





*England Hockey's Safeguarding and Protecting Young People Policy*

**SECTION TWO: Membership type**

| Member Type | Description  | Fee | Start Date |
|-------------|--|-----|------------|
| Junior      | The Junior fee includes all Junior sessions from September to April plus Full junior membership. |     |            |

**SECTION THREE: Member Information**

Information in this section is optional and will be used for development purposes only

|   |  |
|---|--|
| STUDENTS – What school/college or university do you attend?   |  |
| NON-STUDENTS – What is your occupation?   |  |
| Would you or your parent/carer be interested in learning to coach and/or umpire? (Please state who)   |  |
| Would you or your parent/carer be interested in being a team manager or officer? (Please state who)   |  |
| What skills do you have that could help develop the Blackheath Hockey Club Junior Section? (e.g. web design, accounting, printing, transport) |  |

**SECTION FOUR: Medical Information and Consent**

(To be completed by PARENT or LEGAL GUARDIAN if under 18)

In case of emergency and as part of the Blackheath 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: | Doctor's 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 illnesses or injuries?                            |  |



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DECLARATION: I consider my son/daughter\* to be physically fit and capable of full participation and agree to notify the Blackheath Hockey Club of any changes to the medical information provided. Furthermore, in the event that of injury I give my permission for the team managers/coaches appointed by Blackheath Hockey Club to obtain emergency medical treatment for my son/daughter\*

| Signed: | Date: | Relationship: |
|---------|-------|---------------|
|         |       |               |

**SECTION FIVE: Under 18 member consent (to be completed by PARENT or LEGAL GUARDIAN)**

It is a requirement of Blackheath Hockey Club that parental/legal guardian consent is provided for participation, transportation and photography of children and young people under 18 years. The Blackheath Hockey Club Members Code of Conduct and Safeguarding and Protecting Young People Policy are available in the Membership Pack.

TRANSPORTATION: On certain occasions, matches and training may be arranged at other venues to **Sedgehill School**. For this purpose I consent to my son/daughter\* travelling to venues for matches and training, in transport arranged by the club, which may include travelling in club members' and parents of other children's private cars.

| Signed: | Date: | Relationship: |
|---------|-------|---------------|
|         |       |               |

PHOTOGRAPHY: In some environments, it is impossible to control photography by external parties. However, I am aware that there may be times that photographs and/or footage may be taken during matches and training sessions by approved agents and/or officers of Blackheath Hockey Club. Such images shall only be used for publicity/training purposes in accordance with the Blackheath Hockey Club Safeguarding and Protecting Young People Policy and Photography Policy and I give consent for my son/daughter to feature in such photos/images. I hereby only grant approved agents the right to use the images resulting from the photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes, e.g. local newspapers, local magazines, other promotional articles (including flyers) and the club's website.

| Signed: | Date: | Relationship: |
|---------|-------|---------------|
|         |       |               |



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**SECTION SIX: Ethnicity and disability**

*Information in this section is optional and is requested by England Hockey to be used for development purposes only.*

**Ethnicity of club members**

Please tick the box that best describes your ethnicity

|                                   | TICK                     |                                      | TICK                     |
|-----------------------------------|--------------------------|--------------------------------------|--------------------------|
| White British                     | <input type="checkbox"/> | Asian or Asian British – Pakistani   | <input type="checkbox"/> |
| White Irish                       | <input type="checkbox"/> | Asian or Asian British – Bangladeshi | <input type="checkbox"/> |
| White Other                       | <input type="checkbox"/> | Asian or Asian British – Other       | <input type="checkbox"/> |
| Mixed – White and Black Caribbean | <input type="checkbox"/> | Black or Black British – Caribbean   | <input type="checkbox"/> |
| Mixed – White and Black African   | <input type="checkbox"/> | Black or Black British – African     | <input type="checkbox"/> |
| Mixed – White and Asian           | <input type="checkbox"/> | Black or Black British – Other       | <input type="checkbox"/> |
| Mixed – Other                     | <input type="checkbox"/> | Chinese                              | <input type="checkbox"/> |
| Asian or Asian British - Indian   | <input type="checkbox"/> | Other Ethnic Group                   | <input type="checkbox"/> |

|                   | TICK                     |                     | TICK                     |
|-------------------|--------------------------|---------------------|--------------------------|
| Deaf              | <input type="checkbox"/> | Physical disability | <input type="checkbox"/> |
| Visually Impaired | <input type="checkbox"/> | Learning disability | <input type="checkbox"/> |
| Hearing Impaired  | <input type="checkbox"/> | Multiple disability | <input type="checkbox"/> |

Please add any additional relevant information:

PLEASE RETURN THIS FORM, AND 2 PASSPORT SIZED PHOTOGRAPHS, TO THE BLACKHEATH HOCKEY CLUB (JUNIOR TEAMS) MEMBERSHIP SECRETARY OR THE HEAD COACH.

THE CLUB'S DESIGNATED **CHILD WELFARE OFFICER** IS **ANDY BARTLETT** AND HE CAN BE REACHED ON 07764 480 753 OR BY EMAIL AT [clubcaptainbhc@live.co.uk](mailto:clubcaptainbhc@live.co.uk) AT ANY TIME.



## YOUNG PERSON'S GUIDE

### **What can I expect from Blackheath Hockey Club?**

Blackheath 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 situations of bullying, either adult to young person or young person to young person.



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### **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 must act towards you and support you. This includes coaches, volunteers, officials and parents.

### **What does the Blackheath Hockey Club expect from me?**

#### **Code of Conduct**

- They will give clear messages on how they 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:
- Junior members are not permitted to smoke
- Junior members are not permitted to drink alcohol

#### **Club Rules**

Enter any relevant club rules here

### **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



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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.

**BHC Welfare Officer:**  
**Andy Bartlett**  
07764 480 753  
clubcaptainbhc@live.co.uk

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 SOMOENE 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



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**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.

**Alternative sources of help, advice and support**

|                  |               |  |   |
|------------------|---------------|--|---|
| <b>NSPCC</b>     | 0808 800 5000 | <a href="http://www.thereforeme.com">www.thereforeme.com</a>   | Support and advice for 12–16 year           |
| <b>Childline</b> | 0800 1111     | <a href="http://www.childline.org.uk">www.childline.org.uk</a> | Free helpline for children and young people |
| <b>Kidscape</b>  | 0207 730 3300 | <a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>   | Support on bullying                         |



## **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 Blackheath Hockey Club works, and your roles and responsibilities.**

### **What can you expect from Blackheath 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 to
- 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
- Safeguarding and Protecting Young People Policy and Complaints Policy are available for you on request
- Clear lines of communication with you about your child, fixtures, training and events
- Appropriately trained to work with young people

### **What does Blackheath Hockey Club expect from your child?**

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

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



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### **What does Blackheath Hockey Club expect from me?**

They may expect you to....

- stay with your child when they are at the venue (as required by a BHC coach)
- 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 Blackheath Hockey club
- adhere to the codes of conduct, in particular the Parents' Code of Conduct
- 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.

### **Blackheath 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

### **You should be aware of the following:**

- 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?



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### **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?
- Do the club have social events?
- How much does it cost to be a member of the club?
- How are away matches organised?
- Is there a first aider on site?
- Is the club affiliated to England Hockey?
- Does the club hold accreditation e.g. ClubsFirst?

### **Communication**

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

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

Communication is two-way. If you have any questions or concerns about your child's participation in hockey, please talk to his/her coach or organisation official.

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

- Each club has a Welfare Officer. Ask to speak with them and explain your concerns  
BHC Welfare Officer: **Andy Bartlett** 07764 480 753 [clubcaptainbhc@live.co.uk](mailto:clubcaptainbhc@live.co.uk)
- 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"



Be proud, be worthy.

## Players Code of Conduct

### Players:

- Always give your best and enjoy what you do
- Learn the rules of hockey and play by the rules
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of umpires and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour in any sport.
- Work equally hard for yourself and your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or even the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Show appreciation for club volunteers and committee members, coaches, officials and administrators. Without them, there would be no hockey.
  - Enjoy the game, remember everyone at this level is giving up their own time and taking part purely for pleasure.
  - Support your club. The club is run by volunteers who are themselves fellow members juggling busy lives, if something needs to be done, offer to help.
  - If you think something can be improved at the club then speak up, communicate with a committee member and ask how you can get involved.



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- All players should be aware of the 'Code of Discipline for Hockey in England' (available on the England Hockey website) and follow it during every game, regardless of whether it be a league, practice, or friendly fixture.
- Follow the Blackheath Hockey Club Rules

***Blackheath HC is the oldest hockey club in the world and has a lengthy and proud history, make your own contribution to this history and ensure your membership is a long, fruitful, positive and memorable one.***

## Blackheath HC 1861



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### Rules of Membership

Failure to comply with the following Rules may result in membership of Blackheath Hockey Club being withdrawn for a temporary or permanent period at the discretion of the Blackheath Hockey Club Men's and Ladies' Committees.

- All members must respect and adhere to the decisions of the Blackheath Hockey Club Men's and Ladies' Committees.
- All members must follow the Blackheath Hockey Club Code of Conduct at all times.
- Members must learn and follow the rules of Hockey  
These can be downloaded from the England Hockey website:  
<http://www.englishockey.co.uk/page.asp?section=74&sectionTitle=Officiating>
- Members must comply with all rules and regulations relating to the use of all facilities used by Blackheath Hockey Club whether for matches, training or post match entertainment.
- Members must comply with 'England Hockey's Safeguarding and Protecting Young People in Hockey' policy at all times.
- Children and Young people under the age of 18 must not drink alcohol at any time.
- Children and Young people under the age of 16 must not smoke at any time.
- Members must comply with England Hockey Equity, Ethics and Discipline guidelines at all times.  
This can be downloaded from the England Hockey website:  
<http://www.englishockey.co.uk/page.asp?section=450&sectionTitle=Code+of+Ethics+%26+Behaviour>



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## **SAFEGUARDING AND PROTECTING YOUNG PEOPLE IN HOCKEY**

**Blackheath Hockey Club adopts England Hockey's Safeguarding and Protecting Young People in Hockey Policy and works in accordance with the following statement:**

### **Introduction**

Blackheath 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 welfare of young people. The Hockey Family is defined below.

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

**Young People** anyone under the age of 18.

### **Obligations under this policy:**

Everyone within Blackheath 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:
  - the recruitment of persons working with young people
  - the use of CRB checks in recruitment and employment
  - anti-bullying
  - taking and use of photographic and recorded images of young people;



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Affiliation to England Hockey will evidence agreement of these obligations by the club and membership of Blackheath Hockey Club will evidence agreement by the Hockey Family.

Blackheath Hockey Club has in addition, adopted and implemented our own:

- Safeguarding and Protecting Young People (or Child Protection) policy which complies with the general principles set out in this policy; and

Everyone within Blackheath Hockey Club must also:

- abide by England Hockey's Code of Ethics, 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.

### **England Hockey's role:**

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) <sup>1</sup>. Accordingly, England Hockey will work co-operatively with the relevant statutory agencies on matters relating to

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<sup>1</sup> Local Safeguarding Children Boards (LSCBs) are the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in the locality. The core membership of LSCBs is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. They also provide education and training opportunities at local level.



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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 where concerns or complaints are raised (by sources internal or external to hockey) relating to the safety and welfare of young people. England Hockey will take action against any person 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.

Blackheath 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.
- Blackheath 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.
- Blackheath 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.



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### **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 Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997
- The Rehabilitation of Offenders Act 1974
- Criminal Justice and Court Services Act 2000
- The UN Convention on the Rights of the Child
- Human Rights Act 1998
- The Data Protection 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 Government
- The Safeguarding Vulnerable Groups Act 2006

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Be proud, be worthy.

## So good... they named a shoe after us

In recognition of Blackheath Hockey Club's status as the oldest hockey club in the world, global sports clothing manufacturer Asics has named its performance astroturf shoe after the club that created the sport of hockey - the Gel Blackheath.

Formed in 1861, Blackheath Hockey Club played its first matches in Blackheath in South East London on a location close to The Princess of Wales public house on the heath, near to Pond Road. Teams of 20 or more players partook in a rougher version of the sport that we know of today - each side sporting either a red or a blue cap to denote their team. Blackheath Hockey Club regularly meets at the same location where the sport was created over 148 years ago.



"The GEL Blackheath is an entirely new purpose-built shoe for hockey...destined to be a great success for all hockey players" state Asics.

Blackheath Hockey Club Men'S President, Steve Miller comments: 'We are absolutely delighted that Asics is honouring our club's heritage by producing this great product.'

Further information about the Asics gel Blackheath shoe can be found at the Asics site:

[www.asics.co.uk/Sports/Product.htm?dbid=53133](http://www.asics.co.uk/Sports/Product.htm?dbid=53133)

The Gel Blackheath shoes, along with all other club kit, can be purchased at Furley & Baker Sports Shops in Blackheath Village and Beckenham, London.

[www.furleyandbaker.com](http://www.furleyandbaker.com)

[www.blackheath.co.uk](http://www.blackheath.co.uk)