

President

Mark Watts

Chairman

Alan Jones

Club Secretary

Hilary Morgan

Treasurer

Dave Smith

Accounts Auditor

Matt Osmont

Child Welfare Officers

2

Coaches

Kenneth Cook - Level 1 Coach Number 39235

Mark Forshaw - Level 1

Gary Roberts - Level 1

Gary Ryder - Level 1

Coaching assistants

Kev Ryan

Youth Development Officers

Kenneth Cook

Kev Ryan

Dave Smith

Club First Aider

Jim Dyson

Club Captain

Ken Cook

First Team Captain

Mike Dinnell

First Team Vice-Captain

Ken Cook

Second Team Captain

Second Team Vice Captain

Volunteer Co-ordinator

Safeguarding and Protecting Young People in Hockey

West Derby Hockey Club adopts England Hockey's Safeguarding and Protecting Young People in Hockey Policy and works in accordance with the following:

Introduction:

West Derby 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 the welfare of young people. The "Hockey Family" is defined below;

West Derby 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.

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 basis) including all coaches, umpires, referees and other officials.

Young People:- Anyone under the age of 18 years

Obligations under this Policy:

Everyone within West Derby 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:
 1. the recruitment of persons working with young people
 2. the use of CRB checks in recruitment and employment
 3. anti-bullying
 4. 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 West Derby Hockey Club will evidence agreement by the “Hockey Family”.

West Derby Hockey Club has in addition, adopted and implemented our own Policy on Safeguarding and Protecting Young People (or Child Protection) which complies with the general principles set out in this policy; and everyone within West Derby Hockey Club must also:

- abide by England Hockey’s Code of Ethics and Behaviour, 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.

How England Hockey will help:

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). Accordingly, England Hockey will work co-operatively with the relevant statutory agencies on matters relating to safeguarding young people and where England Hockey receives 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 (available online at www.englishockey.co.uk/safe) where concerns or complaints are raised (by sources external or internal to hockey) relating to the safety and welfare of young people. England Hockey will take action against any person/s 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.

West Derby 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.

General Safeguarding and Protecting Young People principles:

- *The safety and welfare of young 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.*
- *West Derby 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.*
- *West Derby 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 and Behaviour.*

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 Childrens Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997
- The Rehabilitation of Offenders Act 1974
- Criminal Justices and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Human Rights 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 Governmet
- The Safeguarding Vulnerable Groups Act 2006.

Anti-Bullying Policy

West Derby Hockey Club adopts England Hockey's Anti-bullying policy and works in accordance with the following statement:-

Introduction:

West Derby Hockey Club is committed to creating and maintaining an environment in which "all" young people involved in hockey are free from bullying.

Obligations under this Policy:

Everyone within West Derby Hockey Club must act in accordance with the general principles in England Hockey's Policy on Safeguarding and Protecting Young People in Hockey and the principles set out in this anti-bullying policy.

How England Hockey will help:

England Hockey is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

England Hockey is also committed to ensuring that concerns relating to bullying 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 may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations or refer the matter to a club or association for resolution as appropriate.

Bullying:

Bullying is anything that is done with the intention of hurting or intimidating, frightening or upsetting another person. Bullying is not always physical but it results in distress to the victim. Instances of bullying can occur not only between young people but also from adult to young person.

Bullying can be:

- **Emotional** persistently being unfriendly, excluding, tormenting, threatening gestures.
- **Physical** pushing, kicking, hitting, punching or any use of violence
- **Racist** racial taunts or language, graffiti, gestures
- **Sexual** unwanted physical contact or sexually abusive comments
- **Homophobic** because of, or focusing on the issue of sexuality

- *Verbal* name-calling, sarcasm, spreading rumours, teasing

It should be noted that bullying may not occur through face-to-face contact. Increasingly, bullying may occur through other forms of communication e.g. internet, e-mail and text messaging.

Principles:

- Everyone within West Derby Hockey Club should have an understanding of what bullying is and of England Hockey's Policy on Anti-Bullying
- Bullying of "any" kind is not acceptable in hockey and should not be tolerated by anyone, in particular any organisation providing hockey opportunities for young people.
- West Derby Hockey Club wishes to promote a "TELLING" culture and anyone who knows, or suspects, that bullying is happening must take the matter seriously, and report it in line with England Hockey Reporting Procedures
- Any incident or concern of bullying "must and will" be acted upon swiftly

Policy on the taking and use of Photographic and Recorded Images of Young People

West Derby Hockey Club adopts England Hockey's policy for the taking and use of Photographic and Recorded Images of Young People and works in accordance with the following statement:

Introduction:

West Derby Hockey Club does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images. Use of recorded images can also be a valuable coaching aid. However, West Derby Hockey Club is committed to providing a safe environment for young people under the age of 18 years. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications, on the internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

- The taking and/or publishing of photographic and recorded images of young people
- The use of photographic or record image equipment at hockey events
- The use of photographic or recorded image equipment as a coaching aid

Photographic or Recorded Images:

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or Personal Digital Assistant Devices (PDA's).

Obligations under this policy:

Everyone within West Derby Hockey Club must act in accordance with the general principles in England Hockey's Policy on Safeguarding and Protecting Young People in Hockey and the principles set out in this policy for taking and use of photographic and recorded images of young people.

In addition, West Derby Hockey Club adopts and implements this policy relating to the taking and use of photographic and recorded images of young people in hockey, in accordance with the general principles in England Hockey's Policy on Safeguarding

and Protecting Young People in Hockey, and in accordance with this particular policy and principles together with the supporting good practice guidance.

How England Hockey will help:

England Hockey is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

England Hockey is also committed to ensuring that concerns relating to the misuse of photographic or recorded images 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 may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, or refer the matter to a club or association for resolution as appropriate.

Principles:

- *Everyone within West Derby Hockey Club should have an understanding of the issues relating to the taking and use of photographic and recorded images of young people and what England Hockey's policy is on this*
- *Parents and young people have a right to decide whether young people's images are to be made, and how those images may be used*
- *In accordance with good practice guidance for hockey activities and events, parents and young people "must" provide written consent for young people's images to be taken and used. There may be legitimate reasons for denying consent i.e. subject to legal restrictions*
- *A registration process should be used for photographers in accordance with the good practice guidance on photography and recorded images. This will help deter those wishing to take photographs or recorded images for inappropriate use*
- *Images "should" convey the best principles and aspects of hockey, such as fairness and fun*
- *Care "should" be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse*
- *All images of young people should be securely stored to avoid inappropriate use*
- *In the case of images used on websites, particular care "must" be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser*
- *Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid*
- *Suspected inappropriate taking of photographic or recorded images should and will be challenged and reported*

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of young

people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.

Job Description for Welfare Officer

Role Description:

Everyone in hockey has a responsibility to safeguard and protect young people. The role of a Welfare Officer is primarily to promote good practice within your organisation (club, country, region, etc), to be a named point of contact for young people, parents/carers, coaches and volunteers and to understand England Hockey's reporting procedures in case a concern is raised.

The information below outlines the role, and skills and knowledge to look for in a welfare officer. England Hockey will be offering training to people in this role.

Role:

- To be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified
- Implement the club's reporting and recording procedures
- Promote the club's best practice guidance/code of ethics and behaviour within the club
- Assist the club to fulfil its responsibilities to safeguard young people
- Assist the club to implement its child welfare implementation plan
- Assist volunteers in keeping their certificates and qualifications up to date
- Sit on the club's management committee
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Be the first point of contact with the England Hockey Lead Child Welfare Officer
- Maintain contact details for local social services, police and the Local Safeguarding Children Board (LSCB) in case of an emergency

Experience and knowledge:

1. Own organisations policy and procedure related to safeguarding and protecting young people
2. Own organisations role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role
3. Knowledge of the England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures
4. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board (LSCB)). This can be gained through training. The Welfare officer should have full contact details for their local agencies.
5. Awareness of equality issues and child protection
6. Basic knowledge of core legislation, government guidance and national framework for child protection. This can be gained through training.

Skills:

- Approachable
- Child-focused
- Basic administration
- Basic advice and support provision
- Communication
- Maintaining records
- Ability to promote organisation's policy, procedures and resources
- Interpersonal

Parent/Legal Guardian Guide

These guidelines provide you with key information when selecting an opportunity for your child in hockey. They provide you with ideas of questions to ask and ensure that both you and your child understand the way West Derby Hockey Club works, and your roles and responsibilities.

What can we expect from West Derby Hockey Club?

- A friendly welcome, an opportunity to meet new friends, and to participate and watch hockey
- Opportunities for your child to have fun and develop their skills as much as they want
- A safe environment
- Qualified coaches and responsible volunteers
- Relationships based on trust, honesty and respect where your child is valued and listened to
- Your child's welfare and safety is paramount
- Members will recognise your child's rights, whatever their age, gender, culture, ability, language, religious belief, racial origin, and/or sexual identity
- Opportunities for you to get involved
- Policy on Safeguarding and Protecting Young People in Hockey and Complaints Policy are available for you to request
- Clear lines of communication with you about your child, fixtures, training and events
- Appropriately trained to work with young people

What does West Derby Hockey Club expect from my child?

There is a guide for young people which details expectations which include:

- Fair play
- Listening to the coaches
- Adhere to the young people's code of conduct and behaviour
- Adhere to the rules of the game and rules of West Derby Hockey Club

What do West Derby Hockey Club expect from me?

They may expect you to:

- Stay with your child when they are at the venue
- Ensure that your child is dropped off and picked up promptly from the venue
- Contact the organisers if you are running late to collect your child
- Adhere to the rules of West Derby Hockey Club
- Adhere to the codes of conduct, in particular the Parents code of Ethics and Behaviour

- Accept the guidance that coaches provide and umpire's decisions within matches
- Use "appropriate language" at all times
- Stay off the pitch during training and matches
- "never" force your child to participate
- Provide emergency contact details and any relevant information about your child including medical history

West Derby Hockey Club would like you to:

- Become involved as much as possible
- Support the coaches by ensuring your child enjoys their hockey and plays within the rules of the game
- Encourage fair play
- Encourage your child to recognise good performance, not just results

Always check:

- The qualifications and experience of the coaches
- That the ratio of adults to young people complies with England Hockey guidance
- How young people are looked after if they are not playing
- That there are clear codes of conduct stating expected behaviour of members, players and coaches
- What happens if there is an accident?
- Is there a safeguarding and protecting young people policy in place?
- How are issues managed, e.g. bullying?
- The policy on recruitment and Criminal Records Bureau (CRB) checking adults working with young people
- Who should my child or I speak to if we have a concern?

Questions to seek clarification

- My child has never played hockey before; can they come along and try out a couple of sessions?
- When is training?
- When are the matches?
- What kit do we need to buy?
- Are the coaches qualified?
- Are the adults helping with the teams checked and trained?
- Does my child have to share changing facilities with adult players?
- Does the club have social events?
- How much does it cost to become a member of the club?
- How are away matches organised?
- Is the club affiliated to England Hockey?
- Does the club hold accreditation e.g. clubfirst?

Communication:

West Derby Hockey Club will need to ensure they can contact you if required, so they should ask for your contact details.

Please ensure that you build a relationship with the coach and support West Derby Hockey Club by completing all the paperwork required.

Communication is two-way. If you have any questions or concerns about your child's participation in hockey, please talk to their Coach or Organisation officer.

What do I do if I am concerned about my child's safety, wellbeing or behaviour?

- West Derby Hockey Club has a Welfare Officer. Ask to speak to them and explain your concerns
- All concerns will be taken seriously and investigated
- All concerns will be treated in the strictest confidence, with only the people who can help the situation becoming involved, if required.
- See England Hockey guidance on "dealing with the concerns of children, young people and parents"

Young Person's Guide

What can I expect from: West Derby Hockey Club?

West Derby Hockey Club will have:

A membership scheme

This will be explained to you when you arrive at the club. You will receive information on how much this will cost, kit you will require, rules of the club, when training sessions are and match information.

Qualified Coaches

The coaches understand and know how to help you play the best hockey you can.

Volunteers

Any adult working within the club will have been on training to ensure they know how to support and look after you. The club will have a First Aider, Team Managers and a Welfare Officer. Make sure you know who these people are and introduce yourself to them.

Rules

The game of hockey has rules, which you will learn as you play. The club has rules, which you will also learn. For example, one rule is that junior members are “not” allowed to smoke. These rules are there for your safety and are not to be broken.

Opportunities for you to play

There will be teams and squads of boys and girls your own age. You will get to know them and learn how to play hockey with them.

Matches and competitions

There will be a chance for you to train and play in your club team against other clubs.

Anti-bullying Policy

This clearly states how the club will deal with any situation of bullying, either adult to young persons or young person to young person.

Safeguarding and Protecting Young People Policies and Procedures

These provide the club with ways of ensuring that you are safe and enjoy your hockey.

Codes of Conduct and Behaviour

These clearly state how members of West Derby Hockey Club “must” act towards you and support you. This includes coaches, volunteers, officials and parents.

Code of Conduct:

We will give clear messages on how we expect you to behave. This may be in the form of a Code of Conduct. The Code of Conduct will clearly state what is OK and what is not OK. For example:

1. junior members are NOT allowed to smoke
2. junior members are NOT permitted to consume alcohol

Don't keep it to yourself

You have the right to:

- *have fun when playing hockey*
- *be safe when playing hockey*
- *enjoy your hockey*
- *make friends through hockey*
- *be treated with respect by adults and other young people involved in hockey*

Are you worried?

- *My coach is bullying me*
- *Another adult at hockey is bullying me*
- *Another member of my team is bullying me*
- *One of the coaches or volunteers is threatening me*
- *An adult is making me do things which I know are wrong*
- *Someone is touching me and making me feel uncomfortable*
- *Someone is constantly teasing me, shouting at me or kicking and punching me*
- *Someone is making suggestive remarks or asking me to do things of a sexual nature*
- *Someone is acting in a way which makes me feel lonely, upset, unsafe or embarrassed*

If the answer is YES – Don't keep it to yourself... ask for help!

Who can I talk to?

Talk to your Welfare Officer. Contact details are below:

Name:

Phone number:

E-mail address:

Name:

Phone number:

E-mail address:

It can sometimes be difficult to speak to an adult about how you are feeling.

- You might think that an adult will not understand
THEY WILL LISTEN
- You may think that they will not believe you
THEY WILL BELIEVE YOU
- You may be scared that they will tell other people who you do not want to know
THEY WILL ONLY TELL SOMEONE WHO CAN HELP
- You might think they have not got time to talk to you
THEY WILL ALWAYS MAKE TIME TO TALK

It's better to talk to someone:

- Ignoring your worries or concerns could make them worse
- Talking to someone will begin to tackle your worries and concerns
- You only have to share information that you want to share
- Telling someone will begin to help you

What will happen if I talk to someone?

Your welfare Officer will know what to do and how to help. They will be able to ensure that you are safe and they will believe you.

There are policies and procedures which they will use. These provide information on who to contact, how to contact them, and what they can do to help.

Confidentiality

The welfare officer cannot promise to keep the information you share a secret. However they do have to keep it CONFIDENTIAL. This means that they will have to tell only the person/people who can help.

When you are talking to the Welfare Officer, ask them to explain who they need to speak to and why. They may say one of the following:

England Hockey Lead Child Welfare Officer

They will know what to do if the behaviour of adult(s) towards you is upsetting you. Talking to this person will begin to help the situation and ensure you can play hockey in a happy and safe environment

Social Services or the Police in an emergency

Social Services or the police will be called if the Welfare Officer thinks you may come to more harm or are in danger. This is to help you and ensure you are safe.

Remember, your Child Welfare Officer is:

Name: Alex Laude

Phone Number:

E-mail:

Name: Jen Warburton

Phone Number:

E-mail:

Alternative sources of help, advice and support:

NSPCC	0808 800 5000	www.thereforeme.com	Support and advice for 12-16 year olds
Childline	0800 1111	www.childline.org.uk	Free helpline for children and young people
Kidscape	0207 730 3300	www.kidscape.org.uk	Support on bullying

Policy on the Use of Criminal Records Bureau (CRB) Disclosures

Introduction:

England Hockey is committed to creating and maintaining a safe and positive environment for all young people to participate in hockey. It is important that people with a history of relevant and significant offending are prevented from contact with/responsibility for young people and do not have the opportunity to influence policies or practice in relation to them.

The use of Criminal Records Bureau (CRB) checks can assist with safeguarding young people in hockey at the point of recruitment. CRB checks can also be retrospectively, where necessary, to assist with ensuring a safe and positive environment in hockey. Use of CRB checks will therefore form part of the assessment of a person's suitability to work with young people in hockey.

This policy should be read in conjunction with England Hockey's Recruitment and Retention Policy, England Hockey's Recruitment Policy for Ex-offenders and England Hockey's Policy on Secure Storage, Handling, Use, Retention and disposal of CRB information.

Enhanced checks:

An Enhanced disclosure will contain information about criminal offences including convictions, cautions, reprimands, and warnings. It will detail ALL previous convictions etc. including those usually regarded as "spent" under the rehabilitation of Offenders Act 1974 and "Barring List" decisions.

Obligations:

Everyone within West Derby Hockey Club must act in accordance with the general principles in England Hockey's general Policy on Safeguarding and Protecting Young People in Hockey and the principles set out in this policy for use of CRB checks.

In addition, West Derby Hockey Club adopts and implements a policy on:

- Use of CRB checks in accordance with the general principles in England Hockey's Policy on Safeguarding and Protecting Young People in Hockey, and in accordance with this Policy on the Use of CRB checks and supporting good practice guidance
- England Hockey Policy on the recruitment of ex-offenders
- England Hockey Policy on the secure storage, handling, use, retention and disposal of CRB information.

How England Hockey can help:

England Hockey is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

England Hockey is an Umbrella Body for CRB checks. This means that England Hockey will facilitate CRB checks for all affiliated clubs and associations through the England Hockey CRB Service. England Hockey will provide advice to clubs where the CRB check reveals disclosed information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

England Hockey is also committed to ensuring that concerns relating to the use of CRB checks in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, England Hockey has developed procedures for reporting concerns. England Hockey may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations, or refer the matter to a club or association for resolution as appropriate.

England Hockey may instigate proceedings under its Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations where affiliated clubs and associations fail to adopt, implement or act in accordance with relevant policies. England Hockey may also require an individual against whom an investigation is proceeding under the Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, to undergo a CRB check as part of the investigation.

Principles:

- West Derby Hockey Club has an understanding of the use of CRB Checks in hockey and its relation to good practice in recruitment and retention of staff and volunteers, and know what England Hockey's policy is on CRB Checks
- In accordance with England Hockey's Policy on Recruitment, Selection and Retention of Persons with Access to Young People, when recruiting to a position involving access to young people an Enhanced CRB check must be undertaken through England Hockey's CRB Service. West Derby Hockey Club will refer to the good practice guidance on recruitment for roles requiring a CRB Check.
- In line with CRB policy and sports industry standard practice, West Derby Hockey Club will not recognise CRB checks obtained through organisations other than England Hockey.
- West Derby Hockey Club will comply with the CRB Code of Practice. England Hockey will assist clubs in compliance through relevant documentation and good practice guidance.
- For a position where a CRB check will be required, all application forms, job adverts and related documents issued by affiliated clubs and associations must contain a statement that a check will be requested in the event of the individual being offered the position.
- Given the potentially sensitive nature of information contained on CRB Checks, all those involved in the process must maintain confidentiality in

accordance with the CRB Code of Practice. Breach of this may result in disciplinary action being taken in accordance with England Hockey's Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations.

- Should a CRB Disclosure reveal any history of offending, England Hockey will assess whether the offences are relevant and significant. All decisions taken will be in the best interests of young people and will balance the relevance and significance of the offence and rehabilitation of the offender in relation to the role they are undertaking. England Hockey will advise the individual and the club or organisation of the outcome of this assessment process. This advice **MUST BE** followed.
- England Hockey will ensure that all those involved in the process of decision making regarding the relevance of CRB disclosed information will be trained to identify and assess the relevance and circumstances of offences. They should also have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- **Having a criminal record will not necessarily bar an individual from working or volunteering in hockey.** This depends on the nature of the position and the circumstances and background of their offences. Factors that may be taken into account would include:
 - Whether the information received is relevant to the position they are applying for in relation to working with young people
 - The seriousness of any offence or other matter
 - The age of the person at the time of the offence
 - The age of the victim involved and whether the offence was violent or sexual in nature
 - The length of time since the offence or other matter occurred
 - Whether the applicant has a pattern of offending behaviour or other relevant matters
 - The circumstances surrounding the offence and the explanations offered
 - All decisions will be made in good faith whilst recognising that the welfare of young people remains paramount
- England Hockey will work with other relevant organisations to ensure that decisions are made according to best practice in the use of evidence and research in this field.
- On receipt of CRB information regarding significant and relevant offending or other matters, England Hockey may initiate proceedings under its Safeguarding Young People Complaints and Disciplinary Regulations.
- Any information provided to England Hockey by the CRB will be accepted as correct. Any dispute regarding information contained on a CRB check should be referred by the individual directly to the CRB.

Further information on the CRB and their services can be obtained from the CRB website at www.crb.gov.uk

Use of Photographic or Recorded Image Equipment at Hockey Events

This form should be completed by anyone wishing to take photographs or record images at ANY hockey event

Title:	Surname:	First Name(s)

Home Address:
POSTCODE:

Daytime phone number	Evening phone number	e-mail address

Event name:	Event Venue:	Event Date:

I wish to photographs or record images during the course of the above event. I agree to abide by the guidelines laid down by England Hockey and confirm that the photographs or recorded images will only be used in an appropriate manner

Please describe below how photographs or recorded images will be used:

I acknowledge that if it is deemed that “any” photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at hockey events in the future and/or disciplinary action.

Signed:		Dated:	
Print name:			

West Derby Hockey Club Membership Form

Club Name:	West Derby Hockey Club
Membership Secretary Name and Contact number:	
Website Address:	www.wdhc.co.uk

All prospective members of West Derby Hockey Club are required to complete this registration form and return it with full payment of annual subscriptions prior to selection for the league season. All details will be kept in a secure database with access restricted to authorised officers only.

Deadline for payment of annual fees is Oct 31st after which an additional £10 admin fee will be due. Please note that non-members will not be allowed to play club matches or attend training

Title:	Surname:	Forename(s)

Date of Birth:

Home address:

Daytime number:	Evening number:	E-mail:

SECTION 2: Membership type

Member type	Description	Fee
Full/Senior	Full senior membership (match fee £7)	£90
Youth/Student	Full time students & U18's playing senior games (match fee £5)	
Junior	Junior fees includes all junior sessions from September to April plus full membership	
Social Membership	Parents, friends, associate players	£10

SECTION 3: Member information

(This information is optional and will be used for development purposes only)

STUDENTS: which school/college or University do you attend	
NON-STUDENTS: what is your occupation	
Would you be interested in learning to coach and/or umpire?(please state)	
Would you be interested in being a team manager or club officer?(please state)	
What skills do you have that could help develop West Derby H.C (e.g. web design, accounting, printing?)	

SECTION 4: Medical Information and Consent (to be completed by parent or legal guardian if U18)

In case of an emergency and as part of West Derby Hockey Club's responsibility to its membership, ALL members are required to complete this medical information form as accurately as possible. Details will be held securely with access restricted to authorised officers only.

Next of kin:	Relationship:	Mobile Phone:

Doctor's Name:	Surgery:	Doctors Phone Number:

As far as you are aware, are you allergic to any medication?(Please state)	
Are you taking any regular medication? If so, for what reason?	
Do you have any long term illness or injuries	

DECLARATION: I consider _____ to be physically fit and capable of full participation and agree to notify West Derby Hockey Club of any changes to the medical information provided. Furthermore, in the event that of injury I give permission (for myself/ son/ daughter) (delete applicable) for the team managers/ coaches appointed by West Derby Hockey Club to obtain emergency medical treatment.

Signed:	Date:	Relationship:

SECTION SIX: Ethnicity and disability

(information in this section is optional and will be used for development purposes only)

Ethnicity of club members

	TICK		TICK
White British		Mixed other	
White Irish		Asian/Asian British - Indian	
White Other		Asian/Asian British – Pakistan	
Mixed –white and Black Caribbean		Asian/Asian British – Bangladeshi	

Mixed – White and Black African		Asian/Asian British – Other	
Mixed – White and Asian		Black or Black British – Caribbean	
Black or Black British – African		Black or Black British - Other	
Chinese		Other Ethnic Group	

Disability

	TICK		TICK
Deaf		Physical disability	
Visually Impaired		Learning Disability	
Hearing Impaired		Multiple Disability	

Please add any additional relevant information

Code Of Conduct for Club Officials and Volunteers

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability, and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold the appropriate, valid qualification and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibitive substances.

Application Form for Positions Working with Young People in Hockey

Position applied for:

1. Personal Details

Title:	Surname:	First Name(s)
Date of Birth:	Place of Birth:	National Insurance No:

Home Address:
Postcode:

Daytime Phone No:	Evening Phone No:	Mobile:

2. Employment Details:

Please list on a separate piece of paper all previous employment, including dates and accounting any gaps in your employment history.

Current Occupation	Name of organisation	

Start Date:	Job Title	Contact Phone No:

Employer's Address:

Nature of Duties:

3. Previous volunteer experience:

Name of Organisation	Start Date	Finish Date

Relevant experience:

3. Qualifications

School/College/University	Dates Attended	Qualifications

Sport qualifications or training courses attended (please include dates)

4. Other Information

Reason for applying (please continue on a separate piece of paper)

5. References

Please provide the names and addresses of two people who we can contact for a reference who know you well (not related). One must have knowledge of your employed work and one must have first hand experience of your work with children. You must have known these people for at least 2 years.

Reference 1:	Reference 2:
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:

6. Important Information

Please be advised that this position is considered to involve substantial contact with children. Under the provisions of Exception Orders to the Rehabilitation of Offenders Act 1974, successful applicants will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An Enhanced Disclosure will contain information about criminal offences including convictions, cautions, reprimands, and

warnings. It will detail ALL previous convictions etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974. West Derby Hockey Club has a policy on the recruitment of ex-offenders. A copy is attached. Having a criminal record will not necessarily bar you from working for West Derby Hockey Club. This will depend on the nature of the position and the circumstances and background of you offences.

7. Applicant Declaration

I confirm that the information I have provided in support of my application is a complete and true record.

I agree to accept and work to England Hockey’s Safeguarding and Protecting Young People in Hockey Policy and Procedures and Code of Ethics and Behaviour.

SIGNED _____ Date: _____

PRINT NAME _____

For club use only:

Applicant successful: YES/NO : References received: YES/NO : CRB Disclosure received obtained through England Hockey? YES/NO

Self-Disclosure Form

England Hockey aims to promote equality for all persons and welcomes applications from a wide range of candidates. All applicants are required to complete a Self-disclosure form on application for this job/role.

The position for which you have applied is an exempted occupation of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within hockey*. This will depend on the circumstances and background to your offence in relation to the position you are applying for. Evaluation of information is based on strict confidentiality and discretion.

If you are successful with your application, under the provisions of Exceptions Orders to the Rehabilitation of Offenders Act 1974, you will be asked to undertake an Enhanced Disclosure through the Criminal Records Bureau (CRB). An enhanced disclosure will contain information about criminal offences, cautions, reprimands, and warnings. It will detail ALL previous convictions, etc. including those usually regarded as “spent” under the Rehabilitation of Offenders Act 1974.

* England Hockey has a policy on the recruitment of ex-offenders. A copy is available upon request

Section 1. Have you ever been convicted, cautioned, or warned of any criminal offences?
--

YES / NO

If yes, please supply details of any criminal convictions, cautions, or warnings:

You are advised that under the provision of the Rehabilitation of Offenders Act 1975 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (exceptions amendment) Order 1986 you should declare all convictions including “spent” convictions.

Section 2. Are you a person known to any Social Services department as being an actual or potential risk to young people?
--

YES / NO

If yes, please supply details

Section 3. Have you ever had a disciplinary sanction from any sport's or other organisation's governing body relating to child abuse?

YES / NO

If yes, please supply details:

--

I understand that it is necessary for me to declare any information requested and that the role I have applied for involves access to young people. I hereby give my consent to West Derby Hockey Club to conduct a Criminal Records Bureau (CRB) check if required.

Name:	
Date of Birth:	
Signature:	
Date:	

PLEASE RETURN TO:

Club Welfare Officer:

Address:

Please mark "Private and Confidential"

Policy Statement on the Recruitment of Ex-Offenders

It is a requirement of the Criminal Records Bureau's code of practice that West Derby Hockey Club, as a registered user of the England Hockey Umbrella Body Disclosure Service must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges West Derby Hockey Club to have a written policy on the recruitment of ex-offenders, and the following has been adopted.

Policy Statement:

- As an organisation using the England Hockey Umbrella Body Disclosure Service to help assess applicants' suitability for positions of trust, West Derby Hockey Club undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- West Derby Hockey Club is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or disadvantages by conditions or requirements which cannot be shown to be justifiable.
- The existence of this policy on the recruitment of ex-offenders is made known to applicants for positions of trust at the outset of the recruitment process
- West Derby Hockey Club promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records
- A Disclosure is only requested if proportionate and relevant to the position concerned. For those positions where a Disclosure is required, this will be made known to applicants at the start of the recruitment process.
- Where a Disclosure is to form part of the recruitment process, applicants will be asked to provide details of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows West Derby Hockey Club to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- Where information regarding an applicant's criminal record may be considered relevant to a recruitment decision, advice will be sought from appropriate England Hockey staff.
- Applicants asked to be subject of a CRB Disclosure will be made aware by England Hockey of the existence of the CRB Code of Practice and can receive a copy upon request, or via the website www.crb.gov.uk
- Any relevant matters revealed in a Disclosure will in most instances be discussed with the person seeking the position before withdrawing a conditional offer of appointment.

Having a criminal record will not necessarily bar you from working for West Derby Hockey Club. This will depend on the nature of the position and the circumstances and the background of your offences.

Code of Conduct For Parents, Carers and Spectators at West Derby Hockey Club

- Encourage your child/player to learn the rules and play within them.
- Discourage unfair play and arguing with match officials
- Never force your child/player to take part in a match
- Lead by example, by encouraging fair play and applauding the good performance of all
- Never punish or belittle a child/player for losing or making mistakes
- Publicly accept official's judgements
- Support your child/players involvement and help them to enjoy hockey
- Use correct and proper language on and off the pitch
- Racist or discriminate remarks or behaviour will "not" be tolerated from any person/s associated with West Derby Hockey Club

Code of Conduct for West Derby Hockey Club players

- Arrive for training/matches on time
- Always bring the appropriate equipment to training/matches
- Always warm up prior to training/matches and warm down
- Learn and respect the rules of the game
- Always respect decisions made by match officials
- Always use correct and proper language on and off the pitch. Abusive language will not be tolerated
- Racist or discriminate remarks/behaviour will not be tolerated
- Show sportsmanship at all times. (Win with modesty, lose with dignity)
- Respect others, treat others how you would like to be treated
- Smoking in or around the pitch area is prohibited
- Do not consume prohibitive substances, alcoholic drinks around the pitch area
- Always be courteous to match officials and opponents during and after the game
- Any player receiving a yellow card or red card WILL be subject to disciplinary action from either their captains or the disciplinary committee.

Red card (player appeals)	£50
Red card (no appeal)	£10
Yellow card (abusive or violent conduct)	£10 - £5 (capt's discretion)
Yellow card (technical)	£1 (capt's discretion)

Members of the disciplinary committee will consist of Club President, Chairman, Secretary, Captains and the Club Captain

Guidelines for dealing with an Incident or Accident

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying.
- Alert the First Aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services (tel: 999 or mobile: 122).
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency services/medics
- Keep the injured person warm and comfortable
- Be careful not to give incorrect information to the emergency services/medics
- Contact the injured person's parent/carer
- Complete an incident or accident form

Your Club First Aider is: Jim Dyson

Taking and Use of Photographic and Recorded Images of Young People

This consent form applies for the hockey season _____

This form is to be signed by the parent or legal guardian of a young person under the age of 18 years, together with the young person. Please note that if you have more than one young person under the age of 18 years registered with West Derby Hockey Club you will need to complete separate forms for each young person.

West Derby Hockey Club recognises the need to ensure the welfare and safety of all young people in hockey. As part of our commitment to ensure the safety of young people we will not permit photographs, recorded images or other images of young people to be taken or used without the consent of the parents and the young person.

West Derby Hockey Club will follow the guidance for the use of images of young people as detailed in West Derby Hockey Clubs' Policy for the Taking and use of Photographic and Recorded Images of Young People and England Hockey's good practice guidance.

West Derby Hockey Club will take steps to ensure these images are used solely for the purposes they are intended, which is for coaching and the promotion and celebration of the activities of West Derby Hockey Club.

If you become aware that these images are being used inappropriately you should inform the club Welfare Officer immediately.

To be completed by parent/legal guardian

I _____ (parent/legal guardian full name) do/do not * consent to West Derby Hockey Club taking photographic or recorded images of (name of young person) under the stated rules and conditions and I confirm I have parental/guardian responsibility for this young person and am entitled to give this consent. I also confirm that there are no restrictions (1) related to taking photographic or recorded images.

Signature: _____

Date: _____

To be completed by young person

I _____ (name of young person) do/do not* consent to West Derby Hockey Club taking photographic or recorded images of my involvement in hockey under the stated rules and conditions.

Signature: _____

Date: _____

* delete as appropriate

(1) e.g. your child is subject to legal restrictions)

Volunteer Agreement Form

Name: _____ (Coach/Team manager/Official)

All Coaches/Team Managers/Officials/Assistants working within West Derby Hockey Club are encouraged to work to a high standard and adopt the recognised best practice where possible. In addition to their own standards of practice, Coaches/Team Managers/Officials/Assistants should be aware of and adopt West Derby Hockey Club's own:-

- Codes of Conduct for Coaches/Team Managers/Officials/Assistants
- Child Protection Guidelines
- Equity Policy Statement
- Safety Guidelines

West Derby Hockey Club will ensure that its Coaches/Team Managers/Officials/Assistants have a copy of each policy and guidance note that is relevant to their work. West Derby Hockey Club will listen and respond to matters that the Coaches/Team Managers/Officials/Assistants bring to its attention in relation to their work and will support, where possible, their training needs.

I _____, am familiar with West Derby Hockey Club's standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

Name: _____ Date: _____

Signed: _____

NB: before a volunteer signs and returns the agreement, you should provide them with copies of all/some of the following:

- Safety Guidelines
- Codes of Conduct
- Equity Policy Statement
- Task Description
- Child Protection Guidelines

West Derby Hockey Club

3 Year Development Plan

Year 1:

- Obtain Club First through England Hockey (CRB checks, etc)
- Move to new Hockey Stadium
- Secure new club house to entertain visiting teams/officials
- Men's 1st and 2nd teams to remain in relevant leagues
- Obtain one/two Level 1 and 2 Hockey Coaches
- To develop hockey within the Knowsley area
- Taster sessions of hockey for local schools/colleges
- Setup free Hockey sessions for persons under 18 (sat/sun mornings)
- Create awareness of other sports to develop within the Knowsley area *
- Build positive relationships with other clubs in the North West Area
- Individuals working with young people to obtain CRB certificates

*other sports to include water sports, handball, squash, football, netball etc

Year 2:

- Continue the development of Hockey in the Knowsley Area
- West Derby Hockey Club to develop one/two Men's and Ladies teams
- Men's 1st and 2nd team to gain promotion from their relevant leagues
- Setup a summer camp for persons under 18 years
- Introduce local schools/teachers to quick sticks
- Explore the setup of umpiring and coaching courses for under 18's
- Explore setup of indoor hockey league for local schools/clubs (mid-week)
- West Derby Hockey Club to have an open day on trials
- Develop an Under 11's side male/female teams
- Create other sport sections from West Derby Hockey Club

Year 3:

- West Derby Hockey Club to review all Policies and procedures and to re-fresh
- Re-gain clubfirst or equivalent status – refreshing all qualifications
- To increase club membership of male and female junior sections
- Increase coaches and umpires, Level 1, 2, and 3 in the Northwest area both senior and junior level
- Create leadership courses for people under 18 years old
- Summer camp for the U18's to expand
- Men's 1st and 2nd, and Ladies 1st team's to remain in relevant leagues
- Men's 3rd and 4th team's to gain promotion. Ladies section to expand further
- Create a badger's league in the Merseyside area.

