

# Safeguarding Call to Action 2019/20



England Hockey, and all affiliated clubs and organisations, have an ongoing responsibility to ensure that all under 18-year-olds are kept safe whilst participating in hockey. It is important that young people involved in our sport can enjoy hockey in a welcoming, positive and safe environment.

As part of the affiliation process, England Hockey requests that all clubs commit to these minimum standards on an annual basis. A continual commitment to these standards ensures that new and existing club volunteers are up-to-date in an ever-changing safeguarding and welfare environment

The minimum 'Call to Action' Safeguarding standards are detailed in the table below, along with documents and guidance to help ensure clubs are compliant. We ask that Clubs complete the self-assessment honestly. It is okay to answer 'no' to any standard that your club does not currently meet – this can help England Hockey to identify where you may require support.

Action / Standard	(Y/N)	What to do & helpful documents	How to Evidence
<p><b>Policy</b></p> <p>Your club has adopted England Hockey's <b>Safeguarding Policy and Guidance</b></p> <p><b>(This standard is a requirement for ClubMark accreditation)</b></p>	Y/N	<p>The club committee should adopt the policy at a committee meeting and the adoption should be recorded in the Minutes.</p> <p>A club template is available at <a href="http://www.englishockey.co.uk/safe">www.englishockey.co.uk/safe</a> to demonstrate the commitment visually to your members</p>	<p>Demonstrate how you share England Hockey's Safeguarding Policy and Guidance with your members.</p> <p>Place your commitment to the Safeguarding Policy and Guidance on your club's website where it is easily accessible.</p>
<p><b>Named Person</b></p> <p>Your club has at least one <b>named Welfare Officer (WO)</b></p> <p><b>The WO's contact details</b> are accessible to club members</p> <p><b>(This standard is a requirement for ClubMark accreditation)</b></p>	Y/N  Y/N	<p>Your club committee will need to nominate a member to take up the role of Welfare Officer. A template role description is available at <a href="http://www.englishockey.co.uk/safe">www.englishockey.co.uk/safe</a></p> <p>The contact details of your Welfare Officer should be in a place where they can be seen by your club's members (e.g. On your club's website, on a <a href="#">Safeguarding poster</a> in your clubhouse)</p>	<p>During the affiliation process, your club will be asked to provide the name of your club's Welfare Officer. If this changes during the season, please inform Stuart Thomas.</p> <p>Put the name of your Welfare Officer on your website and Clubhouse noticeboard (if applicable)</p>

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<p><b>Recruitment</b></p> <p>Disclosure and Barring Service (DBS) Checks:</p> <p>Your club is registered on the England Hockey <b>DBS System through GBG Online Disclosures</b></p> <p>Your club has at least one active <b>DBS Verifier</b></p> <p>Your club is actively using the system to complete <b>DBS checks</b> on the appropriate people</p> <p><b>(This standard is a requirement for ClubMark accreditation)</b></p>	<p>Y/N</p> <p>Y/N</p> <p>Y/N</p>	<p>All clubs with U18s (players or volunteers) should be on England Hockey's DBS system</p> <p>Every club set up on the DBS system should have at least one Verifier who can start checks and verify documents.</p> <p>DBS checks are a requirement for people working with U18's in hockey. Our <a href="#">DBS Eligibility Guidance</a> will show you who requires a check.</p> <p>Do not be solely reliant on DBS checks as proof of suitability for a role. They should be used as part of a wider safe recruitment process.</p> <p>For any DBS enquiries contact Stuart Thomas</p>	<p>Your club should keep records of who has a DBS check and when it should be renewed.</p> <p>Please ensure that all club DBS checks are up to date. If you do not know who at your club has a DBS check, please contact Stuart Thomas.</p> <p>Clubs should not keep copies of an individual's DBS certificate as they contain sensitive and personal data. The club verifier will receive an email confirming when checks are completed.</p>
<p><b>Safeguarding Training</b></p> <p>All Coaches and people who work regularly with U18's have the appropriate <b>safeguarding training</b></p> <p>Your Welfare Officer has attended a <b>Time to Listen Workshop</b></p> <p><b>(This standard is a requirement for ClubMark accreditation)</b></p>	<p>Y/N</p> <p>Y/N</p>	<p>All those working with young people in hockey must be appropriately trained. Please refer to <a href="#">Safeguarding Education and Training Guidance</a></p> <p>England Hockey organise hockey specific Time to Listen (TTL) Workshops. Multi-sport TTL Workshops are also organised through the Child Protection in Sport Unit (CPSU) .To find a workshop near you, please visit the <a href="#">Hockey Hub</a></p> <p>If there are no Time to Listen Workshops in your area please register an interest through <a href="mailto:safeguarding@englandhockey.co.uk">safeguarding@englandhockey.co.uk</a> Workshops are strategically organised based on demand.</p> <p>It is good practice for a second club official to attend a TTL Workshop – ideally Club Chairman, Secretary or Junior Coordinator. This will ensure that the Welfare Officer has support/cover.</p>	<p>Your club should keep records of when members have completed safeguarding training. You should also keep copies of safeguarding certificates as proof of attendance.</p> <p>The Ethics and Welfare Team will have records of those people who have completed the Basic Online safeguarding training via the HockeyHub and Time to Listen workshops. If your Welfare Officer attends a multi-sport TTL, please scan a copy of their attendance certificate and send to <a href="mailto:safeguarding@englandhockey.co.uk">safeguarding@englandhockey.co.uk</a> so that England Hockey records can be updated</p> <p>The Safeguarding and Protecting Children workshop is delivered through UK Coaching and England Hockey does not have records.</p>

Action / Standard	(Y/N)	What to do & helpful documents	How to Evidence
<b>Reporting</b>			
Your members know <b>who to contact at the club</b> regarding safeguarding concerns.	Y/N	England Hockey has clear procedures for reporting concerns. It is <u>not</u> your responsibility to decide if poor practice or abuse has occurred, but it <u>is</u> your responsibility to <u>report</u> your concerns.	
Your club has a copy of England Hockey's <b>reporting procedures</b> .	Y/N	Don't be afraid to report historic concerns, they are as important as current ones.	
Your Welfare Officer knows the contact details of the <b>England Hockey Ethics and Welfare Team</b> .	Y/N	If you need any advice or guidance on any aspect of safeguarding or need to report a concern, please contact Alison Hogg, Ethics and Welfare Manager. The contact details of all of the Ethics and Welfare team can be found below.	

## WHAT NEXT?

These are the minimum standards that we would expect any club with U18 members to have. There are more ways that a club can keep their players safe and promote good practice that go above and beyond these actions. They can be found on the England Hockey [website](#) or, alternatively email [safeguarding@englandhockey.co.uk](mailto:safeguarding@englandhockey.co.uk) for further information.

## ETHICS AND WELFARE TEAM (responsibility for Safeguarding)

**Alison Hogg**, Ethics and Welfare Manager – reporting concerns – [Alison.hogg@englandhockey.co.uk](mailto:Alison.hogg@englandhockey.co.uk) – 01628 897500

**Megan Orme-Smith**, Ethics and Welfare Officer – general safeguarding enquiries – [megan.orme-smith@englandhockey.co.uk](mailto:megan.orme-smith@englandhockey.co.uk) – 01628 897545

**Stuart Thomas**, Ethics and Welfare Administrator – all DBS enquiries – [stuart.thomas@englandhockey.co.uk](mailto:stuart.thomas@englandhockey.co.uk) – 01628 897516