



CHILD AND (COACH) PROTECTION POLICY

Why a Policy?

Stockport Bramhall Hockey Club (SBHC) recognises and accepts its responsibilities as a club to conduct its activities so that it ensures, as far as is reasonably practical, the health and safety of its volunteers, officials and any other person who may be affected by its activities.

Our Governing Objectives are: -

- To foster, promote and encourage the development and organisation of field hockey within Stockport
- To provide the opportunity to learn and play field hockey from the recreational level of participation through to excellence
- To provide a competitive team atmosphere as well as supportive environment for all players
- To develop, promote and administer programs that encourage the development of the sport of field hockey for players, coaches, umpires and volunteers within SBHC

We therefore should be:

- Ensuring that everybody involved in an activity takes on board their collective responsibility for ensuring it is delivered in a safe environment
- Using best practice to deliver our activities
- Taking the lead to encourage everyone to adopt appropriate procedures

What this policy covers:

A. Codes of practice for coaches, volunteers, parents and children to help foster a safe environment. (Securing written agreement of adherence to these)

B. Procedures for making detailed records of any information disclosed regarding the nature of the allegation.

C. Procedures for reporting allegations to the appropriate authority.



A. Codes of practice for coaches, volunteers, parents and children to help foster a safe environment. (Securing written agreement of adherence to these.)

Recruitment

1. All staff shall complete an application form and go through an interview process
2. All staff delivering a session shall be qualified to a minimum of level 1
3. Two written references shall be obtained for all staff
4. All prospective staff shall be asked to declare whether they have any previous convictions and asked to provide full explanations for any gaps in their employment history
5. All staff who have regular, direct, unsupervised contact with children shall be CRB checked

Employment

6. All staff should have a list of job duties and responsibilities
7. Each member of staff shall be provided with a copy of current Child Protection guidelines. A signature shall be obtained to say these have been received and understood
8. All staff should receive training on child protection
9. There shall be a probationary period of employment for all staff
10. Monitoring of sessions will take place

Deployment

11. Activities shall be planned so that potential situations of abuse can be minimised
12. Each member of staff shall know who their emergency contact is
13. Each activity shall have a copy of the Child Protection Policy and Codes of Conduct available
14. If you have to touch a child, always tell them and any other people around what you are going to do and why beforehand.
15. Always lead sessions publicly/in the open
16. If what you say or do distresses a child, always record and report it. Make sure you inform parents.

Nevers

1. Never take children alone in your car
2. Never be left alone with a child
3. Never use inappropriate language
4. Never let children use inappropriate language unchallenged
5. Never make sexually suggestive remarks to a child – even in fun
6. Never depart until all children have safely dispersed
7. Never engage in rough, physical or sexually provocative activities
8. Never allow or engage in any form of inappropriate touching
9. Never allow allegations made by a child to go unrecorded or not acted upon



10. Never do things of a personal nature for a child they can do for themselves, unless you have been requested to do so by parents or do so, if absolutely necessary, with the utmost discretion

In an unavoidable situation seek consent from parents or guardians or a senior member of the Club first before taking any action. Record and report what you have done and why to a senior member of the Club.

B. Procedures for making detailed records of any information disclosed regarding the nature of the allegation, e.g. description of visual injuries etc.

Information should be recorded on SBHC Incident Form and must be as helpful as possible so should include the following:

1. The nature of the allegation
2. A description of any visible bruising or other injuries
3. The child's account, if he or she can give them, of what has happened and how any bruising or other injuries occurred
4. Any times, dates or other relevant information
5. A clear distinction between what is fact, opinion or hearsay
6. Reporting the matter to Social Services should not be delayed by attempts to obtain further information
7. Wherever possible, referrals telephoned to a senior member of staff or Social Services should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the member of staff to whom concerns were passed, together with the time and date of the call, in case any follow-up is needed.

C. Procedures for reporting allegations to the appropriate authority

1. The starting point of the child protection system is that any person who has knowledge or a suspicion that a child is being abused or is at risk of abuse has a duty to refer their concern.
2. In cases where they suspect abuse but are not sure whether to make a referral they should seek advice from senior club staff or from Social Services Direct. (*)
3. If doubt persists Social Services must be consulted. (*)
4. What to do if accusation about staff
 - 4.1 Report concern to person in charge
 - 4.2 If accusation about person in charge, report to Social Services
 - 4.3 Record what has been said including times and dates on SBHC Incident Form
 - 4.4 Copy report to person in charge and/or Social Services



5. Accusation or concern about someone else reported to Stockport Bramhall Hockey Club staff
 - 5.1 Report concerns to person in charge
 - 5.2 Record what child has said, or what has been seen. Include dates and times on SBHC Incident Form
 - 5.3 If in charge record time, date and subject of concern
 - 5.4 Pass through to Social Services

(* Adopted from the Stockport Child Protection Committee's Child Protection Handbook

We will notify England Hockey of officer responsible for Child Protection on annual Club affiliation form.

This policy is reviewed annually. The next review is due July 2016.

Child Protection Representative:

Sara Hall, Welfare Officer: _____

Date: _____