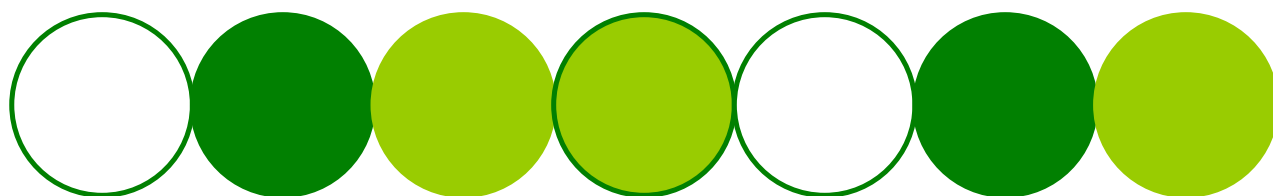


ENGLAND HOCKEY DEVELOPMENT

CHILD WELFARE PACK

POLICY, GUIDELINES, IMPLEMENTATION &
TEMPLATES FOR HOCKEY IN ENGLAND



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SECTION A

CHILD PROTECTION POLICY STATEMENT

England Hockey believes:

- That safety and welfare of children should always be of paramount importance, whatever circumstances.
- A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
- The rights, dignity and worth of a child should always be respected.
- That everyone with a role in working with children has a moral and legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- That special care is needed in dealing with children whose age, inexperience or ability makes them particularly vulnerable to abuse.

England Hockey:

- Has therefore adopted this Child Protection Policy to ensure that the welfare and safety of children in England Hockey's care or custody is always the primary consideration.
- Is committed to providing an environment where children can learn about, participate in and enjoy hockey free from harassment or abuse.
- Is committed to the delivery of a National Child Welfare Implementation plan that will enable the whole hockey environment to;
 - Accept moral and legal responsibility to implement procedures, to provide a duty of care for young people, safeguard their well being and protect them from abuse.
 - Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.
 - Respect and promote the rights, wishes and feelings of young people and disabled adults.
 - Recruit, train and supervise employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations.
 - Require staff and volunteers to adopt and abide by the England Hockey Conduct, Equity, Health & Safety, Child Protection & Discipline Policies.

Who this policy applies to:

The Children Act 1989 states that anyone who is involved in the care of children should "do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare".

The England Hockey Child Protection Policy applies to any person or organisation involved in the care of children in hockey. A 'Child' is defined as any person under the age of 18 years AND anyone over 18 years who may be vulnerable by nature of any impairment or disability.

SECTION B

CHILD WELFARE DEFINITIONS

The difference between Poor Practice & Abuse

Poor Practice

Poor practice includes any behaviour that contravenes England Hockey Policy on Ethics, Conduct and Discipline as constituted around the following:

- Rights – for example of the player, the parent, the coach, the official etc.
- Responsibilities – for example responsibility for the welfare of the players, the sport, the profession of coaching/umpiring, their own development.
- Respect – for example of other players, officials and their decisions, coaches, the rules.

Abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children. It is generally accepted that there are four main forms of abuse. The following definitions are taken from Sportscheck (NSPCC, July 2002)

- **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or a carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after. This situation is commonly described as factitious illness, fabricated or induced illness in children or ‘Munchausen Syndrome by proxy’ after the person who first identified the situation.

A person might do this because they enjoy or need the attention they get through having a sick child

Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.

- **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making a child feel or believe that they are worthless or uninvolved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of a child.

Some levels of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexual inappropriate ways.

Boys and Girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

- **Neglect**

Neglect is the persistent failure to meet a child's basic and/or physiological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets the appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

Recent inter-agency guidance draws attention to other sources of stress for children and families, such as social exclusion, domestic violence, the mental illness of a parent or a carer, or drug or alcohol misuse. All of these areas may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that any one of these areas adversely affects a child's well being, the same procedure should be followed.

SECTION C

CHILD WELFARE PROCEDURES

Recognising Child Abuse

Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place or a child is at significant risk. You do, however, have a responsibility to act if you have a concern

The following information is not designed to turn you into an expert, but it will help you to be more alert to the signs of possible abuse.

1. Physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins.

Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. on the cheeks or on the thighs. A delay in seeking medical treatment, when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

The Physical signs of abuse may include:

- Unexplained Bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette Burns
- Bite Marks
- Broken Bones
- Scalds

Changes in behaviour which could also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn Behaviour
- Running away from home

Examples of physical abuse in sport could include when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; where drugs are used to enhance performance or delay puberty.

2. Emotional Abuse

Emotional abuse can be difficult to measure, and often children who appear to be well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention for their parents or carers. Emotional abuse can also take the form of children not being allowed to play/mix with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from the parents' care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm
- Fear of parent being approached regarding their behaviour

Examples of emotional abuse in sport could include constant criticism, name-calling, and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

3. Sexual Abuse

Adults who use children to meet their own sexual needs abuse both boys and girls of all ages, including infants and toddlers.

Usually, in cases of sexual abuse it is the child's behaviour, which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexpected changes in behaviour, e.g. becoming aggressive or withdrawn
- Fear with being left with a specific person or group of people
- Having Nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

In sport, coaching techniques that involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

4. Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or 'smelly'
- Loss of weight, or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour which may also indicate neglect may include:

- **Complaining of being tired all the time**
- **Not requesting medical assistance and/or failing to attend appointments**
- **Having few friends**
- **Mentioning their being left alone or unsupervised**

The above list is not meant to be definitive but as a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring.

There may well be other reasons for changes in behaviour, such as death or the birth of a new baby in their family, relationship problems with their parents/carers, etc.

Neglect in sport could include a teacher or coach not ensuring that children are safe, exposing them to undue cold or heat or to unnecessary risk of injury.

2. Responding to Poor Practice and Abuse

Responding to a child

If a child says or indicates that he or she is being abused, or information is obtained that gives concern that a child is being abused, the person receiving this information should:

- Take what the child says seriously
- React calmly so as not to frighten the child.
- Tell the child that he / she is not to blame and were right to tell
- Reassure the child but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Make a full record of what has been said, heard and/or seen as soon as possible.
- Ask the child if immediate protection is needed.

Responding to suspicions or allegations

- If anyone has concerns that abuse may have taken place, these should be directed to the Club Welfare Officer, who shall report it to the EH Child

Welfare Officer who will report to Social Services, the Police or the NSPCC and provide further guidance.

- A full record of what has been said, heard and / or seen including dates and times should be completed and forwarded to the Club Welfare Officer.
- **In urgent cases when the Club Welfare Officer is not available the EH Child Welfare Officer and/or local Social Services or the Police should be contacted.**
- Social Services will always be happy to discuss, even hypothetically, any concerns a person may have about child protection matters and advise on whether it is necessary to make an official referral.

Allegation against a person working within hockey (volunteer and professional)

- It is important that anyone dealing with children should be aware that not all child abuse occurs within the extended family setting.
- It is essential that all responsible adults must be vigilant and aware that any inappropriate actions may lead to putting themselves at risk.
- All responsible adults should be aware that any allegations made against them will be taken seriously and will be investigated according to the steps outlined in the EH Child Welfare Pack.
- An individual against whom allegations / suspicions have been raised will be treated fairly and with respect, and is presumed to be innocent until judged to be otherwise.
- All allegations, suspicion, comment or complaint will be treated in the utmost confidence – this applies equally to the child, the person making the allegation or the person against whom the allegation is made.
- Should any club / county or regional association be informed that an allegation of abuse has been made against an adult within their organisation the EH Child Welfare Officer must be notified immediately.
- Should any person find themselves accused of any form of abuse they should contact the EH Child Welfare Officer for advice.

FORMS & TEMPLATES

Forms CWP01 & CWP02 show the reporting procedures diagrammatically
Template CWP12 Incident report form
Template CWP13 External Body Incident Report Form

Should any person involved with hockey suspect that a colleague is abusing a child this should be reported immediately to a senior member of the organisation involved and Social Services, the Police or the NSPCC.

SECTION D CHILD PROTECTION IMPLEMENTATION

The England Hockey Child Protection implementation plan highlights the action that needs to be taken, by whom, how and when in order to implement the England Hockey Child Welfare Plan.

The purpose for the implementation plan is to:

- Disseminate the messages of the England Hockey Child Welfare Pack so that they reach and influence all organisations and individuals within the hockey environment.
- Operate sound recruitment procedures for paid and voluntary staff in hockey.
- Identify and enable the appropriate child protection training for staff and volunteers.
- Remain updated with legislation related to child welfare.
- Monitor and update the implementation plan annually.
- Measure the impact of the Pack on an annual basis.

Dissemination of England Hockey Child Welfare Pack				
What	Who	How	When	Comments
Develop and publish EH CW Pack (A user friendly set of resources to provide information and guidance)	EH NDM	Work Programme	Oct 2003	
Disseminate EH CW Pack	<ul style="list-style-type: none"> • Clubs • Coaches • Officials • Parents • Young People • Disabled Adults • Staff – National & Regional 	<ul style="list-style-type: none"> • Via adult & junior clubs • Registered coaches • Direct mail • Education – inclusion in ALL EH courses • Online and E-mail pdf versions • Through partner programmes e.g. Active Sports 	Jan 2004	Appropriate sections of the pack sent to each target group.

Creating a Positive Profile for Child Welfare in Hockey				
What	Who	How	When	Comments
<p>Set up a public launch of Child Welfare Pack</p> <p>Full Press Pack support</p>	<ul style="list-style-type: none"> • The Board • Regions • Counties • Clubs • The hockey public • Young People • Parents • Partner Orgs. 	<p>National Youth Day 2004</p> <p>Cross section of hockey in attendance and presenting.</p>	April 2004	NDM to plan and coordinate the launch in conjunction with the EH FIH Youth Representative.

		Articles/features within hockey publications & online sites.		
		Website		

Establishing a Child Welfare Management Group and a Child Welfare Officer				
What	Who	How	When	Comments
Establish CW group with terms of reference and powers. Address any denial within the sport.	<ul style="list-style-type: none"> The Board Relevant other staff Co-opted members CPSU 	Formalise the group with terms of reference ensuring <i>special powers</i> . Identify training needs.	March 2004 (Professional staff have been identified and appointed)	Establish resource plan/budget.
Appoint Child Welfare Officer to manage the implementation process.		Ensure <i>real work</i> programme time is allocated to support this role. Identify training needs.	Completed	EH CWO Mike Joyce (EH NDM)

Handling Allegations				
What	Who	How	When	Comments
Ensure that communication channels for complaints and allegations are clear.	<ul style="list-style-type: none"> NDM 	Promoted through EH CW Pack	January 2004	
Ensure confidentiality is maintained in matters of child protection.	<ul style="list-style-type: none"> All staff 	Clear guidelines, locked facility with limited access.	Completed	Disclosure/CP Employment docs etc kept in locked / limited access. Only NDM & CW officers have access.
Provide appropriate support for the victim and the accused.	<ul style="list-style-type: none"> ChildLine NSPCC Police Social services CW group NDM 	CWO listens, offers helpline numbers, advise of procedures and provide ongoing communication regarding the case to both victim and the accused.		Enquiries must be dealt with speedily and confidentially – maintain an ethical climate. Creating an open and supportive environment.
Develop a strategy for managing the media.	<ul style="list-style-type: none"> NDM CW group All staff 	Develop standard answers to frequently asked media questions.		Maintain a positive environment – clear lines of communication.
Reviewing the annual action plan.	<ul style="list-style-type: none"> NDM CP panel CPO 	Implement forms and procedures eg ongoing review annual review.		Identify what action needs to be taken now.

Awareness training				
What	Who	How	When	Comments
Develop hockey specific CW training	<ul style="list-style-type: none"> • NDM • Partners 	Leicestershire Pilot	Completed	ScUK courses effectiveness fro hockey to be reviewed. Cost & content a restriction to access. EH course to be specific and effective.
Provide CW awareness & procedural training for ALL staff	<ul style="list-style-type: none"> • NDM's 	<ul style="list-style-type: none"> • Procedural training. • CWO to promote dates of scUK & EH Good Practice and Child Protection Workshops. 	On going	Ensure CW information is built in as standard to all new staff.
Ensure CW Pack is included in the Staff manual	<ul style="list-style-type: none"> • NDM's 	Include.	January 2003	
Ensure the CW Pack is included in the EH articles				

Recruitment and Licensing				
What	Who	How	When	Comments
Prevent unsuitable people from working with children in hockey.	<ul style="list-style-type: none"> • NDM's • CP group 	Implement sound recruitment procedures eg self-declaration forms, checks etc.	Implementation on going – procedures complete	Keep (and pass on as appropriate) details of anyone about whom there is a concern.
Implement Coach Licensing Scheme	<ul style="list-style-type: none"> • NDM's 		TBC	Needed to ensure EH power to remove.
Implement Code of Ethics and Conduct for coaches, players, officials etc.		Set up systems to implement signed codes of ethics. Follow up any concerns.		

Review Constitutional and Disciplinary Issues				
What	Who	How	When	Comments
Ensure all organisation's processes and programmes take account of child welfare issues (eg	<ul style="list-style-type: none"> • NDM 	Legal check of wording within constitution and disciplinary procedures.	Completed	

constitution and disciplinary procedures).				
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Monitoring and Evaluation				
What	Who	How	When	Comments
Develop systems to monitor the effectiveness of the Pack in reducing the incidences of abuse in hockey.	<ul style="list-style-type: none"> • NDM • Sport England • NSPCC 	Recording incidents. Measure awareness – questionnaires, interviews, audit, focus groups, road shows. Partnership working.		Identify how effective action plan has been.

SECTION E

RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS

Introduction

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and disabled adults. The same procedures should be adopted whether staff are paid or unpaid, full or part-time.

Pre-recruitment Checks

The following pre-recruitment checks should always be carried out:

- **Advertising**

If any form of advertising is used to recruit staff, it should reflect the:

- *aims of the Organisation and where appropriate, the particular programme involved*
- *responsibilities of the role*
- *level of experience or qualifications required (eg experience of working with children is an advantage)*
- *the Organisation's open and positive stance on child protection.*

- **Pre-Application Information**

Pre-application information sent to interested or potential applicants should contain:

- *a job description including roles and responsibilities*
- *a person specification (eg stating qualifications or experience required)*
- *an application form.*

- **Applications**

All applicants whether for paid or voluntary, full or part-time positions should complete an application and self declaration form which should elicit the following information:

- *Name, address and National Insurance Number (to confirm identity and right to work).*
- *Relevant experience, qualifications and training undertaken.*
- *Listing of past career or involvement in sport (to confirm experience and identify any gaps).*
- *Any criminal record.*
- *Whether the applicants are known to any social services department as being an actual or potential risk to children or young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.*
- *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 children and young people (previous employer).*
- *Any former involvement with the sport.*
- *The applicant's consent to criminal record checks being undertaken if necessary.*
- *The applicant's consent to abide by the Organisation's Code of Ethics and Conduct appropriate to the position sought (eg coach, official etc).*

The forms should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible exclusion from the Organisation. Sample forms are provided by EH.

Checks and References

- The Criminal Records Bureau (CRB) provides criminal record checks for volunteers, free of charge to employers or voluntary organisations. These are strongly recommended. Affiliated clubs and associations may apply to England Hockey to become a registered body and access the HEL CRB service.
- A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.
- A self-disclosure form should be adopted as part of the Organisation's Coaches/Helpers Register (registers need to be extended to all those with substantial access to children).

Interview and Induction

- It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol and recommendations.¹
- All staff, paid or voluntary, will undergo a formal or informal induction in which:
 - their qualifications as a coach/official are substantiated
 - they complete a profile to identify training needs/aspirations
 - they **sign** up to the Organisation's Code of Ethics and Conduct
 - the expectations, roles and responsibilities of the job are clarified (eg through a formal or informal work programme or goal-setting exercise)
- Child protection procedures are explained and training needs established.

Training

- Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.
- It is recommended that all staff working with children must be up to date, or receive training in the following areas:
- Child protection awareness (eg **scUK** workshop on *Good Practice and Child Protection / NSPCC Educare Programme*).
- First aid (eg **scUK/BRC Emergency First Aid for Sport**, St John or St Andrew's Ambulance First Aid qualifications).
- How to work effectively with children (eg **scUK** workshops on *Working with Children, Coaching Children and Young People, Responsible Sports Coach*)
- Child-centred coaching styles (eg **scUK** workshop *Coaching Methods and Communication*).

Monitoring and Appraisal

- At regular intervals (or following a programme), all staff or volunteers should be given the opportunity to receive formal (eg through an appraisal) or informal feedback, to identify training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

Complaints Procedures

- The Organisation's complaints and appeals procedures should be used to deal with any formal complaints and/or appeals. Organisations should ensure that parents and young people are aware of the existence of these procedures.

SECTION F

CODE OF CONDUCT & GOOD PRACTICE

The England Hockey Child Protection implementation plan highlights the action that needs to be taken, by whom, how and when in order to implement the England Hockey Child Welfare Plan.

I. GENERAL GOOD PRACTICE IN THE CARE OF CHILDREN

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

- Always be publicly open when working with children. Ensure that whenever possible there is more than one adult present during activities with children and 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 child, and if possible the parents / carers. Be aware that any physical contact with a child or young person may be misinterpreted.
- Where possible, parents should be responsible for their own child in the changing rooms.
- Treat all children and 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.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.

All people caring for children should also be aware that as a general rule it **does not make sense** to:

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

If cases arise where these situations are unavoidable, they should occur only with the full knowledge and consent of the child's parents.

You should never

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any inappropriate physical or verbal contact with children or young people.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Allow allegations of a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised
- Allow bullying or bad behaviour by children.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or 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'.
- Take a chance when common sense, policy or practice.

You should give guidance and support to inexperienced helpers.

If you accidentally hurt a child, the child 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 children, enlist the support of others – assistants, parents/carers. England Hockey is aware that there are many situations where adults are responsible for groups. Also, 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.

2. ALL PLANNED TRIPS

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

BEFORE THE TRIP

- The organisers of trips should plan and prepare a detailed programme of activities for the children who are involved in the session.
- Organisers should obtain, in writing, parental consent to children joining a trip, this should include completed medical and dietary consent forms.
- Parents/carers should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision ratios.
- All information about parents/carers is collected prior to the trip including telephone numbers where parent / guardians 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.
- If required, the floodlighting is adequate.
- There are adequate changing and showering facilities.
- Be aware of the Standard Operating Procedure of the centre being used, including emergency facilities / telephone.
- All children are adequately protected from the effects of the weather.
- All children take appropriate kit (including goalkeepers) for the activity in which they are involved in accordance with the England Hockey Health & Safety Policy.
- 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 & third party liability insurance cover.

DURING THE TRIP

- All children should have adequate breaks for the length of the day and the intensity of the practices/games.
- Children should not be put in physical danger through inappropriate grouping.
- Adults take care when participating in games with children.
- Children do not play more than is desirable for their age and/or ability.

- All children are 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 minor involved in an adult team.
- All children should be adequately supervised and engaged in suitable at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.
- Children must be supervised at all times, preferably by two or more adults
- Children must not be left unsupervised at any venue whether it be indoors or out
- Do not conduct meetings with children while they are changing
- Do not be alone in a changing room with children while they are changing or showering
- Do not deal with children's injuries without having a first aid certificate and another adult present
- Do not ask children to perform in training sessions or games whilst injured if by doing so they make the injury worse. Coaches should advise players to seek appropriate medical help or advice concerning injuries.
- Do not expose children to excessive extremes of weather during any session
- Do not be alone with individual children in any situation particularly at the end of the sessions or in the dark
- Do not offer to take children home or allow others to take them home without the specific permission of the parents/guardian.
- 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 are adequate for the age and number of children
- Children and supervising adults sleep in separate rooms.
- Children are 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 children under any circumstances.
- Do not visit children's rooms unnecessarily and never alone.
- Do not conduct individual meetings with children in their rooms

Further information and guidance regarding Child Welfare in hockey is available online at www.englishockey.org or by contacting the England Hockey Child Welfare Officer at England Hockey, The National Hockey Stadium, Silbury Boulevard, Milton Keynes MK9 1HA

SECTION G POLICIES, TEMPLATES & GUIDES

ENGLAND HOCKEY POLICIES

EH Code of Conduct for Hockey Coaches
EH Equity Policy
EH Code of Discipline
EH Health & Safety Policy

ENGLAND HOCKEY CHILD WELFARE GUIDES

EH CW Guide for Coaches, Officials & Volunteers
EH CW Guide for Parents
EH CW Guide for Clubs & Associations
EH CW Mini Guide for Children
EH CW Reporting Procedures for EH Employed Staff
EH CW General Reporting Procedures

ENGLAND HOCKEY TEMPLATES

EH CW Incident Report Form
EH CW External Body Incident Report Form
EH CW Employment Application Form
EH CW Employment Self Declaration Form
EH CW Employment Reference Form
EH CW CRB Registration Form for Clubs & Associations

Further general guidance and templates are available from England Hockey in the Clubs 1st Pack. All Hockey clubs involved with the care of children are encouraged to register for Clubs 1st. Information is available from England Hockey regional offices.