



England Hockey's Policy on Safeguarding and Protecting Young People in Hockey **Guidance for Umpires and Technical Officials**

This guidance has been produced to provide advice specifically for those involved in umpiring or officiating games involving young people in hockey, whether this is in a paid or unpaid capacity.

Hockey can and does have a powerful and positive influence on people, especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop qualities such as self esteem, leadership and teamwork. These positive effects can only take place if hockey is in the hands of people who place the safeguarding and protection of young people first and adopt good practice.

This advice applies in all hockey environments, a junior section or an adult club environment, at competitions, tournaments or events, whether they are specifically junior, or predominantly adult but involving under eighteens.

The various roles within umpiring and officiating involve varying levels of contact and responsibility for young people. A hockey umpire or official can develop strong positive relationships with young people and will often be seen as a role model.

Every individual and organisation within the hockey family has a role and responsibility to ensure the safety and welfare of young people.

Umpires and officials that have regular contact with young people should familiarise themselves with England Hockey's 'Safeguarding and Protecting Young People in Hockey Policy, Reporting Procedures and Good Practice Guidance' which is available to download at **www.englishockey.co.uk/safe**

They also need to understand the duty of care and current guidance on good practice, and act responsibly when they are around young people. This will safeguard and protect the young people they work with and reduce the potential for misunderstandings and inappropriate allegations being made.

Umpires and Officials should adopt the highest standards as they have an important role in safeguarding and protecting young people and in providing a safe environment in which they can enjoy their hockey experience.

Terminology

Club: Throughout this document the term club is used as a general term to include junior sections

and clubs with juniors playing in adult teams. All guidance can equally apply to county and regional associations.

Young Person: The term young person refers to anyone under the age of 18.

Parent: The term parent applies to the person or persons with legal responsibility for a young person.

Umpires and Officials: The term umpires and officials applies to all umpires and technical officials of the game, for example; Tournament Directors, Umpire Managers, Umpire Coaches, Technical Officers. This list is not exhaustive and applies to all umpires and officials that have regular contact with young people.

Position of Trust

All umpires and officials who work with young people in hockey are in a position of trust which has been invested in them by parents or persons with legal responsibility, the sport, and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.



England Hockey believes that all young people, under the age of 18, involved in hockey have a fundamental right to be protected, so that they can enjoy the sport free from all forms of abuse and exploitation. It therefore seeks to help protect and promote the welfare of all young people in hockey, by having in place clear policies and guidance for its clubs, associations, individuals and all others involved in the sport.

England Hockey is committed to creating and maintaining a safe and positive environment for all young people involved in hockey.

Underpinning Principles

- ▶ Hockey should be fun and enjoyable, and fair play should be promoted.
- ▶ All young people within Hockey, regardless of age, ability, sex, race, religion or belief, ethnic origin, social status or sexual orientation, have the right to be protected from harm.
- ▶ The rights, dignity and worth of all young people should always be respected
- ▶ Everyone who has a concern, **MUST** report it.
- ▶ It is the responsibility of child protection

experts to determine whether or not abuse has taken place, but it is everyone's responsibility in hockey to report concerns.

- ▶ The roles and responsibilities of the statutory agencies in safeguarding young people must be recognised and the procedures of the Local Safeguarding Children Boards must be complied with.
- ▶ Any policy or procedure is only as





Good Practice

England Hockey acknowledges that good practice when dealing with young people is essential. All people in a position of trust for young people are expected to adhere to the following guidelines:

- ▶ always be publicly open when working with young people. Ensure that whenever possible there is more than one adult present during activities with young people, or at least that you are in sight or hearing of others
- ▶ treat all 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
- ▶ challenge unacceptable behaviour and report all allegations/suspicions of abuse
- ▶ give guidance and support to inexperienced volunteers
- ▶ agree, with the club, a communication method with young people

effective as the ability and skill of those who operate it.

- ▶ England Hockey is committed to encouraging the effective and safe recruitment of all individuals working with young people in hockey, and everyone within hockey must recognise this and regard it as essential.
- ▶ All those working in hockey, in a paid or voluntary capacity, must abide by England Hockey's Code of Ethics and Behaviour.

All people in a position of trust for young people should never, except in an emergency:

- ▶ spend excessive amounts of time alone with young people away from others
- ▶ take young people alone on car journeys, however short
- ▶ take young people 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 young person's parents. Where someone has had to act outside of England Hockey guidance in an emergency, this should be reported to the local Welfare Officer.

Poor practice

You should never:

- ▶ engage in rough, physical or sexually provocative games
- ▶ allow or engage in any inappropriate physical or verbal contact with young people
- ▶ allow young people to use inappropriate language unchallenged
- ▶ make sexually suggestive comments to a young person, even in fun
- ▶ allow allegations of a young person to go unchallenged, unrecorded or not acted upon
- ▶ do things of a personal nature for young people that they can do for themselves
- ▶ invite or allow young people to stay with you at your home unsupervised
- ▶ allow bullying or bad behaviour by young people
- ▶ allow yourself to be drawn into inappropriate attention-seeking behaviour
- ▶ make suggestive or derogatory remarks or

gestures in front of 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'.

Qualifications & Training Checklist

Do you have the appropriate qualifications?

Where appropriate, all umpires and officials, must hold an up-to-date England Hockey recognised qualification / registration that is relevant to the role undertaken.

Do you have the appropriate training?

All umpires and officials that regularly work with young people are strongly advised to attend a sports coach UK (scUK) Safeguarding & Protecting Children People workshop. This training should be renewed on a three-yearly basis.

Do you have valid insurance cover?

All umpires need to have adequate public liability insurance, either personally or through their club / association. The recommended minimum level of cover is of £5million.



England Hockey offers insurance as part of their Gold membership scheme. For more information on the membership scheme, visit

www.englishockey.co.uk/membership

Have you completed a Criminal Records Bureau (CRB) disclosure through England Hockey?

All umpires and officials that regularly work with, or are in a position of trust, in relation to young people in a paid or unpaid capacity should complete an enhanced CRB disclosure through England Hockey. This is the responsibility of the club or organisation you are working for; you should have been asked by them to complete a CRB disclosure.

Further information on England Hockey's CRB checking service and roles that require a check is available on the website. Visit

www.englishockey.co.uk/crb

Do you know you are bound by the England Hockey Code of Ethics and Behaviour?

This Code covers all roles within the games, including players, coaches, umpires and officials, spectators and states expected levels of behaviour. Make yourself aware of the Code and what it contains. There is a specific Code for umpires or officials. Everyone working within the hockey family is bound by the Code of Ethics and Behaviour.

The Code of Ethics and Behaviour is available on the England Hockey website in the Equity, Ethics and Behaviour section.

Reporting Procedures

As an umpire or official in hockey you are not expected to be an expert in recognition; however all adults working within hockey have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. This does not mean that it is your responsibility



* template available to download online at www.englishockey.co.uk/safe

to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

It is not your responsibility to decide if a child is being abused or poor practice has occurred. Any concerns or allegations will be managed by England Hockey.

Responding to Concerns

There are a number of reasons a person might need to report a concern:

- ▶ in response to something a young person has said to you – a disclosure
- ▶ in response to signs or suspicions of abuse
- ▶ in response to allegations made against a member of staff or a volunteer
- ▶ in response to allegations made about a parent or someone not working within the sport
- ▶ in response to bullying
- ▶ in response to a breach of code of ethics
- ▶ observation of inappropriate behaviour
- ▶ in response to anything which makes them uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person
- ▶ in response to behaviour contrary to England Hockey's Safeguarding and Protecting Young People in Hockey Policy and Procedures and Code of Ethics & Behaviour.

It is important to note that even if an incident occurs outside of the hockey environment, it should still be reported to England Hockey if the adult or young person concerned is involved in hockey. This is in accordance with standard practice in sport.

Always:

- ▶ stay calm
- ▶ reassure the person reporting their concerns that they have done the right thing in telling you
- ▶ keep an open mind
- ▶ listen carefully to what is said and take them seriously
- ▶ find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- ▶ ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. To help you to do this, try to ask questions starting with what, how, where, when, who
- ▶ tell them what you will do next and with whom the information will be shared
- ▶ report the incident to your Welfare Officer or England Hockey Lead Child Welfare Officer
- ▶ record in writing what was said using the young person's own words as soon as possible, using the England Hockey Safeguarding Referral Form* .

Never:

- ▶ panic
- ▶ make promises you cannot keep
- ▶ make a young person repeat the information unnecessarily
- ▶ delay in reporting to your Welfare Officer
- ▶ make assumptions
- ▶ approach the alleged abuser
- ▶ take sole responsibility.

It is acknowledged that taking appropriate action is never easy,



and the discovery that a member of a club or a colleague may be acting inappropriately, or bullying or abusing a child, will raise concerns and emotional feelings for the person reporting the issue and other colleagues. Remember that the safety and welfare of young people is paramount.

It is not the umpire's or officials' responsibility to decide if a child is being abused or poor practice has occurred. Any concerns or allegations will be managed by England Hockey. It is your responsibility to report your concerns, not act on them.

Reporting Concerns

Speak to your Welfare Officer who will:

- ▶ support you
- ▶ listen to you
- ▶ take all concerns seriously
- ▶ believe you
- ▶ act immediately within England Hockey's policies, procedures and systems

It is important that information regarding the concerns is recorded properly and promptly. To assist with this process, England Hockey has developed a Safeguarding Referral Form* which outlines the information that is required.

As soon as possible after concerns have been reported to you, complete the safeguarding referral form and contact your club or event Welfare Officer. In their absence contact England Hockey's Lead Child Welfare Officer on **0870 126 2308** or e-mail childwelfare@englandhockey.org

If the England Hockey Lead Child Welfare Officer is not available, and a child is at immediate risk or in danger, you must seek advice immediately (do not delay) from your local authority Children's Social Care Department (previously Social Services) or the Police.

* template available to download online at www.englandhockey.co.uk/safe



Contact Details

Hockey contacts for safeguarding

Organisation	Contact Details	Website
Your Club Welfare Officer *		
England Hockey Lead Child Welfare Officer	T: 0870 126 2308, E: childwelfare@englandhockey.org Bisham Abbey National Sports Centre, Near Marlow, Buckinghamshire, SL7 1RR	www.englandhockey.co.uk

* please complete these details

Local contacts for safeguarding

Please complete these details

Organisation	Contact Details	Website	Additional Information
Local Authority Children's Social Care Department (Social Services) – ask for the Duty Manager			www.everychildmatters.gov.uk/socialcare/safeguarding/lscb/
County Sports Partnership Child Protection Contact			
Local Police Child Protection Team In an emergency call 999			
Samaritans NB hold the number of Social Services Duty Officers contact details in an emergency			08457 90 90 90 www.samaritans.org

National contacts for safeguarding

Organisation	Address	Website and Phone No.
NSPCC Helpline – 24 hours	National Centre, 42 Curtain Road, London, EC2 3NH	www.nspcc.org.uk 0800 800 5000
NSPCC Child Protection in Sport Unit (CPSU)	3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ	cpsu@nspcc.org.uk www.thecpsu.org.uk 0116 234 7278
Childline UK	Freepost 1111, London, N1 0BR	www.childline.org.uk 0800 1111

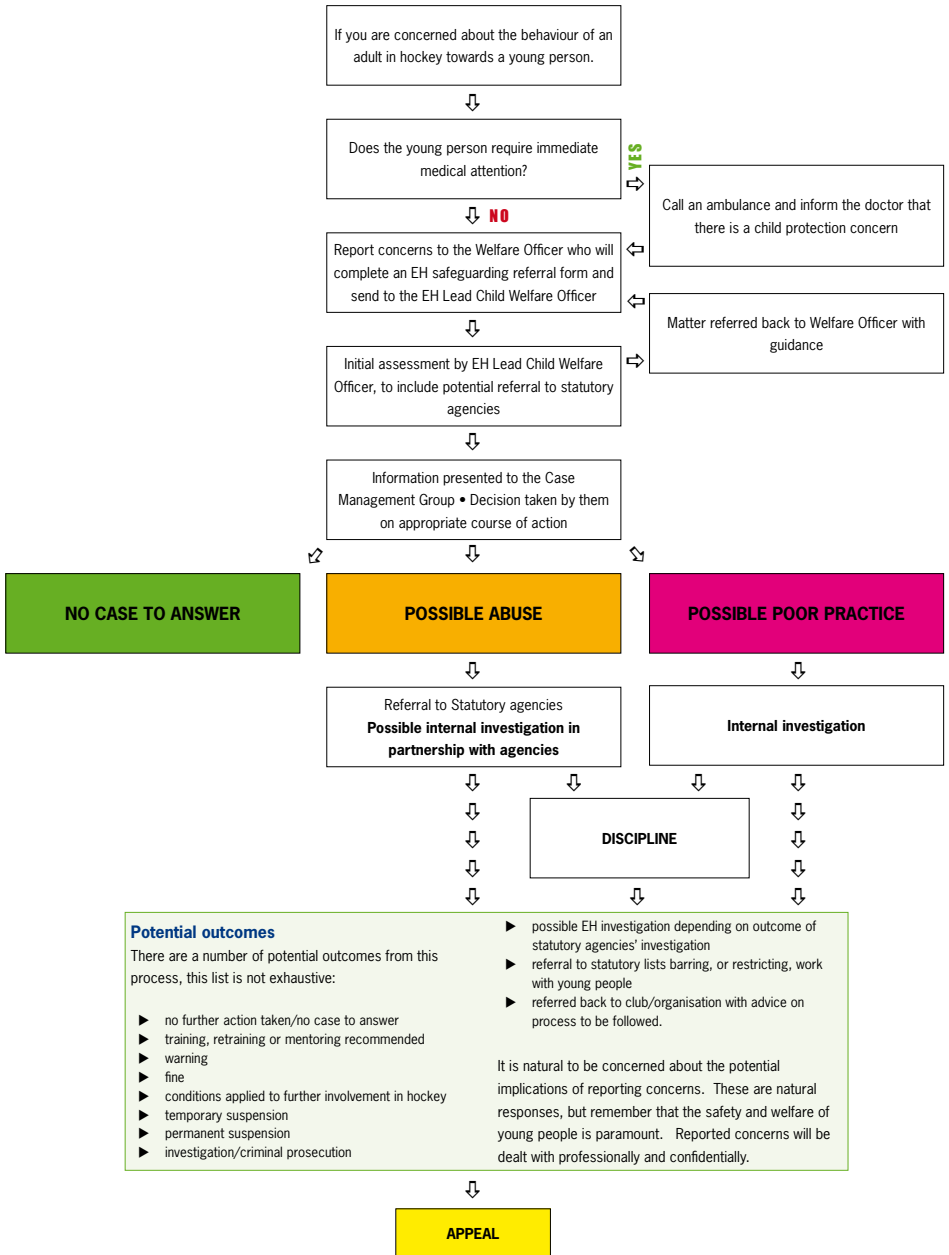
Training opportunities

Organisation	Address	Website and Phone No.
sports coach UK <i>'Safeguarding and Protecting Young People in Sport' Resource and workshop</i>	sports coach UK 114 Cardigan Road, Headingley, Leeds, LS6 3BJ	www.sportscoachuk.org sports coach UK Workshop Booking Centre 0845 601 3054 scukworkshops@sportscoachuk.org 0113 274 4802 coaching@sportscoachuk.org



Reporting Concerns of Possible Abuse **WITHIN** the Hockey Environment

What to do if you are concerned about the behaviour of any member, volunteer or staff of England Hockey.



Reporting Concerns of Possible Abuse **OUTSIDE** the Hockey Environment

What to do if you are concerned that a young person is being abused outside the hockey environment (but that concern is identified through that young person's involvement in hockey).

If you are concerned that a young person could be being abused outside the hockey environment.



If the young person requires immediate medical attention, call an ambulance and inform the doctor there is a child welfare concern.



Report your concerns to the Welfare Officer or EH Lead Child Welfare Officer who will refer the matter to the Local Authority (LA) Children's Social Care Department (previously Social Services) or the Police without delay. Make a record of anything the child has said or what you have seen, if possible with dates and times.



If the Welfare Officer/EH Lead Child Welfare Officer is not available, refer the matter to LA Children's Social Care Department (Social Services) or Police without delay.



Take advice from LA Children's Social Care Dept (Social Services) or the Police whether it is appropriate to discuss the matter with parents.



Complete an EH safeguarding referral form, copy it to the relevant external agency and the EH Lead Child Welfare Officer.

All processes and procedures are conducted in accordance with England Hockey's Safeguarding and Protecting Young People (SPYP) Complaints and Disciplinary Regulations. These regulations are available to download at www.englishockey.co.uk/safe





If you have any queries about how this guide affects you, please contact your Hockey Development Officer in the first instance. Contact details are available at www.englishockey.co.uk/contactus

England Hockey's Lead Child Welfare Officer can be contacted as follows:

Phone | 0870 126 2308

E-mail | childwelfare@englishockey.org

Post | England Hockey, Bisham Abbey National Sports Centre, Near Marlow, Buckinghamshire, SL7 1RR

England Hockey will make this document available in other formats on request.

www.englishockey.co.uk/safe