



## LHC SAFEGUARDING POLICY

### Code of behaviour

#### DO

- ✓ treat everyone with dignity and respect
- ✓ treat all young people equally - do not show favouritism
- ✓ follow the adult-to-young person ratios at all times
- ✓ remember that you have been placed in a position of trust - do not abuse this
- ✓ report all allegations, suspicions and concerns immediately
- ✓ remember that someone may misinterpret your actions
- ✓ respect a young persons right to personal privacy
- ✓ act within appropriate boundaries, even in difficult circumstances
- ✓ encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours
- ✓ create an environment where young people feel safe to voice their concerns
- ✓ plan activities that involve more than one other person being present, or at least within sight and hearing of others.

#### DO NOT

- × plan to be alone with a young person, including when transporting to and from matches
- × trivialise abuse or let it go unreported
- × overstep the boundaries between yourself and young people by engaging sexual relationships
- × allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits
- × use inappropriate, suggestive or threatening language, whether verbal, written or online
- × rely on your reputation or position to protect you

### What do I do if...?

If a young person tells you they are being abused, you must:

#### ALWAYS

- Stay calm
- Reassure the person reporting their concerns that they have done the right thing in telling you
- Listen carefully to what is said and take them seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
  
- Keep an open mind
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. To help you to do this, try to ask questions starting with tell me about, explain to me, describe.
- Tell them what you will do next and with whom the information will be shared
- Report the incident to your Welfare Officer or England Hockey Ethics and Compliance Manager
- Record in writing what was said using the young persons own words as soon as possible, using the England Hockey Safeguarding Referral Form (Template 2).

## NEVER

- Panic
- Make promises you cannot keep, including promises to keep secrets
- Make a young person repeat the information unnecessarily
- Question the detail of what the young person has shared
- Delay in reporting to your Welfare Officer or England Hockey Ethics and Compliance Manager
- Make assumptions
- Approach the alleged abuser
- Take sole responsibility

## Who to contact

<b>Gemma Clark</b> – Welfare Officer for LHC T: 07793867922	<b>Stuart Thomas</b> - Disclosure & Barring Service (DBS) queries T: 01628 897516 E: <a href="mailto:Stuart.Thomas@englandhockey.co.uk">Stuart.Thomas@englandhockey.co.uk</a>
<b>Alison Hogg</b> – to report a safeguarding concern T: 01628 897500 E: <a href="mailto:alison.hogg@englandhockey.co.uk">alison.hogg@englandhockey.co.uk</a>	<b>Megan Orme-Smith</b> - General safeguarding enquiries T: 01628 897545 E: <a href="mailto:megan.orme-smith@englandhockey.co.uk">megan.orme-smith@englandhockey.co.uk</a>