

Safeguarding Policy and Guidelines for Club Members:

Person Responsible: Club Member who has witnessed a safeguarding issue and/or concerns or allegations have come to their attention.	Concerns or allegations come to your attention, or you witness a safeguarding incident. Do not investigate yourself but listen and record what you witnessed/ heard/ were told and your actions. If you are not sure that the concern or allegation is a safeguarding concern, please still listen to and record the conversation. Then notify the Designated Safeguarding Lead (Christina Woods, clubsafeguarding.subhc@gmail.com or Deputy Designated Safeguarding Lead (Joanne Woolley, clubsafeguarding.subhc@gmail.com).  	
Person Responsible: Club Member who has witnessed a safeguarding issue and/or concerns or allegations have come to their attention must report to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.	Emergency Action If the child, young person, or adult at risk needs immediate protection from harm you must contact the Designated Safeguarding Officer immediately. If the risk is life-threatening, please report to the police immediately, contacting 999. - Write careful notes of what you witnessed, heard, or were told. - Sign, date & give these to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead 	Non-Emergency Action - If the child, young person, or adult at risk is not at risk of immediate harm, write careful notes of what you witnessed, heard, or were told. - Contact the Designated Safeguarding Lead at the earliest convenience. - Sign, date & give your notes to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead 
Timescale:	<u>Immediately</u>	As soon as possible, ideally within 2 days of the first report. 
Person Responsible: Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.	Designated Safeguarding Lead and Deputy Designated Safeguarding Lead to respond to report according to severity as determined in SUBHC's Safeguarding Policy's. A Case Management Group will be convened to ensure that the Safeguarding Leads are well supported. If necessary, additional support will be sought from our governing body, England Hockey or the Police. All actions undertaken will be recorded on the Safeguarding Report Form.	

Safeguarding Guidelines to Remember:

- Safeguarding is everyone's responsibility.
- Record disclosure immediately using notes or our reporting form which can be found on the club website, or upon request from the club secretary or Designated Safeguarding Leads.
- Do not ask leading questions.
- Record exactly what is being said.
- Remind the person making the disclosure that the information they are sharing can not be kept confidential but will only be shared with appropriate members of the safeguarding team.
- Is the person making the disclosure in immediate danger? Y/N follow flow diagram as appropriate.
- Always follow up any referrals and concerns to ensure they have been appropriately acted on.
- Don't panic and don't make a judgement; only follow the procedure as listed above.
- If unsure what to do always ask a member of the safeguarding team.

List of Important Contacts:

SUBHC Safeguarding Contacts:

Designated Safeguarding Lead (DSL): Christina Woods

Email Address: clubsafeguarding.subhc@gmail.com

Deputy Designated Safeguarding Lead: Joanne Woolley

Email Address: clubsafeguarding.subhc@gmail.com

England Hockey Ethics and Welfare Team

Main Contact Email - safeguarding@englandhockey.co.uk

Alison Hogg – Ethics and Welfare Manager

Contact to report any safeguarding concerns.

Email – alison.hogg@englandhockey.co.uk

Phone – 01628 897500 / 07738 644171

Sara Davies – Ethics and Welfare Administrator

Contact to report any safeguarding and DBS concerns

Email – sara.davies@englandhockey.co.uk

Phone – 01628 896834

www.englandhockey.co.uk/governance/duty-of-care-in-hockey/safeguarding