



Child Protection Policy



BAC Ladies Hockey Club - Child Protection Policy

Policy Statement:

The safety and protection of the junior members of BAC Ladies Hockey Club are of paramount importance. In all their dealings with them, the Coaching staff and the adult members of the Club need to be knowledgeable of Child Protection procedures, ensuring that children and young people receive appropriate support when the need arises. BAC Ladies hockey club will ensure the safety and protection of all children involved through adherence to the guidelines detailed in this policy.

BAC Ladies Hockey Club has adopted this Child Protection Policy to ensure the welfare and safety of children or young persons in BAC Ladies Hockey Club's care of custody is always the primary consideration.

- 1 Sarah Morrison is currently the BAC Ladies Hockey Club Child Protection Officer
E-mail: sarah@elementa.org.uk
- 2 All coaching staff and Officers of the Club will be regularly updated in their skills and knowledge of Child Protection Procedures as they relate to the activities of the Club;
- 3 All coaching staff and officers of the Club will work in partnership with parents and carers in supporting children and young people who are at risk or have been the subject of abuse;
- 4 BAC Ladies Hockey Club will be committed to providing an environment where children and young people can learn about, participate and enjoy hockey free from harassment or abuse;
- 5 If a disclosure of child abuse is made to any adult member of the Club, they should make brief notes of any physical signs presented by the child or young person, together with a description of the occurrences, including the dates, times and locations of the alleged events and pass these to Saran Morrison.

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"

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



Aims:

The aim of BAC Ladies Hockey Club Child Protection Policy is to:

- 1 To provide a secure environment where children and young people can develop their hockey playing skills, where their views and concerns are recognised as important and of value;
- 2 To keep all members of the club and parents of junior members alert and well informed about issues relating to child protection;
- 3 To establish well recognised and open channels of communication between all members and officers of the club, and, where appropriate, outside agencies with a responsibility for child protection;
- 4 To establish, maintain and frequently review procedures that support the safety and welfare of young people in the Club;
- 5 Will be reviewed every 2 years or sooner if needed.

Code of conduct & Good Practice:

BAC Ladies Hockey Club understands that good practice when dealing with children is essential. All personnel are expected to adhere to the following guidelines when dealing with children or young people:

- 1 Always work in an open environment, ensure that wherever possible there is more than one adult present or within hearing distance or sight of others (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets);
- 2 Treat all children and young people with respect;
- 3 Manual support is rarely required during hockey. If an adult feels it is necessary then the reasons should be clearly explained to the child, and if possible, the parents/carers. Be mindful that any physical contact with a child or young person may be misinterpreted;
- 4 Where at all possible, parents/carers should be responsible for their own children in the changing room;
- 5 Always putting the welfare of each young person first (e.g. before winning);
- 6 Build a balanced relationship based on mutual trust which empowers children to share in the decision-making process;
- 7 Make hockey fun, enjoyable and promote fair play;
- 8 Involve parents/carers where possible;
- 9 Recognise the development needs and capacity of the children or young person and not push them against their will;
- 10 Give enthusiastic and constructive feedback rather than being negative or criticising;



- 11 Secure parental/carers consent in writing to act '*in loco parentis*', if the need arises to give emergency first aid and/or other medical treatment;
- 12 Keep a written record of any injury that occurs, along with the details of any treatment given;
- 13 Request written parental/carers consent if club officials are required to transport young people in their cars.

You should never:

- Engage in rough play, physical or sexually provocative games including horseplay;
- Allow or engage in any inappropriate physical or verbal contact with children or young people;
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures to or in front of children or young people
- Allow children or young people to use inappropriate language unchallenged;
- Make sexually suggestive comments to a child or young person, even in fun;
- Allow allegations of sexual of a child to go unchallenged, unrecorded or not acted upon;
- Do things of a personal nature for children or a young person that they cannot do for themselves;
- Invite or allow children to stay with you at your home unsupervised;
- Allow bullying or bad behaviour by children;
- Jump to conclusions about others without checking facts;
- Either exaggerate or trivialise child abuse issues.

You should give guidance and support to new adult team mates and ensure they are ofay with the child protection policy.

If you accidentally hurt a child or young person, the child/young person seems distressed in any manner or misunderstands/misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief note of it. Parents/carers should then be informed.



Guidance for use of photographic/filming equipment at hockey matches/events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young sportspeople. BAC Ladies Hockey Club should be vigilant, and any concerns should be reported to the Child Protection Officer.

BAC Ladies Hockey Club will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and the children themselves.

No image will be published, for example on the club website, without permission from both the child and her parents/carers.

Recruitment and training

BAC Ladies Hockey Club recognises that anyone may have the potential to harm children in some way and that all reasonable steps should be taken to ensure unsuitable people are prevented from working with children:

- The club's Coach and Fitness Coach possess relevant and up to date qualifications which allow them to perform their jobs safely and effectively;
- The club's Coaches, Young Person's Reps and Child Protection Officer have had Criminal Records Bureau checks.

Responding to allegations or suspicions

It is not the responsibility of anyone involved in BAC Ladies Hockey Club to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the Child Protection Officer or the appropriate authorities. BAC Ladies Hockey Club will assure all members that it will fully support and protect anyone, who in good faith reports his or her concern that someone involved in the club is, or maybe, harming a child.

Reporting concerns

Concerns regarding poor practice

If an allegation is clearly about poor practice the Child Protection Officer will deal with it as a misconduct issue.

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



Concerns regarding suspected harm to a child

Any suspicion that a child has been harmed by a person involved in BAC Ladies Hockey Club should be reported to the Child Protection 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 Child Protection Officer will refer the allegation to the social services department who may involve the police.

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

The Child Protection Officer should also notify the relevant England Hockey officer.

If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to a Young Person's Rep or in her absence the England Hockey Child Protection Officer who will refer the matter to Social Services.

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 Protection Officer;
- the parents/carers of the person who is alleged to have been harmed;
- the person making the allegation;
- social services/police;
- the England Hockey Child Protection Officer.

Social services advice should be sought on who should approach the alleged abuser (or parents/carers if the alleged abuser is a child).

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



Internal enquiries and further action

The Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services enquiries.

Irrespective of the findings of the social services or police enquiries the BAC Ladies Hockey Club Committee will assess all individual cases to decide whether an individual can be reinstated and how this can be sensitively handled. The welfare of the child should remain of paramount importance throughout.

Providing information to police or social services

- Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. It 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;
 - Whether the child concerned has been spoken to and if so, what was said;
 - The nature of the allegation. Including dates, times, any special factors and other relevant information;
 - A clear distinction between what is fact, opinion or hearsay;
 - A description of any visible bruising or other injuries as well as any indirect signs, such as behavioural changes;
 - Details of witnesses to the incidents;
 - Whether the parents have been contacted;
 - Details of contact with any other persons regarding the incident;
 - Details of the alleged abuser.

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