



Andover Hockey Club Junior Section

www.andoverhockey.co.uk



Child Welfare and Protection Policy and Procedures

Effective 1st August 2012



CONTENTS

	PAGE
FOREWORD	1
SECTION ONE Introduction	2
SECTION TWO Recognising Abuse or Poor Practice	3
SECTION THREE Bullying	4
SECTION FOUR Roles and Responsibilities	5
SECTION FIVE Taking Appropriate Action	7
SECTION SIX Recruitment and Selection, Coaches and Volunteers	9
SECTION SEVEN Good Practice Procedure	11
SECTION EIGHT Useful Contact Details	15
APPENDICES	
APPENDIX 1 Procedures to Manage Cases of Poor Practice	16
APPENDIX 2 Terms of Reference for Child Welfare Officer	17
APPENDIX 3 Code of Conduct	18
APPENDIX 4 Anti Bullying Guidelines	19
APPENDIX 5 Personal Details Form	20
APPENDIX 6 Photographic Images	21
APPENDIX 7 Junior Members Staying Away Overnight	22

FOREWORD

Andover Hockey Club (AHC) recognises its moral and legal obligation to ensure that, the officials, coaches, managers and other volunteers who have a responsibility for young people within the Club provide them with the highest possible standard of care and it will endeavour to do so.

Through the implementation of a policy for the Welfare of Young People and the support of its personnel, AHC will endeavour to maintain the professionalism and safeguards of good practice that are associated with the game of Hockey.

The policy outlines the following key areas:

- It recognises the responsibility of all those involved in the Club to safeguard and promote the interests and well being of the young people with whom they are working
- It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people
- It emphasises the value of working closely in partnership with coaches, parents, professionals and volunteers to protect children and young players from harm and discrimination.
- It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the young players, coaches and all others working within the Club.

SECTION ONE INTRODUCTION

Anyone under the age of 18 within AHC should be considered as a young person for the purposes of this document

The welfare of all young people is paramount

All young people, whatever their age, gender, culture, ability, language, religious belief, racial origin, and/or sexual identity should be able to enjoy the game in a fun, environment safe from abuse of any kind

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

For the purpose of this Policy, the word “Personnel” means Official, Coach, Manager, Umpire, Committee Member and any other Adult in whatever role including Spectators.

For the purpose of this Policy, the word “Parent” includes “Person with Legal Responsibility”.

All individuals within AHC who work with young people will be made aware of good practice in order to try to ensure that they are not placed in situations where unmerited allegations are made.

AHC will work with parents to try to ensure that all youngsters with the Club enjoy the game in a safe environment

AHC recognises the statutory responsibilities of Social Services Departments and the Police to ensure the welfare of young people and is committed to complying with Local Area Child Protection Committee Procedures

SECTION TWO – RECOGNISING ABUSE or POOR PRACTICE

In order to provide young people within AHC with the best possible experiences and opportunities in Hockey, it is imperative that all involved operate within an accepted ethical framework and demonstrate exemplary behaviour. This not only ensures that AHC makes a positive contribution to the development of young people and safeguards their welfare, but also protects all AHC Personnel from false allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore, the responsibility of adults within the Club to determine whether or not abuse is taking place. It is however their responsibility to try to identify poor practice and possible abuse whenever and wherever it may occur and to act if they have a concern about the welfare of a young person/s.

The four main types of abuse are:

EMOTIONAL ABUSE

In a hockey situation, emotional abuse may occur when:

- a player is provided with repeated negative feedback.
- A young player's efforts to progress are repeatedly ignored.
- When performance levels above those that the young player is capable of are repeatedly demanded, and/or the winning ethic is over emphasised.

ABUSE BY NEGLECT

In a hockey situation neglect may occur when:

- Young players are left alone without proper supervision.
- A young player is exposed to unnecessary heat or cold without fluids or protection.
- A young player is exposed to an unacceptable risk of injury.

PHYSICAL ABUSE

In a hockey situation physical abuse may occur when:

- Personnel expose young players to exercise / training which disregards the capacity of the player's immature and growing body.
- Personnel expose young players to overplaying, over training or fatigue.
- Personnel expose young players to alcohol, or give them the opportunity to drink alcohol below the legal age.
- Personnel expose young players to performance enhancing drugs and recommend that they take them.

SEXUAL ABUSE

The close proximity of Personnel to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.

SECTION THREE - BULLYING

3. Bullying is not always easy to define and will not always be an adult abusing a young person. It may be that the bully is a young person. There are three main types of bullying:

- Physical e.g. hitting, kicking, theft.
- Verbal e.g. racist or homophobic remarks.
- Emotional e.g. persistent negative feedback.

All of these will include:

Deliberate hostility and aggression towards a victim

- 3.1 A victim who is weaker and less powerful than the bully or bullies.
- 3.2 An outcome that is always painful and distressing for the individual.
- 3.3 Bullying behaviour may also include other forms of violence, including
- 3.4 Sarcasm; spreading rumours; persistent teasing.
- 3.5 Tormenting, ridiculing, humiliation.
- 3.6 Racial taunts, graffiti, gestures.
- 3.7 Unwanted physical contact or abusive offensive comments of sexual nature.

The competitive nature of Hockey makes it a potential environment for the bully. This may manifest itself in some of the following ways:

- 3.8 A parent who pushes too hard.
- 3.9 A coach who adopts a win at all costs philosophy.
- 3.10A player who intimidates others.
- 3.11An official who is over officious.

The Club has anti-bullying guidelines. (See appendix 4)

SECTION FOUR - ROLES AND RESPONSIBILITIES

The role of the Club

- 4 To appoint a Child Welfare Officer (CWO) who will act as the first point of contact for concerns about the welfare of young people (see appendix 2 for Terms of Reference).
- 4.1 To accept that all Officers and Committee Members have a responsibility in this area and be prepared to respond to any indication of poor practice or abuse and to put in place structures and systems to ensure that this is followed in practice.
- 4.2 To adopt and implement a policy of Best Practice for all adults working with young people (see section 7 and Appendix 3) and introduce the England Hockey Clubs 1st Accreditation Scheme which has complimentary Codes of Conduct.
- 4.3 To endeavour to ensure all relevant Officials who have regular supervisory contact with children or a management responsibility for those working with young people undertake a Criminal Records Bureau disclosure.
- 4.4 To endeavour to ensure that relevant training is available for all those working with young people by providing access to appropriate 'Good Practice & Child Protection' courses. Appropriate volunteers will also be given access to the 'Basic First Aid Plus Sports Module' sponsored by British Red Cross.
- 4.5 To identify a disciplinary panel from Members of the Committee which, where necessary, will be convened to hear any case (see appendix 1)

Coaches and Managers Responsibility

- 4.6 Be familiar with and adhere to the AHC Child Protection Policy and Best Practice Guidelines.
- 4.7 Undertake any relevant training identified by the Club.
- 4.8 Undertake a Criminal Record Bureau disclosure.
- 4.9 To keep written records of player medical information, commitment to other sports that might contribute to "over-playing", attendance, parent contact details.

Parents

- 4.10 Ensure the Club has relevant details relating to their child.
- 4.11 Share any concerns initially with the AHC Child Welfare Officer.
- 4.12 Be involved in and supportive of AHC Activities and Personnel.
- 4.13 Assist in the supervision of the young player where able and when appropriate.

SECTION FIVE - TAKING APPROPRIATE ACTION

CONCERNS ABOUT POOR PRACTICE AND POSSIBLE ABUSE WITHIN AHC

This relates to anyone working with young people within AHC – described as “Personnel”.

The Club will take all allegations seriously and appropriate action will be pursued.

POOR PRACTICE:

Constitutes any behaviour that contravenes the Code of Conduct (Appendix 3) and AHC Good Practice Procedure in the Hockey setting (section 7)

AHC WILL TAKE THE FOLLOWING ACTION IF A YOUNG PERSON DISCLOSES CONCERN ABOUT SOMEONE’S BEHAVIOUR TOWARDS THEM WITHIN THE CLUB OR AN ADULT EXPRESSES CONCERNS ABOUT THE WELFARE OF A YOUNG PERSON/S

- 5.1 AHC CWO to be informed immediately
- 5.2 Compile full written record of what has been said, heard and/or seen as soon as possible
- 5.3 AHC CWO will report the matter to the England Hockey for guidance

Following guidance that the issue is **POOR PRACTICE** the AHC CWO should follow disciplinary procedures for a first report of poor practice (See appendix 1)

- 5.4 Forward a written report on action taken to AHC Committee
- 5.5 If an individual is identified by as being guilty of poor practice on subsequent occasions then the CWO, in consultation with AHC Committee, may conclude that the issue constitutes abuse. The incident may identify a Training Need but in more serious cases the individual may be removed from their post or other disciplinary action taken.

ABUSE:

Following guidance that the issue is **ABUSE** the CWO should be advised immediately and the Personnel in attendance should:

- 5.6 If the young person requires immediate medical attention ensure an ambulance is called and the doctor informed that the concern relates to Child Protection.
- 5.7 The CWO may refer the allegation to Police or Social Services. They will give advice relating to the contacting of parents/guardians.
- 5.8 The CWO will inform the Committee and forward a written report utilising the Clubs 1st Incident Report Form

AHC MAY TAKE THE FOLLOWING ACTION IF THE CLUB BECOMES AWARE OF POSSIBLE ABUSE OCCURING OUTSIDE OF THE HOCKEY ENVIRONMENT.

If this happens the following procedures will then be followed:

- 5.9 Concerns reported to the CWO, Social Services or telephone 999 in an emergency.
- 5.10 The CWO may well approach the child's School to establish any knowledge of the situation.
- 5.11 The CWO may then seek advice from England Hockey and/or NSPCC. If there is any delay in receiving advice contact may be made with Social Services depending on the seriousness of the case as viewed by the CWO.
- 5.12 If a formal referral is made, make it clear to Social Services/Police that this is a Child Protection referral.
- 5.13 Parents should only be contacted following advice from Social Services.
- 5.14 **In all cases every effort will be made by AHC to ensure confidentiality is maintained**

Information will be handled and disseminated on a need to know basis. This will include the following people.

- The AHC CWO
- Designated Officers within the Club
- Person making the allegation
- Social Services and Police
- Parents of the young person alleged to have been abused

Non-action is not an option. "The welfare of a young person is paramount". Delay in acting can increase the risk to a child

SECTION SIX - RECRUITMENT & SELECTION, COACHES & VOLUNTEERS

AHC recognises that anyone may have the potential to abuse young people in some way and will therefore, as far as possible, endeavour to ensure that unsuitable people are prevented from working with young people within the Hockey environment. The Club recognises that under the Protection of Children Act 1999 all individuals working on behalf of the Club are treated as employees whether paid or volunteers.

Accordingly, the AHC Committee will make all Appointments and may carry out the following recruitment checks

6.0 Advertising

If any form of advertising is used to recruit staff, it may reflect the

- Responsibilities of the role
- Level of experience or qualification required (e.g. working with children an advantage)
- The AHC stance on Child Protection

6.1 Applications

- All adults who are in contact with young people, whether paid or voluntary should complete a Personal Details Form (See appendix 5).

6.2 Checks and References

All adults working on behalf of the Club will be subject to CRB disclosure.

6.3 Interview/induction

- Where appropriate e.g. all appointments may be subject to a formal interview
- All staff, paid or voluntary, working with young people may undergo an induction process where
 - Coaching qualifications, if applicable are verified
 - Training needs are identified
 - Codes of Conduct and Good Practice Procedures are signed up to
 - The roles, responsibilities and expectations of the role are clarified
 - Child Protection Procedures are explained and training needs established

6.4 Training

AHC will try to offer training that will enable all adults working with young people to recognise their responsibilities with regard to their own good practice.

AHC will attempt to offer the following opportunities to adults working with young people

- Guide to Best practice and Child Protection
- An appropriate Hockey Coaching Course

SECTION SEVEN – AHC GOOD PRACTICE PROCEDURE

The following section sets out Good Practice Procedure that all those involved in the delivery of Hockey must seek to achieve.

7.1 Good Practice Procedures

- 7.1.1 AHC has in place a Child Welfare & Procedures Policy
- 7.1.2 A designated officer of the Club will be appointed Child Welfare Officer [CWO]
- 7.1.3 This Child Welfare & Procedures Policy will be freely available upon request to show the Club's commitment to providing a safe environment for young people.
- 7.1.4 AHC will attempt to provide training opportunities for adults who work with young people.
- 7.1.5 Parents will be made aware of what the Club is doing and also the correct procedure to express any concerns.
- 7.1.6 AHC will endeavour to ensure that all discrimination is challenged and prohibited
- 7.1.7 AHC will ensure all adults who regularly supervise young people undertake CRB disclosure
- 7.1.8 AHC will endeavour to ensure guidelines are in place to control and monitor the use of photographic images of children (see appendix 6)
- 7.1.9 AHC has anti-bullying guidelines [see appendix 4]
- 7.1.10 AHC may occasionally monitor coaches and provide them with feedback.

7.2 AHC Good Practice Procedure for Coaches and Officials

- 7.2.1 Always be publicly open when working with young people. Avoid situations where you and an individual child are completely unobserved.
- 7.2.2 Hockey is a physical game. Situations may well occur when, in order to teach or coach certain techniques, it is necessary to make contact with the player.
- 7.2.3 Contact or touching which is inappropriate (not directly related to the coaching context) or aggressive, will not be tolerated.
- 7.2.4 If groups are supervised in changing rooms, it should be gender appropriate.
- 7.2.5 Where teams compete away from home they should always be accompanied by at least two approved adults one of whom should be female in respect of a girls/ladies team.
- 7.2.6 Coaches must place the well-being and safety of the player above the development of performance. Coaches should:
 - Avoid overplaying of players (particularly talented players). Prior to Tournament selection, all players need and deserve equal opportunity to play

- Remember that young people play for fun and enjoyment and that winning is only a part of it
- Motivate youngsters through positive feedback and constructive criticism
- Never allow young players to train/play when injured.
- Ensure equipment and facilities are safe and appropriate to the age and ability of the players.

- 7.2.7 Coaches should hold appropriate coaching qualifications or have recognised relevant experience in hockey
- 7.2.8 Coaches should keep up to date with knowledge and technical skills and should be aware of their own limitations. Coaches should only work within the limitations of their knowledge and qualifications
- 7.2.9 Coaches must ensure that the activities that they direct or advocate are appropriate to the age, maturity and ability of the players.
- 7.2.10 Coaches should always try to promote the positive aspects of their sport (eg fair play), and never condone rule violations.
- 7.2.11 Coaches must consistently display high standards of personal behaviour and appearance.
- 7.2.12 Coaches should never overtly criticise players or use language or actions with the intent to cause the player to lose self-esteem or confidence.
- 7.2.13 People should not be allowed to drink alcohol or encouraged to drink alcohol if they are under the legal age to do so.

Practice to be avoided

Everyone should also be aware that, as a general rule, it does not make sense to:

- Spend amounts of time alone with young people away from others.
- Take young people alone on car journeys, however short.

If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge of the player and/or a person with parental responsibility for the player.

If you accidentally hurt a player, or cause distress in any manner, or the player appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, immediately report the incident to the CWO and complete a Clubs 1st Incident Report Form as a matter of urgency.

7.3 Practice that is prohibited by the AHC

Individuals should never:

- 7.3.1 Take young people to their home or other secluded places where they will be alone.
- 7.3.2 Engage in rough, physical games, sexually provocative games or horseplay with young people.

- 7.3.3 Take part as player, unnecessarily, in any games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session this should be done with the utmost care and with due regard to the safety and well being of the young players.
- 7.3.4 Share a room with a young person unless the individual is the parent/guardian of that young person or there has been specific parental agreement as no other 'junior room-sharer' is available – to be read in conjunction with Appendix 7.
- 7.3.5 Allow any form of inappropriate touching.
- 7.3.6 Make sexually suggestive remarks to a young person, even in fun.
- 7.3.7 Use inappropriate language or allow young players to use inappropriate language unchallenged.
- 7.3.8 Allow allegations by a young person to go unchallenged, unrecorded, or not acted upon.
- 7.3.9 Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents (*Please note that it is recognised that some young people will always need help with things such as lace tying, fitting GK kit*).
- 7.3.10 Depart any hockey training or match until the safe dispersal of all young people is complete.
- 7.3.11 Cause an individual to lose self-esteem by embarrassing, humiliating or undermining the individual.
- 7.3.12 Treat some young people more favourably than others.
- 7.3.13 Agree to meet a young person on your own on a one to one basis.

7.4 POSITIONS OF TRUST

All adults who work with young people are in a position of trust that has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their role.

In hockey most adults in a position of trust recognise there are certain boundaries in the coach/player relationship that must not be crossed in terms of the relationship with the young player. The relationship is no different to that between a schoolteacher and the pupils in their care.

AHC code of conduct on the Abuse of Trust

- 7.4.1 Any behaviour, which encourages a physical, or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care, must be avoided.
- 7.4.2 All those within AHC have a duty to raise concerns about the behaviour of coaches, officials, volunteers, administrators that may harmful to young people in the Club, without prejudice to their own position.
- 7.4.3 Allegations relating to a breach of the code of conduct will be investigated according to AHC disciplinary procedures.

SECTION EIGHT – USEFUL CONTACT DETAILS

AHC Child Welfare Officer

Ralph Williams – mobile 07850 706539

AHC Clubs 1st Officer (temporary)

Mike Boyne – mobile 07801 130160

NSPCC Helpline

Telephone: 0808 800 5000

Asian Helpline: 0800 096 7719

Deaf Users Textphone: 0800 056 0686

www.nspcc.org.uk

This is a 24-hour free and confidential telephone Helpline that provides counseling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

Children's Services Department Offices (business hours only)

County Office

The Castle

WINCHESTER

SO23 8UG

Tel: 01962 846452

Fax: 01962 842355

E-mail: childrens.services.enquiries@hants.gov.uk

Andover Office:

Chantry House,

Chantry Way,

ANDOVER

SP10 1LW

Tel: 0845 603 5620

Textphone: 0845 603 5625

Fax: 0845 603 5622

For out of hours call 0845 600 4555 alternatively call the police on 0845 045 45 45

Appendix 1

AHC procedures to manage cases of poor practice

Poor Practice is defined as any behaviour that contravenes the guidelines set out in this Child Welfare & Procedures Policy.

1. Once an incident is reported to the CWO, it should be decided whether the allegation is poor practice, bullying or abuse consulting with other parties as necessary.
2. Should the incident be considered as a case of poor practice, in consultation with the Committee a decision will be made whether or not to suspend, temporarily, the person accused. Each case will be considered on its merits.
3. A disciplinary hearing may be called by AHC who will have regard to the following:
 - No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel
 - If the case relates to poor coaching practice, sound experience in this field must be represented
4. The accused will be advised of receipt of the report and provided with a copy
5. The accused will be invited to attend the disciplinary hearing which must be held at a convenient time for him/her and with sufficient notice
6. The accused must be given a fair hearing and have the opportunity to call witnesses
7. Once the disciplinary panel reaches a decision it must be communicated to the accused and confirmed in writing
8. A copy of the determination should be sent to England Hockey

Power of the AHC Disciplinary Panel

1. Temporary suspension
2. Person may only coach whilst supervised
3. Coach must attend appropriate Course or Courses

Appendix 2

Terms of Reference for Child Welfare Officer & Clubs 1st Officer

- 1.** Endeavour to ensure AHC has a Child Welfare & Procedures Policy.
- 2.** Endeavour to ensure any Codes of Conduct and/or Good Practice Procedures are well publicised and adhered to.
- 3.** In consultation with England Hockey attempt to ensure all reported incidents are managed at the appropriate level in line with this Policy.
- 4.** Be aware of local Social Services and Area Child Protection Committee contacts.

Appendix 3

Code of Conduct

1. All hockey personnel must respect the rights, dignity and worth of every young person with whom they work with and treat them equally.
2. All hockey personnel must place the physical and emotional well being of all young players above all other considerations, including the development of performance
3. The relationship that any hockey personnel develops with the players with whom they work must be based on mutual trust and respect
4. All hockey personnel must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players
5. All hockey personnel must encourage young players to accept responsibility for their own behaviour, fitness and performance
6. All hockey personnel should clarify with the young players (and their parents) what is expected of them both on and off the hockey pitch and also what they are entitled to expect from the coach
7. All hockey personnel should work in partnership with others within the game (officials, doctors, physiotherapists, sports scientists) to ensure the wellbeing, safety and enjoyment of all young players
8. All hockey personnel must promote the positive aspects of the sport e.g. Fair Play etc. Violations of the Rules of Hockey or behaviour contrary to the spirit of the Game must never be condoned.
9. Where the word “personnel” is used it means Coach, Manager, Umpire, Committee Member and any other Adult in whatever role including Spectators.

Appendix 4

Anti Bullying Guidelines

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They will all include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome that is always painful and distressing for the victim.

Bullying behaviour may also include: -

- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comment of a sexual nature

Emotional and verbal bullying is more likely to be found in hockey than physical violence and it is often difficult to cope with or, indeed, prove. It is of paramount importance that all Personnel refer to and accept the Club's anti-bullying Guidelines.

All Personnel must:

- Take the problem seriously
- Ensure any incident is reported to the appropriate Coach and / or Manager or directly to the AHC CWO if the matter involves an Official of the Club.

The CWO will:

- Investigate all reported cases of bullying behaviour
- Talk to the bullies and victims separately
- Decide on appropriate action, such as:
 - Obtain apology from the bully (ies) to the victim and endeavour to resolve any problem
 - Advise parents of the victim and bully (ies) of incident and action taken

Appendix 5

AHC PROSPECTIVE VOLUNTEER - PERSONAL DETAILS FORM

Surname: _____ First Name: _____ Initial: _____

Title: _____ Sex: M / F E-mail address _____

Address: _____

Post Code: _____

Telephone Nos: _____

Role with AHC: _____

Relevant Qualifications, Experience or Training: _____

I confirm that I am willing to complete a CRB Application and provide all the necessary Personal Identification Documents for the Club to submit to England Hockey

Signature: _____ **Date:** _____

Appendix 6

Photographic Images - AHC Guidelines

Whilst AHC and England Hockey recognises that publicity and pictures of young people enjoying hockey are essential to promote the sport and a healthy lifestyle, hockey is generally regarded as a low risk sport re photographic images.

With the proliferation of smaller cameras in mobile phones, for example, the use of hockey venues falling outside AHC control and the volume of spectators, it is very difficult area to control and monitor effectively.

AHC should like the co-operation of all Personnel to ensure the following rules be observed for the safety and respect of Junior Members in particular:

1. All young people must be appropriately dressed for the activity taking place.
2. Personal details that might make a young person vulnerable, such as their exact address, should never be revealed when publishing any photographic image.
3. Anyone taking photographs or recording at any hockey event under AHC jurisdiction must have a valid reason for doing so and seek the permission of the organisers/persons in charge.
4. They should make themselves known to the event organisers/persons in charge and be able to identify themselves if requested during the course of the event.
5. All concerns regarding inappropriate or intrusive photography should, in the first instance, be reported in confidence to the Coach and/or Manager who will report all incidences to the CWO and deal with the matter in line with AHC Policy.
6. Anyone taking a photographic image must understand that they can be challenged by AHC Personnel or, indeed, another Spectator.

Appendix 7

AHC Procedures for a Junior Member U18 Staying Overnight Away from Home

The Child Welfare & Procedures Policy must be adhered to at all times and followed by those within the Club formally appointed for the responsibility when a junior member under the age of 18 is away from home overnight under the auspices of AHC.

The CWO must be informed in advance when a junior member is to stay overnight with a travelling Team and will oversee Parents being contacted formally and ensure written permission [see below] is received prior to travel.

Two responsible adults (RAs), one must be gender specific, will be appointed from the management team and take responsibility for the junior member. In line with the Club's Child Welfare & Procedures Policy, the junior member must never be in a situation where the junior member is left on their own or alone with just one RA. Both RAs will ensure the junior member goes to bed at an acceptable time and the door is internally locked before they retire to their own bedrooms, themselves.

Any person appointed to this 'RA' role will have been CRB checked and if possible have attended a 'Good Practice & Child Protection Course' within the last three years. The names and mobile telephone numbers for both RAs will be provided to Parents in case of any emergency.

The RAs must ensure, within all reason, the junior member is not exposed to inappropriate environments, is safe at all times and is not placed in an unlawful situation (e.g. alcohol, banned substances etc).

If a junior member is to travel out of the country in order to represent the Club, the CWO must present details of the proposed arrangements for Committee approval, prior to any travel arrangements being made. As stated above, the CWO will oversee contact with and written approval from Parents as with travel within the UK.

.....
To Andover Hockey Club

I/we give approval for our child _____ to travel with the Club and stay overnight away from home. I/we understand two responsible adults will be appointed by the Club and take responsibility for our child in line with the Child Welfare & Protection Policy of which I/we have been given a copy and confirm it has been read and understood. I/we have received emergency contact names and numbers and the proposed itinerary of the trip.

Parent or Person with Legal Responsibility

Date: _____