



SAFEGUARDING AND PROTECTING YOUNG PEOPLE IN HOCKEY

Abingdon Hockey Club adopts England Hockey's Safeguarding and Protecting Young People in Hockey Policy and works in accordance with the following policy.

Introduction

Abingdon Hockey Club is committed to creating and maintaining a safe and positive environment for all young people involved in hockey. We accept our responsibility to help safeguard the welfare of all young people and protect them from poor practice, abuse and bullying.

Every individual and organisation within the Hockey Family has a role and responsibility to help ensure the safety and welfare of young people. The Hockey Family is defined below.

Abingdon Hockey Club, as a provider of opportunities for young people in hockey, accept that the club is required to fulfil its 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.

Definitions

- **Hockey Family:** all individuals, clubs, associations and other organisations involved in any capacity in the game of hockey, and whether or not members of England Hockey. For the avoidance of doubt, this includes all players and anyone working within hockey (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, umpires, referees and other officials.
- **Young People:** anyone under the age of 18.

Obligations under this policy

Everyone within Abingdon Hockey Club 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 any supporting good practice documents:
 - 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.

Copies of these should be available to all members via the club website (currently www.abingdonhockey.org.uk) or on request from the Club Welfare Officer.



Affiliation to England Hockey will evidence agreement of these obligations by the club, and membership of Abingdon Hockey Club will evidence agreement by the Hockey Family.

Everyone within Abingdon Hockey Club must also:

- abide by England Hockey's Code of Ethics, which specifies conduct in relation to the safeguarding of young people within hockey, among other issues, and
- follow England Hockey 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).

England Hockey's role:

As the national governing body, England Hockey will publicise and promote within hockey its Safeguarding Young People Policy, Procedures and Good Practice Guidance. It will also support its affiliated clubs and associations in adopting and implementing their own policies by producing template policies and procedures and through access to appropriate training and education opportunities.

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

England Hockey recognises the roles and responsibilities of the statutory agencies in safeguarding young people and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed. England Hockey is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs)¹. Accordingly, England Hockey will work co-operatively with the relevant statutory agencies on matters relating to safeguarding young people and where England Hockey receives report of a concern, it will refer the matter to the relevant statutory agency where appropriate.

¹ 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.



England Hockey 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. England Hockey will take action against any person or organisation within its jurisdiction whose conduct is found to have harmed a young person in hockey or whose conduct (within or outside hockey) poses or may pose a risk of harm to young people in hockey. England Hockey may also refer matters back to a club for resolution at club level where appropriate.

Abingdon Hockey Club will follow England Hockey's 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.
- 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.
- Abingdon Hockey Club wishes to promote a telling culture. Everyone within hockey must therefore report all concerns in accordance with England Hockey's reporting procedures. These can be found on the England Hockey website (www.englishockey.co.uk/safe), and advice can be sought from the Club Welfare Officer in the case of doubt.
- 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.
- Abingdon Hockey Club is committed to encouraging, and everyone within hockey must recognise and regard as essential, the effective and safe recruitment of all individuals working with young people in hockey.
- All those working in hockey, in a paid or voluntary capacity, must abide by England Hockey's 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
- The Rehabilitation of Offenders Act 1974
- Criminal Justice and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Human Rights Act 1998
- The Data Protection Act 1998
- "Caring for the young and vulnerable" Home Office guidance for preventing the abuse of trust 1999
- "What to do if you are Worried a Child is being Abused" DOH 2006
- "Working Together to Safeguard Children" 2006, HM Government
- The Safeguarding Vulnerable Groups Act 2006



POLICY ON ANTI-BULLYING

Abingdon Hockey Club adopts England Hockey's Anti-bullying Policy and works in accordance with the following statement.

Introduction

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

Obligations

Everyone within Abingdon Hockey Club must act in accordance with the general principles in England Hockey's Safeguarding and Protecting Young People Policy and the principles set out in this anti-bullying policy.

How England Hockey will help

England Hockey 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.

England Hockey 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, England Hockey has developed procedures for reporting concerns. England Hockey may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

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 Abingdon Hockey Club should have an understanding of what bullying is and of England Hockey's 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
- Abingdon Hockey Club 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 England Hockey Reporting Procedures. A local point of contact is the Club Welfare Officer.
- Any incident or concern of bullying must be acted upon swiftly.



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

Abingdon Hockey Club adopts England Hockey's policy for the taking and use of Photographic and Recorded Images of Young People and works in accordance with the following statement.

Introduction

Abingdon Hockey Club 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, Abingdon Hockey Club 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 Abingdon Hockey Club must act in accordance with the general principles in England Hockey's 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, Abingdon Hockey Club 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 England Hockey's Safeguarding and Protecting Young People Policy, and in accordance with this particular policy and principles together with the supporting good practice guidance.



How England Hockey will help

England Hockey 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.

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

Principles

- Everyone within Abingdon Hockey Club should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and what England Hockey's 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. (This consent is generally obtained by the signature of the young person's parent/guardian on their membership form. Where a parent/guardian has concerns about this, please discuss them with the Club Welfare Officer.)
- 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.

It should be noted that in many hockey environments, including the Tilsley Park pitches (since they are open to the public), it is impossible to control photography by external parties. However, suspicious behaviour can be challenged and/or reported.



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

Introduction

England Hockey 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 England Hockey's Recruitment and Retention Policy, England Hockey's Recruitment Policy for Ex-offenders and England Hockey's 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 Abingdon Hockey Club must act in accordance with the general principles in England Hockey's general Safeguarding and Protecting Young People Policy and the principles set out in this policy for use of CRB checks.

In addition, Abingdon Hockey Club adopts and implements the following policies:

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



How England Hockey can help

England Hockey 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.

England Hockey is an Umbrella Body for CRB checks. This means that England Hockey will facilitate CRB checks for all affiliated clubs and associations through the England Hockey CRB Service. England Hockey 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.

England Hockey 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, England Hockey has developed procedures for reporting concerns. England Hockey may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

England Hockey 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. England Hockey 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

- Abingdon Hockey Club 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 England Hockey's policy is on CRB checks.
- In accordance with England Hockey's 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 England Hockey's CRB Service. Abingdon Hockey Club 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, Abingdon Hockey Club will not recognise CRB Checks obtained through organisations other than England Hockey.



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- Abingdon Hockey Club will comply with the CRB Code of Practice. England Hockey 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 England Hockey's Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.
 - Should a CRB disclosure reveal any history of offending, England Hockey (not Abingdon Hockey Club) 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. England Hockey will advise the individual and the club or organisation of the outcome of this assessment process. This advice **MUST BE** followed.
 - England Hockey 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, and
 - 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.

- England Hockey 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, England Hockey may initiate proceedings under its Safeguarding Young People Complaints and Disciplinary Regulations.
- Any information provided to England Hockey 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:

www.crb.gov.uk



STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

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It is a requirement of the Criminal Record Bureau's Code of Practice that Abingdon Hockey Club, as a registered user of the England Hockey Umbrella Body Disclosure Service must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges Abingdon Hockey Club 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 England Hockey Umbrella Body Disclosure Service to help assess applicants' suitability for positions of trust, Abingdon Hockey Club 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. Abingdon Hockey Club 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. Abingdon Hockey Club 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 Abingdon Hockey Club to ask questions about your entire 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 England Hockey staff.



9. Applicants asked to be the subject of a CRB Disclosure will be made aware by England Hockey of the existence of the CRB Code of Practice and can receive a copy on request, or via the website www.disclosure.gov.uk
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 or volunteering for Abingdon Hockey Club. This will depend on the nature of the position and the circumstances and background of your offences.