

Bedford Hockey Club



Child Protection Policy



Contents

Child Protection Policy	3
Codes of Conduct:	
• Club Personnel	13
• Coaches	14
• Parents / Carers	15
• Junior Members	16
Role Descriptions:	
• Junior Co-ordinator	17
• Head Coach (Junior Section)	18
• Assistant Coach (Junior Section)	18
• Team Administrator (Junior Section)	19
• Fixtures Secretary (Junior Section)	20
• Child Welfare Officer	20
• CRB Co-ordinator	21
Volunteer Agreement Form	22
Reporting of Concerns Form	23
Criminal Records Bureau (CRB) Disclosures	24
Self Disclosure Form	25
Guidance Notes for using CRB Disclosures / Self Disclosures	27

Bedford Hockey Club Child Protection Policy

Introduction

All sporting organisations which make provision for children and young people must ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. However, they should be aware of their responsibility to report concerns if they arise to the Child Welfare Officer.

The Child Welfare Officer is Mrs. M Clewlow.

Policy Statement

Bedford Hockey Club has a duty of care to safeguard all children involved in the Club from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Bedford Hockey Club will ensure the safety and protection of all children involved in the Club through adherence to these Child Protection guidelines that have been adopted by its Committee.

A child is defined as a person under the age of 18 (The Children Act 1989).

Policy Aims

The aim of the Bedford Hockey Club Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the Club
- Allowing all staff / volunteers to make informed and confident responses to specific child protection issues

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not

allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document. The club aims to provide an environment in which our young people and adults feel confident to express concerns regarding the conduct of any of the members of the club.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Treating all young people/disabled adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- Keeping up to date with technical skills, qualifications and insurance in sport
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If

groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs

- Ensuring that if mixed teams are taken away, they should always be accompanied by both a male and a female responsible adult. (However, remember that same gender abuse can also occur.)
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Being an excellent role model – this includes not smoking or drinking at inappropriate times in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental consent if club officials are required to transport young people in their cars

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others
- Avoid taking or dropping off a child to an event

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player
- If he/she seems distressed in any manner
- If a player appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done

Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Club Child Welfare Officer.

Videoring as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and give their permission, and such films should be stored safely.

Recruitment and Training of Staff and Volunteers

Bedford Hockey Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau

- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact
- Evidence of identity (passport or driving licence with photo)
- Interview and Induction

All volunteers (or employees) will be required to undergo an interview carried out to acceptable protocol and recommendations. All volunteers (or employees) should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures)
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the Club's Code of Ethics and Conduct
- Child protection procedures are explained and training needs / opportunities are identified, with timescales for action agreed

In addition to pre-selection checks the coach will be encouraged to attend CPD courses that will support the safeguarding process e.g. England Hockey Coaching Clinics and scUK Courses. These will help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child or young person
- Work safely effectively with children

Bedford Hockey Club requires:

- Coaching staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection
- Non-coaching staff and volunteers to complete a recognised awareness training on child protection
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person
- Relevant personnel to gain a national first aid training (where necessary)
- Attend update training when necessary. Information about meeting training needs can be obtained from sports coach UK or the NSPCC (or from Team Beds & Luton)

Responding to Allegations or Suspicions

It is not the responsibility of anyone working in Bedford Hockey Club, in an unpaid or paid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Bedford Hockey Club will assure all club members / volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a Club Member / volunteer there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

1. Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice; the Club Child Welfare Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the Club Child Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to England Hockey's Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse

Any suspicion that a junior member of the club has been abused should be reported to the Club Child Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Club Child Welfare Officer will refer the allegation to the Social Services department who may involve the Police, or will go directly to the Police in an emergency.

The parents or carers of the child will be contacted as soon as possible following advice from the Social Services department.

The Club Child Welfare Officer should also notify England Hockey's Officer who in turn will inform England Hockey's Child Protection Officer who will deal with any media enquiries.

If the Club Child Welfare Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the England Hockey Child Protection Officer who will refer the allegation to Social Services.

It is important to note that this is only a process of observation and at no point should a member of Bedford Hockey Club feel that they should be actively seeking abuse. Their responsibility is to ensure concerns are accurately REPORTED in an appropriate manner, it is not their responsibility to investigate concerns.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club Child Welfare Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services / Police
- The England Hockey Regional Development Manager and England Hockey Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child). Seek Social Services advice on who should approach the alleged abuser

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

The Bedford Hockey Club Child Welfare Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries.

Irrespective of the findings of the Social Services or Police inquiries the Bedford Hockey Club Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the Bedford Hockey Club Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside

sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to Allegations or Suspicions' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the Club Child Welfare Officer or the school (wherever the bullying is occurring)

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully's parents
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim
- Provide support for the victim's coach
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all club's members of action taken
- Keep a written record of action taken

3. Concerns outside the immediate sporting environment (e.g. a parent or carer):

Report your concerns to the Club Child Welfare Officer, who should contact Social Services or the Police as soon as possible.

See below for the information Social Services or the Police will need.

If the Club Child Welfare Officer is not available, the person being told of or discovering the abuse should contact Social Services or the police immediately.

Social Services and / or the Police will decide how to involve the parents/carers.

The Club Child Welfare Officer should also report the incident to England Hockey. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in Bedford Hockey Club and act accordingly.

Maintain confidentiality on a need to know basis only.

See below regarding information needed for social services.

Dealing with disclosures

Do

- **Listen to what is being said**
- **Take what is being said as serious**
- **Reassure the young person that they have done the right thing**
- **Make notes to assist you in completing the information you might require in an event of further proceedings**

- **Do not Panic- stay calm for the young persons sake**
- **Do not offer confidentiality**
- **Do not appear shocked by what is being said**
- **Do not ask leading questions**
- **Do not make promises you are not able to keep**
- **Do not ask the child to repeat anything to another member of the club- believe and act or seek advice**

Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details

- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded

If you are worried about sharing concerns about abuse with a senior colleague, you can contact Social Services or the Police direct (see below), or the NSPCC Child Protection Helpline on 0800 800 5000 or Childline on 0800 1111.

England Hockey

Regional Development Manager 01284-756930
Child Protection Officer 01908-544644

Team Beds & Luton (County Sports Partnership)

Child Protection Officer 01582-316072

Social Services

Area Office (Duty Desk) – Kingsway, Bedford 01234 345331

Beds County Council, Head of Children's Services

Social Services Dept, County Hall, Bedford 01234 363222
Emergency Out of Hours Duty Team 01582 576195

Bedfordshire Police

Family Protection Team
Greyfriars, Bedford 01234 271212
Headquarters
Woburn Road, Kempston 01234 841212

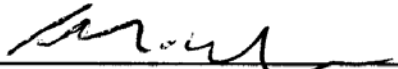
Other useful Numbers

The Child Protection in Sport Unit (CPSU) (for advice relating specifically to sport) **0116 234 7278 / 7280**

sports coach UK (for putting on your own Child Protection Awareness workshops) **01509 226130**

The Criminal Records Bureau (for information about CRB checks)
www.disclosure.gov.uk

This Policy was formally adopted by the Committee of Bedford Hockey Club

on 24/11/06 Signed  Club Chairman

It will be reviewed on an annual basis, with the next review taking place on

6th September 2007 (Date)

Code of Conduct for Club Personnel

Bedford Hockey Club

The essence of good ethical conduct and practice is summarised below. All Club Personnel must:

- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with performers, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by *England Hockey* and the club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibitive substances

Code of Conduct for Coaches

Bedford Hockey Club

Coaches are fundamental to the establishment of ethics in hockey. Their attitude to ethical considerations directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct. This code is not intended to conflict with the concept of winning, but it calls for coaches to disassociate from a “win-at-all-costs” attitude. Additionally the health, safety, welfare and moral education of young people are a first priority, before the achievement of the reputation of the club, coach or parent.

The Code of Conduct set out below forms a benchmark for all involved in coaching at Bedford Hockey Club:

- Coaches must adhere to all guidelines laid down by England Hockey.
- Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Coaches must put the well-being and safety of each player above all other considerations, including the development of performance.
- Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide players to accept responsibility for their own behaviours and performance.
- Coaches must ensure that the activities they direct or advocate are planned, in advance, across the whole season. Individual sessions should link to this planning and be delivered in a progressive way that is appropriate to the age, maturity, experience and ability of players.
- Coaches should, at the outset, clarify with the players (and, where appropriate, parents) exactly what is expected of them and also what they are entitled to expect from their coach.
- Coaches must co-operate fully with other specialists (e.g. other coaches, officials, physiotherapists, etc) in the best interests of the player.
- Coaches must always promote the positive aspect of the sport (e.g. fair play) and never condone violations of the rules of hockey or behaviour contrary to the spirit of these rules. Nor must they condone the use of prohibited substances or techniques.
- Coaches must consistently display high standards of behaviour and appearance. They should not use or tolerate inappropriate language.

Code of Conduct for Parents / Carers

Bedford Hockey Club

- Support your child to arrive on time and properly equipped for all practices and matches
- Assist BHC Coaches and Team Administrators by giving them early notice of your child's unavailability for club any sessions.
- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Set a good example by recognising fair play and applauding the good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgements
- Support your child's involvement and help them to enjoy their sport
- Use correct and proper language at all times

Code of Conduct for Junior Members

Bedford Hockey Club

- Treat everyone how you would like to be treated - never deliberately upset a team-mate or someone in your training group, even if they have made a mistake
- Always listen carefully to what your coach is asking you to do, particularly when they are talking about safety
- Always compete within the rules, and respect officials and their decisions
- Always respect opponents, and applaud good performances whether by your own team or by the opposition
- Never use bad language while training or competing
- Always tell your coach if you have an injury or feel unwell
- Keep to agreed timings for training and competition. (Please inform your coach / team manager if you are going to be late or unavailable)
- If you have to leave a training session / competition early, make sure that you have told your coach or team manager
- Be responsible for bringing to sessions and wearing suitable kit (including protective equipment e.g. shin pads, gum shields, gloves, etc) for training and competition, as agreed with your coach / team manager
- Do not smoke or take alcohol or drugs of any kind on the club premises or while representing the club at competitions
- If anything happens that you are concerned about, whether it relates to you or to someone else in the club, make sure that you tell your coach or another adult

Bedford Hockey Club Junior Co-ordinator Role Description

Overview

In general, this person will take responsibility for the effective running of the junior section and be a key contact for coaches, parents, club members and other clubs. Although it might help, this person does not need to be a coach.

An ideal Junior Co-ordinator is someone who is personally organised, is able to communicate effectively with others and who will be available on most Sundays in the season between 09.30am and 11.00am.

The Junior Co-ordinator will:

1. Be the key contact for the Club's Junior Section for communication purposes.
2. Represent the Junior Section on the Club's main Committee and also on Bedfordshire HA's Hockey Development Group.
3. Ensure that the Junior Section operates effectively.
4. Work with all the volunteers across the Junior Section to ensure that club programmes are delivered to young people in an appropriate way.
5. Hold regular meetings re the running of the activities with the key personnel in the Junior Section.
6. Control the dates and programming of the junior section and ensure that pitches are available for all activities.
7. Ensure that equipment is maintained and that appropriate new kit is purchased.
8. Ensure that the junior section operates in a solvent fashion.
9. Work with the Club's Committee to identify and enlist appropriate volunteers.
10. Oversee the production of a Junior Section handbook and fixtures list (to be posted on the Website)
11. Ensure that the Club's policies and procedures for Child Protection, Equity and dealing with accidents & emergencies are all adhered to.

**Bedford Hockey Club
Head Coach, Junior Section
Role Description**

The Head Coach will:

- Take full responsibility for leading hockey activity with an age group of BHC's club junior coaching sessions at **Bedford Sports & Hockey Centre** on **Sundays** from **09.30hrs to 11.00hrs**
- Take responsibility for providing a seasonal plan for work that will be covered with the respective age group.
- Prepare all individual coaching sessions in advance.
- Work with and include any assistant coaches in the preparation and running of each session.
- Work with the team administrator so that this role is able to offer effective support to the coaches, players and parents at the specified age group.
- Attend junior club meetings and report on progress.
- Offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- Assist in the selection of teams.
- Travel to competitions with the junior team(s).
- Inform the Junior Coordinator in advance of any sessions that cannot be attended

**Bedford Hockey Club
Assistant Coach Junior Section
Role Description**

The Assistant Coach will:

- Assist with an age group of BHC's junior coaching sessions at **Bedford Sports & Hockey Centre** on **Sundays** from **09.30hrs to 11.00hrs**.
- Assist in the preparation of coaching sessions in advance.
- Work with the Head Coach in the preparation and running of each session.
- Offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- Travel to competitions with the junior team(s).
- Inform the Head Junior Coach in advance of any sessions that cannot be attended.

Bedford Hockey Club Junior Team Administrator Role Description

Overview

In general a Team Administrator needs to be personally organised and able to communicate with the coach, players and their parents. They will work with an identified age group in BHC's junior section. This person does not need to understand hockey tactics or the rules of the game (unless this is something they want to offer). It would help if the Administrator is computer literate and has access to email, although this is not essential.

Whilst the role of the Coach is to develop their players' hockey skills in a positive environment, the role of the Administrator is to ensure that all the non-hockey arrangements have been covered for their particular age group. The Administrator will arrange for the players to arrive at the appointed place, ensure that they know what kit to bring, whether they need to bring food, collect their match fees and ensure that parents know when to pick them up.

The Team Administrator will:

1. Ensure that players in their team have filled out and returned the Club Membership form and paid membership subscriptions.
2. Ensure that players in their age group who cannot afford subs have been offered appropriate support from the Club.
3. Support the membership secretary to compile a register for the age group, which includes any necessary medical information on players in the group. (The Coach will probably keep the register.)
4. Ensure that the players and their parents understand the general arrangements for weekly training sessions.
5. When there is a match or tournament:
 - Contact the players who have been selected and ensure they are available and that they know all the key information to participate in the fixture. This includes meet time, transport arrangements, kit, safety equipment, food, match fees, etc
 - If possible, attend the match and deal with the issue and collection of kit and collection of match fees, etc. (If the Administrator is not able to attend the match, it may be possible to arrange for another parent to do these things.)
 - (It will be the role of the coach to communicate with any players who have not been selected for the game, if this is an issue.)
 - If necessary, support the coaches by finding umpires for games.
6. Ensure that the players and their parents understand the arrangements for any other events that might be organised by the Junior Section.
7. Ensure effective communication between the Child Welfare Officer and the players and parents of the particular age group

Bedford Hockey Club Junior Fixtures Secretary Role Description

The Fixtures Secretary will:

1. Agree the fixtures requirements for each age group in BHC's Junior Section. This will be done in consultation with Head Coaches and Team Administrators,
2. Attend the Bedfordshire Hockey Clubs' Fixtures Meeting in June of each year.
3. Call other clubs to arrange individual fixtures, block fixtures or tournaments.
4. Compile a fixtures calendar and distribute this to the teams through their team personnel
5. Ensure that pitches are booked for all home games
6. Call opposition representatives 1 week ahead of each game and confirm the fixture
7. Review the fixtures programme with team personnel at the end of each season.
8. Identify the frequency and level of fixtures necessary for each age group for the start of the following season.

Bedford Hockey Club Child Welfare Officer Role Description

The Club Child Welfare Officer will:

- be the club's point of contact for England Hockey and other organisations to liaise with on Child Protection matters
- be the point of contact for all club members regarding any concerns or allegations
- implement the procedures outlined in the club's Child Protection Policy relating to any concerns or allegations, including making referrals to Social Care Services, Police and England Hockey as appropriate
- ensure that the club's register of coaches and volunteers is kept up-to-date
- attend Child Protection Awareness Training
- promote Child Protection Awareness training for all coaches / volunteers who work with junior club members, and keep records of their attendance
- ensure that all coaches / volunteers who work with junior members have been CRB-checked (or have completed a self-disclosure form as an interim measure) and that all records are stored securely and maintained in line with the requirements of the Data Protection Act (see section on CRB checks)
- ensure that the club's Child Protection Policy and Codes of Conduct continue to be implemented, and are given to all new members

- ensure that an up-to-date register of emergency / alternative contacts for all junior club members is kept, along with information about any medical conditions, and ensure that this is only available on a 'need to know' basis

THE CLUB CHILD WELFARE OFFICER IS **NOT** RESPONSIBLE FOR INVESTIGATING CONCERNS / ALLEGATIONS OR FOR DECIDING WHETHER ABUSE HAS TAKEN PLACE. HOWEVER, THE CLUB CHILD WELFARE OFFICER **IS** RESPONSIBLE FOR ENSURING THAT CONCERNS / ALLEGATIONS ARE REPORTED TO THE RELEVANT AUTHORITIES

The Club Child Welfare Officer should be given the following documents:

- The Club's Child Protection Policy
- The Club's Child Protection Policy Action Plan
- The Club's Code of Conduct for Club Personnel
- The Club's Code of Conduct for Parents / Carers
- A register of the club's existing coaches and volunteers and the information currently held about them (level of qualification, copies of certificates etc.)
- Information about the details currently held for junior club members
- A sample Reporting of Concerns Form

A list of contacts for the relevant agencies for reporting concerns, asking advice and arranging training

Bedford Hockey Club CRB Co-ordinator Role Description

The CRB Co-ordinator will:

- Fulfil Beds CSP training to certify for CRB procedures
- Run an induction session for all new club personnel. This will cover the following things:
 - Club Policies
 - Club Expectations for the role(s)
 - Self Certification Form
 - Volunteer Agreement Form
 - Completion of CRB forms (and verification of evidence)
- Send off CRB Forms
- Inform Club's Committee as to the results of the CRB checks

Bedford Hockey Club Volunteer Agreement Form

NAME OF VOLUNTEER (coach/team manager/official)

All coaches/team managers/officials working within *Bedford Hockey Club* are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, coaches/team managers/officials should be aware of and adopt *Bedford Hockey Club's* own:

- codes of conduct for coaches/team managers/officials
- child protection guidelines
- equity policy statement
- emergency action plan

The club will ensure that its coaches/team managers/officials have a copy of each policy and the guidance notes that are relevant to their work. The club will listen and respond to matters that the coaches/ team managers/officials bring to its attention in relation to their work and will support, where possible, their training needs.

I, _____, am familiar with *Bedford Hockey Club's* standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

Signed:

Date:

Name:

NB Before a volunteer signs and returns the agreement, you should provide them with copies of all/some of the following:

- emergency action plan
- codes of conduct
- equity policy statement
- task description
- child protection guidelines.

FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN

Use this form as a prompt, recording additional information on the back or on another sheet of paper. PLEASE HANDWRITE YOUR NOTES – DO NOT TYPE THEM.

REMEMBER – your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe.

Child's details (name, address, tel. no., age or D.O.B etc.):	Child's parents or guardian's details (where known):	Details of person <u>reporting</u> suspicion/allegation/ concern to you (this may be the child):
Describe what the suspicion / allegation / concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		
Record details of anyone else who may have been present or have relevant information:		
Signed:	Date:	
Position in Club:	Telephone number:	

**HAND THIS FORM TO YOUR CLUB'S CHILD WELFARE OFFICER ASAP.
IF THEY ARE UNAVAILABLE, CONTACT SOCIAL SERVICES ON 01234
345331, OR BEDS POLICE ON 01234 271212 FOR FURTHER ADVICE**

**NOTE TO CLUB CHILD WELFARE OFFICER – TO ENSURE
CONFIDENTIALITY, FILE THIS FORM IN A SECURE PLACE**

Criminal Records Bureau (CRB) Disclosures

The Criminal Records Bureau Disclosure is a means of checking an individual's background to ensure they do not have a history that would make them unsuitable for working with children. A Disclosure will provide current details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer. It will also contain details from lists held by the Department of Health and the Department for Education and Skills of those considered unsuitable for close contact with young people. Depending on the level of Disclosure, it might also contain information held by local police forces.

We recommend that all new and existing coaches, helpers and other volunteers who have direct contact with junior club members undergo an Enhanced Disclosure check through the CRB.

Disclosures for volunteers are free, but have to be applied for through an Umbrella Organisation, rather than directly to the CRB. Some National Governing Bodies are registered Umbrella Organisations and carry out CRB checks for their coaches, usually when they complete a coaching qualification. If a coach has already completed a CRB check, they should be able to provide a copy of their CRB certificate.

Some Local Authorities are able to carry out CRB checks for clubs. Your Local Authority Sports Development Officer (see page 11) will be able to advise you whether this is the case in your district.

Where it is not possible to carry out CRB checks immediately on all relevant club personnel, we recommend that the individuals concerned are asked to complete a Self Disclosure Form during the interim period before CRB checks are completed (see overleaf for an example).

Self Disclosure Form – Part One

Name of Club

Role within Club
(existing role, or role
you are being
considered for, as
appropriate)

Full Name

**Any names used
previously** (i.e.
maiden name)

Date of Birth

Gender (male / female)

Address

Contact Number

Self Disclosure Form – Part Two

In order to protect young people within the Club, the role which you are being considered for is exempt from the Rehabilitation of Offenders Act 1974. This means that you are required to provide details of all convictions, cautions, bindovers, suspensions, formal warnings and reprimands, even if they would otherwise be considered 'spent'. This includes motoring-related offences, and pending court cases. Any information declared will remain confidential and will be considered only with regards to its relevance to your role within the club.

Please answer the following questions, then sign and date the form

Have you ever been convicted, cautioned, bound over, suspended, formally warned or reprimanded, or do you have any pending court cases?

Yes / No (delete as appropriate)

If 'Yes', please supply details below, including the nature of the offence, the date and the sentence imposed:

Do you know of any reason why you should not work directly with children, or in an environment where children are present (i.e. are you known to any Social Care Services Department as being an actual or potential risk to children, have you had a disciplinary sanction from another club, Governing Body or other organisation relating to child welfare etc.?)

Yes / No (delete as appropriate)

If 'Yes', please supply details below:

I declare that the information above is correct, and I agree to inform the Club Child Welfare Officer within 24 hours if I am subsequently arrested or investigated in relation to Child Welfare concerns, and within 7 days if any other information in Part Two changes.

Signed: _____ Date: _____

Guidance Notes for Using CRB Disclosures / Self Disclosures

The information provided by both CRB Disclosures and Self Disclosures is of a sensitive, personal nature, and is covered by the Data Protection Act.

CRB Disclosures

When CRB Disclosures are applied for, you will receive a Code of Practice from the CRB relating to the handling and storing of information (for more information see www.disclosure.gov.uk)

Self Disclosures

Handling Information

Information provided on a Self Disclosure Form must be only be disclosed to those who 'need to know', i.e. the Club's Child Welfare Officer(s), and must only be used for the specific reason for which it was collected. For example, it must not be passed on to another club which the individual is involved with, or discussed with other club members who are not directly involved with Child Welfare.

Storing Forms

All Self Disclosure forms must be kept securely in lockable storage with access strictly limited to those who are entitled to see it, e.g. the Club's Child Welfare Officer(s). Copies of forms should not be made, and originals should be securely destroyed (i.e. shredded / burned) no longer than six months after a decision has been made about a person's suitability for a role within the club. However, we recommend that you keep a record of the names of people who have completed Self Disclosures, the date they completed the form and of the decision made about their suitability for a role within the club (but not details of any convictions etc.)

Dealing with Disclosure of Convictions, Cautions etc.

If a CRB Disclosure or Self Disclosure reveals details of any convictions, cautions etc., careful consideration must be given regarding whether these details affect the person's suitability for the specific role within your club which they are being considered for.

We recommend that you take into account:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- 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 applicant's circumstances have changed since the offending behaviour or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the person concerned.

Each situation will need to be considered separately, as no two sets of circumstances are likely to be the same. For example, if a person was convicted of a speeding offence 15 years ago, it shouldn't affect their ability to run the tuck shop on Junior club nights. However, if they have several recent convictions for drink-driving, they would be highly unsuitable to drive the club's minibus to competitions.

If you are unsure about whether disclosed information is relevant, then we advise you to contact Bedfordshire Social Services for advice (see page 11 for contact details) or use the CRB website (www.disclosure.gov.uk).