



Club Safeguarding and Protection Plan



ENGLAND
HOCKEY

Policy no AFHC CR2014

The Club will ensure that:	Standard met Y/N	Date of Completion	How is it monitored and reviewed?	Action
The club have adopted England Hockey's Child Protection Policies	Yes	November 2011	Annually at committee meetings	Communications Officer to ensure policies are on the club website and are available for all members to see at the AGM
The club have Welfare Officers	Yes	December 2008	At AGM annually through election	Advertise position if current welfare officer is not standing again. The Club Chairman is to ensure that a Welfare officer is recruited. Membership secretary and Hockey Manager to ensure relevant training is provided.
The club have identified individuals who are working with , and hold a	Yes	Ongoing	Identify individuals requiring DBS check at first committee meeting of the season (July)	Club Membership Secretary to ensure the membership and volunteers database is kept up to date and

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position of responsibility and trust with young people that require a DBS check and have a plan in place for these to be checked through EH			Ensure that any new members in a position of trust and responsibility are identified and checked at AGM and monthly committee meetings Ongoing checks are processed by Club Welfare Officer throughout the year as required	reviewed at each committee identifying any new members requiring checking to the Club Welfare Officer. A list of expiry dates for existing members/volunteers already DBS checked to be held on membership database and monitored for required updates by Membership Secretary.
The club have registered with England Hockey Disclosure and Barring service (DBS) checks	Yes	September 2006	N/A	N/A
The club have ensured relevant people have completed the on-line scUK "Safeguarding and	Yes	As required ongoing	Applicable attendees to be identified at first committee meeting of the season (July/August).	Club welfare officer to go on first available course when appointed to the role.

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Protecting Young People in Sport Course”			Any additional training e.g. expired certificates and new members/volunteers to be monitored through membership database.	Membership Secretary to monitor required attendees and arrange relevant training with Hockey Manager as required.
The club agree to seek appropriate consents from players regarding data protection	Yes	September each year / ongoing	On membership form	Membership secretary to work with team captains and Youth Coordinator to ensure all members complete the membership form within 2 weeks of joining the club. Membership database to be updated weekly upon receipt of forms with information kept on password protected database. Ongoing updates made by membership secretary as required e.g.

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				new members or change of contact details etc.
All coaches, players, staff and volunteers are aware of how to report a concern	Yes	Annually and as required	<p>Reporting policy to be available on club website.</p> <p>Reporting Policy to be included in Coach and New Member Welcome Packs</p> <p>Club Notice Board to have information displayed.</p> <p>Club Welfare Officer to make themselves known throughout the club.</p>	<p>Club Communications Officer to work closely with Club Welfare Officer to ensure information is up to date and available to all members / volunteers / stakeholders for the club.</p>

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			Information to be included on club e-mails distributed by Club Communications Officer.	
The policies and procedures are available to parents & members upon request	Yes	Ongoing	All policies and procedures are available on the club website and location of these communicated at the start of each season / to new club members upon arrival.	The youth coordinator to have a fact file available at all training sessions and matches which is accessible for parents and volunteers. This will include key pieces of club information including policies and welfare details.

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