

CLUB LIFE

Empower, Engage, Sustain

Making Hockey Safe – An overview guide for Clubs

It is essential that your hockey club is a safe place for young people to enjoy playing the sport. It is the responsibility of everyone to ensure that hockey activities are safe and fun.

Policies and procedures

You can find all the Hockey Wales Policies and procedures to make your club a safe place to be in at <http://hockeywales.org.uk/about/safeguarding>

All clubs should have the following policies and procedures in place:

- Child Protection Policy
This should include:
 - When and how to report a concern, allegation, disclosure about poor practise or possible abuse
 - Who to contact should a child welfare incident or concern arise
 - Guidelines – Transportation. Changing, tours, events, Social Media

Always remember it is NOT the responsibility of your club to decide if a child is being abused but it is your responsibility to ACT on any concerns you may have.

Clubs should also have and refer to **Code of conduct/Behaviour**

Codes of Conduct/behaviour should be in place for coaches, volunteers, spectators, parents/carers and participants. These should be promoted to and adopted by everyone concerned.

Health and Safety

- This should include details of:
- Risk assessments procedures
- Participant consent forms – emergency details, medical history, photography consent
- How to respond to an incident or accident
- Point of contact



For more information, visit:

www.hockeywales.org.uk/play/club-life



Equity Policy/Statement

This should reflect that the rights, dignity and worth of everyone should be treated equally within the context of their sport. This should be reflected within the clubs constitution.

Recruitment

All sports coaches, leaders, officials, volunteers and paid staff who have direct contact with children and young people must be appropriately screened to establish suitability to work with this age group this must include:

- ✓ Successful completion of a DBS check <http://hockeywales.org.uk/about/safeguarding>
- ✓ A minimum of 2 references taken up and followed up
- ✓ Qualifications are checked

Changing Rooms

Whenever children and young people are using changing rooms, they should be supervised at all times by two members of staff. Adults should never change or shower at the same time using the same facilities. Always separate genders. If a child feels uncomfortable changing or showering in public no pressure should be placed on them to do so, instead they should be encouraged to shower or change at home.

If disabled children use the club, make sure they and their carers are involved in deciding how they should be assisted.

Away Fixtures

The club still maintains the duty of care for their young people whilst at Away fixtures. Those taking the teams away should fully understand the policies and procedures and ensure guidelines are in place in relation to communication with parents, transportation, supervision and staffing.

Transportation

When using transport the following should be considered:

- Use a reputable transport company and make sure all the drivers have been appropriately screened
- Provide sufficient supervision (Team manager/CWO)



For more information, visit:

www.hockeywales.org.uk/play/club-life



Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in training and competition. If all alternatives have been exhausted and an adult has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- The driver like all coaches/volunteers who have unsupervised access to children in your organisation should have agreed to a vetting check, where eligible, being carried out on them.
- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- The driver should attempt to have more than one child in the car.

For more information on transporting see this link:

<https://thecpsu.org.uk/resource-library/2013/guidelines-on-transporting-a-child-or-young-person-in-your-car/>

Photography and Videoing

All photography and videoing needs to comply with the clubs child protection policy. Everyone should be vigilant around this as there is evidence that certain individuals are known to visit sports events to take inappropriate footage.

Everyone within the club should be comfortable to approach anyone to ask who they are if they are unknown to the club.

<https://thecpsu.org.uk/resource-library/2013/guidance-on-photographing-and-videoing-children-in-sport/>

Social Media

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and adult pornography. You must ensure that your policies and procedures are safeguarding against this. Use the CPSU Briefing to guide you through what to do:

<http://www.sportandrecreation.org.uk/sites/sportandrecreation.org.uk/files/NSPCC%20-%20Social%20Media%20strategies%20for%20sport.pdf>



For more information, visit:

www.hockeywales.org.uk/play/club-life



Club Welfare Officers

All clubs that cater for you young people must have a Club Welfare Officer in place. They are responsible for the implementation of the child protection policy and should have a specific role description in place. They must also attend training to support them in this role and have full support from the club committee.

Who can I contact if I have any questions or concerns?

The club welfare officer is the first point of contact within your club alternatively you can contact Hockey Wales Lead officer for Safeguarding via e-mail safeguarding@hockeywales.org.uk or via mobile 07974 783753

If you need any help with ensuring your club are safe please get in touch as we can help develop polices procedures and embed this throughout your club.

Useful contacts

- NSPCC www.nspcc.org.uk
- Child protection helpline 0808 800 5000
- Childline: 0800 1111

If you think any child is at serious harm or risk contact the police straight away.



For more information, visit:

www.hockeywales.org.uk/play/club-life

