

# Hero

## Safeguarding Policy and Procedures (Children and Adults at Risk)

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### 1. Policy Statement

Hero is fully committed to safeguarding and promoting the welfare of children, young people, and adults at risk who participate in our hockey coaching activities. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect participants from harm, abuse, neglect, and exploitation.

The welfare of the child and the adult at risk is paramount. All participants, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation, have the right to protection from abuse and poor practice and the right to participate in a safe, positive, and enjoyable environment.

This policy applies to all directors, employees, coaches, volunteers, contractors, and anyone working on behalf of Hero..

### 2. Legal Framework and Guidance

This policy is underpinned by the following legislation and guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (HM Government)
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Care Act 2014 (Adults at Risk)
- Data Protection Act 2018 and UK GDPR
- Equality Act 2010

This policy also follows best practice guidance for safeguarding in sport.

### 3. Definitions

**Child:** Anyone under the age of 18.

**Adult at Risk:** A person aged 18 or over who has care and support needs and is unable to protect themselves from abuse or neglect.

**Abuse:** Includes physical, emotional, sexual abuse, neglect, bullying, discriminatory abuse, financial abuse, and organisational abuse.

#### 4. Roles and Responsibilities

**Directors:** Kier Starley/ Matt Carter

- Ensure safeguarding is prioritised and resourced
- Review this policy annually

**Designated Safeguarding Lead (DSL):** M Buckley

- Lead on safeguarding matters creating a culture of safeguarding
- Receive and record concerns
- Liaise with statutory agencies
- Maintain confidential records

**Coaches and Staff:**

- Follow the safeguarding policy and code of conduct
- Complete safeguarding training
- Report concerns immediately

#### 5. Safer Recruitment

Hero operates safer recruitment procedures including:

- Appropriate DBS checks
- Identity and qualification verification
- References
- Safeguarding discussion at interview

#### 6. Code of Conduct

All staff and volunteers must:

- Treat all participants with dignity and respect and protect them from harm. This is regardless of age, disability, gender, race, religion or belief, sexual orientation, marital and civil partnership and pregnancy and maternity.
- Maintain professional boundaries

- Avoid inappropriate physical contact
- Never be alone in an unsupervised environment with a child. For the one to one sessions Hero operates this must be with the permission and knowledge of a parent or carer of this session. Reasonable care must be taken by the member of staff to conduct this session in a visible area such as on the hockey pitch.
- Follow photography and social media guidance

## 7. Good Practice Guidelines

- Appropriate supervision ratios at all sessions including Hero Camps. Hero operates with a **(1:10 u16s)**
- One to one sessions for u16s are always with parental consent detailing when and where the sessions are. Sessions are undertaken in a visible location on the hockey pitch. Transport to and from the venue is parental responsibility
- Risk assessments for venues and activities including a named first aider will be undertaken
- Parental consent for children/ adults which is the responsibility of adult or parent/carer to complete accurately to provide Hero with the correct information to safeguard

## 8. Recognising Abuse

### Definitions of Safeguarding, abuse, neglect and exploitation

Safeguarding and promoting the welfare of children/ vulnerable adults is defined as protecting children/ vulnerable adults from maltreatment; preventing impairment of vulnerable adults/ children's mental and physical health or development; whether that is within or outside the home, including online: preventing impairment of vulnerable adults/ children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Abuse is a form of maltreatment of a child or vulnerable adult. Somebody may abuse, exploit, or neglect a child/ vulnerable adult by inflicting harm or by failing to act to prevent harm. Children/vulnerable adults may be abused in a family or in an institutional or community setting by those known to them, by their peers, or, more rarely, by others (e.g. via the internet).

Abuse can be:

- physical abuse
- emotional abuse
- sexual abuse; and/or
- neglect.

All staff should be aware of indicators of abuse and neglect.

Signs may include unexplained injuries, changes in behaviour, fear of certain adults, withdrawal, anxiety, or inappropriate knowledge for age.

## 9. Reporting Procedures

All concerns must be reported to the DSL immediately using the email address: [safeguarding@herogoalie.com](mailto:safeguarding@herogoalie.com) or in person to the DSL.

When dealing with a safeguarding disclosure staff should:

- listen carefully
- avoid asking leading questions
- reassure the individual that the allegation/complaint will be taken seriously
- not guarantee absolute confidentiality and explain to the person that staff will only share the information with those who need to know to help them. All staff should explain next steps and who the information will be passed to.
- a victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a victim ever be made to feel ashamed for making a report.

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Information should be kept confidential and stored securely.

Records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

If a child or adult is in immediate danger, call 999.

The DSL will refer concerns to Children's Social Care, Adult Social Care, the Police, or the Local Authority Designated Officer (LADO) as appropriate.

## 10. Managing Allegations Against Staff

Any allegation against staff will be taken seriously and referred to the LADO. Internal disciplinary procedures may be followed alongside statutory investigations.

All staff concerns should be made directly to the company directors. Should the concern be about a company director then the DSL would be an appropriate alternative to disclose to.

Should staff feel there is a concern with the safeguarding process at Hero staff should raise this with the company directors or use the NSPCC Whistleblowing helpline.

## 11. Confidentiality and Information Sharing

Information will be shared on a need-to-know basis in line with data protection legislation. Safeguarding concerns will always override confidentiality where safety is at risk.

## 12. Training

All coaches and staff will complete safeguarding training appropriate to their role and refresh this regularly.

## 13. Policy Review

This policy will be reviewed annually or when legislation changes.

Next review:



## **Appendix 1: Safeguarding Reporting Form**

Email concerns to: [safeguarding@herogolie.com](mailto:safeguarding@herogolie.com)

Date of Report:

Name of Person Reporting:

Role:

Contact Details:

Name of Child/Adult at Risk:

Date of Birth (if known):

Details of Concern/Disclosure (include dates, times, factual information):

Immediate Action Taken:

Name of DSL Informed:

Date and Time DSL Informed:

Signature:

## **Appendix 2: Safeguarding Concern Flowchart**

1. Concern identified
2. Report immediately to DSL
3. DSL assesses risk
4. Referral to Social Care/Police/LADO if required
5. Record securely

### **Appendix 3: Photography and Filming Consent**

I give permission for [Organisation Name] to take photographs/videos for coaching and promotional purposes.

Name of Participant:

Signature of Parent/Carer (if under 18):

Date:

## **Appendix 4: Code of Conduct Agreement**

I confirm that I have read and understood the Safeguarding Policy and agree to abide by the Code of Conduct.

Name:

Signature:

Date: