

# Norwich Dragons Hockey Club

## Safeguarding and Protecting Young People in Hockey

### Guide for Captains



This guide is intended to make captains aware of the main issues they should consider when young people are playing or being coached in their teams. It is not a substitute for reading the policies in full – these are available on the club and England Hockey website.

The Safeguarding Young People Policy adopted by the Club means that consent **must** be sought from parents, guardians or carers regarding a number of issues – particularly participation, transport, photography, changing and communications (see further details below on these). Consent will be arranged via the Membership Form process.

The term ‘young person’ means those under 18 years old.

**Support for all Safeguarding & Protecting Young People issues is available from our Club Welfare Team, who can be contacted via email [welfare@norwichdragonshc.co.uk](mailto:welfare@norwichdragonshc.co.uk), for urgent matters get in touch with our Club Welfare Officer Angela Murgatroyd on 07762 825418.**

#### General guidance

- Be publicly open when working with young people
- Avoid physical contact with young people
- Wherever possible there should be more than one adult present
- You should challenge, in an appropriate way, bad language and unacceptable behaviour
- If you suspect a young person is being abused, raise your concern with the NDHC Club Welfare Officer immediately, do not investigate the matter yourself, our CWOs have had specialist training of how to deal with such situations
- Captains are responsible for a complete and usable First Aid Kit being at the pitch side for all matches
- Be aware of any medical conditions or medication taken by your team members
- Captains should undertake a DBS (formerly CRB) check, fill out a self-declaration form and are recommended to complete an on-line England Hockey Child Protection Course.<sup>1</sup>

#### Permission and consent

- You **must not** play a young person until you have received their parental/guardian/carer consent and consideration should be given for each game, as to whether or not it is appropriate to play that person.
- Make sure that you have access to their emergency contact details (available from Membership Secretary) at matches and training.
- Parental consent for Photography, Changing, Transport & Communication is sought via the Under 18 Membership Form, any exceptions will be notified.

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<sup>1</sup> See Code of Conduct For Coaches, Club Officials and Volunteers for details.

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#### Age restrictions

England Hockey has introduced a policy which has put a lower age limit on young people who can play adult hockey. **You must not play young people under the age of 13 in adult hockey, or under 15 if playing National League.**

#### Bullying and Abuse

Everyone has a responsibility to consider the welfare of young people and to take action where necessary.

Be alert to signs of bullying and abuse (the NDHC Safeguarding and Protecting Policy and England Hockey Safeguarding and Protecting Policy on the website has more information).

- It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying, but it **IS** your responsibility to report your concerns to the Club Welfare Officer.
- You must act if you think there is someone being bullied. Contact the Club Welfare Officer (Angela Murgatroyd – 07762 825418) promptly and record your concerns. The Club has an England Hockey referral process which must then be followed.

#### Photography

The Club has a policy on taking photos of young people, which is not intended to prevent parents and other supporters taking legitimate photos, but to protect the welfare of young people.

- Challenge anyone who is taking photos at the side of the pitch who is not known.
- Don't identify young people in images (ie captions to pictures) unless you have specific consent from their parent/guardian.

#### Changing

The Club adopts England Hockey's policy on Changing Rooms Guidance, this is intended to protect young people as well as adults working or playing with the young people.

- If young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home.
- If adults and young people need to share a changing facility, the Club must have consent from parents that the young person can share changing with adults at the Club.
- If sharing is necessary, their parents/carers should be allowed to supervise them whilst they are changing without creating mixed gender issues for teams.

#### Transport

Young people often travel to away matches in cars of team members – parental/guardian/carer consent is covered for this on the membership form. Adult Club Members should avoid offering a lift to Under 18s, ideally parents/guardians/carers should approach a club member or captain to arrange a lift.

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- Avoid wherever possible taking young people on car journeys alone (sometimes these situations are unavoidable and parental/guardian/carer permission should be sought).
- Make sure that young people are collected by their parents/guardian/carer after matches or training – if they are late arriving try to ensure that more than one adult waits with the person.
- Never take young people to your home.

\*Please note that Transport, Photography and Changing Room issues as addressed above are detailed on the under 18 membership form.\*

#### **Communications**

The England Hockey guidance on contacting young people is not to do so unless necessary. Contact with young people should be via the parent/guardian/carer registered on the membership form or with a copy to the parent.

England Hockey guidance suggests:

- Avoid contacting young people unnecessarily.
- Avoid emailing young people individually or copy the email to their parent.
- Avoid texting young people – text their parent/guardian/carer only.

#### **Best Practice**

In order to deliver best practice in our activities, all team captains are asked to identify two or three other individuals who play regularly within their team, who would be able and willing to assist the captain should a child protection or first aid issue arise whilst at or travelling to matches. It is anticipated that these individuals would already hold DBS checks and/or first aid qualifications through another role (either within the club, or through their work / other club/society roles). Having at least 2 people at each match (the captain and at least one other person) able to take responsibility for youngsters and first aid is for the rare occurrence where the captain is incapacitated or is involved with looking after an incident. In such a situation, the 2nd person would temporarily take over responsibility for other young team members (or deal with first aid if more appropriate) - if needed the 2nd 'safeguarding' person would also be the best alternative choice for helping drive youngsters to matches.

Captains are therefore asked to consult with their team members within the first weeks of the seasons and to pass names of identified individuals, together with the qualification / certification they hold, to the Youth Officer & Deputies via [youth@norwichdragonshc.co.uk](mailto:youth@norwichdragonshc.co.uk) by 1 October. If any changes to those named occur during the rest of the season, details should be passed on as soon as possible, via the same contact method.