understand Hockey Wales' reporting procedures in case a concern is raised.

The information below outlines the role, skills and knowledge to look for in a club Welfare Officer. Hockey Wales will be offering training to people in this role. Templates are available to assist with all aspects of safeguarding and protecting young people.

Role

- To be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified.
- Support the implementation of the club's recording and reporting procedures.
- Promote the club's best practice guidance/code of ethics and behaviour within the club.
- Assist the club to fulfil its responsibilities to safeguard young people.
- Assist the club to implement its Safeguarding and Protecting Young People Policy
- Assist volunteers in keeping their certificates and qualifications up to date.
- Ensure all coaches and volunteers working with young people undertake a CRB disclosure
- Sit on the club's management committee.
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Be first point of contact with the Hockey Wales Lead Safeguarding Officer.
- Maintain contact details for local social services, police and Local Safeguarding Children Board (LSCB) in case of emergency.
- Be committed to ongoing training to keep own knowledge and skills up to date.

Experience and Knowledge

- Knowledge of the Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy and Procedures.
- Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and LSCB). This can be gained through training. The Welfare Officer should have full contact details for their relevant agencies.
- Awareness of equity issues and child protection.
- Basic knowledge of core legislation, government guidance and national framework for child protection. This can be gained through training.

Skills

- Approachable
- Child-focused
- Objective and empathetic
- Confidential and discrete
- Able to provide basic advice and support provision
- Be able to communicate effectively with young people and adults
- Maintaining accurate records
- Able to promote Hockey Wales and club's policy, procedures and resources
- Strong Interpersonal skills
- Basic administration skills
- To be committed to the safeguarding of young people in hockey

**HOCKEY WALES SAFEGUARDING AND PROTECTING YOUNG PEOPLE
COMPLAINTS AND DISCIPLINARY REGULATIONS**

**HOCKEY WALES RED CARD AND MATCH DAY MISCONDUCT OFFENCES
DISCIPLINARY REGULATIONS**

HOCKEY WALES ANTI-DOPING POLICY AND REGULATIONS

HOCKEY WALES DISREPUTE OFFENCE REGULATIONS

SAFEGUARDING AND PROTECTING YOUNG PEOPLE IN HOCKEY

[INSERT CLUB/ASSOCIATION NAME] adopts Hockey Wales' Safeguarding and Protecting Young People in Hockey Policy and works in accordance with the following statement:

Introduction

[INSERT CLUB/ASSOCIATION NAME] 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 involved in hockey in Wales has a role and responsibility to help ensure the safety and welfare of young people.

[INSERT CLUB/ASSOCIATION NAME] as a provider of opportunities for young people in hockey accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect young people from any reasonably foreseeable harm.

Obligations under this policy:

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with:

- The general principles set out in this policy; and
- The principles set out in the particular policies below, together with the supporting good practice document:
 - The recruitment of persons working with young people
 - The use of CRB checks in recruitment and employment
 - Anti-bullying Policy and Procedures
 - Taking and use of photographic and recorded images of young people;

Affiliation to Hockey Wales will evidence agreement of these obligations by the club and membership of [INSERT CLUB/ASSOCIATION NAME] will evidence agreement by its members and associated partners (for avoidance of doubt Hockey Wales view these as the following all players, anyone working with hockey in a paid or voluntary capacity, including all coaches, umpires, club administrators and other officials).

[INSERT CLUB/ASSOCIATION NAME] has in addition, adopted and implemented Hockey Wales:

- Safeguarding and Protecting Young People Policy which complies with the general principles set out in this policy; and

Everyone within [INSERT CLUB/ASSOCIATION NAME] must also:

- Abide by Hockey Wales' Code of Ethics, which specifies conduct in relation to the safeguarding of young people within hockey, among other issues

- Follow Hockey Wales reporting procedures where there are concerns relating to the safety or welfare of young people.

For clarity, 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.

Hockey Wales’ role:

As the National Governing Body, Hockey Wales 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 policies by producing template policies and procedures and through access to appropriate training and education opportunities.

Hockey Wales 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, Hockey Wales has developed procedures for reporting concerns.

Hockey Wales 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. Hockey Wales is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs)⁴. Accordingly, Hockey Wales will work co-operatively with the relevant statutory agencies on matters relating to safeguarding young people and where Hockey Wales receives report of a concern, it will refer the matter to the relevant statutory agency where appropriate.

Hockey Wales is also committed 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. Hockey Wales 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. Hockey Wales may also refer matters back to a club for resolution at club level where appropriate.

[INSERT CLUB/ASSOCIATION NAME] will follow Hockey Wales’ Reporting Procedures and will make all their members aware that they are subject to the above Regulations if there is a breach of the Policy.

General Safeguarding and Protecting Young People principles:

- The safety and welfare of young people is paramount.

⁴ Local Safeguarding Children Boards (LSCBs) 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. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. They also provide education and training opportunities at local level.

- 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.
- [INSERT CLUB/ASSOCIATION NAME] wishes to promote a telling culture. Everyone within hockey must therefore report all concerns in accordance with Hockey Wales' reporting procedures.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone in hockey's responsibility 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.
- [INSERT CLUB/ASSOCIATION NAME] 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 Hockey Wales' Code of Ethics.

Guidance and legislation:

The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and Government guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration:

- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997; Policing and Crime Act 2009
- Children, Schools and Families Act 2010
- Criminal Justices and Court Services Act 2000
- The Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Sexual Offences Act 2003
- The UN Convention on the Rights of the Child
- The Protection of Freedom Bill (currently going through parliament)
- *Safe From Harm: a code of practice for safeguarding the welfare of children in voluntary organisations in Wales* (Welsh Assembly 2007)
- *Children and Young People: Rights to Action* (Welsh Assembly 2004)
- *Safeguarding Children: Working Together Under the Children Act 2004* (Welsh Assembly 2007)
- *All Wales Child Protection Procedures 2008* (produced on behalf of all LSCBs in Wales)

POLICY ON ANTI-BULLYING

[INSERT CLUB/ASSOCIATION NAME] adopts Hockey Wales' Anti-bullying Policy and works in accordance with the following statement:

Introduction:

[INSERT CLUB/ASSOCIATION NAME] is committed to creating and maintaining an environment in which all young people involved in hockey are free from bullying.

Obligations:

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with the general principles in Hockey Wales' Safeguarding and Protecting Young People Policy and the principles set out in this anti-bullying policy.

How Hockey Wales will help:

Hockey Wales is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

Hockey Wales is also committed to ensuring that concerns relating to bullying of young people in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, Hockey Wales has developed procedures for reporting concerns. Hockey Wales 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.

Bullying:

Bullying is anything that is done with the intention of hurting or intimidating, frightening or upsetting another person. Bullying is not always physical but it results in distress to the victim. Instances of bullying can occur not only between young people but also from adult to young person.

Bullying can be:

- Emotional persistently being unfriendly, excluding, tormenting, threatening gestures
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts or language, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing

It should be noted that bullying may not only occur through face to face contact. Increasingly, bullying may occur through other forms of communication e.g. internet, email and text messaging.

Principles:

- Everyone within [INSERT CLUB/ASSOCIATION NAME] should have an understanding of what bullying is and of Hockey Wales' anti-bullying policy.
- Bullying of any kind is not acceptable in hockey and should not be tolerated by anyone, in particular any organisation providing hockey opportunities for young people
- [INSERT CLUB/ASSOCIATION NAME] wishes to promote a TELLING culture and anyone who knows, or suspects, that bullying is happening must take the matter seriously, and report it in line with Hockey Wales' Reporting Procedures.

Any incident or concern of bullying must be acted upon swiftly

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

It is a requirement of the Criminal Record Bureau's Code of Practice that [INSERT CLUB/ASSOCIATION NAME], as a registered user of the Hockey Wales' Umbrella Body Disclosure Service (Wales Council for Voluntary Action Criminal Records Unit (WCVA CRU)) treat disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges [INSERT CLUB/ASSOCIATION NAME] to have a written policy on the recruitment of ex-offenders, and the following has been adopted:

Policy statement

1. As an organisation using the Hockey Wales' Umbrella Body Disclosure Service (WCVA CRU) to help assess applicants' suitability for positions of trust, [INSERT CLUB/ASSOCIATION] undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
2. [INSERT CLUB/ASSOCIATION] is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or disadvantages by conditions or requirements which cannot be shown to be justifiable.
3. The existence of this policy on the recruitment of ex-offenders is made known to applicants for positions of trust at the outset of the recruitment process.
4. [INSERT CLUB/ASSOCIATION] promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
5. A Disclosure is only requested if proportionate and relevant to the position concerned. For those positions where a Disclosure is required, this will be made known to applicants at the start of the recruitment process.
6. Where a Disclosure is to form part of the recruitment process, applicants will be asked to provide details of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows [INSERT CLUB/ASSOCIATION] to ask questions about your criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
8. Where information regarding an applicant's criminal record may be considered relevant to a recruitment decision, advice will be sought from appropriate Hockey Wales staff.
9. Applicants asked to be the subject of a CRB Disclosure will be made aware by Hockey Wales of the existence of the CRB Code of Practice and can receive a copy on request, or via the website: www.homeoffice.gov.uk/crb
10. Any relevant matters revealed in a Disclosure will in most instances be discussed with the person seeking the position before withdrawing a conditional offer of appointment.

Having a criminal record will not necessarily bar you from working for [INSERT CLUB/ASSOCIATION NAME].

This will depend on the nature of the position and the circumstances and background of your offences.

POLICY ON THE TAKING AND USE OF PHOTOGRAPHIC AND RECORDED IMAGES OF YOUNG PEOPLE

[INSERT CLUB/ASSOCIATION NAME] adopts Hockey Wales' policy for the taking and use of Photographic and Recorded Images of Young People and works in accordance with the following statement:

Introduction

[INSERT CLUB/ASSOCIATION NAME] does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images. Use of recorded images can also be a valuable coaching aid. However, [INSERT CLUB/ASSOCIATION NAME] is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the *inappropriate* use of their images in resources and media publications, on the internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

- The taking and/or publishing of photographic and recorded images of young people
- The use of photographic or record image equipment at hockey events
- The use of photographic or recorded image equipment as a coaching aid

Photographic or recorded images:

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or Personal Digital Assistant devices (PDA).

Obligations under this policy:

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with the general principles in Hockey Wales' Safeguarding and Protecting Young People Policy and the principles set out in this policy for taking and use of photographic and recorded images of young people.

In addition, [INSERT CLUB/ASSOCIATION NAME] adopts and implements this policy relating to the taking and use of photographic and recorded images of young people in hockey, in accordance with the general principles in Hockey Wales' Safeguarding and Protecting Young People Policy, and in accordance with this particular policy and principles together with the supporting good practice guidance.

How Hockey Wales will help:

Hockey Wales is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

Template 4 – Club/Association Policy on the Taking and Use of Photographic or Recorded Images of Young People

Hockey Wales 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, Hockey Wales has developed procedures for reporting concerns. Hockey Wales 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.

Principles:

- Everyone within [INSERT CLUB/ASSOCIATION NAME] should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and what Hockey Wales' policy is on this.
- Parents and young people have a right to decide whether young people's images are to be made, and how those images may be used.
- In accordance with good practice guidance for hockey activities and events, 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.
- A registration process should be used for photographers in accordance with the good practice guidance on photography and recorded images. This will help deter those wishing to take photographs or recorded images for inappropriate use.
- 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.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of young people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.

APPLICATION FORM FOR POSITIONS WORKING WITH YOUNG PEOPLE IN HOCKEY

Position Applied For

--

Personal Details

Title (Mr/Mrs/Ms/Miss):

Surname:

First name(s):

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

Date of birth:

Place of birth:

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:

Template 5 – Club/Association Application Form for Positions Working with Young People in Hockey

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 continue on a separate piece of paper if required):

Template 5 – Club/Association Application Form for Positions Working with Young People in Hockey

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 children. You must have known these people for a minimum of 2 years.

Name:

Address:

Postcode:

Telephone number(s):

Name:

Address:

Postcode:

Telephone number(s):

Important Information

Please be advised that this position is considered to involve substantial contact with children. Under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, successful applicants will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974.

This club has a policy on the recruitment of ex-offenders. A copy is attached. Having a criminal record will not necessarily bar you from working for [INSERT CLUB/ASSOCIATION NAME]. This will depend on the nature of the position and the circumstances and background of your offences.

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 Hockey Wales’ Safeguarding and Protecting Young People in Hockey Policy and Procedures and Code of Ethics and Behaviour

Signed:

Print name:

Date:

For Club Use Only

Applicant Successful? Yes No References Received? Yes No

CRB Disclosure Check Obtained Through Hockey Wales? Yes No

Please return this form to:

SELF-DISCLOSURE FORM

Hockey Wales aims to promote equality of opportunity for all persons and welcomes applications from a wide range of candidates. All applicants are required to complete a Self-disclosure Form on application for this job/role.

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within hockey*. This will depend on the circumstances and background to your offence in relation to the position you are applying for. Evaluation of information is based on strict confidentiality and discretion.

For jobs/roles that are deemed ‘regulated activity’, if you are successful with your application, under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, you will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail ALL previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974.

*Hockey Wales has a policy on the recruitment of ex-offenders (See template 3)

1. Have you ever been convicted, cautioned or warned of any criminal offences?

Yes

No

If yes, please supply details of any criminal convictions, cautions or warnings:

You are advised that under the provision of the Rehabilitation of Offenders Act 1975 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (exceptions amendment) Order 1986 you should declare all convictions including “spent” convictions.

Template 6 – Club/Association Self Disclosure Form

2. Are you a person known to any Social Services department as being an actual or potential risk to children or young people?

Yes

No

If yes, please supply details:

3. Have you ever had a disciplinary sanction from any sport's or other organisation's governing body relating to child abuse?

Yes

No

If yes, please supply details:

I understand that it is necessary for me to declare any information requested and that the role I have applied for involves access to young people. I hereby give my consent to Hockey Wales to conduct a Criminal Records Bureau (CRB) check if required.

Name:	
Date of Birth:	
Signature:	
Date:	

PLEASE RETURN TO:

Club Welfare Officer:

Address:

Please mark "Private and Confidential"

REFERENCE FORM FOR POSITIONS WORKING WITH YOUNG PEOPLE IN HOCKEY

Name of candidate:	Name of club/organisation:	Position 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 substantial access to children. As an organisation committed to the welfare of and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, 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 position in question. We would appreciate you being extremely 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 children.

--

Template 7 – Club/Association Reference Form for Positions Working with Young People in Hockey

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

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

5. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you consider the above named person poses any risk to the welfare of children or young people?

Yes No

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

Signed:		Print Name:	
Organisation:		Position:	
Date:		Contact No:	

PLEASE RETURN TO:

Club Welfare Officer:

Address:

Please mark "Private and Confidential"

CONSENT FORM FOR THE TAKING AND USE OF PHOTOGRAPHIC AND RECORDED IMAGES OF YOUNG PEOPLE

This consent form applies for the hockey season [1st SEPTEMBER XXXX to 31st AUGUST XXXX]

This form is to be signed by the parent or legal guardian of a young person under the age of 18, together with the young person. Please note that if you have more than one young person under the age of 18 registered with the Club/County/Region you will need to complete separate forms for each young person.

[INSERT CLUB/ASSOCIATION NAME] recognises the need to ensure the welfare and safety of all young people in hockey. As part of our commitment to ensure the safety of young people we will not permit photographs, recorded images or other images of young people to be taken or used without the consent of the parents and the young person.

[INSERT CLUB/ASSOCIATION NAME] will follow the guidance for the use of images of young people as detailed in [INSERT CLUB/ASSOCIATION NAME]'s Policy for the Taking and use of Photographic and Recorded Images of Young People and Hockey Wales' good practice guidance.

[INSERT CLUB/ASSOCIATION NAME] will take steps to ensure these images are used solely for the purposes they are intended, which is for coaching and the promotion and celebration of the activities of [INSERT CLUB/ASSOCIATION NAME].

If you become aware that these images are being used inappropriately you should inform the Club/Organisation Welfare Officer immediately.

To be completed by parent/legal guardian

I _____ (parent/legal guardian full name) do/do not* consent to [INSERT CLUB/ASSOCIATION NAME] taking photographic or recorded images of _____ (name of young person). Under the stated rules and conditions and I confirm I have parental/legal responsibility for this young person and am entitled to give this consent. I also confirm that there are no restrictions⁵ related to taking photographic or recorded images.

Signature: _____

Date: _____

To be completed by young person

⁵ e.g. your child is subject to legal restrictions

Template 8 – Club/Association Consent Form for the Taking and Use of Photographic and Recorded Images of Young People

I _____ (name of young person) do/do not* consent to [INSERT CLUB/ASSOCIATION NAME] taking photographic or recorded images of my involvement in hockey under the stated rules and conditions.

Signature:

Date:

* Please delete as appropriate

Template 9 – Club/Association Registration Form for the Taking and Use of Photographic and Recoded Image Equipment at Hockey Events

REGISTRATION FORM FOR THE USE OF PHOTOGRAPHIC OR RECORDED IMAGE EQUIPMENT AT HOCKEY EVENTS

This form should be completed by anyone wishing to take photographs or record images at any hockey event.

Title:	Surname:	First Name(s):

Home address:
POST CODE:

Daytime phone number:	Evening phone number:	Email address:

I wish to take photographs or record images during the course of the above event. I agree to abide by the guidelines laid down by Hockey Wales and confirm that the photographs or recorded images will only be used in an appropriate manner.

Please describe below how photographs or recorded images will be used:

--

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at hockey events in the future and/or disciplinary action.

Signed:		Print Name:	
Date:			

This form can be adapted to cover a specific time period / number of events, e.g. a season.

KEEPING KIDS SAFE CARDS

<p style="text-align: center;">What to do</p> <p>If you are being bullied or abused, it is not your fault. If this is happening try to:</p> <ul style="list-style-type: none"> ● Be firm and tell the person to stop. Make a lot of noise to attract attention ● Tell your parents/carers, your Welfare Officer or an adult you can trust what has happened as soon as possible, so they can help you ● Keep a note of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened ● Use the 24 hr free telephone helplines <p style="text-align: center;">Childline 0800 1111 NSPCC 0808 800 5000</p> <p style="text-align: center;">Keep trying if you can't get through straight away.</p> <p><i>Don't ignore what is happening. Always tell someone you trust. Police stations and Social Services offices will have staff who are specially trained to support young people who have been bullied or abused. Don't give up until someone helps you and you feel safe.</i></p> <p style="text-align: center;">Keeping safe + if something is wrong?</p> <p>To keep safe always:</p> <ul style="list-style-type: none"> ● Tell someone you trust, so they can help you ● Trust your instincts about the people you meet ● Avoid being alone or with just one other person ● Travel with a friend, avoid travelling in someone else's car by yourself ● Avoid going to other people's homes by yourself ● Carry a mobile phone, phone card or change. 	<div style="text-align: center;">  <p>'KEEPING KIDS SAFE' Childline 0800 1111 NSPCC 0808 800 5000 <i>Add Welfare Officer name and no.</i></p> </div> <p style="text-align: center;">A YOUNG PERSON'S GUIDE TO CHILD PROTECTION</p> <p><i>You have rights – Sport should be fun. You should feel safe and enjoy your sport. You can't do this if you feel unhappy – if someone is bullying or abusing you.</i></p> <p style="text-align: center;">When do you know if something is wrong? + if something is wrong?</p> <p>Something is wrong if someone:</p> <ul style="list-style-type: none"> ● Constantly teases you, shouts at you or calls you names ● Threatens, hits, kicks or punches you ● Touches you or does anything that makes you feel uncomfortable ● Makes suggestive remarks or tries to pressurise you into sexual activity ● Damages or steals your belongings ● Does anything that makes you feel lonely, upset, worried, unsafe, hurt or embarrassed. <p>If any of the above happens to you, do not wait for it to happen again, act immediately.</p>
<p style="text-align: center;">What to do</p> <p>If you are being bullied or abused, it is not your fault. If this is happening try to:</p> <ul style="list-style-type: none"> ● Be firm and tell the person to stop. Make a lot of noise to attract attention ● Tell your parents/carers, your Welfare Officer or an adult you can trust what has happened as soon as possible, so they can help you ● Keep a note of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened ● Use the 24 hr free telephone helplines <p style="text-align: center;">Childline 0800 1111 NSPCC 0808 800 5000</p> <p style="text-align: center;">Keep trying if you can't get through straight away.</p> <p><i>Don't ignore what is happening. Always tell someone you trust. Police stations and Social Services offices will have staff who are specially trained to support young people who have been bullied or abused. Don't give up until someone helps you and you feel safe.</i></p> <p style="text-align: center;">Keeping safe + if something is wrong?</p> <p>To keep safe always:</p> <ul style="list-style-type: none"> ● Tell someone you trust, so they can help you ● Trust your instincts about the people you meet ● Avoid being alone or with just one other person ● Travel with a friend, avoid travelling in someone else's car by yourself ● Avoid going to other people's homes by yourself ● Carry a mobile phone, phone card or change. 	<div style="text-align: center;">  <p>'KEEPING KIDS SAFE' Childline 0800 1111 NSPCC 0808 800 5000 <i>Add Welfare Officer name and no.</i></p> </div> <p style="text-align: center;">A YOUNG PERSON'S GUIDE TO CHILD PROTECTION</p> <p><i>You have rights – Sport should be fun. You should feel safe and enjoy your sport. You can't do this if you feel unhappy – if someone is bullying or abusing you.</i></p> <p style="text-align: center;">When do you know if something is wrong? + if something is wrong?</p> <p>Something is wrong if someone:</p> <ul style="list-style-type: none"> ● Constantly teases you, shouts at you or calls you names ● Threatens, hits, kicks or punches you ● Touches you or does anything that makes you feel uncomfortable ● Makes suggestive remarks or tries to pressurise you into sexual activity ● Damages or steals your belongings ● Does anything that makes you feel lonely, upset, worried, unsafe, hurt or embarrassed. <p>If any of the above happens to you, do not wait for it to happen again, act immediately.</p>

Directions: Copy as many forms as are required, cut along all horizontal and side dividing lines, fold left and right sides and laminate to form a pocket card.

SAFEGUARDING REFERRAL FORM

Your club/organisation's name

--

Your details

First name:	Surname:	Position in club/organisation:

Home address:
POST CODE:

Daytime phone number:	Evening phone number:	Email address:

Young person's details

First name:	Surname:	Parent/legal guardian's name:

Date of birth:	Male or female:

Home address:
POST CODE:

Does the young person have a disability? If so, please give details:

Template 11 – Club/Association Safeguarding Referral Form

ETHNICITY	TICK		TICK
White British		Asian or Asian British – Pakistani	
White Irish		Asian or Asian British – Bangladeshi	
White Other		Asian or Asian British – Other	
Mixed – White and Black Caribbean		Black or Black British – Caribbean	
Mixed – White and Black African		Black or Black British – African	
Mixed – White and Asian		Black or Black British – Other	
Mixed – Other		Chinese	
Asian or Asian British - Indian		Other Ethnic Group	

Details of the accused/adult whose behaviour you have concerns about

First name:	Surname:	Position in sport (e.g. coach, official)

Home address:

POST CODE:

Phone number:	Date of birth:

Are you reporting your concerns or passing on those of somebody else? (please give details)

Please give a brief description of what has prompted these concerns

Please include dates, times, venue etc of any specific incidents

Template 11 – Club/Association Safeguarding Referral Form

Have you spoken to the young person(s)?

If so, please give details of what was said and when

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

If so, please give details of what was said and when

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

Action taken so far

Please continue on a separate sheet if necessary

Template 11 – Club/Association Safeguarding Referral Form

External agencies contacted so far

Organisation	Y/N	If yes, which?	Name & Number	Date & Time	Details of advice rec'd
Hockey Wales					
Police					
Social Services					
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)

Lead Safeguarding Officer

Hockey Wales

Sport National Wales Centre

Sophia Gardens

Cardiff

CF11 9SW

Template 12 – Club/Association Club Membership Form

CLUB MEMBERSHIP FORM

Club Name:	
Membership Secretary name and contact details:	
Website address:	

All prospective members of [INSERT CLUB/ASSOCIATION NAME] are required to complete this registration form and return it with payment prior to selection for the league season.

All details will be kept in a secure database with access restricted to authorised officers only.

20XX/XX Membership: Deadline for payment is [enter date] after which an additional £xxx admin fee will be due.
Please note: from [enter date] non-members will not be allowed to play club matches or attend training.

SECTION ONE: Member Contact Details

Title:	Surname:	First Name(s):
Date of birth:		
Home address:		
POSTCODE:		
Daytime phone number:	Evening phone number:	Email address:

SECTION TWO: Membership type

Member Type	Description	Fee	Please Tick
Senior	Full Senior Membership (Match Fee = £)		
Youth/Student	Full time students and U18s playing Senior Matches (Match Fee = £)		
Junior	Veterans level		
Veterans	Full Membership		
Social	For parents and friends.		

Template 12 – Club/Association Club Membership Form

SECTION THREE: Member Information

Information in this section is optional and will be used for development purposes only

STUDENTS – What school/college or university do you attend?	
NON-STUDENTS – What is your occupation?	
Would you be interested in learning to coach and/or umpire? (Please state)	
Would you be interested in being a team manager or officer? (Please state)	
What skills do you have that could help develop the [INSERT CLUB/ASSOCIATION NAME]? (e.g. web design, accounting, printing)	

SECTION FOUR: Medical Information and Consent

(To be completed by PARENT or LEGAL GUARDIAN if under 18)

In case of emergency and as part of the [INSERT CLUB/ASSOCIATION NAME] responsibility to its membership, ALL members are required to complete this medical information form as accurately as possible. Details will be held securely with access restricted to authorised officers only.

Next of kin:	Relationship:	Mobile phone:
Doctor's name:	Surgery:	Doctor's phone number:
As far as you are aware, are you allergic to any medication? (Please state)		
Are you taking any regular medication? If so, for what reason?		
Do you have any long term illnesses or injuries?		

DECLARATION: I consider [myself/my son/daughter]* to be physically fit and capable of full participation and agree to notify the [INSERT CLUB/ASSOCIATION NAME] of any changes to the medical information provided. Furthermore, in the event that of injury I give my permission (for myself/my son/daughter)* for the team managers/coaches appointed by [INSERT CLUB/ASSOCIATION NAME] to obtain emergency medical treatment.

Signed:	Date:	Relationship:

Template 12 – Club/Association Club Membership Form

SECTION FIVE: Under 18 member consent (to be completed by PARENT or LEGAL GUARDIAN)

It is a requirement of [INSERT CLUB/ASSOCIATION NAME] policy that parental/legal guardian consent is provided for participation, transportation and photography. The [INSERT CLUB/ASSOCIATION NAME] Members Code of Conduct and Safeguarding and Protecting Young People Policy are available in the handbook. Please delete as appropriate where indicated by a * then sign and date at the bottom.

TRANSPORTATION: I consent to my son/daughter* travelling to venues for matches and training, in transport provided by the club, which may include travelling in other players' private cars.

PHOTOGRAPHY: In some environments, particularly adult competition it is impossible to control photography by external parties. However, I am aware that there may be times that photographs and/or footage may be taken during matches and training sessions by approved agents and/or officers of [INSERT CLUB/ASSOCIATION NAME]. Such images shall only be used for publicity/training purposes in accordance with the [INSERT CLUB/ASSOCIATION NAME] Safeguarding and Protecting Young People Policy and Photography Policy and I give consent for my son/daughter to feature in such photos/images. I hereby only grant approved agents the right to use the images resulting from the photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes, e.g. local newspapers, local magazines, other promotional articles (including flyers) and the club's website.

Signed:	Date:	Relationship:

Template 12 – Club/Association Club Membership Form

SECTION SIX: Ethnicity and disability

Information in this section is optional and will be used for development purposes only

Ethnicity of club members

Please tick the box that best describes your ethnicity

	TICK		TICK
White British	<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Asian or Asian British – Other	<input type="checkbox"/>
Mixed – White and Black Caribbean	<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>
Mixed – White and Asian	<input type="checkbox"/>	Black or Black British – Other	<input type="checkbox"/>
Mixed – Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Other Ethnic Group	<input type="checkbox"/>

	TICK		TICK
Deaf	<input type="checkbox"/>	Physical disability	<input type="checkbox"/>
Visually Impaired	<input type="checkbox"/>	Learning disability	<input type="checkbox"/>
Hearing Impaired	<input type="checkbox"/>	Multiple disability	<input type="checkbox"/>

Please add any additional relevant information:

PLEASE RETURN THIS FORM, INCLUDING PAYMENT (CHEQUES PAYABLE TO [INSERT CLUB/ASSOCIATION NAME]) TO THE ***MEMBERSHIP SECRETARY***.

YOUNG PERSON’S GUIDE

What can I expect from the [INSERT CLUB/ASSOCIATION NAME]?

The [INSERT CLUB/ASSOCIATION NAME] will have:

A membership scheme: This will be explained to you when you arrive at the club.

You will receive information on how much this will cost, kit you will require, rules of the club, when training sessions are and match information.

Qualified coaches: The coaches understand and know how to help you play the best hockey you can.

Volunteers: Any adult working within the club will have been on training to ensure they know how to support and look after you.

The club will have a First Aider, Team Managers and a Club Welfare Officer. Make sure you know who these people are and introduce yourself to them.

Rules: The game of hockey has rules, which you will learn as you play. The club has rules, which you will also learn. For example, one rule is that junior members are not allowed to smoke or drink. These rules are there for your safety and are not to be broken.

Opportunities for you to play: There will be teams and squads of boys and girls your own age. You will get to know them and learn how to play hockey with them.

Matches and competitions: There will be a chance for you to train and play in your club team against other clubs.

Anti-bullying Policy: This clearly states how the club will deal with any situations of bullying, either adult to young person or young person to young person.

Safeguarding and Protecting Young People Policies and Procedures: These provide the club with ways of ensuring that you are safe and enjoy your hockey.

Codes of Conduct and Behaviour: These clearly state how members must act towards you and support you. This includes coaches, volunteers, officials and parents.

What does the [INSERT CLUB/ASSOCIATION NAME] expect from me?

Code of Conduct

- They will give clear messages on how they expect you to behave.
- This may be in the form of a Code of Conduct.
- The Code of Conduct will clearly state what is OK and what is not OK. For example:
- Junior members are not permitted to smoke
- Junior members are not permitted to drink alcohol

Club Rules

Enter any relevant club rules here

Don’t keep it to yourself!

You have the right to:

- Have fun when playing hockey
- Be safe when playing hockey
- Enjoy your hockey
- Make friends through hockey
- Be treated with respect by adults and other young people involved in hockey

Are you worried?

- My coach is bullying me
- Another adult at hockey is bullying me
- Another member of my team is bullying me
- One of the coaches or volunteers is threatening me
- An adult is making me do things which I know are wrong
- Someone is touching me and making me feel uncomfortable
- Someone is constantly teasing me, shouting at me or kicking and punching me
- Someone is making suggestive remarks or asking me to do things of a sexual nature
- Someone is acting in a way which makes me feel lonely, upset, unsafe or embarrassed

If the answer is YES - Don’t keep it to yourself – ask for help.

Who can I talk to?

Talk to your Club Welfare Officer.

ADD DETAILS OF CLUB WELFARE
OFFICER – NAME AND CONTACT
NUMBER

It can sometimes be difficult to speak to an adult about how you are feeling.

- You might think that an adult will not understand
THEY WILL LISTEN
- You may think that they will not believe you
THEY WILL BELIEVE YOU
- You may be scared that they will tell other people who you do not want to know
THEY WILL ONLY TELL SOMOENE WHO CAN HELP
- You might think they have not got time to talk to you
THEY WILL ALWAYS MAKE TIME TO TALK

It’s better to talk to someone

- Ignoring your worries or concerns could make them worse
- Talking to someone will begin to tackle your worries and concerns
- You only have to share information that you want to share
- Telling someone will begin to help you

What will happen if I talk to someone?

Your Club Welfare Officer will know what to do and how to help. They will be able to ensure that you are safe and they will believe you.

There are policies and procedures which they will use. These provide information on who to contact, how to contact them and what they can do to help.

Confidentiality

The Club Welfare Officer cannot promise to keep the information you share a secret. However, they do have to keep it CONFIDENTIAL. This means that they will have to tell only the person/people who can help. When you are talking to the Club Welfare Officer, ask them to explain who they need to speak to and why.

They may refer you to one of the following:

Hockey Wales Safeguarding Officer

They will know what to do if the behaviour of adult(s) towards you is upsetting you. Talking to this person will begin to help the situation and ensure you can play hockey in a happy and safe environment.

Template 13 – Club/Association Young Person’s Guide

Social Services or the Police in an emergency

Social Services or the police will be called if the Welfare Officer thinks you may come to more harm or are in danger. This is to help you and ensure you are safe.

Remember, your Safeguarding Officer is:

Name:

Phone Number:

Email: Address:

Alternative sources of help, advice and support

NSPCC	0808 800 5000	www.thereforeme.com	Support and advice for 12–16 year olds
Childline	0800 1111	www.childline.org.uk	Free helpline for children and young people
Kidscape	0207 730 3300	www.kidscape.org.uk	Support on bullying

PARENT/LEGAL GUARDIAN GUIDE

These guidelines provide you with key information when selecting an opportunity for your child in hockey. They provide you with ideas of questions to ask, and ensure that both you and your child understand the way the [INSERT CLUB/ASSOCIATION NAME] works, and your roles and responsibilities.

What can we expect from the [INSERT CLUB/ASSOCIATION NAME]?

- A friendly welcome, an opportunity to meet new friends and to participate and watch hockey
- Opportunities for your child to have fun and develop their skills as much as they want to
- A safe environment
- Qualified coaches and responsible volunteers
- Relationships based on trust, honesty and respect where your child is valued and listened to
- Your child's welfare and safety is paramount
- Members will recognise your child's rights, whatever their age, gender, culture, ability, language, religious belief, racial origin, and/or sexual identity
- Opportunities for you to get involved
- Safeguarding and Protecting Young People Policy and Complaints Policy are available for you on request
- Clear lines of communication with you about your child, fixtures, training and events
- Appropriately trained to work with young people

What does the [INSERT CLUB/ASSOCIATION NAME] expect from my child?

There is a guide for young people which details expectations which include:

- Fair play
- Listening to the coaches
- Adherence to the young people's code of conduct and behaviour
- Adherence to the rules of the game and rules of [INSERT CLUB/ASSOCIATION NAME]

What does the [INSERT CLUB/ASSOCIATION NAME] expect from me?

They may expect you to....

- Stay with your child when they are at the venue
- Ensure that your child is dropped off and picked up promptly from the venue
- Contact the organisers if you are running late to collect your child
- Adhere to the rules of [INSERT CLUB/ASSOCIATION NAME]
- Adhere to the codes of conduct, in particular the Parents' Code of Conduct
- Accept the guidance that coaches provide and umpire's decisions within matches
- Use appropriate language at all times
- Stay off the pitch during training and matches
- Never force your child to participate
- Provide emergency contact details and any relevant information about your child including medical history.

The [INSERT CLUB/ASSOCIATION NAME] would like you to:

- Become involved as much as possible
- Support the coaches by ensuring your child enjoys their hockey and plays within the rules of the game
- Encourage fair play
- Encourage your child to recognise good performance, not just results

Always check

- The qualifications and experience of the coaches
- That the ratio of adults to young people complies with Hockey Wales guidance
- How young people are looked after if they are not playing
- That there are clear codes of conduct stating expected behaviour of members, players and coaches
- What happens if there is an accident?
- Is there a Safeguarding and Protecting Young People Policy in place?
- How are issues managed, e.g. bullying?
- The policy on recruitment and Criminal Records Bureau (CRB) checking adults working in 'regulated activity' with young people
- Who should my child or I speak to if we have a concern?

Questions to seek clarification

- My child has never played hockey before; can they come along and try out a couple of sessions?
- When is training?
- When are the matches?
- What kit do we need to buy?
- Are the coaches qualified?
- Are the adults helping with the teams checked and trained?
- Does my child have to share changing facilities with adult players?
- Do the club have social events?
- How much does it cost to be a member of the club?
- How are away matches organised?
- Is there a first aider on site?
- Is the club affiliated to Hockey Wales?
- Does the club hold accreditation e.g. WHAC 1 STICK?

Communication

The [INSERT CLUB/ASSOCIATION NAME] will need to ensure they can contact you if required, so they should ask you for your contact details.

Please ensure that you build a relationship with the coach and support the [INSERT CLUB/ASSOCIATION NAME] by completing all paperwork required.

Communication is two-way. If you have any questions or concerns about your child's participation in hockey, please talk to his/her coach or organisation official.

What do I do if I am concerned about my child's safety, wellbeing or behaviour?

- Each club has a Club Welfare Officer. Ask to speak with them and explain your concerns
- All concerns will be taken seriously and investigated
- All concerns will be treated in the strictest confidence, with only the people who can help the situation becoming involved if required

See Hockey Wales' guidance on 'Dealing with the concerns of children, young people and parents'.

SAFEGUARDING AND PROTECTING YOUNG PEOPLE ACTION PLAN

[INSERT CLUB/ASSOCIATION NAME]

The Club will ensure that:	Standard met (Y/N)	Date of Completion	How is it monitored and reviewed?	Action
The Club has adopted Hockey Wales' Safeguarding and Protecting Young People in Hockey Policies				
The Club has recruited a Club Welfare Officer				
The Club has registered with Hockey Wales Criminal Records Bureau (CRB) checking service				
The Club has identified individuals who are working with young people and who require a CRB check and has a plan in place for these to be checked through Hockey Wales				
The Club has sent relevant people on a scUK "Safeguarding and Protecting Young People in Sport Workshop"				

Template 15 – Club/Association Safeguarding and Protecting Young People Action Plan

The Club agrees to seek appropriate consents from players involved in the programme				
All coaches, players, staff and volunteers are aware of how to report a concern				
The policies and procedures are available to parents and young people upon request				

Please use the blank rows to add your own actions

GUIDELINES ON THE USE OF CRIMINAL RECORDS BUREAU (CRB) DISCLOSURES

Introduction

Hockey Wales is committed to creating and maintaining a safe and positive environment for all young people to participate in hockey. It is important that people with a history of relevant and significant offending are prevented from contact with/responsibility for young people and do not have the opportunity to influence policies or practice in relation to them.

The use of Criminal Records Bureau (CRB) checks can assist with safeguarding young people in hockey at the point of recruitment. CRB checks can also be used retrospectively, where necessary, to assist with ensuring a safe and positive environment in hockey. Use of CRB checks will therefore form part of the assessment of a person's suitability to work with young people in hockey.

CRB disclosures are required for all persons working in a 'regulated activity'. A 'regulated activity' refers to:

- Any activity that involves contact with children or vulnerable adults frequently. Examples include coaching, teaching, supervision, advice and transportation.
- Any activity allowing contact with children or vulnerable adults that is in a specified place frequently such as a school or sports club.
- Any activity that involves people in certain defined positions of responsibility.
- Regulated activity is when the activity is frequent (once a month or more) or intensive (takes place on three or more days in a 30-day period).

(For more information on CRB eligibility or regulated activity, please visit www.homeoffice.gov.uk or www.direct.gov.uk)

This policy should be read in conjunction with Hockey Wales' Recruitment and Retention Policy, Hockey Wales' Recruitment Policy for Ex-offenders and Hockey Wales' Policy on Secure Storage, Handling, Use, Retention and Disposal of CRB information.

Enhanced checks

An Enhanced disclosure will contain information about criminal offences including convictions, cautions, reprimands and warnings. It will detail **ALL** previous convictions etc. including those usually regarded as "spent" under the Rehabilitation of Offenders Act 1974 and 'Barring List' decisions.

Obligations

Everyone within [INSERT CLUB/ASSOCIATION NAME] must act in accordance with the general principles in Hockey Wales' Safeguarding and Protecting Young People Policy and the principles set out in this policy for use of CRB checks.

In addition, [INSERT CLUB/ASSOCIATION NAME] adopts and implements a policy on:

Template 16 – Club/Association Policy on the Use of Criminal Records Bureau (CRB) Disclosures

- Use of CRB checks in accordance with the general principles in Hockey Wales' Safeguarding and Protecting Young People Policy, and in accordance with this Policy on the Use of CRB checks and supporting good practice guidance
- Hockey Wales' Policy on the recruitment of ex-offenders
- Hockey Wales' Policy on the secure storage, handling, use, retention and disposal of CRB information

How Hockey Wales can help

Hockey Wales is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

Hockey Wales is an Umbrella Body for CRB checks. This means that Hockey Wales will facilitate CRB checks for all affiliated clubs and associations through the Hockey Wales' CRB Service. Hockey Wales will provide advice to clubs where the CRB check reveals disclosed information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

Hockey Wales is also committed to ensuring that concerns relating to the use of CRB checks in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, Hockey Wales has developed procedures for reporting concerns. Hockey Wales may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

Hockey Wales may instigate proceedings under its Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations where affiliated clubs and associations fail to adopt, implement or act in accordance with relevant policies. Hockey Wales may also require an individual against whom an investigation is proceeding under the Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, to undergo a CRB check as part of the investigation.

Principles

- [INSERT CLUB/ASSOCIATION NAME] have an understanding of the use of CRB Checks in hockey and its relation to good practice in recruitment and retention of staff and volunteers, and know what Hockey Wales' policy is on CRB checks.
- In accordance with Hockey Wales' policy on recruitment, selection and retention of persons with access to young people, when recruiting to a position involving access to young people an Enhanced CRB check must be undertaken through Hockey Wales' CRB Service. [INSERT CLUB/ASSOCIATION NAME] will refer to the good practice guidance on recruitment for roles requiring a CRB check.
- In line with CRB policy and sports industry standard practice, [INSERT CLUB/ASSOCIATION NAME] will not recognise CRB Checks obtained through organisations other than Hockey Wales.

Template 16 – Club/Association Policy on the Use of Criminal Records Bureau (CRB) Disclosures

- [INSERT CLUB/ASSOCIATION NAME] will comply with the CRB Code of Practice. Hockey Wales will assist clubs in compliance through relevant documentation and good practice guidance. Copies of the CRB Code of Practice will be made available to clubs and associations.
- For a position where a CRB check will be required, all application forms, job adverts and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- Given the potentially sensitive nature of information contained on CRB checks, all those involved in the process must maintain confidentiality in accordance with the CRB Code of Practice. Breach of this condition may result in disciplinary action being taken in accordance with Hockey Wales' Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.
- Should a CRB disclosure reveal any history of offending, Hockey Wales will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. Hockey Wales will advise the individual and the club or organisation of the outcome of this assessment process. This advice **MUST BE** followed.
- Hockey Wales will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information will be trained to identify and assess the relevance and circumstances of offences. They should also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- **Having a criminal record will not necessarily bar an individual from working or volunteering in hockey.** This will depend on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:
 - Whether the information received is relevant to the position they are applying for in relation to working with young people
 - The seriousness of any offence or other matter
 - The age of the person at the time of the offence
 - The age of the victim involved and whether the offence was violent or sexual in nature
 - The length of time since the offence or other matter occurred
 - Whether the applicant has a pattern of offending behaviour or other relevant matters
 - Whether the offences involved a breach of trust
 - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - The circumstances surrounding the offence and the explanations offered

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

- Hockey Wales 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 CRB information regarding significant and relevant offending or other matters, Hockey Wales may initiate proceedings under its Safeguarding Young People Complaints and Disciplinary Regulations.

Template 16 – Club/Association Policy on the Use of Criminal Records Bureau (CRB) Disclosures

- Any information provided to Hockey Wales by the CRB will be accepted as correct. Any dispute regarding information contained on a CRB check should be referred by the individual directly to the CRB.

Further information on the CRB and their services can be obtained from the CRB website at www.homeoffice.gov.uk

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