



## Surbiton Hockey Club

### Safeguarding Policy

2024/25

**Safeguarding Officer** - to report concerns

Name: Sunita Pottay

Email: [safeguarding@surbitonhc.com](mailto:safeguarding@surbitonhc.com)

**DBS Queries**

Name: Anna Gavino

Email: [financeadmin@surbitonhc.com](mailto:financeadmin@surbitonhc.com)

**Safeguarding queries** - to enquire about safeguarding requirements for volunteers and staff

Name: Anna Gavino

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**Other useful numbers:**

**Childline:** 0800 - 1111 <https://www.childline.org.uk/>

**Surrey Social Services:** <https://www.surreycc.gov.uk/children/social-care>

**Surrey Emergency Duty Team:** 01483 517898 [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

**England Hockey Ethics and Welfare Team**

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# Safeguarding & Protection of Young and Vulnerable People

## 1. Introduction

**Surbiton Hockey Club** adopts England Hockey's Safeguarding and Protecting Young People in Hockey Policy and works in accordance with the following statement:

**Surbiton Hockey Club** is committed to creating and maintaining a safe and positive environment for all young people involved in hockey. It accepts its responsibility to help safeguard the welfare of all young people and protect them from poor practice, abuse and bullying.

Every individual and organisation within the Hockey Family has a role and responsibility to help ensure the safety and welfare of young people. The Hockey Family is defined below.

**Surbiton Hockey Club** as a provider of opportunities for young people in hockey accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect young people from any reasonably foreseeable harm.

## 2. Definitions:

**Hockey Family** - all individuals, clubs, associations and other organisations involved in any capacity in the game of hockey, and whether or not members of England Hockey. For the avoidance of doubt, this includes all players and anyone working within hockey (in a paid or voluntary capacity, and whether as an employee or on a self-employed or other work basis) including all coaches, managers, umpires, referees, catering and hospitality staff and other officials.



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**Young People** - anyone under the age of 18.

**Vulnerable People** - Aged 18 years or over; who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### *3. Obligations under this policy:*

Everyone within **Surbiton Hockey Club** must act in accordance with:

- the general principles set out in this policy; and
- the principles set out in the particular policies below, together with the supporting good practice document:
  - the recruitment of persons working with young people
  - the use of DBS checks in recruitment and employment
  - Anti-bullying
  - taking and use of photographic and recorded images of young people;

Affiliation to England Hockey will evidence agreement of these obligations by the Club and membership of will evidence agreement by the Hockey Family.

**Surbiton Hockey Club** has, in addition, adopted and implemented our own:

- Safeguarding and Protecting Young People (or Child Protection) policy which complies with the general principles set out in this policy; and everyone within **Surbiton Hockey Club** must also:
  - abide by England Hockey's Code of Ethics, which specifies conduct in relation to the safeguarding of young people within hockey, among other issues
  - follow England Hockey reporting procedures where there are concerns relating to the safety or welfare of young people.





For clarity, policies, procedures and good practice relating to the safeguarding of young people in hockey need to be applied both in relation to activities for young people specifically and where young people may be involved within the adult game.

For example, where players or umpires under 18 years of age are incorporated into adult team hockey.

### **England Hockey's role:**

As the national governing body, England Hockey will publicise and promote within hockey its Safeguarding Young People Policy, Procedures and Good Practice Guidance. It will also support its affiliated clubs and associations in adopting and implementing their own policies by producing template policies and procedures and through access to appropriate training and education opportunities.

England Hockey is committed to ensuring that concerns relating to the safety and welfare of young people in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, England Hockey has developed procedures for reporting concerns.

England Hockey recognises the roles and responsibilities of the statutory agencies in safeguarding young people and the responsibilities and expertise of the relevant agencies in determining whether young people have, or may have, been abused or otherwise harmed. England Hockey is committed to complying with the procedures of the Local Safeguarding Children Boards (LSCBs) (1) . Accordingly, England Hockey will work co-operatively with the relevant statutory agencies on matters relating to safeguarding young people and where England Hockey receives a report of a concern, it will refer the matter to the relevant statutory agency where appropriate.

England Hockey is also committed to directly challenging conduct within hockey that is, or may be, harmful to young people. It may, therefore, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations where concerns or complaints are raised (by sources internal or external





to hockey) relating to the safety and welfare of young people. England Hockey will take action against any person or organisation within its jurisdiction whose conduct is found to have harmed a young person in hockey or whose conduct (within or outside hockey) poses or may pose a risk of harm to young people in hockey. England Hockey may also refer matters back to a club for resolution at club level where appropriate.

**Surbiton Hockey Club** will follow England Hockey's Reporting Procedures and will make all their members aware that they are subject to the above Regulations if there is a breach of the Policy.

## 4. General Principles for the Safeguarding and Welfare of Young and Vulnerable People

- The safety and welfare of young and vulnerable people is paramount.
- All young people, 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.
- **Surbiton Hockey Club** wishes to promote a telling culture. Everyone within hockey must therefore report all concerns in accordance with England Hockey's reporting procedures.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone in hockey's responsibility 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 effective as the ability and skill of those who operate it.
- **Surbiton Hockey Club** is committed to encouraging, and everyone within hockey must recognise and regard as essential, the effective and safe recruitment of all individuals working with young people in hockey.





- All those working in hockey, in a paid or voluntary capacity, must abide by England Hockey's Code of Ethics.

### 5. Guidance and legislation:

The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and Government guidance and have been designed to complement Local Safeguarding Children Boards procedures and take the following into consideration:

- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997
- The Rehabilitation of Offenders Act 1974
- Criminal Justice and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Human Rights Act 1998
- The Data Protection Act 1998
- "Caring for the young and vulnerable" Home Office guidance for preventing the abuse of trust 1999
- "What to do if you are Worried a Child is being Abused" DOH 2006
- "Working Together to Safeguard Children" 2006, HM Government
- The Safeguarding Vulnerable Groups Act 2006
- **Keeping Children Safe in Education 2004 (see Appendix 1)**
- Sexual Offences Act 2003
- Protection of Freedom Act 2012

[1]

Local Safeguarding Children Boards (LSCBs) are the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in the locality. The core membership of LSCBs is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. They also provide education and training opportunities at local level.

## 6. England Hockey Safeguarding Regulations Policy

<https://www.englandhockey.co.uk/governance/rules-and-regulations/safeguarding-regulations-in-hockey>





## 7. Surbiton Hockey Club Child Protection Statement

Surbiton Hockey Club adopts the Safeguarding and protecting Young People in Hockey Policy proposed by England Hockey and which states:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstance.
- A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
- The rights, dignity and worth of a child should always be respected.
- That everyone with a role in working with children has a moral and legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- That special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.

This policy applies to any person or organisation involved in the care of children in hockey. A "child" 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 impairment or disability. 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".





## 8. Coach, Team Manager, Captain, Volunteer Obligations and Good Practice

### **General Good Practice in the Care of Children**

Surbiton HC acknowledges that good practice when dealing with children is essential. All people caring for children are expected to adhere to the following guidelines when dealing with players:

- Always be publicly open when working with children. Ensure that wherever possible there is more than one adult present during activities with children and young people.
- Manual support is rarely required in the sport of hockey. If an adult feels that it is necessary, the reasons should be clearly explained to the child. Be aware that any physical contact with a child or young person may be misinterpreted.
- Where possible parents should be responsible for their own child in the changing rooms
- Treat all children and young people with respect
- Provide an example of good conduct you would wish others to follow
- Respect a young person's right to personal privacy
- Encourage young people and adults to feel comfortable enough to point out attitudes or behaviour that they do not like
- Remember that someone might misinterpret your actions, no matter how well intentioned
- Recognise that special caution is required when dealing with sensitive issues with children or young people
- Challenge unacceptable behaviour and report all allegations or suspicions of abuse

All people caring for children should also be aware that it does not make sense to:



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- Spend excessive amounts of time alone with children on their own
- Take children alone on car journeys, however short
- Take children to your home where they will be alone with you.

If cases like these arise they should only occur with the full knowledge and consent of the child's parents.

### **YOU SHOULD NEVER:**

- Engage in rough, physical, or sexually provocative games.
- Allow or engage in any inappropriate physical or verbal contact with children or young people
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Allow allegations of a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children which they can do for themselves
- Invite or allow children to stay with you at your home unsupervised
- Allow bullying or bad behaviour by children
- Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions without checking the facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Believe "it could never happen to me"

### **What to do:**

If a child says or indicates that he/she is being abused or you have concerns about the wellbeing of a child, you should:

- Take the time to listen seriously to what the young person is saying. This is vital.
- Reassure the young person but do not make promises about what you can and cannot do.





- Quietly state that as you take this seriously you will have to talk to someone else about it. This will often distress them, but it is vital that you do take the information to the appropriate place.
- Do not cross examine the young person or ask specific questions about details
- Make a full record of what has been said, heard or seen, as soon as possible. Always tell the young person that this is what you will do.
- Ask the child if immediate protection is needed.
- Complete the **Safeguarding Incident Report Form (Appendix 1)** and contact your Safeguarding Officer as soon as possible.

## 9. Child Welfare Definitions

### Abuse:

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children. It is generally accepted that there are four main forms of abuse. The following definitions are taken from Sportscheck.

### Physical Abuse

Physical abuse may involve hitting, shaking, poisoning, burning or scalding, drowning suffocating or otherwise causing physical harm to a child

Physical harm may also be caused when a parent or a carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after (Munchausen syndrome by proxy).

Physical abuse, as well as being a result of a deliberate act can also be caused through omission or the failure to act to protect.

### Emotional Abuse.





Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person.

Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to frequently feel frightened, or in danger, or the exploitation or corruption of a child.

### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of or consents to what is happening. The activities may involve physical contact, including penetrative acts such as rape, anal or oral sex, or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and females alike and by adults and other young people.

### Neglect.

Neglect is the persistent failure to meet a child's basic and/or physiological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter or clothing, leaving a young child home alone or the failure to ensure that a child gets the appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

Recent interagency guidance draws attention to other sources of stress for children and families such as social exclusion, domestic violence, the mental illness of a parent or carer or





drug or alcohol misuse. All of these areas may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that any one of these areas adversely affects a child's wellbeing the same procedure should be followed.

## 11. Recognising signs of abuse

Recognising child abuse is not easy and it is not your responsibility to decide whether or not a child has been abused or is at significant risk. You do, however, have a responsibility to act if you have a concern.

The following information might help you to be more alert to the signs of possible abuse.

### **Physical abuse**

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees, shins and knuckles.

Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where:

- Bruises or injuries are unexplained
- Or if they are explained the explanation does not fit the injury
- Or where the injury appears on parts of the body other than those mentioned above.

A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children of different skin tones or from different racial groups and specialist advice may be needed.





**REMEMBER WHATEVER THE CIRCUMSTANCE,  
IF YOU HAVE A CONCERN, TALK TO SOMEONE.**

Physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips
- Cigarette burns
- Bite marks
- Broken bones
- Scalds

Changes in behaviour which could also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed
- Wearing inappropriate clothing for the weather conditions
- Depression
- Withdrawn behaviour
- Running away from home

Examples of physical abuse in sport include when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.

### **Emotional abuse**

Emotional abuse can be difficult to measure, and often children who appear to be well cared for may be emotionally abused by being taunted, or belittled. They may receive little or no love, affection, or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to play or mix with other children.





The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances e.g. in hospital or away from the parent's care.
- Sudden speech disorders
- Developmental delay either physically or emotionally.

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self harm
- Fear of parents being approached regarding behaviour

Examples of emotional abuse in sport could include constant criticism, name calling and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

### **Sexual Abuse**

Usually in cases of sexual abuse it is the child's behaviour which may cause you to become concerned although physical signs may be present. In all cases children who talk about sexual abuse do so because they want it to stop. It is therefore **VERY IMPORTANT TO LISTEN TO THEM AND TAKE THEM SERIOUSLY.**

Physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas
- Bruising or bleeding in the genital or anal areas
- Sexually transmitted diseases
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse may include:





- Sudden or unexpected changes in behaviour e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as bulimia or anorexia
- Self harm
- Saying they have secrets which they cannot tell anyone
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Acting in a sexually explicit way towards adults

In sport coaching techniques that involve physical contact with children could potentially create situations where sexual abuse could go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations.

### **Neglect.**

The physical signs of neglect may include:

- Constant hunger
- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the weather conditions

Changes in behaviour which might indicate neglect may include:

- Complaining of being tired all the time
- Not requesting medical assistance or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised

Neglect in sport could include a teacher or coach failing to ensure that children are safe, exposing them to undue cold or heat or to unnecessary risk or injury.





#### **Appendix 1 – Keeping Children Safe in Education 2004**

[https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)

