

ALDERSHOT & FARNHAM HOCKEY CLUB



Policy No AFHC CP11v4

AFHC WELFARE INCIDENT REPORTING GUIDANCE

If you have Child Protection concerns you must:

- Report any information or concerns to the Club Welfare Officer.
- Ensure that you have obtained as much information about your concerns or an incident as possible.
- The Club Welfare Officer will complete a Welfare Incident Form,
- Any umpire reports or statements must accompany this information.
- If any young person is in danger or has been hurt the Club must contact the Police/Ambulance/Social Services immediately then report the matter to the Club Welfare Officer.

CONTACT NUMBERS – ALSO SEE INCIDENT FORM

Club Welfare Officer Di Taylor	elephanteggs@hotmail.co.uk
Club Deputy Welfare Officer Sarah Oates	Sarah_oates@hotmail.co.uk 07720 812381
Surrey Social Services	0300 123 1640
Hampshire County Council	0845 603 5630
Police – Non Emergency	101

RECORDING INFORMATION

Written record of the event as soon as possible to include:

1. The nature of the concern
2. Record your observations and injuries if present
3. Listen and note the detail of the concern raised by the Young Person
4. Witnesses to the incident
5. Any time, dates, location or other relevant information

CONFIDENTIALITY

- Confidentiality is paramount importance
- Concerns should only be discussed with the Club Welfare Officer/Social Services or Police.
- In consultation with social services/police it may be necessary to advise Hockey England of the incident.

Under no circumstances should concerns be discussed with the Club Committee or other Club member unless otherwise advised. Inappropriate discussion may jeopardise a Police/Social Services investigation and place a child at risk.

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**IN THE EVENT YOU CANNOT CONTACT THE CHILD WELFARE OFFICER/DEPUTY
AND YOU BELIEVE A YOUNG PERSON IS AT RISK DO NOT HESITATE TO
CONTACT THE AUTHORITIES DIRECTLY.**