Safeguarding Reporting Procedures

Introduction

Safeguarding is everyone's responsibility. England Hockey is committed to creating a safe environment for all children, young people and adults at risk and has policies, procedures and systems in place to manage concerns, allegations of poor practice and abuse.

Child: Everyone under the age of 18.

Adult at risk: an Adult at Risk is defined in line with the Care Act 2014 as a person aged 18 years or over who:

- has needs for care and support (whether or not those needs are being met),
- is experiencing or is at risk of abuse or neglect,
- because of those care and support needs is unable to protect themselves from either the risk of, or experience of abuse or neglect.

All members of the Hockey Family have a responsibility to understand and follow safeguarding procedures, ensuring concerns are reported promptly and managed appropriately.

When Should Concerns Be Reported?

Concerns may arise from, but are not limited to:

- Something a child, young person or adult at risk has said.
- Signs or suspicions of abuse.
- Allegations against an adult within or outside hockey.
- Bullying.
- A breach of England Hockey's Spirit of Hockey (Code of Conduct).
- Observation of inappropriate behaviour.
- Changes in a young person's or adult at risks behaviour.
- Behaviour of one young person towards another or behaviour of someone towards an adult at risk.

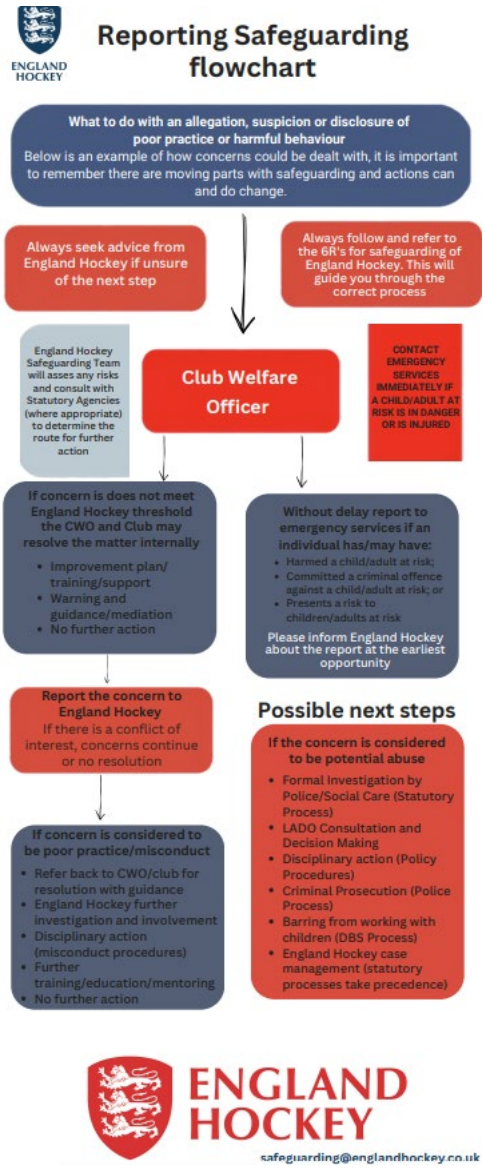
- Information received from statutory agencies such as Police, Children's or adult Services.
- Information heard or read about a member of the Hockey Family.
- A club member being arrested for or convicted of offences that may present a transferable risk to children or adults at risk.

Important: Even if an incident takes place outside of hockey, it must still be reported if the individual involved participates in hockey, as there may be a transferable safeguarding risk.

Who Should Concerns Be Reported To?

The Club Welfare Officer should normally be the first point of contact within a club.

Where required, concerns should be reported to the England Hockey Safeguarding Team:



Safeguarding Manager
Debbie Dain – 07391 412734

Safeguarding Officer
Emma Nattress – 07552 213605

Safeguarding Email
safeguarding@englandhockey.co.uk

Online Reporting Form
EH Safeguarding Reporting Form

Immediate Risk

If a child or adult at risk is at immediate risk of harm and a member of the England Hockey Safeguarding Team is unavailable:

- Contact the Police immediately.
- Contact Children's or Adult Services.
- Inform England Hockey Safeguarding Team as soon as possible.

Important Reminders

- Club Welfare Officers are the first point of contact for club members.
- Welfare Officers can seek advice and support from the England Hockey Safeguarding Team.
- If there is immediate risk, contact Police and Children's or Adult Services without delay.
- Share information strictly on a need-to-know basis.
- If in doubt, seek advice.
- Deal with concerns as quickly as possible.

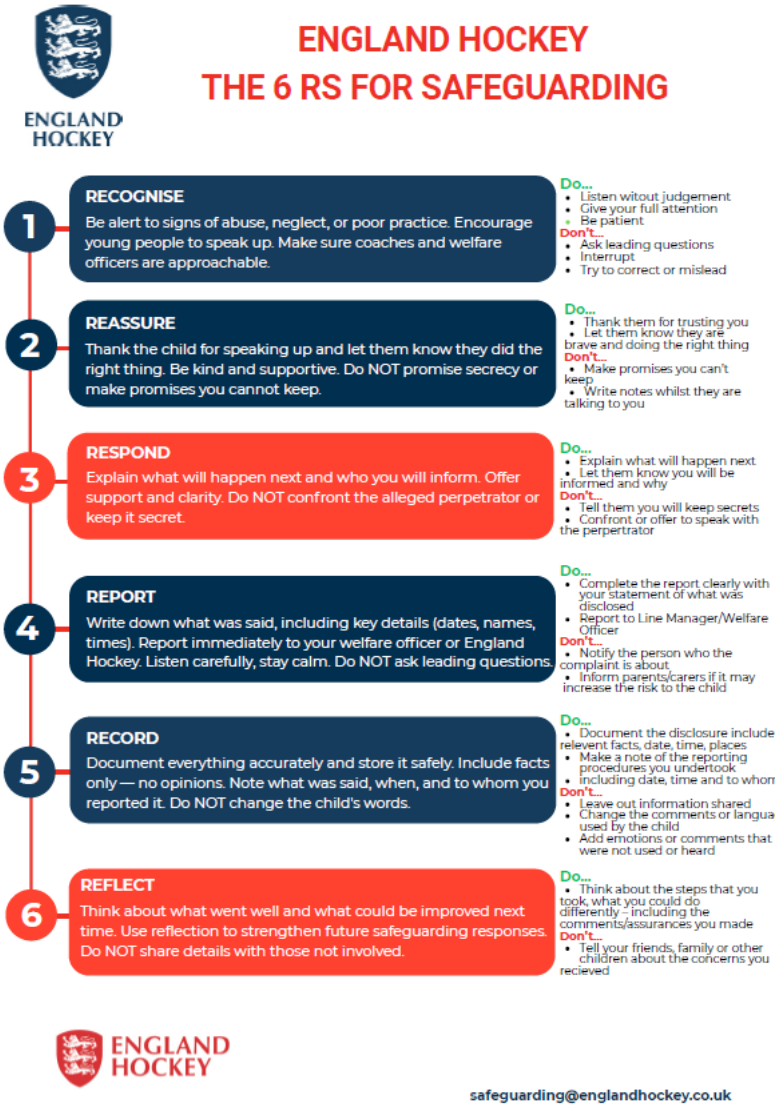
Safeguarding concerns can be difficult and emotional. However, the welfare of children, young people and adults at risk must always remain the priority.

It is not the responsibility of clubs or individuals to determine whether abuse has occurred. Their responsibility is to recognise concerns, report them and ensure appropriate action is taken.

If in doubt, report the concern and seek advice.

Responding to Concerns

If a concern is raised, follow England Hockey's **6Rs Safeguarding Process**.



Concerns do not need to come directly from a child, young person or adult at risk. The same reporting process should be followed regardless of how information is received.

Threshold Guidance

Threshold guidance is available to support Welfare Officers in deciding what action is needed.

- Concerns meeting Level 1 or Level 2 intervention thresholds should be discussed with the England Hockey Safeguarding Manager.
- Concerns where there is no immediate danger may be managed within the club where appropriate.
- Safeguarding advice can be sought from England Hockey at any stage.

Threshold Document

Information Sharing

Information relating to a safeguarding concern may be personal or sensitive. Sharing information appropriately is essential to protecting children, young people and adults at risk.

Key Principles

When sharing information:

- GDPR and the Data Protection Act do not prevent appropriate information sharing where a child, young person's or adult at risk safety or welfare may be at risk.
- Be open and honest with the individual and/or their family about what information may be shared, unless doing so could place someone at risk.
- Seek advice if you are unsure whether information should be shared.
- Wherever possible, obtain consent before sharing information (especially if this is an adult at risk). However, consent is not required where there is a lawful basis to share information to protect someone from harm.
- Always place the safety and wellbeing of the child, young person or adult at risk first.
- Share only information that is necessary, relevant, accurate, up to date and with people who need to know.
- Keep a clear record of decisions made, what information was shared, who it was shared with and the reasons for sharing.

Confidentiality

Confidentiality must be maintained throughout any safeguarding concern or investigation.

Good Practice

- Only share information with individuals who need to know in order to manage the concern.
- Maintain confidentiality throughout the reporting and investigation process.
- Follow England Hockey guidance regarding information sharing.
- Where the concern involves an adult at risk, ensure they are fully aware of the process, who you are talking to and ensure they have their input.

Maintaining confidentiality helps to:

- Protect the child, young person or adult at risk involved.
- Ensure appropriate action can be taken to safeguard them.
- Prevent rumours, gossip and misinformation.
- Ensure all individuals are treated fairly and without prejudice.
- Support professional and effective investigations.

If Confidentiality is Breached

A breach of confidentiality may:

- Put a child, young person or adult at risk.
- Lead to further harm through inappropriate actions by others.
- Result in rumours, misinformation and assumptions.
- Affect or invalidate investigations.
- Cause unfair treatment of individuals involved.
- Undermine safeguarding processes and outcomes.

What Happens After a Concern is Reported?

All concerns are reviewed and risk assessed by England Hockey.

Depending on the nature of the concern:

- Initial enquiries may be undertaken.
- The matter may be referred to the England Hockey Case Management Group (CMG).
- A formal investigation may be initiated.
- Statutory agencies may be involved where necessary.
- Appropriate safeguarding plans, disciplinary measures or suspensions may be considered to manage risk.

Where possible and appropriate:

- Individuals raising concerns will be kept informed.
- Support will be offered throughout the process.
- Information will be shared on a need-to-know basis only.

England Hockey's Responsibilities

England Hockey will:

- Support clubs and individuals in managing safeguarding concerns.
- Provide advice, guidance and safeguarding expertise.
- Manage appropriate cases directly through the Case Management Group.
- Risk assess all concerns received.
- Consider information held across the sport when assessing risk.
- Liaise with Police, Children's Social Care, Adult Social Care, LADO and other agencies where required.
- Support clubs in managing safeguarding, membership and media issues.

- Provide information about processes and next steps to those involved in investigations.
- Signpost individuals to appropriate support services where possible.
- Help clubs manage difficult situations objectively and professionally.

Remember

Recognise. Respond. Record. Report.

If you have a safeguarding concern, do not ignore it. It is always better to report a concern and seek advice than to do nothing. The England Hockey Safeguarding Team is available to support Welfare Officers, clubs and members of the Hockey Family in keeping children, young people and adults at risk safe.

Whistleblowing

If you have concerns about the behaviour of an adult or young person towards a child, young person or adult at risk and feel unable to follow normal reporting procedures, you should use the whistleblowing process.

England Hockey:

- Takes all concerns seriously.
- Encourages individuals to raise concerns without fear of victimisation.
- Treats information confidentially.
- Shares information only with those who need to know.
- May involve Children's Social Care, Adult Social Care, Police, LADO or other statutory agencies where appropriate.

Protection for Whistleblowers

England Hockey is committed to supporting individuals who raise concerns in good faith.

- Concerns can be raised without fear of harassment, victimisation or disadvantage.
- Individuals raising genuine concerns will be supported throughout the process.
- If an allegation is not substantiated, no action will be taken against the person who reported it.
- Deliberately false, malicious or vexatious allegations may result in disciplinary action.

Anonymous concerns may be considered, although concerns raised openly are generally easier to investigate and address.